

Agenda
REGULAR MEETING OF THE ELLICOTTVILLE TOWN BOARD
Wednesday, August 19, 2026
at 6:00pm at the TOWN HALL

Call to Order and Pledge to Flag

Open Public Hearings

- Local Law No. 4 - entitled
“A Local Law Regulating Security Responses and Establishing Fees for
Repeated False Alarms”

Privilege of the Floor

- Harry Weissman, Assessor

Executive Session with Town Assessor and Town Attorney to discuss status and strategy for defense of two Article 7 tax assessment cases, and to review contract for special counsel to represent the Town in those cases.

Approve Minutes

- Regular Meeting – July 15, 2026

Audit of Claims

- Pay Town bills on Distribution Report #08--2026

Supervisor's Reports

- Accept Supervisor's Financial Report
- Supervisor's Meeting – Aug. 20th @ Napoli Town Hall 6pm
- EMS Meeting July 21st 6:30pm – Great Valley Fire Department Clubhouse
- 2027 Budget Reminder
- Windows and Doors Update

Present Written Department Reports for Approval

- Clerk's, Justice, Building Inspector, Police, Engineers and Planners
Reports

Department Heads

Jim Bouchard – Police

Scot Brumagin – Highway Department

Kelly Fredrickson – Code Enforcement Department

Greg Keyser – Planning Department

- RFP For Consolidated IT Services
- Little Valley Code Enforcement IMA

Ben Gross – Engineering Department

New Business

- Accept Robyn George Resignation – Retirement
- Appoint Tracy Rozler Town Clerk
- Appoint Tracy Rozler Registrar of Vital Records and Erica Linderman Deputy Registrar
- Approve adding Erica Linderman as signatory on Clerks/tax account
- Appoint Tracy Rozler Records Management Officer
- Alarm Law – close public hearing - vote

Old Business

- Phone Policy
- Road Bonding Policy
- NY Association of Towns Bill of Rights
- EVGV Trail

Correspondence

Attorney/Client Privilege/Executive Session

Town of Ellicottville, New York

Local Law No. 4 of 2026

A Local Law Regulating Security Alarm Responses and Establishing Fees for Repeated False Alarms

Be it enacted by the Town Board of the Town of Ellicottville, County of Cattaraugus, State of New York, as follows:

Section 1. Legislative Intent

The Town Board of the Town of Ellicottville finds that excessive false alarms from commercial and residential security alarm systems create unnecessary demands on law enforcement and emergency response resources. The purpose of this local law is to reduce repeated false alarms and to recover a portion of the costs incurred by the Town and the Ellicottville Joint Fire District for responding to such alarms. This local law is intended to supersede and replace the previous Local Alarm Law adopted as Local Law No. 3 of 2015.

Section 2. Definitions

For the purposes of this Local Law, the following terms shall have the meanings indicated:

A. Alarm System

Any device or assembly of equipment designed to signal the occurrence of an emergency requiring police, fire, or emergency services response, including intrusion alarms, panic alarms, burglary alarms, or similar systems installed on residential or commercial property.

B. False Alarm

Any alarm signal resulting in a response by law enforcement or emergency personnel where no actual emergency, criminal activity, fire, or hazardous condition exists. The definition of false alarm is also intended to include such responses to a phone call or 911 call made by a property owner, tenant, manager or monitoring company based on any electronic device or the failure of any electronic device. False alarms shall include alarms caused by malfunction, improper installation, negligence, user error, or failure to maintain the system.

False alarms shall not include alarms caused by:

1. Verified criminal activity, attempted criminal activity, fire, or other confirmed emergencies for which the system was designed to alert;
2. Other circumstances determined by the Town to be beyond the reasonable control of the owner or occupant.
3. Calls by a natural person reasonably relying on their own observations at a property to call for police, fire or other emergency response.

C. Alarm User

Any person, business, property owner, tenant, lessee, or occupant who owns, leases, occupies, controls, or uses premises protected by an alarm system. Where an alarm site is a rental unit, the owner of the Alarm Site shall be deemed the Alarm User.

D. Fire Department

The fire department which has responsibility for the territory encompassed by the Town of Ellicottville and part of the Town of Mansfield and is dispatched by Cattaraugus County Communications Center; this may include nearby community departments dispatched in mutual aid.

F. Police Department

The Town of Ellicottville Police Department, Cattaraugus County Sheriff's Department, New York State Police, or police agency dispatched by Cattaraugus County Communications Center.

G. Responding Unit

The unit dispatched by the Cattaraugus County Communications Center to respond to the Alarm, including, but not limited to, the Fire Department, the Town of Ellicottville Police Department, the Cattaraugus County Sheriff's Department, or the New York State Police.

Section 3. Fees for Repeated False Alarms

A. Basis for Fees. After the Town of Ellicottville Police Department, the Cattaraugus County Sheriff's Office, or other emergency response agencies responding on behalf of the Town have responded to a combined total of three (3) false alarms from the same alarm system during a calendar year, the Town may assess fees for each subsequent false alarm occurring during that same calendar year. These fees are intended to offset the expense and burden of responding to false alarms, as well as to incentivize alarm owners to prevent false alarms.

B. The fees shall be assessed as follows:

1. Fourth false alarm in a calendar year: One Hundred Fifty Dollars (\$150.00);
2. Fifth false alarm in a calendar year: Two Hundred Dollars (\$200.00);
3. Sixth and each subsequent false alarm in a calendar year: Four Hundred Dollars (\$400.00).

C. Officials responsible for levying fees. The Town Clerk, Code Enforcement Officer, or other designated officials shall mail a notice of the fee to the alarm user or property owner.

Section 4. Payment of Fees

A. Payment shall be due within thirty (30) days from the date of mailing of the notice.

B. If payment is not received within thirty (30) days, the Town may send a final notice by certified mail advising the alarm user and property owner, if different, that failure to pay may result in:

1. The assessment of the unpaid amount upon the real property tax bill as authorized by New York State law;
2. Civil collection proceedings; or
3. Any other remedy authorized by law.

C. Unpaid charges may be levied against the property and collected in the same manner as Town taxes, to the extent permitted by law.

Section 5. Appeals

A. Any alarm user receiving a false alarm fee notice may appeal the determination to the Town Board within twenty (20) days of the mailing of the notice.

B. The appeal shall be submitted in writing and shall state the reasons why the alarm should not be considered a false alarm.

C. The Town Board may affirm, modify, or dismiss the fee after reviewing the appeal.

Section 6. Administration

The Town Board may designate the Town Clerk, Code Enforcement Officer, Police Department, Fire Department, or another Town official to administer and enforce this Local Law.

Section 7. Severability

If any section, subsection, sentence, clause, phrase, or provision of this Local Law is declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Local Law.

Section 8. Effective Date

This Local Law shall take effect immediately upon filing with the New York State Department of State in accordance with the Municipal Home Rule Law.

DRAFT MINUTES OF THE
REGULAR MEETING OF THE TOWN BOARD
OF THE TOWN OF ELLICOTTVILLE, July 15, 2026
at 6:00 pm HELD AT THE TOWN HALL

<u>Present:</u>	Matthew McAndrew	Supervisor
	John Zerfas	Councilman
	Steve Crowley	Councilman
	Ken Hinman	Councilman
	Robyn George	Town Clerk
	Ben Gross	Engineer
	Seth Pullen (via phone)	Attorney for the Town
	Greg Fitzpatrick	Councilman
	Rich Rinko	Asst. CEO
	Scot Brumagin	Highway Superintendent

Also present: Brenda Hanson, Catt Co. Legislator, Richard and Cindy Dayton, Nadine Saviano, Ian Wilson

Call meeting to order:

Supervisor McAndrew called the meeting to order and led the Pledge to the Flag.

Open Public Hearings

- Local Law No. 2 - entitled
"A Local Law to Override the Tax Levy Limit for Fiscal Year 2027"

Supervisor McAndrew opened the public hearing and invited comments from the public. It was noted that the Town does not always go over the 2% cap imposed by the State, but passing the local law gives some flexibility in case it's necessary. The law has been rescinded in the past. There were no comments from the public.

- Local Law No. 3 – entitled
"A Local Law Establishing a Temporary Moratorium on Battery Energy Storage System Projects and Data Center Projects in the Town of Ellicottville, New York".

Supervisor McAndrew opened the public hearing on local law No. 3. Nadine Saviano spoke about her concerns for the environment should Battery Energy Storage Systems and Data Centers come to Ellicottville. Supervisor McAndrew explained that the Town is proposing the moratoriums in order to research the effects of such systems and address the concerns in the Town's Zoning Ordinance. He emphasized that any law to change the zoning would have its own public hearing. He said a committee will be set up and at large members of

the public are welcome to be a part of the process. At this point in time the Town has not been approached by any companies planning such projects. Brenda Hanson added that now is the time to enact legislation to control such projects as they are not yet under the Office of Renewable Energy. A total ban would not be advisable as the Town would lose control of regulating the projects completely.

Privilege of the Floor

- Speed Limit – Hebdon Road

Cindy and Doc Dayton are asking that the Town start the process of requesting that the speed limit be reduced on Hebdon Road. The road is narrow and there are no lines. The Board suggested that they get letters of support to submit with their request. The Town will forward the letters with the request for a speed reduction to the County who will forward the request to the State. The State has the final say in the matter.

Approve Minutes

- Regular Meeting – June 17, 2026

On motion by Mr. Zervas and second by Mr. Fitzpatrick the minutes of the June 17, 2026 meeting were:

Accepted Ayes 5 – McAndrew, Crowley, Hinman, Fitzpatrick & Zervas
 Nays 0

Audit of Claims

- Pay Town bills on Distribution Report #07 - 2026

On motion by Mr. Crowley and second by Mr. Hinman the following resolution was

Accepted Ayes 5 – McAndrew, Crowley, Fitzpatrick, Hinman & Zervas
 Nays 0

Resolved that the Town bills be paid on General Ledger Distribution Report 07-26 as follows:

001 - General Fund A:	\$ 55,456.99		
002 - General Fund B:	\$ 3,890.12		
		General Fund Total:	\$ 59,347.11
004 - Highway DB:	\$101,251.64		

	Highway Fund Total:	\$101,251.64
006 - Water	\$ 9,504.82	
	<u>006 - Water Fund Total</u>	<u>\$ 9,504.82</u>
	Grand Total:	\$170,103.57

Supervisor's Reports

- Accept Supervisor's Financial Report

On motion by Mr. Hinman and second by Mr. Zervas the Supervisor's Financial Report was:

Accepted Ayes 5 - McAndrew, Zervas, Fitzpatrick, Hinman & Crowley
 Nays 0

- Supervisor's Meeting – Aug. 20th @ Napoli Town Hall 6pm
- EMS Meeting July 21st 6:30pm – Great Valley Fire Department Clubhouse

NYS recently enacted legislation requiring counties in collaboration with municipalities and emergency medical services agencies, to develop a comprehensive Emergency Medical Services Plan to evaluate and strengthen EMS delivery throughout each county. The County is asking for the Town's input.

- Catt. Co. Comprehensive Plan Support Letter

The Town agreed to send a letter to NYS supporting Cattaraugus County's application for the NYS Department of State Smart Growth Community Planning and Zoning Program to complete a County Wide Comprehensive Plan Update.

- St. Paul's Day of Giving 9/13/26

St. Paul's is having a Day of Giving and reaching out for suggestions for projects to help the community.

Present Written Department Reports for Approval

- Clerk's, Police, Justice, Planners, Engineers and Building Inspector's Reports

On **motion** by Mr. Crowley and second by Mr. Hinman the Clerk's, Police, Justice, Planning, Engineer and Building Inspector's reports were:

Accepted Ayes 5 – McAndrew, Crowley, Fitzpatrick, Hinman & Zervas
Nays 0

Department Heads

Jim Bouchard – Police – Absent

OIC Bouchard sent a report summarizing the department's activity:

Training & Patrols: Officers Graham and Rowland successfully graduated from Bike Patrol School and the department will implement periodic bike patrols throughout the summer months.

Personnel Commendations: Multiple officers stepped up to provide crucial coverage during the Rodeo and Summer Music Festival.

Traffic Safety: The radar speed sign on Maples Road is fully operational and already demonstrating a positive impact on traffic.

Grants and Technology: OIC Bouchard is preparing an application for the newly announce state law enforcement technology grant.

Scot Brumagin – Highway Department

On motion by Mr. Hinman and second by Mr. Zervas the following resolution was:

Accepted Ayes 5 - McAndrew, Zervas, Fitzpatrick, Hinman & Crowley
Nays 0

Resolved to hire Wyatt Visnesky retroactive to Monday as a highway laborer starting at \$20.15/hour.

He is working on obtaining his CDL license.

Motion by Mr. Hinman and seconded by Mr. Zervas to go into executive session to discuss personnel matters.

Motion by Mr. Crowley and seconded by Mr. Hinman to resume regular session.

On motion by Mr. Crowley and second by Mr. Hinman the following resolution was:

Accepted Ayes 5 - McAndrew, Zervas, Fitzpatrick, Hinman & Crowley
 Nays 0

Resolved to hire Trevon Lane as on a 6-month temporary basis as a highway laborer starting at \$20.15/hour.

The department has been working on Simmons, Kruse and Canada Hill Roads. They also started working on the new drain at the highway barn.

The Gas Boy system has been going down on a regular basis. The needed update will cost \$6397.00 and can be paid out of the highway barn funds with money saved by doing the drain in house.

On motion by Mr. Hinman and second by Mr. Zervas the following resolution was:

Accepted Ayes 5 - McAndrew, Zervas, Fitzpatrick, Hinman & Crowley
 Nays 0

Resolved that Mr. Brumagin go ahead with the update quoted by the Pump Doctor to the gas boy system.

Kelly Fredrickson – Code Enforcement Department – absent

Rich Rinko reported that there are currently 70 open building permits. Short term rental applications have slowed down; some are working on being compliant. There are some still advertising without STR licenses.

Greg Keyser – Planning Department - absent

Ben Gross – Engineering Department

Culverts are going to be entered into a structures plan so they can be budgeted for. Cattaraugus County Soil District is assisting with a grant application for the Poverty Hill Culverts.

Four Flushers meeting was held on June 29th. The next one is scheduled for August 24th.

The Engineer will rebid the Holimont Water Replacement project in the fall.

New Business

- Road Bonding Policy

The need for a Road Bonding Policy was discussed as a way to cover costs and risks of damage to roads. The board could set standards as to weight of vehicles, etc. The discussion was tabled until next meeting.

- NY Association of Towns Bill of Rights

The NY Association of Towns has proposed that Town's pass a Bill of Rights to:

1. Protect Home Rule
2. Protect Lands.
3. Freedom from Unfunded Mandates
4. Modernize Transparency
5. A Voice in Decisions Impacting our Hometowns

They are encouraging the town to send a delegate to Albany on September 23rd.

It will be discussed at the next meeting.

- Water Quality Improvement Project

On motion by Mr. Crowley and second by Mr. Fitzpatrick the following resolution was:

Accepted Ayes 5 - McAndrew, Zervas, Fitzpatrick, Hinman & Crowley
Nays 0

BOARD RESOLUTION TITLE: Resolution to request Cattaraugus County Soil & Water Conservation District to serve as lead agency to apply for funding through New State Department of Environmental Conservation's (NYSDEC) *Water Quality Improvement Project (WQIP)* grant program; and

WHEREAS, the New York Department of Environmental Conservation has issued a Request for Proposals inviting Soil & Water Conservation Districts, Municipalities, or groups acting jointly to submit proposals for funding under Round 22 of the Water Quality Improvement Project grant program; and

WHEREAS, funds are available for projects that consist of activities that will reduce, abate, control, or prevent nonpoint source pollution originating from non-agricultural sources; including, but not limited to, stormwater runoff, soil erosion & sedimentation, etc.; and

WHEREAS, the Cattaraugus County Soil & Water Conservation District is desirous of acting as lead agency to apply for funding through the New York State Department of Environmental Conservation Water Quality Improvement Project (WQIP) grant program for partial reimbursement to implement a nonpoint source pollution project, and

WHEREAS, the Town of Ellicottville is interested in participating in this program and is in support of Cattaraugus County Soil & Water Conservation District's assistance in securing this grant funding;

NOW, THEREFORE, BE IT RESOLVED that the Town of Ellicottville Board of Directors hereby requests Cattaraugus County Soil & Water Conservation District to serve as lead agency to apply and submit the aforementioned grant application on behalf of the Town of Ellicottville.

APPROVED:

I hereby certify that the forgoing resolution was duly passed and adopted by the Town of Ellicottville Board of Directors at a meeting held on the 15th day of July in the year 2026.

- Food Bank

FeedMore WNY is requesting that the Town donate \$4,000 to help with their mission of addressing hunger in the Ellicottville community. In order to do so, the Town would have to pass a resolution specifying FeedMore WNY as a contractor providing a public service to the Town. A concern was that the Town Board would have trouble determining which charities to support using taxpayer funds, therefore, no action was taken on the request.

- Accept Thomas Raab's Resignation – Retirement

Motion by Mr. Hinman and second by Mr. Zervas to accept the resignation of Thomas Raab. All Ayes. Carried.

- Appoint Erica Linderman as Deputy Clerk/Supervisor's Clerk - \$30/hr., 8 hour days

On motion by Mr. Fitzpatrick and second by Mr. Zervas the following resolution was:

Accepted Ayes 5 - McAndrew, Zervas, Fitzpatrick, Hinman & Crowley
 Nays 0

Resolved that the Board appoint Erica Linderman as Deputy Clerk/Supervisor's Clerk at a rate of \$30/hr., 8 hours/day, 5 days a week. Further resolved, that she can carry over her sick, vacation and personal time accumulated as Village Deputy Clerk.

- Tax Levy Law – close public hearing

On motion by Mr. Crowley and second by Mr. Fitzpatrick the following resolution was:

Accepted Ayes 5 - McAndrew, Zervas, Fitzpatrick, Hinman & Crowley
 Nays 0

Resolved to close the Public Hearing on Local Law #2.

On **motion** by Mr. Hinman second by Mr. Zervas the following resolution was accepted by roll call vote as follows:

Ayes 5 - Supervisor McAndrew
 Councilman Hinman
 Councilman Fitzpatrick
 Councilman Zervas
 Councilman Crowley
Nays 0

**A RESOLUTION TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED
IN GENERAL MUNICIPAL LAW 3-C**

WHEREAS, the Town of Ellicottville deems it necessary to override the tax levy limit in order to meet contractual obligations, and

WHEREAS, this resolution is adopted pursuant to subdivision 5 of General Municipal Law 3-c, which expressly authorizes the Town board to override the tax levy limit by the adoption of a resolution approved by vote of sixty (60%) of the Town Board;

NOW, THEREFORE, be it

RESOLVED, that the Town Board of the Town of Ellicottville, County of Cattaraugus is hereby authorized to adopt a budget for the fiscal year 2027 on behalf of the Town of Ellicottville that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal law 3-c.

**LOCAL LAW No. 2 - 2026 entitled
"A Local Law to Override the Tax Levy Limit for Fiscal Year 2027"**

SECTION 1. LEGISLATIVE INTENT.

It is the intent of this local law to override the limit on the amount of real property taxes that may be levied by the Town of Ellicottville pursuant to General Municipal Law 3-c, and to allow the Town of Ellicottville to adopt a budget for the fiscal year 2027 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal law 3-c

SECTION 2. AUTHORITY.

This Local Law is enacted pursuant to General Municipal Law Sec. 3-c (the "Property Tax Cap Law"), which expressly authorizes the Town Board to override the tax levy limit by the adoption of a local law approved by vote of sixty percent (60%) of the Town Board.

SECTION 3. TAX LEVY LIMIT OVERRIDE.

The Town Board of the Town of Ellicottville, County of Cattaraugus is hereby authorized to adopt a budget for the fiscal year 2027 that requires a real property tax levy in excess of the amount otherwise proscribed in General Municipal Law 3-c.

SECTION 4. SEVERABILITY

If any clause, sentence, paragraph, section or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to said clause, sentence, paragraph, section or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such order of judgment shall be rendered.

SECTION 5. EFFECTIVE DATE

This Local Law shall take effect immediately upon its filing with the Secretary of State as provided in section twenty-seven of the Municipal Home Rule.

- Temp Moratorium Battery Storage/Data Center Law – close public hearing

Motion by Mr. Hinman and second by Mr. Zervas to close the public hearing on Local Law #3. All Ayes. Carried.

A proposed Local Law No. 3 of 2026 entitled " A LOCAL LAW ESTABLISHING A TEMPORARY MORATORIUM ON BATTERY ENERGY STORAGE SYSTEM PROJECTS AND DATA CENTER PROJECTS IN THE TOWN OF ELLICOTTVILLE, NEW YORK" was discussed by the Town Board. The Town Attorney, Seth D. Pullen, has prepared the local law draft at the request of the Town. It was explained that this local law is necessary for the purpose of protecting the Town from the risks of development of Battery Energy Storage Systems and Data Centers until it has the opportunity to study and adopt appropriate local land use regulations. The following Local Law was introduced by Councilman Greg Fitzpatrick who moved its adoption, and seconded by Councilman John Zerfas to wit:

**TOWN OF ELLICOTTVILLE
LOCAL LAW NO. 3 OF 2026**

**A LOCAL LAW ESTABLISHING A TEMPORARY MORATORIUM ON BATTERY
ENERGY STORAGE SYSTEM PROJECTS AND DATA CENTER PROJECTS IN
THE TOWN OF ELLICOTTVILLE, NEW YORK**

Be it enacted by the Town Board of the Town of Ellicottville, Cattaraugus Couty, State of New York, as follows:

SECTION 1. TITLE, PURPOSE AND FINDINGS

This Local Law shall be known as the "2026 Battery Energy Storage System and Data Center Moratorium Law of the Town of Ellicottville."

The purpose of this Local Law is to temporarily halt the review, approval, permitting, construction, or establishment of any Battery Energy Storage System (BESS) project or data center project within the Town while the Town Board undertakes a comprehensive review of its zoning laws, land-use regulations, environmental protections, and public safety considerations related to such uses.

The Town Board finds that:

BESS facilities and data centers are emerging land uses with significant potential impacts, including but not limited to fire safety, emergency response, noise, water usage, energy demand, hazardous materials, and land-use compatibility.

The Town currently lacks adequate regulations to properly evaluate and manage these uses.

A temporary moratorium is necessary to protect the public health, safety, and welfare while the Town studies and develops appropriate local regulations.

Adoption of this moratorium on building permits and other land development for construction of BESS or Data Center Projects will not have a significant impact on the

environment and is a Type II action, not subject to further environmental review in accordance with SEQRA.

SECTION 2. AUTHORITY

This Local Law is enacted pursuant to the authority granted to the Town Board under: New York State Municipal Home Rule Law § 10; and New York Town Law §§ 130, 261, 263; and the Town's police power to protect the health, safety, and welfare of its residents.

SECTION 3. DEFINITIONS

For purposes of this Local Law:

"Battery Energy Storage System (BESS)" means any facility, structure, or installation that uses electrochemical energy storage technology to store electrical energy for later use, including but not limited to lithium-ion, flow battery, or other battery technologies, whether standalone or paired with another energy system.

"Data Center" means any facility or portion thereof occupying in aggregate more than one (1) acre of land to house computer systems, servers, networking equipment, or digital storage infrastructure, including associated cooling systems, backup power systems, and electrical distribution equipment, primarily for the purpose of data processing, storage, or transmission.

"Project" means any proposal, application, site plan, special use permit, building permit, variance, or other request for municipal approval related to the establishment, expansion, or construction of a BESS or data center.

SECTION 4. SCOPE OF MORATORIUM

For the duration of this moratorium, no board, officer, or employee of the Town shall accept, process, review, approve, issue, or grant: site plan applications, special use permits, building permits, variances, zoning amendments, subdivision approvals, or any other land-use or development approvals for any Battery Energy Storage System or data center project.

All applications not fully approved prior to the effective date of this Local Law shall be stayed and shall not proceed until the moratorium expires or is repealed.

This moratorium does not apply to: a) any applications complete and fully approved prior to the effective date of this Local Law; b) electric motor vehicles and charging stations for such electric motor vehicles; and c) small battery energy storage systems with an aggregate energy capacity less than or equal to 200 kWh, storing energy to be used on the premises where located, and if in a room or enclosed area, consisting of only a single storage system technology.

SECTION 5. DURATION

This moratorium shall remain in effect for twelve (12) months from the effective date of this Local Law, unless extended, modified, or repealed by resolution of the Town Board. The Town Board may extend the moratorium for additional periods of up to six (6) months if necessary to complete its studies and adopt appropriate regulations.

SECTION 6. STUDY AND REVIEW DURING MORATORIUM

During the moratorium period, the Town Board, Planning Board, and other relevant Town officers and bodies shall: a) Conduct a comprehensive review of BESS and data center land-use impacts; b) Evaluate fire safety standards, emergency response needs, and environmental risks; c) Review zoning districts where such uses may or may not be appropriate; d) Draft new or amended zoning regulations, permitting standards, and safety requirements; and e) Hold public hearings and consult with experts as needed

SECTION 7. HARDSHIP WAIVER

A property owner may apply to the Town Board for a hardship waiver if they believe the moratorium imposes an unnecessary and extraordinary hardship.

To be eligible for a hardship waiver, the applicant must demonstrate: a) The moratorium causes unique and substantial hardship not shared by others; b) The requested relief will not undermine the purpose of the moratorium; and c) the project will not pose risks to public health, safety, or welfare

The Town Board may impose reasonable conditions on any waiver to protect the interest of the Town and the public.

SECTION 8. SEVERABILITY

If any section or provision of this Local Law is held invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Local Law.

SECTION 9. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

The Clerk called for a roll call vote which resulted in the following:

Ayes 5 - Supervisor McAndrew
Councilman Hinman
Councilman Fitzpatrick
Councilman Zerfas
Councilman Crowley

Nays 0

Old Business

- Phone Policy – review revised document and discuss next meeting
- EVGV Trail – meeting next Monday

- Alarm Law

Mr. Crowley had some suggestions for the Alarm Law which will be incorporated in the document.

On motion by Mr. Crowley and second by Mr. Zervas the following resolution was:

Accepted Ayes 5 - McAndrew, Zervas, Fitzpatrick, Hinman & Crowley
 Nays 0

Resolved that the Town Board hold a public hearing on Local Law #4 "Alarm Law" on Wednesday, August 19, 2026 at 6pm at the Town Hall.

Correspondence

- Ellicottville/Great Valley Seniors Day Trips

A list and description of the planned day trips was provided.

Attorney/Client Privilege

Adjournment

Motion by Mr. Zervas seconded by Mr. Hinman to adjourn the meeting at 8:48pm and go into Attorney/Client Privilege. All Ayes. Carried.

I, Robyn A. George, Clerk of the Town of Ellicottville, County of Cattaraugus, State of NY, do hereby certify that the foregoing constitutes the complete minutes of the Town Board Meeting held on the 15th day July, 2026 approved by said Board on the 19th day of August, 2026.

Robyn A. George – Town Clerk

TOWN PERMITS ISSUED JANUARY THRU JULY 2026

INTAKE DATE	ISSUED DATE	PARCEL #	SERVICE ADDRESS	OWNER	TYPE OF PROJECT	TOWN OR VILLAGE	TOTAL PERMIT COST	PROJECT DESCRIPTION
1/7/26	1/14/26	38.004-1-11	5118 Nvs Rte 242 E	Mordick, Thomas G.	BUILDING	Town	\$76.00	re-roof
1/14/26	2/9/26	46.002-1-1.18	23 Summit Drive	Karp Properties, LLC	BUILDING	Town	\$562.00	detached garage with apartment addition
2/10/26	2/12/26	55.002-1-29.4	14 Holmont	Wachowicz, Michael	BUILDING	Town	\$472.00	addition
1/9/26	2/18/26	55.028-2-19.16	12 Ellicottville	Zimmer, Seth	BUILDING	Town	\$769.00	build out interior
3/3/26	3/3/26	55.011-4-22	6825 Buchan	Strong, Anthony Peter	BUILDING	Town	\$136.00	New Driveway construction
3/3/26	3/3/26	55.027-2-38.3	11 Parkside	Stephens, Robert	BUILDING	Town	\$106.00	Rear deck
3/9/26	3/17/26	55.051-1-9	9 Valley Village	Valley Village 9, LLC	BUILDING	Town	\$106.00	deck replacement
3/16/26	3/19/26	55.002-2-15.170	6044 US Rte 219 S	Hejna, Anthony J.	BUILDING	Town	\$76.00	backroom remodel
3/17/26	3/20/26	38.001-1-28.5	8146B Us Rte 219	Meisenburg, Matthew	BUILDING	Town	\$105.00	pole barn
3/25/26	3/25/26	55.052-3-1.58	191 Wildflower Apts	Labrasca, Amy L.	BUILDING	Town	\$106.00	egress window and stairs in loft
3/17/26	3/27/26	55.002-2-17.8/10	A302 Snowpine	Johnson, Daniel S.	BUILDING	Town	\$106.00	egress window
3/17/26	3/27/26	38.003-1-24.5	6006 Cotter	Peyer, Michael	BUILDING	Town	\$889.00	Single Family Residence
3/24/26	4/6/26	55.002-2-17.13	Holiday Valley Rd (Off)	Win-Sum Ski Corp.	BUILDING	Town	\$202.00	Remove fountain, install pergola
3/24/26	4/6/26	55.002-2-17.1	6557 Holiday Valley	Win-Sum Ski Corp.	BUILDING	Town	\$202.00	Remodel, McCarty's Cafe
4/1/26	4/7/26	55.052-2-8.28	18 Alpine	Flus, Anthony	BUILDING	Town	\$106.00	mini-split heat pump
4/1/26	4/14/26	55.034-4-28	Stone Ridge	Stone Ridge Association,	BUILDING	Town	\$456.00	re-roof
4/20/26	4/20/26	47.001-1-30	7310 Brennan	Galindo, George	DRIVEWAY	Town	\$285.00	Driveway
4/16/26	4/24/26	55.051-1-4	1 Valley Village	Brackett, Todd L.	BUILDING	Town	\$106.00	deck replacement
5/5/26	5/5/26	55.002-1-29.9	18 Holmont	Simmons, Elizabeth A.	BUILDING	Town	\$106.00	Replace existing deck
10/14/25	5/7/26	55.002-3-13	6851 Leslie	Mahtoney, Todd D.	BUILDING	Town	\$106.00	replace deck and patio
5/7/26	5/12/26	46.082-3-33	6558 Maples	Trotter, Yves P.	BUILDING	Town	\$106.00	egress windows
5/7/26	5/13/26	46.004-1-15.1	6876 Us Rte 219	GNAR Group LLC	BUILDING	Town	\$136.00	decks
5/18/26	5/18/26	55.052-2-11.9	10 Wildflower Apts	Siebert, Jeffrey M.	BUILDING	Town	\$76.00	mini-split
4/20/26	5/19/26	38.001-1-13.6	5679 Beaver Meadows	Wells, Derek	BUILDING	Town	\$562.00	Single Family Residence
5/29/26	5/29/26	55.052-2-7.3	57 Alpine	Elmer, Thomas R.	BUILDING	Town	\$106.00	Egress Window
12/29/25	6/2/26	46.082-3-34	6554 Maples	B & B Homes, Inc.	BUILDING	Town	\$4289.00	Single Family Residence
6/5/26	6/5/26	46.082-3-2	6568 Maples	B & B Homes, Inc.	BUILDING	Town	\$46.00	re-roof
3/26/26	6/8/26	55.002-1-17.3	16 Plum Ridge	242 Montview Inc.	BUILDING	Town	\$196.00	16 Plum Ridge remodel, dormer addition
6/8/26	6/8/26	55.043-2-7.4	3 Lincoln	Francis, Danielle M.	BUILDING	Town	\$76.00	New Hot Tub and Fence
6/9/26	6/11/26	46.002-1-11.8	6400 Cotter	Bishop, Christopher	BUILDING	Town	\$166.00	pole barn
11/26/25	6/17/26	56.001-2-10.16	10 Sundance Rd	Burke, Patrick K.	BUILDING	Town	\$562.00	Single Family Residence
6/10/26	6/22/26	38.002-1-18.2	8057 Route 240	Previty, John	BUILDING	Town	\$889.00	single family residence
6/22/26	6/22/26	55.011-3-34	6742 Holiday Valley	Fitzpatrick, Sara	BUILDING	Town	\$76.00	Egress Window
6/22/26	6/23/26	55.051-3-53	6624 Thistle	Touzelin Trust,	BUILDING	Town	\$136.00	deck replacement
6/11/26	6/24/26	47.001-1-40.2	5477 Bryant Hill	Orourke, Kevin M	BUILDING	Town	\$76.00	re-roof
6/18/26	6/24/26	46.082-3-40.22	6565 Maples Rd	Bachan, Julie	BUILDING	Town	\$106.00	standby generator
6/24/26	6/24/26	55.002-1-17.3	Nvs Rte 242 W	242 Montview Inc.	BUILDING	Town	\$735.00	re-roof three buildings
6/18/26	6/30/26	55.002-3-34	6847 Niles	Falk Living Trust	BUILDING	Town	\$4289.00	single family residence
6/26/26	7/1/26	55.002-2-17.1	6557 Holiday Valley	Win-Sum Ski Corp.	TENT, STAGE, CANOPY	Town	\$92.00	Summer Fest Stage
6/11/26	7/1/26	47.001-1-44.2	5814 Route 242 E	Schmitz, Norbert	BUILDING	Town	\$76.00	re-roof
7/7/26	7/7/26	47.002-1-19	5393 Bryant Hill	Clark, Randy	BUILDING	Town	\$76.00	partial re-roof
6/12/26	7/8/26	47.002-1-12.12	7058 High Meadows	Brawdy, James D.	BUILDING	Town	\$196.00	addition to detached garage
7/15/26	7/17/26	46.082-1-18	13 Evergreen	Callaghan, Connor M.	BUILDING	Town	\$147.00	13-16 Evergreen, re-roof
7/21/26	7/21/26	55.002-1-29.9	18 Holmont	Simmons, Elizabeth A.	BUILDING	Town	\$76.00	whole house generator
7/30/26	7/30/26	55.052-2-7.8	62 Alpine	Braithon, Terence E.	BUILDING	Town	\$76.00	ductless heat pump
					TOTAL	TOTAL	\$18445.00	

VILLAGE PERMITS ISSUED JANUARY THRU JULY 2026

INTAKE DATE	ISSUED DATE	PARCEL #	SERVICE ADDRESS	OWNER	TYPE OF PROJECT	TOWN OR VILLAGE	TOTAL PERMIT COST	PROJECT DESCRIPTION
1/20/26	1/21/26	55.027-2-1.5	15 Van Buren	15 North Oak LLC,	BUILDING	Village	\$256.00	partial garage conversion
2/10/26	2/16/26	55.035-1-13.3/13	13 Abbey	Kidd, James M.	BUILDING	Village	\$106.00	home battery backup system
2/17/26	2/17/26	55.036-2-26.2	7 Park	Azcarate, Miguel	BUILDING	Village	\$147.00	Repair foundation
2/9/26	3/4/26	55.035-3-34	32 Washington	SRW of WNY, LLC,	BUILDING	Village	\$76.00	reroof front
3/18/26	3/25/26	55.035-3-21	6 Monroe	Milliron, Jerry	BUILDING	Village	\$136.00	Pavilion
4/1/26	4/1/26	55.035-3-9.1	7 Park Sq	Jenis, Andrew David	BUILDING	Village	\$106.00	reroof
3/31/26	4/7/26	55.035-3-27	32 Elizabeth	Stahlka, Bradley A.	BUILDING	Village	\$256.00	Mudroom addition
4/9/26	4/9/26	55.036-2-16.2	39 Mill	Nickolson, Michael G.	BUILDING	Village	\$0.00	Change of Use - From professional office to business office with incidental retail sales
2/27/26	4/20/26	55.035-1-32	22 Mechanic	Riordon, Joseph P	BUILDING	Village	\$196.00	Replace Garage
4/15/26	4/20/26	55.028-1-6.1	32 E Washington St	Mellot, Abby D	BUILDING	Village	\$136.00	porch roof
4/1/26	4/21/26	55.027-2-17	23 Elizabeth	McCleary, Kevin K.	BUILDING	Village	\$106.00	renovate decks
3/23/26	4/22/26	55.027-2-20	29 Elizabeth	Haves, Jeffrey B.	BUILDING	Village	\$136.00	Pergola and hot tub
3/17/26	4/27/26	55.036-2-1	11-15 Martha	11 Martha Street LLC,	BUILDING	Village	\$0.00	New Business, no major changes
4/16/26	5/4/26	55.035-4-24	25 Jefferson	Carley, David J.	BUILDING	Village	\$76.00	reroof
5/15/26	5/18/26	55.035-3-12	3 Jefferson	Diegelman, Tracy	BUILDING	Village	\$257.00	Rebuild deck and patio, spiral stair
5/19/26	5/19/26	55.035-3-15.1	2 Hughey	Valley Ridge LLC	BUILDING	Village	\$0.00	Change of use, 1st Dr. office, PT. 2nd residential.
5/18/26	5/21/26	55.035-4-29	40 Madison	40 Madison Ellicothville LLC,	BUILDING	Village	\$76.00	No structural changes
5/20/26	5/26/26	55.043-1-2.16	31 Greer Hill	Gloia, Richard F.	BUILDING	Village	\$226.00	mini-slift
3/12/26	5/27/26	55.027-2-1.18	14 Elk	Spicer, Joanne	BUILDING	Village	\$286.00	remodel
5/20/26	5/27/26	55.043-1-2.30	3 Greer Hill	Greer Hill Partners, LLC,	BUILDING	Village	\$46.00	remodel house, rebuild porch
6/5/26	6/16/26	55.036-1-1.2	46-48 Washington	Five Star Bank,	BUILDING	Village	\$257.00	deck repair
6/16/26	6/22/26	55.035-6-16	38 Monroe	Hall, Nigel	BUILDING	Village	\$75.00	Interior renovations
6/23/26	6/23/26	55.035-2-1.2	60 W Washington	Fleck, Joseph T.	BUILDING	Village	\$76.00	Bilco door
6/10/26	6/24/26	55.036-2-37	21 Rockwell	Schuster, Mary E.	BUILDING	Village	\$46.00	reroof
6/15/26	6/28/26	55.035-3-5	70 Elizabeth	Clauss III, James T.	BUILDING	Village	\$106.00	Demolition permit
7/20/26	7/20/26	55.043-1-33.3	37 Aspen Way	Sun Up Holiday Park Ltd.	BUILDING	Village	\$76.00	back porch roof
7/17/26	7/24/26	55.035-1-34	16 Mechanic	16 Mechanic Street, LLC,	BUILDING	Village	\$325.00	Reroof
TOTAL							\$3585.00	Tear Down and Rebuild of Single Family Residence

ENGINEERING

Water Division

- List of water projects has been entered into a capital plan.
- Leak detection equipment has not found any new leaks where it is deployed currently.
- Holimont Replacement water project will be rebid in the Fall for more competitive pricing.
- Lead Service Line Inventory
 - Nothing required at this time.

Sewer Division

- Capital
 - Continuing sample collection/lab hours every Friday.
 - Mapping of existing valves and system at plant still underway, awaiting transfer pump to clean chamber #5
 - Concrete sidewalk at intersection of Elizabeth and Jefferson completed.

Public Works

- Sidewalks along Mechanic Street and West Washington are marked to be replaced this week.
- Elk St. restoration of topsoil at 12 Elk needs to be completed when DPW (Mark) finds time. Aprons were blacktopped on the 9th of July.

Highway Department

- Drainage Structures on Donlen have been cleaned and pipes running between them opened up. Gutter is in poor condition but working for the time being, due to be replaced in years to come.
- Culverts are going to be entered into a structures plan so we can begin budgeting for them as required. Cattaraugus County Soil District is assisting with a grant application for Poverty Hill Culverts.
- Town Barn Trench Drain replacement is complete, entire floor has been resealed.
- Crane Road Culvert Replacement
 - Project schedule
 - Preliminary Design Resubmitted. (accepted)
 - Relocation of Verizon's line outside of Highway ROW initiated
 - Final Design Approval – Anticipated by Fall 2025 (behind schedule)
 - Bidding – Anticipated to advertised by early 2026
 - Construction – Anticipated to begin early/mid 2026
- Kruse Road Bridge Replacement
 - Project schedule
 - Preliminary Design – Resubmitted. (accepted)
 - Final Design Approval – Anticipated by Fall 2025 (behind schedule).
 - Bidding – Anticipated to advertised by early 2026
 - Construction – Anticipated to begin early/mid 2026

Town

- Town Line survey on Hefferan underway to file a turnaround easement for Highway Department. Finally received external radio from county so we can resume and finish project.
- Sidewalk in front of Wildflower complex along Route 219 has been replaced.
- Route 219 Sidewalk Extension
 - On hold currently
- EV charging station update

Village

- Updating of existing sidewalk map/inventory
 - Inventory will assist in replacement schedule.
 - Washington Street the shoulder between Elizabeth Street and Park Square update from State.
 - Maintenance log for fall records and issues to be addressed in coming years.

Other Activities

- Next Four Flushers meeting to be held on Monday August 24th at 8:00am.

BOARD ACTION ITEMS

Town –

Village – 16 Mechanic Street underground utility(electric) line

MONTHLY PLANNING REPORT

August 13, 2026

A. Zoning Applications

#	Address	Description	Current Status
TZ-26-017	6633 US Route 219	New welding business	Approved by the PB on 7/27/26.
TZ-26-019	10 Four Wheel Dr	Driveway expansion	Under Zoning Review.
TZ-26-020	0 NYS Rte. 242 E	Accessory Garage	Under Zoning Review.
TZ-26-021	6249 McKinley Dr	Garage Addition	Under Zoning Review.

B. Zoning Complaints

#	Address	Description	Status
VZ-26-001	6394 NYS Rte. 242	Unfinished site work	Written notice sent.

C. Planning & Zoning Boards

Planning Board

- Meeting was held on 7/27/26.
- 1 application under review. 1 public held.
- 1 application approved.

Zoning Board of Appeals

- No meeting was held in August.

D. Projects

Shared Network Server

Status: Closed

- Project not being pursued as originally scoped/intended.
- Town & Village will proceed independently.
- Grant award from NYSDOS for a Study will be declined.

Consolidated IT Services

Status: Ongoing

- Scope is to consolidate all Town IT services under a single contract.
- Draft RFP is being prepared to solicit bids from qualified vendors.

Shared Code Enforcement Services

Status: Ongoing

- Meeting with Little Valley Mayor was held on 7/27.
- Preparing an IMA to administer building permits and fire inspections.

Highway Computers

Status: Complete

- New computer workstations were installed during the week of August 3rd.
- New monitors installed on August 14th.

Cyber Liability Insurance Renewal

Status: Ongoing

- Renewal application to extend cyber liability insurance.
- Review by Hurricane Technologies complete (Engineering Department Server)
- Review requested by Charles Galante (Town Hall Server)

Battery Storage & Data Center Zoning Amendment

Status: Ongoing

- Moratorium went into effect on 7/15/26.
- Committee being formed to consider zoning regulations regulating battery storage and data centers.

Zoning Map Amendment – Conservation Overlay

Status: No progress.

- Drafting an amendment to remove the Conservation Overlay District from designated areas.

E. Professional Development

Annual Mandatory NYS Training

Online - Completed on 8/11/26.

Mandatory training for workplace safety and compliance.

Topics: Harassment, Bloodborne Pathogens & Workplace Violence Training

WSTBOA Conference

Celoran, NY (Jamestown) – Scheduled to attend on 9/18.

Continuing Education to maintain CEO Certification.

Topics: Code Administration, Hazardous Materials, Zoning Basics, Intermunicipal Cooperation.

NYS Upstate APA Annual Conference

Albany, NY – Scheduled to attend 10/13 to 10/16.

Continuing Education to maintain AICP Certification.

Topics: Land Use & Zoning, Ethics, Housing, Trails, Environment & Sustainability.

REQUEST FOR PROPOSAL (RFP)
IT Managed Services

Issued By:
Town of Ellicottville
1 W. Washington Street
Ellicottville, NY 14731

RFP Date: August 26, 2026
RFP Deadline: September 16, 2026, 4:00 PM EST

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this Proposal

For further information regarding this RFP
Contact Gregory Keyser at:
greg.keyser@evlengineering.com

A. Purpose and Background

The Town currently operates within a highly fragmented IT environment characterized by siloed systems, isolated departmental data, and standalone workstations that are not connected to a central server or domain network. Over time, individual departments have separately engaged vendors for network management, software, and technical support, resulting in inconsistent security protocols and redundant administrative overhead.

To eliminate these operational gaps and establish centralized oversight, the Town seeks to consolidate all municipal IT infrastructure and support services under a single Managed Service Provider (MSP). Additionally, the selected MSP will be required to develop a comprehensive Centralization and Migration strategy to integrate all departments into a unified architecture and establish centralized IT governance across all Town operations.

B. Scope of Services

The selected vendor shall provide, at a minimum, the following services:

1. Helpdesk & Technical Support

- Remote and onsite support as needed.
- End-user support during standard business hours
- After-hours emergency support
- Issue tracking and ticketing system

2. Network & Systems Management

- Monitoring and maintenance of all workstations and network devices
- Patch management and updates (OS and third-party applications)
- Asset inventory management

3. Microsoft 365 Administration

- User account management
- Licensing management
- Email and security configuration
- Support Microsoft applications and services

4. Cybersecurity Services

- Endpoint Detection and Response
- Multi-Factor Authentication
- Email security and spam filtering
- Vulnerability scanning and/or risk assessments
- Incident response support
- Compliance with current New York State laws and standards.

5. Backup & Disaster Recovery

- Cloud-based backup solution
- Defined retention policies (must be specified)
- Onsite or immutable backup capability
- Periodic recovery testing

6. Firewall & Network Security

- Procurement and installation of new firewall hardware
- Ongoing licensing, monitoring, and maintenance
- VPN configuration
- Network security configuration and reporting

7. Network Centralization and Migration Plan

- Inventory all departmental IT assets, software, and infrastructure.
- Formulate a Centralization and Migration Strategy for a unified architecture.
- Establish a centralized IT framework across all Town operations.
- Define town-wide hardware, software, and cybersecurity baseline standards.
- Deliver a phased roadmap with budgetary costs for future execution

C. Asset Inventory

To assist Proposers in developing accurate, fixed fee monthly pricing and transition plans, the Town has provided a baseline asset inventory in Appendix A. All counts are approximate and represent the Town's current operational footprint across all Town facilities. Proposers should note that while the broader municipal operational footprint presently encompasses the Village Public Works, Water and Sewer Departments, these entities are explicitly excluded from the scope of this contract and shall not be including in the proposal.

D. Service Level Expectations

Proposals must include clearly defined service levels, including:

- Response times by severity level

<u>Priority</u>	<u>Type</u>	<u>Response</u>
Priority 1	Emergency (town-wide outage / security breach)	< 15 minutes
Priority 2	High (single department down / critical failure)	< 45 minutes
Priority 3	Medium (single user standard issue)	< 2 hours
Priority 4	Low (request / minor change)	< 8 hours

- Target resolutions times
- System uptime expectations
- Availability of after-hours support

E. Proposal Guidelines

Proposals must be physically delivered to the Town of Ellicottville by the deadline stated below. Electronic (email or fax) submissions will not be accepted.

Proposers must submit one **(1) original** marked "ORIGINAL" and **five (5) copies** in a sealed envelope or package, clearly labeled on the outside as follows:

RFP Submission: IT Managed Services
Town of Ellicottville
P.O. Box 600
1 W. Washington Street
Ellicottville, NY 14731

Submission Deadline: September 16, 2026, by 4:00 PM EST. Late proposals or hand deliveries received after this time will be rejected without evaluation.

Submissions must contain the following required sections in order listed below:

1. Cover Letter
2. Company Profile
 - Years in business
 - Organizational structure
 - Staffing levels
3. Relevant Experience
 - Experience with municipal clients
 - At least three (3) references
4. Technical Approach
 - Description of services provided
 - Cybersecurity approach
 - Tools and technologies used
 - Centralization and migration strategy
5. Staffing Plan
 - Key personnel and qualifications
6. Transition Plan
 - Onboarding process and timeline
7. Cost Proposal

F. Cost Proposal

All costs must be clearly itemized and include:

- Monthly Recurring Service Fee
- Third-Party Software & Licensing
- Onboarding Fee
- Network Centralization and Migration Fee
- Out-of-Scope Rate Sheet

G. Proposal Evaluation Criteria

The Town will evaluate and score proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

Description	Points
Organization's Experience & References	25
Technical Approach & Cybersecurity	25
Transition & Onboarding Plan	15
Cost Proposal	35
Total	100

This RFP does not commit the Town to award a contract, or to procure, or to contract for services or supplies. The Town reserves the right to award this contract to the proposer(s) that best meet the requirements of the RFP. The Town reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the interests of the Town to do so. The Town may require the Proposer selected to participate in negotiation and to submit any price, technical, or other revisions, or their proposals as may result from negotiations.

H. Project Timeline

Proposal Deadline: September 16, 2026
Evaluation Period: September 16, 2026 – October 21, 2026
Notice of Award: October 22, 2026
Contract Start Date: December 1, 2026

I. Contract Terms

- Initial Contract Term: 1–3 years (to be negotiated)
- Renewal options may be included, upon mutual written consent
- Termination for convenience with 30-60 days written notice

J. Insurance Requirements

The selected vendor must provide proof of:

- General Liability Insurance
- Professional Liability (Errors & Omissions)
- Cyber Liability Insurance
- Workers' Compensation Insurance

Coverage limits must be included in the proposal.

DRAFT

Attachment A - Town of Ellicottville IT Asset Inventory

Department	Building/ Facility	Total Staff	Email Only	Workstations	Printer/ Copier	Server	Internet
TOWN							
Clerk's Office ¹	Town Hall	2	0	2	2	A	Spectrum
Supervisor's Office ¹	Town Hall	1	0	1	1	A	Spectrum
Town Board ²	Town Hall	4	4	0	0	None	n/a
Police ³	Town Hall	9	7	3	2	A	Spectrum
Historian ¹	Town Hall	1	1	0	0	None	n/a
Highway Department ⁴	Highway Barn	7	5	2	1	B	Spectrum
Engineering ^{4,6}	Town Center	1	0	2	2	B	Spectrum
Code Enforcement ⁶	Town Center	2	0	2	0	B	Spectrum
Planning Department ⁶	Town Center	1	0	1	0	B	Spectrum
Planning Board ²	Town Center	7	5	0	0	None	n/a
Zoning Board of Appeals ²	Town Center	5	5	0	0	None	n/a
P/Z Board Secretary ¹	Town Center	1	1	0	0	None	n/a
Town Center Manager ¹	Town Center	1	1	0	0	None	n/a
Court ⁵	Town Center	4	2	2	3	None	Spectrum
Assessor ²	Town Center	2	0	2	1	None	Spectrum
	Total:	48	31	17	12		

Notes

- 1- Officials that use personal email accounts for official government business.
- 2- Board officials meet monthly. No individual offices or office hours. Official government business conducted using personal email.
- 3- Email accounts obtained through Southern Tier West Planning & Development Board using a .org domain.
- 4- Email accounts obtained through a .com domain
- 5- Email accounts obtained through NYS Courts using a .gov domain.
- 6- Shared printer/copier and plotter.

Servers

- A - Town Hall -
- B - Town Center - Dell Power Edge T440, 6TB, EOL Estimate - 2027.

INTERMUNICIPAL AGREEMENT FOR CONTRACTED CODE ENFORCEMENT SERVICES

This Intermunicipal Agreement for Contracted Code Enforcement Services ("Agreement") is entered into by the **Town of Ellicottville**, New York, a municipal corporation having an address of 1 W. Washington Street, PO Box 600, Ellicottville, New York 14731, and the **Village of Little Valley**, New York ("Parties"), a municipal corporation having an address of 103 Rock City Street, Little Valley, New York 14755, under the following recitals, terms and conditions:

WHEREAS, the Town of Ellicottville (the "Town") is a lawfully incorporated municipality of the State of New York governed by the Town Board of Ellicottville;

WHEREAS, the Village of Little Valley (the "Village") is a lawfully incorporated municipality of the State of New York governed by the Village Board of Trustees of Little Valley;

WHEREAS, the Village requires periodic, as-needed professional code enforcement services to administer building permits, conduct mandatory fire safety and property maintenance inspections, and enforce compliance with the New York State Uniform Fire Prevention and Building Code and Energy Conservation Code;

WHEREAS, the Town employs a qualified and certified Code Enforcement Officer ("CEO") and has the capacity to provide such services to the Village on a fee-for-service basis; and

WHEREAS, Section 119-o of Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into agreements for the performance among themselves or one for the other of their respective functions, powers, and duties;

NOW THEREFORE, the Parties agree as follows:

1. **Scope of Services:** Upon request by the Village, the Town shall provide code enforcement services through its designated Code Enforcement Officer. Services shall be strictly on an as-needed basis and shall consist of:
 - Reviewing building permit applications and plans for compliance with the NYS Uniform Code and Village Zoning Code.
 - Issuing building permits under the authority of the Village.
 - Conducting required construction inspections and issuing Certificates of Occupancy or Certificate of Compliance.
 - Performing state-mandated periodic fire safety and property maintenance inspections.
 - For the avoidance of doubt, the Town CEO shall not enforce local Village zoning regulations, local land use codes, or local municipal ordinances under this Agreement.

2. **Employment Status & Authority:** The Code Enforcement Officer remains solely an employee of the Town for all purposes, including payroll, benefits, workers' compensation, and civil service classification. While performing duties under this Agreement within the jurisdictional boundaries of the Village, the CEO shall be duly designated and authorized by the Village Board to enforce local laws and the NYS Uniform Code on behalf of the Village.
3. **Compensation & Billing Rate:** The Village shall pay the Town a rate of \$65.00 per hour for actual time worked by the Code Enforcement Officer in performing services for the Village, including reasonable travel time directly related to Village inspections.
4. **Invoicing & Payment:** The Town shall submit an itemized invoice to the Village on a quarterly basis detailing the dates, brief description of services rendered (e.g., specific permit administration or fire inspection address), and total hours logged. The Village shall review and process payment to the Town within thirty (30) days of receipt of each quarterly invoice.
5. **Scheduling & Requests:** The Village shall submit requests for code enforcement services to the Town Code Enforcement Office with reasonable advance notice. The Town CEO shall schedule and perform the requested duties in a mutually agreeable and timely manner.
6. **Records & Permit Fees:** All municipal records, issued permits, inspection reports, and official documentation generated for properties within the Village shall remain the official records of the Village. All permit fees, inspection fees, or fine revenues collected pursuant to Village regulations shall be retained solely by the Village.
7. **Term & Termination:** This Agreement shall take effect upon execution by authorized representatives of both municipal boards and shall remain in effect for through the end of the Village fiscal year (May 31, 2027). Either party may terminate this Agreement prior to expiration by providing thirty (30) days' written notice to the other party.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates set forth below.

TOWN OF ELLICOTTVILLE

By: _____

Name: Matthew J. McAndrew

Title: Town Supervisor

Date: _____

VILLAGE OF LITTLE VALLEY

By: _____

Name: James Bowen

Title: Mayor

Date: _____

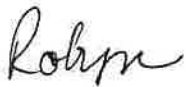
Dear Matt and Town Board members;

After much thought and consideration, I am writing to formally announce my retirement as Town Clerk effective August 30, 2026.

As I look back on my time with the Town, I am filled with gratitude for the many experiences, opportunities, and wonderful people who have been part of my journey. It has been a privilege to be a member of this team, and I am truly thankful for the support, encouragement, friendships and memories I have gained along the way.

This job has been an important part of my life, and leaving is certainly bittersweet. While I'm looking forward to this next chapter and the opportunities retirement will bring, I will always look back fondly on my many years here and the people who made them so meaningful. Thank you for allowing me the opportunity to contribute to this special community alongside so many dedicated individuals.

Sincerely,

A handwritten signature in cursive script that reads "Robyn".

Robyn George

A RESOLUTION IN SUPPORT OF THE NEW YORK ASSOCIATION OF TOWNS BILL OF RIGHTS

Introduced by Councilmember Greg Fitzpatrick; seconded by Councilmember John Zerfas.

WHEREAS, town government provides services essential to the vitality of New York State, including but not limited to maintaining and repairing roads, protecting neighborhoods and businesses, guiding economic development, and serving as the first line of defense, communication, and safety for residents every day of the year; and

WHEREAS, the 933 towns of New York State are home to more than 9.1 million New Yorkers and are diverse in population, geography, and demographics, such that decisions affecting daily life are best made at the local level by the government that best understands each community's character, challenges, and needs; and

WHEREAS, the towns of New York are partners in shaping the State's future, and a true partnership between the State and its local governments will propel the New York State Forward to the benefit of all New Yorkers; and

WHEREAS, the New York Association of Towns has adopted a *Bill of Rights* articulating the core principles that should govern the relationship between the State and its towns; and

WHEREAS, The Town of Ellicottville shares and affirms those principles, namely:

1. **Protection and defense of municipal home rule**, recognizing that towns, as the level of government closest to the people, are best positioned to balance competing interests and make decisions that shape daily life;
2. **Local control of land use and zoning**, free from statewide zoning rules that override the voice of resident taxpayers and the officials they elect;
3. **Modernized transparency, accessibility, and engagement**, including reform of outdated public-notice requirements that consume scarce municipal dollars on print notices often missed by the public; and
4. **A meaningful voice in State decisions** affecting the hometowns that towns govern, so that town government is treated as a true partner rather than an afterthought or a hurdle to clear; now, therefore, be it

RESOLVED, that the Town Board of the Town of Ellicottville hereby endorses and adopts the New York Association of Towns Bill of Rights and affirms its commitment to the principles set forth therein; and be it further

RESOLVED, that the Town Board calls upon the Governor and the New York State Legislature to respect and uphold these principles in the enactment of legislation and the administration of State programs affecting towns; and be it further

RESOLVED, that the Town Clerk is hereby directed to transmit certified copies of this resolution to the Governor of the State of New York, the Temporary President of the Senate, the Speaker of the Assembly, the State Senator and Member of the Assembly representing the Town of Ellicottville, and the New York Association of Towns.

The resolution was put to a vote with the following results:

Ayes: Supervisor McAndrew
Councilmember Crowley
Councilmember Fitzpatrick
Councilmember Zerfas

Nays: 0

TOWN OF ELLICOTTVILLE
CATTARAUGUS COUNTY, NEW YORK
EXTRACT OF MINUTES

A meeting of the Town Board of the Town of Ellicottville, NY was convened in public session in the town, on August 19, 2026 at 6:00pm.

The meeting was called to order by Supervisor McAndrew.

Town Board members were present: Matthew McAndrew, Supervisor
 Steven Crowley, Councilman
 John Zerfas, Councilman
 Greg Fitzpatrick, Councilman

Also present: Tracy Rozler, Town Clerk

The following resolution was offered and approved:

A RESOLUTION IN SUPPORT OF THE NEW YORK ASSOCIATION OF TOWNS BILL
OF RIGHTS

Introduced by Councilmember Greg Fitzpatrick; seconded by Councilmember John Zerfas.

WHEREAS, town government provides services essential to the vitality of New York State, including but not limited to maintaining and repairing roads, protecting neighborhoods and businesses, guiding economic development, and serving as the first line of defense, communication, and safety for residents every day of the year; and

WHEREAS, the 933 towns of New York State are home to more than 9.1 million New Yorkers and are diverse in population, geography, and demographics, such that decisions affecting daily life are best made at the local level by the government that best understands each community's character, challenges, and needs; and

WHEREAS, the towns of New York are partners in shaping the State's future, and a true partnership between the State and its local governments will propel the New York State Forward to the benefit of all New Yorkers; and

WHEREAS, the New York Association of Towns has adopted a *Bill of Rights* articulating the core principles that should govern the relationship between the State and its towns; and

WHEREAS, The Town of Ellicottville shares and affirms those principles, namely:

1. **Protection and defense of municipal home rule**, recognizing that towns, as the level of government closest to the people, are best positioned to balance competing interests and make decisions that shape daily life;
2. **Local control of land use and zoning**, free from statewide zoning rules that override the voice of resident taxpayers and the officials they elect;
3. **Modernized transparency, accessibility, and engagement**, including reform of outdated public-notice requirements that consume scarce municipal dollars on print notices often missed by the public; and
4. **A meaningful voice in State decisions** affecting the hometowns that towns govern, so that town government is treated as a true partner rather than an afterthought or a hurdle to clear; now, therefore, be it

RESOLVED, that the Town Board of the Town of Ellicottville hereby endorses and adopts the New York Association of Towns Bill of Rights and affirms its commitment to the principles set forth therein; and be it further

RESOLVED, THAT THE Town Board calls upon the Governor and the New York State Legislature to respect and uphold these principles in the enactment of legislation and the administration of State programs affecting towns; and be it further

RESOLVED, that the Town Clerk is hereby directed to transmit certified copies of this resolution to the Governor of the State of New York, the Temporary President of the Senate, the Speaker of the Assembly, the State Senator and Member of the Assembly representing the Town of Ellicottville, and the New York Association of Towns.

The resolution was put to a vote with the following results:

Ayes: Supervisor McAndrew
Councilmember Crowley
Councilmember Fitzpatrick
Councilmember Zerfas

Nays: 0

CERTIFICATE OF RECORDING OFFICER

The undersigned hereby certifies that:

1. She is the duly qualified and acting Clerk of the Town of Ellicottville, Cattaraugus County, New York (hereinafter called the "Town") and the custodian of the records of the Town, including the minutes of the proceedings of the Town Board of the Town, and is duly authorized to execute this certificate.

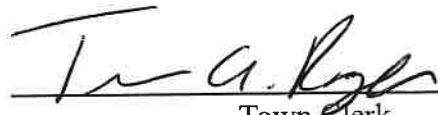
2. Attached hereto is a true and correct copy of the resolutions duly adopted at a meeting of the Town Board held on August 19, 2026

3. Such meeting was duly convened and held and such resolution was duly adopted in all respects in accordance with law and the regulations of the Town. To the extent required by law or such regulations, due and proper notice of such meeting was given. A legal quorum of members of the Town Board was present throughout such meeting, and a legally sufficient number of members voted in the proper manner for the adoption of the resolution. All other requirements and proceedings under law, such regulations, or otherwise, incident to such meeting and the adoption of the resolution, including any publication, if required by law, have been duly fulfilled, carried out and otherwise observed.

4. The seal appearing below constitutes the official seal of the Town and was duly affixed by the undersigned at the time this certificate was signed.

IN WITNESS WHEREOF, the undersigned has hereunto set her hand on August 20, 2026.

(SEAL)


Town Clerk