

Agenda
REGULAR MEETING OF THE ELLICOTTVILLE TOWN BOARD
Wednesday, May 20, 2026
at 6:00pm at the TOWN HALL

Call to Order and Pledge to Flag

Privilege of the Floor

Approve Minutes

- Regular Meeting – April 8, 2026
- Special Meeting – April 29, 2026

Audit of Claims

- Pay Town bills on Distribution Report #05--2026

Supervisor's Reports

- Accept Supervisor's Financial Report
- Supervisor's Meeting – May 21st @ 6pm – Franklinville Town Hall
- Highway Luncheon – May 22nd

Present Written Department Reports for Approval

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

Department Heads

Jim Bouchard

Scot Brumagin – Highway Department

Kelly Fredrickson – Code Enforcement Department

Greg Keyser – Planning Department

Ben Gross – Engineering Department

- Holimont Replacement Water Project to Bid

New Business

- Chamber of Commerce Request – Gazebo
- Rodeo Request
- Mark Burr Contract
- Phone Policy

Old Business

- Emergency Closure Policy
- Water Document
- Frozen Pipe Expense Reimbursement Request
- EVGV Trail
- Alarm Law
- Fire Hall

Correspondence

Attorney/Client Privilege

DRAFT MINUTES OF THE
REGULAR MEETING OF THE TOWN BOARD
OF THE TOWN OF ELLICOTTVILLE, April 8, 2026
at 6:00 pm HELD AT THE TOWN HALL

<u>Present:</u>	Matthew McAndrew	Supervisor
	John Zerfas	Councilman
	Steve Crowley	Councilman
	Robyn George	Town Clerk
	Ben Gross	Engineer
	Seth Pullen (via phone)	Attorney for the Town
	Greg Keyser	Town Planner
	Kelly Frederickson	Building Inspector
	Greg Fitzpatrick	Councilman
	Ken Hinman	Councilman
	Scot Brumagin	Highway Superintendent

Others present: Dre Hollamby, press, Sara (Shatzel) Fitzpatrick

Call meeting to order:

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

Privilege of the Floor

- Short Term Rental Application

Sara Fitzpatrick missed the deadline to submit a STR application and wanted to know if the Town had set a cap on the number of STR licenses that would be allowed. The issue is on the agenda for later in the meeting.

Approve Minutes

- Town Board Meeting – March 18, 2026

On motion by Mr. Crowley and second by Mr. Zerfas the amended minutes of the March 18, 2026 meeting were:

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

Audit of Claims

- Pay Town bills on Distribution Report #04-2026

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

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

Resolved that the Town bills be paid on General Ledger Distribution Report 04-26 as follows:

001 - General Fund A:	\$ 26,823.41		
002 - General Fund B:	\$ 4,206.17		
		General Fund Total:	\$ 31,029.58
004 - Highway DB:	\$ 14,738.80		
		Highway Fund Total:	\$ 14,738.80
006 - Water	\$ 7,790.05		
		<u>006 - Water Fund Total</u>	<u>\$ 7,790.05</u>
		Grand Total:	\$ 53,558.43

Supervisor's Report

- Accept Supervisor's Financial Reports

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

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

Resolved that the Board accept the Supervisor's reports.

- Water Service Rules and Regulations Meeting

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 the Town Board hold a special meeting on April 29, 2026 at 4pm to review Water Regulations

Present Written Department Reports for Approval

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

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

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

Department Heads

Jim Bouchard – Police Department – Absent

OIC Bouchard reported via email that there have been a few arrests this month, one notable one was in conjunction with the Cattaraugus County Sheriff's Office and the Southern Tier Regional Drug Task Force. The Ellicottville Police Department's activity that night was directly related to the grant that Tracy obtained, it resulted in the arrest of 2 people for Felony Possession of narcotics.

Scot Brumagin – Highway Department

The Highway Department has been busy plowing, sanding, doing cleanups and switching from winter to spring equipment. Next week they will work on cemetery cleanups, sweeping and changing driveway pipes.

A notice was received regarding at-grade railroad crossing enhancement project. It appears they will be working on all railroad crossings except the one on Bryant Hill Road. Mr. Brumagin is asking that the Board help petition Railroad Traffic Services to address the railroad crossing on Bryant Hill. Calls, emails would be appreciated.

Mr. Crowley has been in contact with the BOCES workforce coordinator about setting up possible student internships with the Highway Department. A fieldtrip to the highway building would be the first step. He anticipates BOCES will contact himself and Mr. Brumagin after the Spring break.

Kelly Fredrickson – CEO Building Inspector

A hearing is scheduled with the Department of State regarding a proposed new build at Holihuts.

Mr. Keyser and Mr. Frederickson will be attending the NYS Floodplain Managers Conference next week.

Greg Keyser – Town Planner

Mr. Keyser is working on a grant application for the Historical Society. He has also been in touch with the Department of Justice in an effort to address security issues for the Court. He is working on drafting an amendment to remove the Conservation Overlay District from designated areas. The LGE grant is expected to be awarded mid to late May. Flood Plain changes are on hold due to lack of federal funding for FEMA.

Ben Gross – Engineering Department

- Leak detection equipment has found several leaks slowing loss of water.
- Holimont Replacement water project plans are submitted to Cattaraugus County DOH so project will be ready for bid after approval.
- Award Mowing Bids

The following bids were submitted for Landscape Maintenance – Cemeteries

<u>Rocki Road Construction</u>	<u>\$5,550.00</u>
<u>Kiss My Grass Lawn Care</u>	<u>\$5,700.00</u>
<u>Delio Landscaping</u>	<u>\$5,700.00</u>
<u>D&J's Lawn Service</u>	<u>\$5,800.00</u>
<u>West Side Handyman</u>	<u>\$7,380.00</u>

Nannen Arboretum Landscape Maintenance:

<u>Rocki Road Construction</u>	<u>\$ 8,500.00</u>
<u>Kiss My Grass Lawn Care</u>	<u>\$10,500.00</u>
<u>Delio Landscaping</u>	<u>\$10,950.00</u>
<u>D&J's Lawn Service</u>	<u>\$12,750.00</u>
<u>West Side Handyman</u>	<u>\$10,500.00</u>

Discussion followed on the overall value of each bid. Not all the bidders supplied references as requested and one had other stipulations. Reliability and past experience with the contractors were also taken into account.

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

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

Resolved that the Town award D&J's Lawn Service the contract for the cemeteries and Kiss My Grass the contract for the Nannen Arboretum landscape maintenance.

Executive Session

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

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

Resolved that the Board enter into executive session to discuss public utility issues (water) and the Short-Term Rental Law.

Motion by Mr. Crowley, seconded by Mr. Zervas to resume regular session. All Ayes. Carried.

New Business

- 43 Jefferson, 23 Adams – Frozen Water line claims

Motion by Mr. Crowley, seconded by Mr. Zervas to table discussion on the water line claims for payment until the May meeting. All Ayes. Carried.

- Short-Term Rental Cap

Currently there are approximately 300 Short-term rental licenses issued.

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

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

Resolved that in accordance with 12.18, subsection C5Bi of the Short-term Rental Law, the number of licenses issued is resolved not to exceed 375 at any one time.

- Southern Tier Trail Project Design

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 support the Southern Tier Trail Project Design Process Authorization.

Old Business

- Credit Card Policy

Mr. Pullen has a draft credit card policy but would like some input from the Board on specifics, ie., credit threshold and authorizations. It will be presented at the next meeting.

- EVGV Trail

A 5k fundraiser will be held at Holimont on May 3rd.

- Alarm Law – under review
- Fire Hall

Title abstracts have been completed.

Adjournment

Motion by Mr. Zerfas seconded by Mr. Hinman to adjourn the meeting at 7:30pm. 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 8th day of April, 2026 approved by said Board on the 20th day of May, 2026.

Robyn A. George – Town Clerk

DRAFT MINUTES OF THE
Special MEETING OF THE TOWN BOARD
OF THE TOWN OF ELLICOTTVILLE, April 29, 2026
at 4:00 pm HELD AT THE TOWN HALL

<u>Present:</u>	Matthew McAndrew	Supervisor
	John Zerfas	Councilman
	Steve Crowley	Councilman
	Robyn George	Town Clerk
	Ben Gross	Engineer
	Seth Pullen	Attorney for the Town
	Greg Fitzpatrick	Councilman
	Ken Hinman	Councilman
	Jesse Klahn	Water Operator
	Tracy Rozler	Supervisor's Clerk

Others present: Andy Toth & Sarah Bowser – Accountants for the Town

Call meeting to order:

Supervisor McAndrew called the meeting to order

Year-end Financial Documents Review

Ms. Bowser went over the 2025 year-end fund balances. Overall, the financial health of the Town is good. Sales tax revenue was higher than expected. \$1.8 million was budgeted whereas actual revenue was \$2.4 million. One concern of the Highway Department is rising fuel and equipment prices. The Town will take that into account while preparing the 2027 budget.

Credit Card Policy

On motion by Mr. Fitzpatrick and second by Mr. Zerfas the following policy was adopted:

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

**Town of Ellicottville
Credit Card Usage Policy**

1. Purpose

The purpose of this policy is to establish clear rules for the use of Town-issued credit cards. Credit cards are to be used only for official Town business to

improve efficiency and reduce administrative costs, while maintaining proper internal controls and accountability.

2. Authority

This policy is adopted by the Town Board and applies to all Town officers and employees issued or authorized to use a Town credit card.

3. Issuance of Credit Cards

- Credit cards may be issued only with approval of the Town Board.
- Cards shall be issued in the name of the Town and assigned to a specific officer or employee.
- The Town Supervisor (or other designated official) is responsible for maintaining a list of authorized cardholders.
- Credit limits shall be set by the Town Board and reviewed periodically.

4. Authorized Use

Town credit cards may be used **only for official Town business**, including:

- Approved travel, training, and conference expenses
- Office supplies and minor equipment
- Town-related registrations or professional services when permitted

All purchases must be:

- Necessary for Town operations
- Pre-approved when required by Town purchasing and procurement procedures
- In compliance with applicable Town procurement policies

5. Prohibited Use

Town credit cards **shall not** be used for:

- Personal purchases of any kind
- Cash advances or ATM withdrawals
- Alcohol, entertainment, or meals unless specifically approved for an official purpose
- Splitting purchases to avoid approval or dollar limits

Any personal or unauthorized charge, even if repaid, is considered a policy violation.

6. Documentation and Receipts

- Itemized receipts must be obtained for **all** purchases.

- Cardholders shall submit receipts and a completed expense statement to the Town's bookkeeper, or other designated official within a reasonable time after the statement date.
- Each charge must clearly state the Town purpose.

7. Review and Payment

- All credit card charges are subject to audit and approval through the Town's normal claims auditing process.
- The Town shall pay credit card bills only after proper review and approval.
- Late fees or interest resulting from improper documentation or misuse may be charged to the cardholder.

8. Security and Safekeeping

- Cardholders are responsible for safeguarding their credit cards at all times.
- Lost or stolen cards must be reported immediately to the credit card issuer and the Town Supervisor.
- Cards shall be surrendered upon termination of employment or reassignment.

9. Violations and Disciplinary Action

- Misuse of a Town credit card may result in disciplinary action, including revocation of card privileges, reimbursement to the Town, and further action as permitted by State or Federal law or Town policy.
- Serious violations may be referred to appropriate authorities..

10. Acknowledgment

All cardholders must sign an acknowledgment indicating they have received, read, and agree to comply with this policy.

BAR

- Resignation of Cathleen Pritchard

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

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

Resolved that the Town Board accept the resignation of Cathleen Pritchard from the Board of Assessment Review and thank her for her 20 years of service.

- Appoint Chelsye Zervas

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

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

Resolved that the Town Board appoint Chelsye Zervas to the Board of Assessment review.

Advertise for Deputy Clerk/Supervisor's Clerk

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 advertise for the position of Deputy Clerk/Town Clerk to fill an upcoming vacancy.

Emergency Closure Policy

The Board reviewed the proposed draft Municipal Building Safety & Emergency Closure Policy. A few changes/clarifications were suggested. Attorney Pullen will make some minor amendments and present the updated policy for consideration at the next meeting.

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

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

Resolved to table action on the Emergency Closure Policy until next meeting.

Water Service Regulations Review

The Current Water Service Regulations were reviewed. Several updates were suggested to clarify certain sections. They will be taken into account and the document will be amended and presented for further consideration.

Adjournment

Motion by Mr. Zervas seconded by Mr. Hinman to adjourn the meeting at 6:25pm. All Ayes. Carried.

MONTHLY PLANNING REPORT

May 13, 2026

A. Zoning Applications

#	Address	Description	Current Status
TZ-25-051	5679 Beaver Meadow	New single-family dwelling	Approved by ZBA on 4/2.
TZ-26-008	19 Four Wheel Dr	Driveway and Parking	Under ZBA review.
TZ-26-009	1 Valley Village	Deck replacement	Approved by ZEO on 4/14.
TZ-26-010	7310 Brennan Rd	New single-family dwelling	Approved by ZEO on 4/22.
TZ-26-011	6851 Leslie Rd	Deck replacement	Approved by ZEO on 5/4.
TZ-26-012	6568 Maples Rd	Fence Permit	Approved by ZEO on 5/7.

B. Zoning Complaints & Violations

#	Address	Description	Status
VZ-26-001	6394 NYS Rte. 242	Unfinished site work	Written notice sent.
VZ-26-002	7638 US Rte. 219	Lighting complaint – light pole	Under review with National Grid.
VZ-26-003	7636 US Rte. 219	Lighting complaint – bldg. lights	Under review as an STR violation.

C. Planning & Zoning Boards

Planning Board

- No meeting was held in April.

Zoning Board of Appeals

- Meeting was held on 5/7/26.
- 1 application under review. 1 public hearing scheduled.

D. Projects and Programs

Shared Network Server

- Grant application for a feasibility study submitted on 2/4/26. Awards anticipated Mid-late May 2026.
- IT Assessment completed by AIS. Preliminary findings presented on 5/5.

Zoning Map Amendment

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

Pro-Housing Certification

- Annual re-certification is due by 6/15/26 – Waiting for further direction by the State.

Comprehensive Plan Update

- Committee formation on hold.

E. Professional Development

- Attended NYS Floodplain Managers Conference (Utica) –4/28 thru 4/30.
- Attended the WNY APA Awards Event (Hamburg) – 5/13/2026
- STWRPDB Local Government Conference (Houghton College) – Scheduled for 6/4.



ELLICOTTVILLE
Chamber of Commerce

PO BOX 456
9 West Washington Street
Ellicottville, N.Y. 14731
Phone: 716-699-5046
Email: info@ellicottvilleny.com
Website: ellicottvilleny.com

Board of Directors

Executive Committee

Jim Carls, President
Dina's Restaurant

Dennis Eshbaugh, Vice President
Holiday Valley Resort

William Kryswick, Treasurer
Kryswick & Co., Inc.

Cathleen Pritchard, Secretary
ERA Vacation Properties

Executive Director

Barbara Pump

Board Members

Laura Solly
Daff Dry Goods

Jean Kirsch
Jefferson Inn Bed & Breakfast

Sean Lowes
City Garage

Mike Nickolson
Nickolson Construction
Silver Fox Steakhouse

Ed Youmans
HoliMont Ski Resort

Sam Sheehy
Winery of Ellicottville

Jessica Gilbert
Ava Grace Fashions

Nick Pitillo
Villaggio Restaurant

May 4th, 2026

Town of Ellicottville
Matthew McAndrew, Supervisor
PO Box 600
Ellicottville NY 14731

Dear Matthew,

On behalf of the Ellicottville Chamber of Commerce Board of Directors I would like to request permission to use the Gazebo on the following dates.

Gazebo Series:

June 18th, June 25th, July 2nd, July 9th, July 16th, July 23rd

Summer Music Festival:

July 4th (Pet Parade)

Rock N Roll Weekend:

September 13th

If you have any questions, please give us a call, and as always, thanks for your continued support.

Sincerely,

Barb Pump
Executive Director



ELLICOTTVILLE
Chamber of Commerce

PO BOX 456
9 West Washington Street
Ellicottville, N.Y. 14731
Phone: 716-699-5046
Email: info@ellicottvilleny.com
Website: ellicottvilleny.com

Board of Directors

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Nick Pitillo
Villaggio Restaurant

May 4th, 2026

Town of Ellicottville
Matthew McAndrew, Supervisor
PO Box 600
Ellicottville NY 14731

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Rock N Roll Weekend:

September 13th

If you have any questions, please give us a call, and as always, thanks for your continued support.

Sincerely,

Barb Pump
Executive Director

Ellicottville Championship Rodeo
6319 Sommerville Valley Rd
Ellicottville, New York 14731

Town of Ellicottville Board
Ellicottville, NY 14731

April 23, 2026

To Whom It May Concern:

We are having our 37th annual Rodeo on July 2nd @ 7PM, July 3rd @ 7PM, July 4th @ 7PM and July 5th at 2PM. Gates open two hours in advance. This year we are doing a tribute to honor John.

On or around June 24th the Rodeo crew will come in and set up the chutes, arena, etc. They will have everything done by the time of the Rodeo. They will have their own sound system that they will use at the time of the Rodeo.

The Rodeo will be over each night by 11PM however; following each rodeo they will be doing slack or fireworks and music therefore we are requesting a noise permit until 1AM.

Again this year The Rodeo will be doing the beer at the Rodeo. We applied for our Special Use Permit.

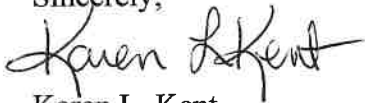
All parking for the event will be on our own land.

We have hired Zurech to provide the porta potties and contacted the Health Dept. concerning any necessary permits. A dumpster from Casella will be on the premises.

We also need permission to put up signs that will be taken down right after the event. Letter to Code Enforcement Officer has been sent out.

If you have any questions feel free to call and ask for John @ 699-4839 or 716- 378-0925

Sincerely,



Karen L. Kent
Pres/Sec/tres

Town of Ellicottville

PO Box 600

Ellicottville, NY 14731

April 23, 2026

To Whom It May Concern:

I need a letter from the Town of Ellicottville or Police stating that you are aware that we are putting on the Ellicottville Championship Rodeo on July 2 at 7pm, July 3 at 7pm, July 4 at 7pm, and July 5 at 2pm, with the gates opening 2 hours prior to each show and ending by 1am each night, and that you have no objections, to the State Liquor Authority so I can get my temporary beer/ wine permit for that weekend.

Sincerely

A handwritten signature in black ink that reads "Karen L Kent". The signature is written in a cursive, flowing style.

Karen L Kent

PRES/SEC/ TRES.

ENGINEERING

Water Division

- List of water projects to be entered into a capital plan.
- Leak detection equipment is still finding small residential leaks (26 Jefferson)
- Holimont Replacement water project plans are submitted to Cattaraugus County DOH so project will be ready for bid after approval.
- Lead Service Line Inventory
 - Customer notification letters have been updated.
 - Sent out next for 2026 submissions are still being received.

Sewer Division

- Capital
 - Square Engineering (Matt Zarbo) has begun working on Preliminary Engineering Report due by May 29th.
 - Continuing sample collection/lab hours every Friday.
 - Mapping of existing valves and system at plant

Public Works

- Elk St. Restoration of topsoil and seeding has begun, 12 Elk drainage pipe has been removed and ready for restoration.

Highway Department

- Culverts are going to be entered into a structures plan so we can begin budgeting for them as required.
- Crane Road Culvert 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.
- 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 Hall Door Project
 - Complete, awaiting final pay application from Steve to close out project.
- Route 219 Sidewalk Extension
 - On hold currently

Village

- Updating of existing sidewalk map/inventory
 - Inventory will assist in replacement schedule.
 - Washington Street the shoulder between Elizabeth Street and Park Square no update from State.
 - Maintenance log for fall records and issues to be addressed in coming years.

Other Activities

BOARD ACTION ITEMS

Town – Approval to send Holimont Replacement water project to bid pending Cattaraugus County D.O.H. approval.

Village