

Perrysburg Town Board

Minutes of the Organizational and Regular Monthly Meeting of the Town Board, Town of Perrysburg, Cattaraugus County, NY, January 12, 2026 at the Town Hall

PRESENT: Dennis Parker, Town Supervisor • Randy LaChausse, Councilman • Michael Sternisha, Councilman • Mary J. Stuhr, Councilwoman • Christopher Trybus, Councilman

ALSO PRESENT: Tamara A Utley, Town Clerk
Dan Stang, Highway Supt.
Debra Ritz, Attorney for the Town
Jim Everetts, Planning/Zoning Board Chairman
Diana Konik, Phillips Lytle

5:30 p.m. Workshop for the purpose of reviewing and signing vouchers
Supervisor called the meeting to order at 6:00 p.m. with the Pledge of Allegiance

ORGANIZATIONAL MEETING

GOOD OF THE COMMUNITY: Councilman LaChausse commended the Highway Department for tree cleanup following the windstorm
Supervisor Parker, Councilmen LaChausse & Sternisha attended the Perrysburg Volunteer Fire Company Pancake Breakfast and encourage others to support this fundraiser, the next one will be held February 8th

2026 ORGANIZATIONAL RESOLUTIONS

RESOLUTION # 1 OF 2026 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD TO MAKE THE FOLLOWING APPOINTMENTS:

OFFICIAL BANKS: Community Bank, Gowanda and NBT Bank, Forestville

INSUFFICIENT FUNDS CHARGE FOR RETURNED CHECK: \$18 (eighteen dollars)

OFFICIAL NEWSPAPER: The Dunkirk Observer

MILEAGE RATE: .55 cents per mile

INSURANCE COMPANY: NYMIR (broker: Gallagher Insurance Agency)

PETTY CASH FOR THE OFFICE OF THE TOWN CLERK: \$100.00

PETTY CASH FOR TOWN JUSTICE: \$50.00

RECORDS RETENTION & DISPOSITION SCHEDULE: NYS Records Retention and Disposition Schedule LGS-01

RESOLUTION # 2 OF 2026 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD TO MAKE THE FOLLOWING SPECIAL APPOINTMENTS

Deputy Supervisor Randy LaChausse

* The Deputy Supervisor has the authority to sign checks or documents in the Supervisors absence

Assessor Liaison Randy LaChausse

Building & Grounds Chris Trybus, Mike Sternisha

Code Enforcement Liaison Mary Stuhr

Court Liaison Mike Sternisha

Dog Control Liaison Mike Sternisha

Highway Liaison	Dennis Parker
Parks Liaison	Mike Sternisha
Perrysburg Fire Liaison	Randy LaChausse
Planning & Zoning Board	Mary Stuhr
Versailles Fire Liaison	Dennis Parker
Water & Sewer Liaison	Dennis Parker & Chris Trybus

RESOLUTION #3 OF 2026 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD to establish Town Board meeting dates

All regular monthly Town Board Meetings will be held on the second Monday of each month at 6:00pm at the Perrysburg Town Hall, 10460 Peck Hill Road, Perrysburg NY, if Monday is a holiday, the meeting will be held on Tuesday. A public workshop will be held at 5:30 pm each month for the purpose of reviewing & signing vouchers

RESOLUTION #4 OF 2026 - BE IT HEREBY RESOLVED BY THE PERRYSBURG TOWN BOARD: to allow the Town Supervisor to invest money not currently in use in savings accounts and certificates of deposit, without Board approval, in order to take advantage of interest gains to the Town budget and shall be allowed to transfer funds from the accounts, as needed, within each fund.

BE IT FURTHER RESOLVED to set the value of fixed assets to be inventoried yearly at more than \$1,000.00. All other items are considered supplies or materials.

BE IT FURTHER RESOLVED to adopt the Investment Plan, the Procurement Plan currently in place after review by the Board members, the Workplace Prevention of Violence, Sexual Harassment Policy, Employment and Harassment Policy, and to update the Hazardous Materials Manual and Disaster Plans.

RESOLUTION #5 OF 2026 - BE IT FURTHER RESOLVED BY THE PERRYSBURG TOWN BOARD to make the following appointments and salaries and to establish, for the purpose of calculation NYS Retirement Benefits, an eight (8) hour day for full-time employees and a six (6) hour day for elected or appointed officials

2026 Appointments / Pay Rates:

Attorney for the Town	Debbie Ritz	\$6,951.00
Board of Assessment Review Member	Everetts, Pecnik, Howard	\$100.00 / per me
Code Enforcement Officer	Dave Heckman	\$6,932.00
Court Officers	Jack Ellis & Paige Sultemeier	\$23.00/hr
Deputy Town Clerk	Tammy Grimmer	\$18.50/hr
Dog Control Officer	Kathy Hagner	\$5,222.00
Historian	Steve Stockwell	\$1,040.00
Planning Zoning Board Members (5)	Everetts, Gernatt, Howard, Towne, Comstock	\$208.00 per mem
Planning Zoning Secretary	Lisa Towne	\$364.00
Town Hall Custodians (2)	Ashley Campell & Tammy Grimmer: \$2,459.50 ea	\$4,919.00
Traffic Court Prosecutor	Jim Mussachio	\$3,640.00

Each Water and Sewer District will pay an additional amount of \$773.00 per year to Town Clerk for billing and clerical work.

The Deputy Highway Superintendent will be paid an additional .50 cents per hour.

RESOLUTION #6 OF 2026 – BE IT RESOLVED BY THE PERRYSBURG TOWN BOARD to name Bahgat, Laurito & Bahgat as the CPA firm for the following: Bookkeeper to the Supervisor, completion and submission of the Annual Financial Report (AFR), payroll and retirement reporting purposes

RESOLUTION #7 OF 2026 - BE IT RESOLVED BY THE PERRYSBURG TOWN BOARD to provide the following benefits to full-time highway employees (all other employees are to be considered part-time)

1. New employees will contribute five percent (5%) of health insurance premium per year
2. The Town will pay a maximum of \$1,000.00 per employee for non-cosmetic co-pays, non-cosmetic dental/vision
3. A uniform allowance/work boots for Highway Employees - \$150.00
4. One eight (8) hour sick day accumulating one day per month/ 60 days maximum
5. Vacation: Two (2) weeks after one year service
6. Three (3) weeks after five years of service
7. Four (4) weeks after ten years of service
8. Four (4) personal leave days per year
9. Three bereavement days for immediate family - parent, child, spouse, in-laws, (others at the discretion of the Town Board).
10. Ten paid holidays: New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, and two (2) floating holidays.
11. Double time will be paid to full time highway employees for a call out after regular hours on Christmas Eve, Christmas Day, New Years Eve and New Years Day.
12. Retirement benefits are state mandated for full time employees.
13. A limit of 240 hours comp time may be carried over from year to year.
14. A return to work slip from a doctor is required to return to work after an absence of 3 or more days.
15. Vacation and time off requests should be in writing and are granted on a first come first serve basis and employees should keep copies of all requests.

FULL TIME HIGHWAY EMPLOYEES

- The foregoing raises are for full or part-time employees in continuous employment for the Town of Perrysburg: a rate increase of .75 per hour
- All full-time highway employees must have a valid CDL
- All wage increases are given for meritorious service with an evaluation process performed by the Highway Superintendent.
- A twenty-year longevity payment of \$500.00 annually to employees working 20 years or more on the first regular payday following their anniversary date.
- New employee probationary period is six (6) months - upon completion of a positive evaluation by the Highway Superintendent, the employee will receive a .50 cent increase.
- Full-time employees will be paid a minimum of 3 hours pay when they are called in during off hours.

PART TIME EMPLOYEES

- Rate per hour to be determined for anyone with CDL, mechanical experience and other specialized skills

- Current minimum wage rate per hour for general laborer

RESOLUTION #8 OF 2026 – WATER DEPARTMENT SALARY

BE IT HEREBY RESOLVED by the Perrysburg Town Board to pay an annual salary of \$18,000 to water department employees; salary to be paid bi-weekly

RESOLUTION #9 OF 2026 - TOWN CLERK BENEFITS

BE IT HEREBY RESOLVED by the Perrysburg Town Board to provide the following benefits to the Town Clerk: Full-time Town Clerk will receive health insurance coverage and contribute five percent (5%) towards the cost of health insurance. The Town will pay a maximum of \$1,000 for non-cosmetic co-pays including non-cosmetic dental/vision

RESOLUTION #10 OF 2026 – ANNUAL TRICK OR TREAT HOURS

Be it hereby resolved that the annual trick or treat hours will be between the hours of 5:00 and 7:00pm on October 31st

Motion by Councilman LaChausse, seconded by Councilman Sternisha to approve Resolutions 1 to 10 as read

LACHAUSSE – AYE STERNISHA – AYE PARKER – AYE
STUHR – AYE TRYBUS - AYE

6:13 p.m. moved to the Regular Monthly Meeting

REGULAR MONTHLY MEETING

UGE ESCROW AGREEMENT

Heard from Attorney Diane Konan of Phillips, Lytle on behalf of UGE; last month the Board approved an agreement with Wendel with an escrow deposit of \$100,000 (one hundred thousand dollars); respectfully that amount is exorbitant for an escrow agreement and we propose an agreement of \$25,000 (twenty-five thousand dollars) Following detailed discussion about the purpose of an escrow agreement and questions from the Town Board asked and answered, a motion was made by Councilman Lachausse, seconded by Councilman Sternisha to introduce

RESOLUTION #11 OF 2026 – ESCROW AGREEMENT AMENDMENT

Be It Hereby Resolved by the Perrysburg Town Board to amend the escrow agreement from one-hundred thousand dollars to twenty-five thousand dollars for the review process of the solar project

LACHAUSSE – AYE STERNISHA – AYE PARKER – AYE
STUHR – AYE TRYBUS - AYE

Motion by Councilwoman Stuhr, seconded by Councilman Sternisha to introduce

RESOLUTION #12 OF 2026 – AUTHORIZATION FOR SUPERVISOR TO SIGN THE ESCROW AGREEMENT

Be It Hereby Resolved by the Perrysburg Town Board to authorize the Town Supervisor to sign the Agreement for the Payment of Municipal Engineering and Consulting Expenses

STUHR – AYE STERNISHA – AYE LACHAUSSE – AYE
PARKER – AYE TRYBUS – AYE

MINUTES OF THE PREVIOUS MEETINGS

- December 8, 2025 Regular Monthly Meeting
- December 29, 2025 Special Meeting

Motion by Councilman Sternisha, seconded by Supervisor Parker to approve the meeting minutes as submitted

STERNISHA – AYE PARKER – AYE LACHAUSSE – AYE
STUHR – AYE TRYBUS – AYE

REPORTS:

Building & Code Enforcement Officer: Completed seven inspections

Assessor's Report:

- Renewal applications for Agricultural and Senior Citizen Exemption are being submitted and processed. Fifty-eight percent of agricultural assessments and five percent of senior citizen renewal applications have been returned by the applicants; they are due March 1st. Extended Town Hall hours for exemption season continue through February and can be found online at <https://maps.cattco.org/taxes/assessors.php>
- Bill passed in Albany for a new Veterans with 100% disability exemption; It is an opt-in exemption, if a taxing jurisdiction does not adopt it, the exemption does not apply. This law was very poorly written and is causing much confusion. There are a number of restrictions that have to be met including one provision that the veteran must qualify for the VA's specially adapted housing grant; only two veterans qualified for that grant in the last fourteen years in Cattaraugus County.
- There were six property transfers in November. More information about the sales can be found at <https://www.cattco.org/real-property-and-gis/sales>

Water Dept. Report: Central Water – trouble with the heater control board, it is now repaired; circulating pump in the reservoir keeps tripping the breaker, we have one in stock and will replace it; leak found at a vacant property at Parker & North Roads

Sewer Report: check valve was plugged with a whole mop, three phase relay went bad; Roger Burzak repaired

Highway Supt. Report: dealing with snow, ice and high winds; a lot of equipment repairs; new truck is at the equipment dealer getting the box on, the town highway department will put the plow on the truck; new employee is a great asset

Councilman Trybus inquired about the plowing schedule – Highway Superintendent responded that when it snows during the night, the guys typically begin at 4:00 or 4:30 a.m. Route 39 is done multiple times especially on the hill

Justice Report: Justice Dankert closed two V/T cases, one penal law case and five animal control cases. \$618.00 reported to the State Comptroller

Dog Control Officer's Report: twenty-four tickets issued for expired licenses, dog killed on Mackinaw and County Line suspected to be killed by a neighbor's dog; tickets issued for dogs running at large; two labs missing from Sulpher Springs Road, one stray that was picked up has been adopted out

Town Clerk Report: Collected \$904.50 for the month of December, \$605.90 was the town portion paid to the Supervisor. In the year 2025, Town Clerk collected \$27,117.56, the town portion paid to the Supervisor was \$8,668.31

Tax Collector Report: Tax bills were mailed late December are due by January 31st without penalty. If you did not receive a bill, please contact my office

Supervisor's Report: financial report prepared by Bahgat & Laurito-Bahgat is on file in the Town Clerk's office

Introduced by Councilman Trybus, seconded by Councilwoman Stuhr

RESOLUTION #13 OF 2026 – AUDIT OF BOOKS

Be It Hereby Resolved by the Perrysburg Town Board to conduct an annual audit of the financial books of the Town Supervisor, Town Justice, Town Clerk/Water Billing Clerk, Tax Collector, Perrysburg Volunteer Fire Company and Versailles Volunteer Fire Company

Be It Further Resolved that on January 10, 2026 an audit of the 2025 books of the Town Justice, Town Clerk/Water Billing Clerk, Tax Collector and the Perrysburg and Versailles Volunteer Fire Companies was conducted

Now, Therefore Be It Resolved that all financial books were found to be Satisfactory

Be It Further Resolved to schedule the audit of the Town Supervisor's books for February 9th at 5:00 p.m.

TRYBUS – AYE STUHR – AYE LACHAUSSE – AYE

PARKER – AYE STERNISHA - AYE

OLD BUSINESS

Councilman Trybus stated he is willing to do a walk around of the Town Parks and to put together a plan for improvement; he suggested using a portion of the AP&G refund money to complete the upgrades

ABSTRACT #1 of 2026, Vouchers #1-27 – Audit of Claims

General Fund Townwide	A	\$ 6,386.99		
Highway Fund Townwide	DA	\$ 15,601.79		
Gowanda Prospect St. Water	GW	\$ 30.00		
Central Water	PW	\$ 1,111.72		
Fire Protection	SF	\$ 153,883.00		
Street Lighting	SL	\$ 403.23		
Special Residential	SR	\$ 449.31		
Special Sewer	SS	\$ 893.70		
Total:		\$ 178,759.74		

Motion by Supervisor Parker, seconded by Councilwoman Stuhr to pay all audited vouchers

PARKER - AYE STUHR - AYE
LACHAUSSE – AYE STERNISHA – AYE TRYBUS – AYE

7:00pm Motion by Councilman Sternisha to adjourn

Respectfully Submitted,

Tamara A. Utley, Town Clerk