

Annual Reorganizational Meeting of the Machias Town Board January 5, 2026

Present: Stephen Cornwall, Supervisor
Robert Shenk, Council
Frank Bork, Council
Nicholas Glasner, Council
Rebecca Grimmelt, Town Clerk
Francis Lounsbury, Town Justice
Denise Richards, Town Justice

Excused: Tom Reese, Council

The meeting was called to order at 7 PM and the Pledge of Allegiance was said by all attending.

Supervisor Cornwall asked for a motion to authorize the signing of the letter waiving the Town portion of the 2026 Property tax on the three properties owned by Time Warner Cable as required as part of our franchise agreement. Council Bork made a motion for the Board to sign the letter to Cattaugus County waiving the Town Tax on Time Warner properties in Machias. Council Shenk seconded the motion. All were in favor and the motion carried. The four members of the Town Board that were present signed the letter.

The following resolutions had all been distributed to the Board before the meeting and shared on the Town website. The reading of the resolutions was waived. They were all approved unanimously by the Board members present.

- RESOLUTION FOR THE OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS (1ST: BORK, 2ND: SHENK)
- RESOLUTION ESTABLISHING RULES OF ORDER AND PROCEDURE FOR OFFICIAL MEETINGS OF THE MACHIAS TOWN BOARD; REFERRED TO AS “RULES OF ORDER” (1ST: SHENK, 2ND: GLASNER)
- RESOLUTION DELEGATING THE POWERS AND DUTIES OF ADMINISTRATION AND SUPERVISION OF THE TOWN AND SPECIAL DISTRICTS’ FUNCTIONS TO THE SUPERVISOR TO BE PERFORMED ON BEHALF OF THE BOARD (1ST: BORK, 2ND: SHENK)
- RESOLUTION AUTHORIZING SPECIFIC ACTION OF DESIGNATED TOWN OFFICIALS AND ESTABLISHING THE TOWN OF MACHIAS ANNUAL APPOINTMENTS, SALARIES, AND PAYMENT SCHEDULE FOR THE YEAR 2026 (1ST: BORK, 2ND: GLASNER)
- RESOLUTION AUTHORIZING THE APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS, AND BOARDS (1ST: SHENK, 2ND: BORK)

- RESOLUTION ESTABLISHING THE OFFICIAL NEWSPAPERS OF RECORD FOR THE TOWN OF MACHIAS FOR THE YEAR 2026 (1ST: GLASNER, 2ND: BORK)
- RESOLUTION ESTABLISHING THE DATES OF OFFICIAL MEETINGS OF THE MACHIAS TOWN BOARD FOR THE YEAR 2026 (1ST: GLASNER, 2ND: SHENK)
- RESOLUTION ESTABLISHING THE OFFICIAL DEPOSITORIES FOR THE TOWN OF MACHIAS FOR THE YEAR 2026 (1ST: BORK, 2ND: SHENK)
- RESOLUTION ESTABLISHING REASONABLE AMOUNT OF MILEAGE REIMBURSEMENT (1ST: SHENK, 2ND: GLASNER)
- RESOLUTION TO ADOPT THE TOWN OF MACHIAS PROCUREMENT POLICY (1ST: BORK, 2ND: SHENK)
- RESOLUTION TO ESTABLISH FEE FOR MAILING OF DELINQUENT NOTICE OF UNPAID REAL PROPERTY TAXES (1ST: BORK, 2ND: GLASNER)
- RESOLUTION TO ENTER INTO AN AGREEMENT WITH CATTARAUGUS COUNTY TO SPEND TOWN HIGHWAY FUNDS FOR 2026 (1ST: SHENK, 2ND: GLASNER)
- RESOLUTION APPROVING THE “RESOLUTION FOR THE OFFICIAL UNDERTAKING OF NEW YORK STATE DEPARTMENT OF TRANSPORTATION” (1ST: SHENK, 2ND: GLASNER)

Supervisor Cornwall read a letter from Francis Lounsbury resigning his seat as Town Justice after 44 years of service to the Town of Machias Court.

Supervisor Cornwall read Resolution #14, “Resolution to Approve Naming of Town of Machias Courthouse”.

Motion by Supervisor Cornwall, seconded by Council Shenk

ADOPTED Ayes 4 Cornwall, Shenk, Bork, Glasner

Nays 0

Absent 1 Reese

Francis Lounsbury addressed the Board to thank them for their support and the opportunity to serve the people of the Town of Machias for 44 years. During his tenure, he officiated at 135 weddings.

A motion was made by Bork, seconded by Shenk, and carried to adjourn the meeting at 7:16 pm.

At 6:10 pm, Frank Bork moved to adjourn the meeting. Tom Reese seconded. All were in favor and the meeting was adjourned.

Respectfully submitted,

Rebecca Grimmelt, Town Clerk