

Board of Trustees Meeting Minutes

4/6/2026 4:00 PM

The meeting of the Board of Trustees was called to order with a salute to the flag at 4:00pm.

John Kolkowski was sworn in by Clerk Treasurer Kimberly Roth to serve a one-year term as Mayor effective April 1, 2026-March 31, 2027

Present: Trustees: Robert Barton; Shannon Barie; Clerk Treasurer Kimberly Roth; Deputy Clerk Athena Silluzio; Residents: Julie Kolkowski, Bob Parker, Patricia Kessler; Gerry and Chad Lyter

RESOLUTION #2026-029-ACCEPT MINUTES

On motion made by Trustee S. Barie second by Trustee R. Barton resolved to approve the minutes from March 2nd and 19th, 2026. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

RESOLUTION #2026-030-APPROVE PAYMENT OF CURRENT BILLS

On motion made by Trustee R. Barton, second by Trustee S. Barie resolved to approve the payment of current bills. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

PUBLIC SESSION

Gerry Lyter from the Garden Club addressed the board with information. She stated they have 55 beds and 30 flower pots. The mentioned 2 upcoming projects that they are interested in doing. The projects are a Story Walk and a Trick or Treat with the local businesses. They are also doing a lecture series with multiple categories the last Monday of each month.

Patricia Kessler addressed the board with her concerns for residents not picking up dog feces. She stated she knows 2 people who continue to not pick up after their animals. She asked if there is a law against it. Mayor J. Kolkowski stated there is a local law and he and the Chief would try to contact the individuals violating the law.

DPW REPORT

DPW Superintendent A. Papasergi provided the Board of Trustees with the report for March 2026. (report is attached)

POLICE REPORT

Chief of Police Paul Griffith provided the Board of Trustees with the report for March 2026. (report is attached).

CORRESPONDENCE

None

CURRENT BUSINESS

RESOLUTION #2026-031-APPROVE SALARY FOR ACTING VILLAGE JUSTICE

On motion made by Trustee R. Barton, second by Trustee S. Barie resolved to approve the salary of \$2,800 for Acting Village Justice once training is completed. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

RESOLUTION # 2026-032- APPROVE THE 2026 ORGANIZATIONAL MEETING APPOINTMENTS, NEWSPAPER, DATES AND TIMES OF REGULAR MEETINGS, DESIGNATION OF DEPOSITORIES, COMMITTEES, PURCHASING POLICY, INVESTMENT POLICY, AVANCED APPROVAL OF CLAIMS, MILE ALLOWANCE AND CREDIT CARD POLICY REVIEW AND APPROVAL BY BOARD OF TRUSTEES. On motion made by Trustee R. Barton, second by Trustee S. Barie resolved to approve the 2026 Organization meeting appointments. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

2026 ORGANIZATIONAL MEETING APPOINTMENTS

VILLAGE OF ALLEGANY APPOINTMENTS 2026-2027

Mayor	John Kolkowski
Board Trustees	Marjorie Walsh Robert Barton Shannon Barie TBD
Deputy Mayor	Marjorie Walsh
Clerk Treasurer	Kimberly Roth
Registrar of Vital Statistics	
Deputy Clerk, Court Clerk	Athena Silluzio
Deputy Registrar of Vital Statistics	
Superintendent of Public Works	Anthony Papasergi
Police Chief	Paul Griffith

Sr. Patrolman-part time-Acting Sergeant	Timothy Peterson
Sex Offender Registration Act Compliance Officers	Timothy Peterson
Sr. Patrolman-part time	David Conner
Investigator	Matthew Rado
Civil Defense Director	Anthony Papasergi
Emergency Command Coordinator	Anthony Papasergi
Village Attorneys	Bond, Schoeneck & King PLLC
Prosecuting Attorney	Michael Burke
Code Enforcement Officer	John Helgager
Chief Water Operator	Randy Chase
Ethics Board	Marjorie Walsh Jordan Abdo Robert Barton Steve Dombek Mike Conroy
Use of Force Review Board	Joseph Frederick Timothy Peterson Shannon Barie Sue Finn Mike Conroy
Official Newspaper	Times Herald, Olean
Village Board Meetings	1 st Monday of each month, 4:00 pm Municipal Building
Official Depositories	Five Star Bank Community Bank MBIA Class

**VILLAGE OF ALLEGANY
COMMITTEES 2026-2027**

Streets	Shannon Barie
Water	John Kolkowski
Sewer	John Kolkowski
Police	John Kolkowski
Code Enforcement	John Kolkowski
Fire Department Liaison	Shannon Barie
Budget	John Kolkowski
Sidewalks	Marjorie Walsh
Trees	Marjorie Walsh Jay McIntosh-Arborist Vacant-Forester
Park	John Kolkowski Robert Barton
Contracts	John Kolkowski
Clerk's Office	John Kolkowski
Zoning/Planning Boards	~~John Kolkowski~~ Mike Conroy Robert Barton
Village/Town/School Liaison	~~John Kolkowski~~ Shannon
Safety Committee	TBD Mike Conroy
Personnel Committee	John Kolkowski Mike Conroy

PURCHASING POLICIES AND PROCEDURES

THIS RESOLUTION SETS FORTH THE POLICIES AND PROCEDURES OF THE VILLAGE OF ALLEGANY TO MEET THE REQUIREMENTS OF GENERAL MUNICIPAL LAW, SECTION 104-b.

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special, or local law.

Procedures for Determining Whether Procurements are Subject to Bidding

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

\$1-3,000	At the discretion of the Board and/or Department Head.
\$3,001-10,000	At the discretion of the Board and Department Head (may be verbal).
\$10,001-19,999	Written quote from at least 2 separate vendors (if available).
\$20,000 and up	Sealed bids in conformance with Municipal Law, Section 103.

Proper documentation is required when the quote is not awarded to the vendor giving the lowest price. Quotes will be awarded to the lowest responsible and responsive vendor.

Statutory Exceptions to Quotations/Proposals Requirements of This Policy and Procedures

Except for procurements made pursuant to General Municipal Law, section 103(3) (through certain county contracts), section 104 (through certain State and Federal contracts), State Finance Law, section 162, Correction Law, sections 184 and 186 (from "preferred sources," including articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law, section 104-b.

As an alternative to soliciting competition individually or through cooperative purchasing arrangements, the village may “piggyback” on contracts that have been extended to local governments by certain other governments.

Procedures for Public Work Projects/Contracts

\$1-5,000	At the discretion of the Board and/or Department Head.
\$5,001-10,000	At the discretion of the Board and Department Head.
\$10,001-20,000	Documented telephone quotes from at least 3 separate vendors (if available)
\$20,001-34,999	Formal written Request for Proposal with a response from at least 2 vendors and if possible 3 vendors.
\$35,000 and up	Formal sealed bids in conformance with Municipal Law, Section 103.

In all circumstances, whenever other than the lowest quote is awarded, there must be written documentation of the reason for the award.

UNDER NO CIRCUMSTANCES CAN A QUOTE THAT EXCEEDS THE BID LIMIT BE AWARDED.

Professional Services

Professional services generally include services rendered by attorneys, engineers, and certain other services requiring specialized or technical skills, expertise or knowledge, the exercise of professional judgment or a high degree of creativity. In addition, insurance coverage (e.g, health, fire, liability, and workers’ compensation) is also not subject to competitive bidding requirements.

\$1-10,000	Annual charge will be at the discretion of the Department head and with the approval of the Board.
\$10,001-19,999	Prices will be obtained by formal written quotes from at least 2 sources and the award will be made at the discretion of the Department Head and with the approval of the Board.
\$20,000 and up	Prices will be obtained by Formal Request for Proposal, with the award of contract being made by the Board.

Awards to other than the lowest proposer must be properly documented with the rational/reason for the rejection of the lowest price.

Any and all procedures not specifically covered in this policy will be adhered to as covered in

General Municipal Law, Section 104-b.

An emergency exists wherein the delay caused by soliciting quotes would endanger the health, Welfare, or property of the municipality, or more important the individual taxpayer, then the procurement of goods or services will be at the discretion of the property department head with documentation as to the nature of the emergency and shall be sent to the Governing Board, within five (5) working days of such procurement.

Input From Board

Comments have been solicited from the Board of Trustees of the Village of Allegany in the procurement process prior to the enactment of this policy and procedures, and will be solicited from time-to-time hereafter.

Annual Review

The Board of Trustees shall annually review and, when needed, update this policy and procedures.

The Mayor shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy, and shall be responsible for reporting back to the board.

Unintentional Failure to Comply

The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Village of Allegany or any officer or employee thereof.

INVESTMENT POLICY OF THE VILLAGE OF ALLEGANY

The objectives of the Investment Policy of the Village of Allegany is to minimize risk, to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds including proceed of obligation in:

Certificates of Deposit issued in a bank or trust company authorized to do business in New York State: Savings accounts; Obligations of New York State; Obligations of the United State Government

The following banks and municipal investors are designated by the Village of Allegany;

Five Star Bank, Allegany, New York

The Community Bank, N. A., Olean, New York

MBIA Municipal Investors Service Corporation

Collateral:

Certificate of Deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of federal agencies, the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Obligations shall be held by a third party.

Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United State Government.

The governing Village Board of the Village of Allegany shall review and approve the investment policy, at least annually, and if practicable, at its organizational meeting and the members shall review and amend, if necessary these investment policies

The provision of these investment guidelines shall take effect prospectively, and shall not invalidate the prior selection of any Custodial Bank or prior investment.

ADVANCE APPROVAL OF CLAIMS

WHEREAS the Board of Trustees of the Village of Allegany has determined to authorize payment in advance of audit claims for public utility services, postage, credit card accounts, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

Section 2. That this resolution shall take effect immediately.

MILEAGE POLICY

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of Trustees shall approve reimbursement to such officers and employees at the rate of \$.575 per mile;

Section 2. That this resolution shall take effect immediately.

ESTABLISHING A CREDIT CARD POLICY FOR THE VILLAGE OF ALLEGANY

It is common practice for local governments to use credit cards for the convenience of making phone or internet purchases, paying for employee travel expenses or small purchases of goods and services for official business of the Village of Allegany. Credit cards used by local governments include general purpose credit cards, vendor-specific cards and fuel cards. General purpose cards are frequently issued under the name of the local government in the name of a specified local official; vendor-specific cards are commonly issued in the name of the local government and usually include a list of authorized users; fuel cards can be location-specific cards or travel cards that can be used at any of the designated vendor's service stations.

Therefore, it is essential that the Village of Allegany maintain adequate internal controls over government-issued credit cards and payments made for related expenses are properly authorized and appropriate.

Policy and Procedures

- The Village of Allegany authorizes the use of government-issued credit cards by its officials and employees for phone purchases, internet purchases, travel-related purposes and for small goods and services as deemed necessary and feasible.
- The actual and necessary expenses shall be incurred in accordance with and subject to all laws, rules, and regulations applicable to municipal charges incurred by Village of Allegany officials and employees.
- The Village Clerk and/or Deputy Clerk shall have sole custody of the credit card(s)*. They will be stored in a cabinet in the clerk's office and the cabinet locked when the office is closed. A credit card will be issued to an employee and recorded on a sign-out sheet (Exhibit A) by the clerk or deputy clerk as follows:
 - date of issuance
 - card issued
 - purpose for issuance
 - name of person card issued to
 - employee card issued to must initial sheet

- Upon return of the employee, (s)he must surrender the card and the receipt (if card is used) to the Clerk/Deputy Clerk who will record the card as returned and place it in the cabinet. The invoice will be kept for future credit card statement reconciliation.

*For credit cards used for the purchase of village fleet fuel, vehicle specific cards will be issued. They will be kept in the vehicle at all times and used when fueling vehicles. A pin number will be assigned to each employee (multiple pin numbers will be assigned when an employee is working both DPW and Police). In order to fuel a village vehicle, the vehicle specific card must be used, and personal pin number and accurate mileage on the vehicle must be entered at time of fueling. Use of another employee's pin number is prohibited and such action will not be tolerated.

- Proper documentation must be submitted in order to support and reconcile credit card statements each month. Itemized receipts shall be signed and departmentalized by the purchaser as a means of reconciling the monthly statement.
- The Clerk and/or Deputy Clerk will reconcile the monthly credit card statements and prepare the voucher for payment. The departmental supervisor will sign off if approved.
- Upon receipt of the voucher, the board of trustees will audit the claim to verify that costs are supported by proper documentation. The charges should be deemed valid and proper municipal expenditures. If approved, the board will sign off and return to the clerk for processing and payment.
- Government issued credit cards shall be used for government purchases/purposes only and will be prohibited for personal use. Alcoholic beverages and other entertainment-related costs do not represent a proper use of public funds; therefore such expenditures will not be permitted.
- Any illegal, questionable, or unauthorized expense or improper usage of the credit card shall require repayment by the party incurring the expense.
- In the event of a lost credit card, the village official or employee must immediately contact the village Clerk/Deputy Clerk who will notify the card service in order to eliminate any unauthorized use.
- Failure to comply with this policy will subject an employee to disciplinary action up to and including termination.

RESOLUTION #2026-033-SEWER RELIEF FOR 11 ST. NICK'S DRIVE

On motion made by Trustee R. Barton, second by Trustee S. Barie resolved to issue sewer relief in the amount of \$365.44 due to a water leak from a broken hose outside. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

RESOLUTION #2026-034-RESIGNATION OF TY HOUSE AS PART TIME POLICE OFFICER

On motion made by Trustee S. Barie, second by Trustee R. Barton resolved to approve the resignation of Ty House as part-time officer effective April 2, 2026. Aye- Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

RESOLUTION #2026-035-LIFT THE OPEN CONTAINER LAW FOR MAY 16 BETWEEN THE BURTON AND FUSION BETWEEN THE HOURS OF 6:00PM TO 12:30AM

On motion made by Trustee S. Barie, second by Trustee R. Barton resolved to approved to lift the open container law for May 16 between the Burton and Fusion between the hours of 6:00pm and 12:30am. Aye- Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

RESOLUTION #2026-036-APPROVE TO ADVERTISE ON INDEED FOR POLICE PERSONNEL

On motion made by Trustee S. Barie, second by Trustee R. Barton resolved to approve to advertise on Indeed for police personnel if the canvas from Cattaraugus County has no results. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

RESOLUTION #2026-037-ENTER EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LEGAL

On motion made by Trustee R. Barton, second by Trustee S. Barie resolved to enter into executive session to discuss personnel and legal. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

RESOLUTION #2026-038-CLOSE EXECUTIVE SESSION

On motion made by Trustee S. Barie, second by Trustee R. Barton resolved to close executive session. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

RESOLUTION #2026-039-ADJOURN MEETING

On motion made by Trustee S. Barie, second by Trustee R. Barton resolved to adjourn the meeting at 5:05pm. Aye-Mayor J. Kolkowski, Trustee R. Barton, Trustee S. Barie Nay-none

Respectfully submitted.

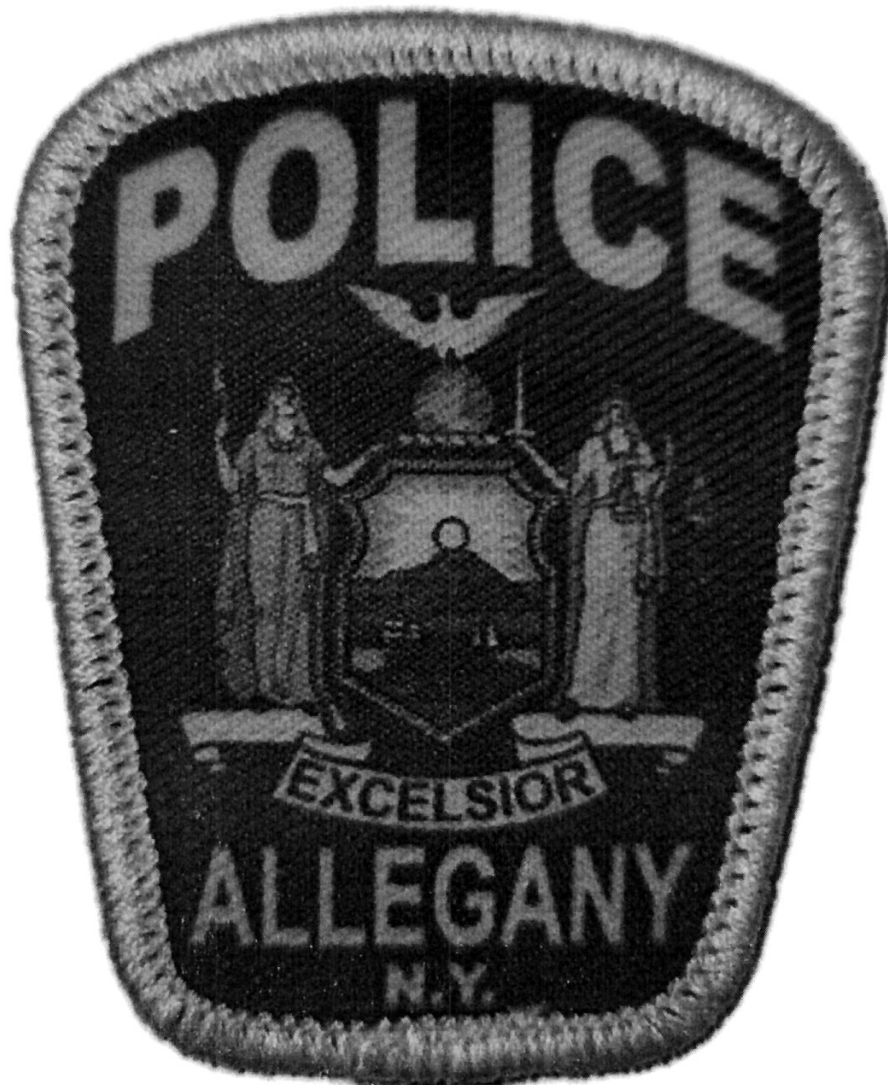
Kimberly Roth/Clerk Treasurer

Monthly DPW Report

Month: March 2026

- *Locates completed as needed*
- *Worked on residential meters as needed*
- *Picked up garbage on Main Street and at Park/Boat Launch*
- *Vehicle maintenance as needed*
- *Swept village streets*
- Completed partition wall in PD
- Started cleaning sod chunks from snow/ice removal on village subways
- Read Quarterly water meters
- Finished servicing small equipment for spring/summer months
- Completed online water class for 4 credit hours per Operator
- Completed second online water class for 3.5 credit hours per Operator
- Flushed sewers. Had plug developing on Dev. Drive, ran sewer machine and found an abundance of wipes in the main. Also ran sewer machine near shop due to line coming from Municipal Building and back shop plugged.
- Read quarterly water meters
- Sent information to E and B engineering for water loop in front of Elementary School on Maple Ave. Plan is to install main from N 5th street to playground area with a 6" service line to Elementary school and a service line to town cemetery. Project is planned for this summer after students are done for school year pending approval from CCHD.
- Replaced Hydrant #42 on Woodland Circle due to broken barrel found during sewer flushing

Allegany Police Department
March Statistics Report
2026



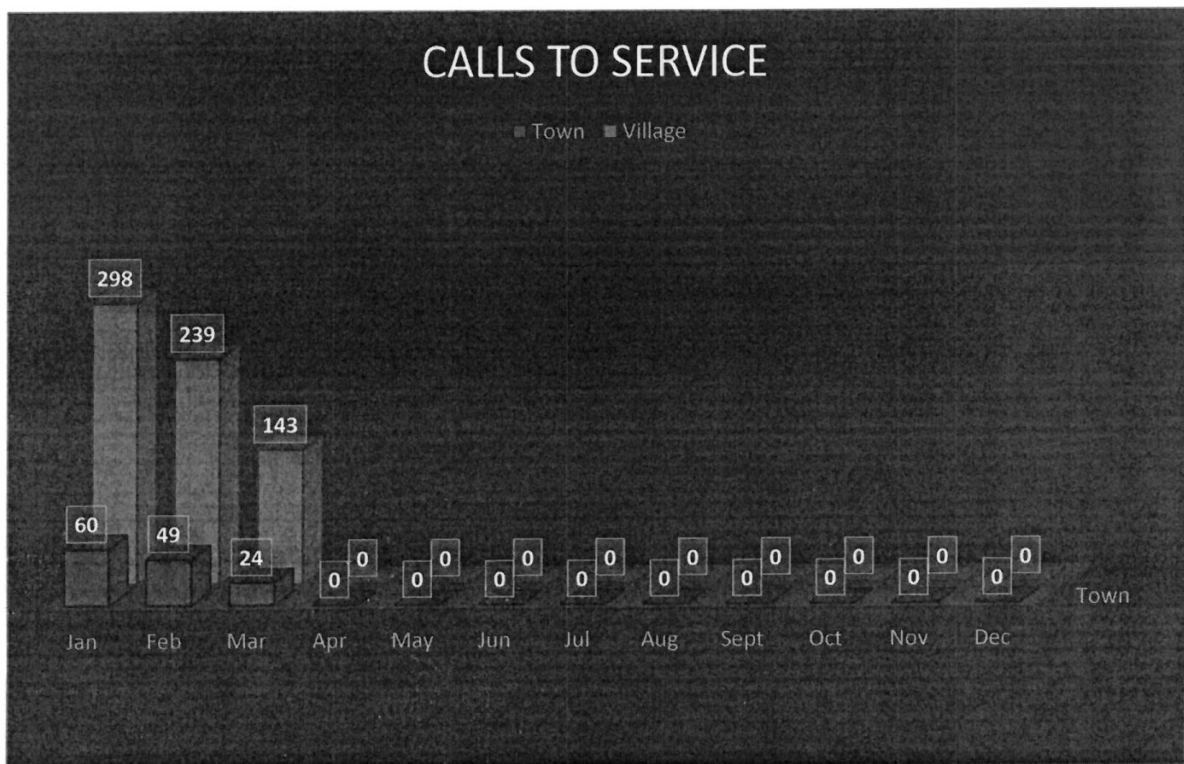
Calls for Service

All calls Responded and Proactive Patrol

Village 143
Year to date 680

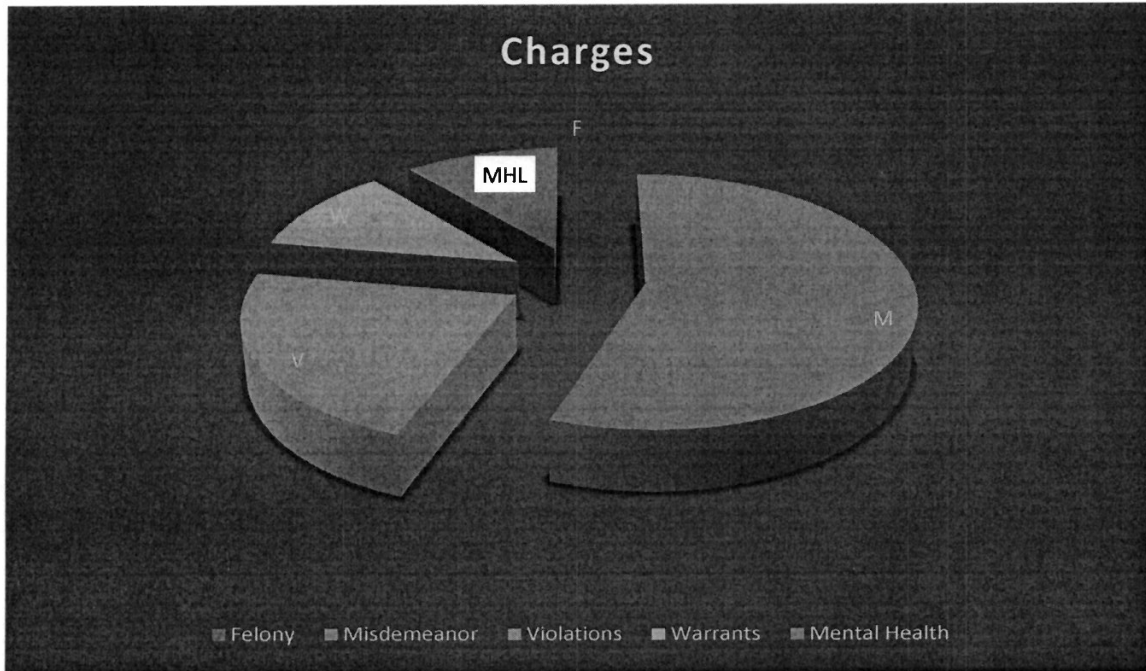
Town 24
Year to date 133

Total Monthly 167
Total Year to date 813



Arrest Charges

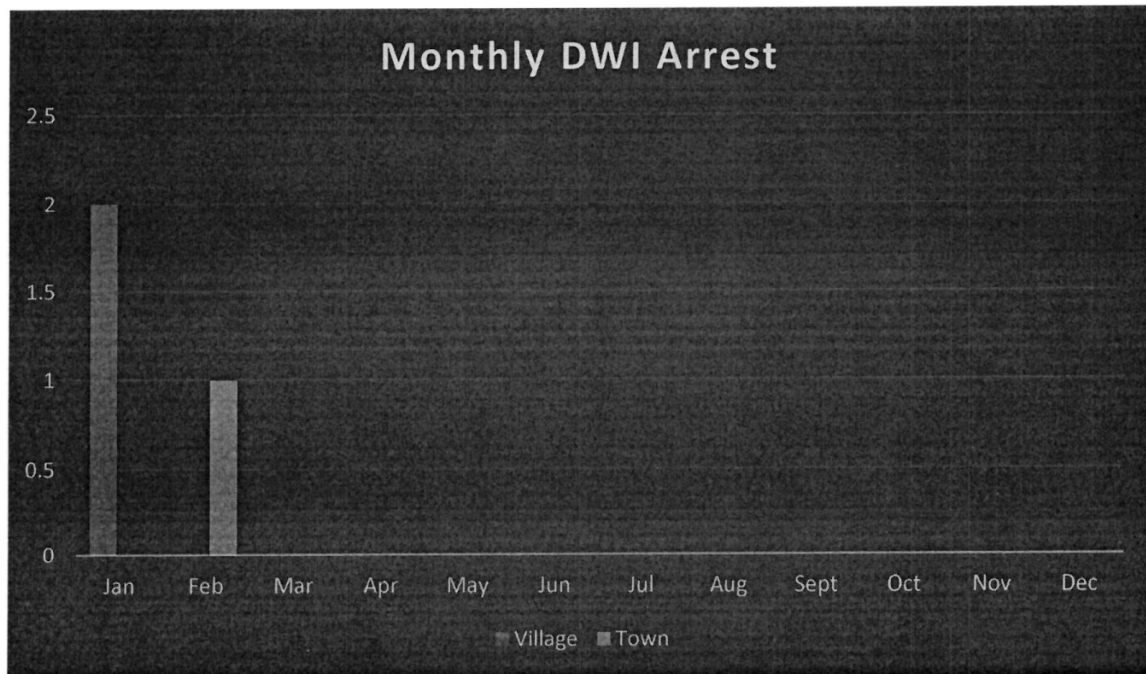
Arrests charges are the number of charges file by the Allegany Police Department and are not the total number of persons arrested.



Arrest Charges	Village	Town	Monthly Total	Year to Date
Felony	-	-	-	-
Misdemeanor	-	5	5	18
Violations	2	-	2	3
Warrants	-	1	1	4
Mental Heath	-	-	-	1
Total	2	6	8	26

Driving While Intoxicated

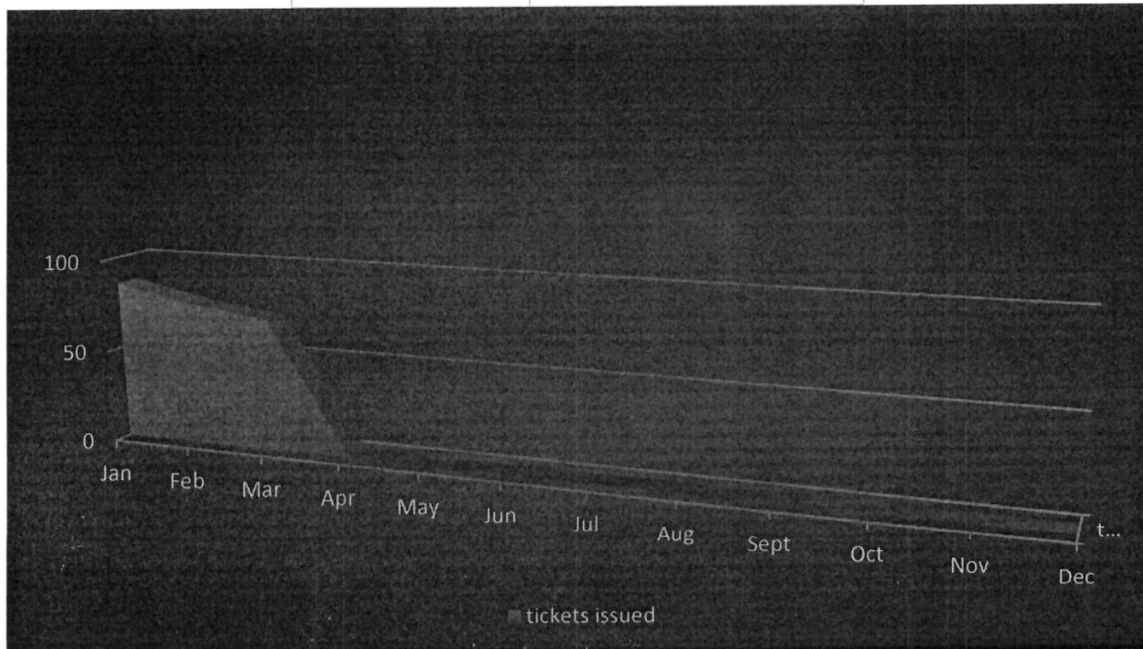
DWI arrests are based on the number of persons arrested for the DWI not on charges filed at the time of the arrest



DWI	Village	Town	Monthly Total	Year to date
Felony	-	-	-	-
Misdemeanor	0	0	0	3

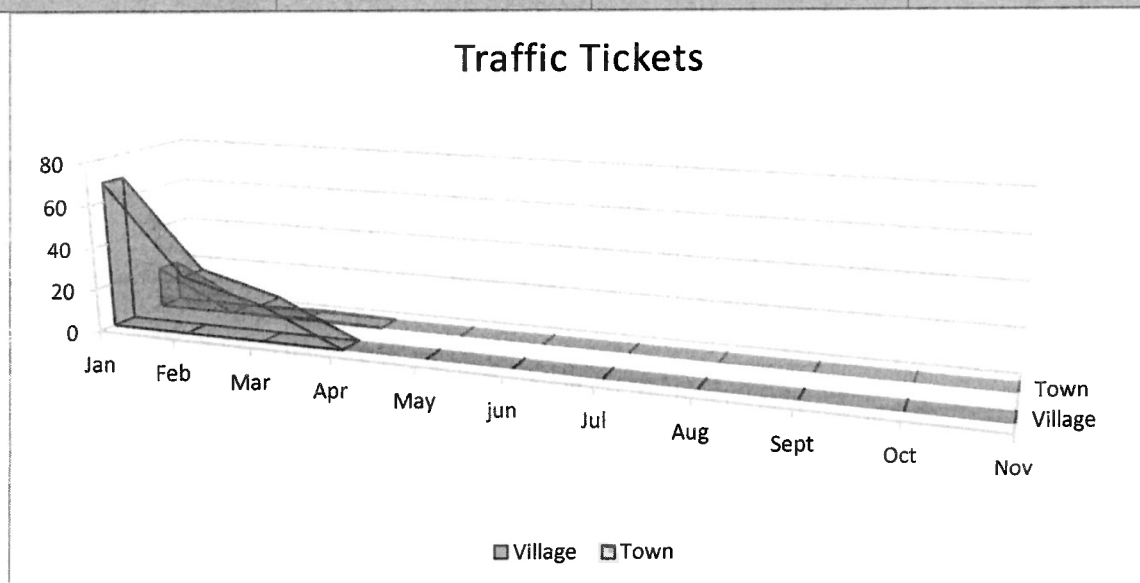
Parking Tickets

January	86
February	77
March	71
April	
May	
June	
July	
August	
September	
October	
November	
December	
Year to date Total	234



Traffic Tickets

2020	Village	Town	Total
January	69	19	88
February	27	0	27
March	17	1	18
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	113	20	133



Traffic Accidents

2020	Village	Town	Monthly Total
January	1	1	2
February	1	2	3
March	2	1	3
April	-	-	-
May	-	-	-
June	-	-	-
July	-	-	-
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
Year to Date	4	4	8

