

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

|                        |                  |                       |
|------------------------|------------------|-----------------------|
| <b><u>Present:</u></b> | 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. Zerfas and second by Mr. Hinman the following resolution was

Accepted    Ayes 5 – McAndrew, Crowley, Hinman, Fitzpatrick & Zerfas  
                   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.

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 Special Town Board Meeting held on the 29th day of April, 2026 approved by said Board on the 20th day of May, 2026.

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Robyn A. George – Town Clerk