

6JANUARY 12, 2025

REGULAR /RE-ORGANIZATION MEETING – The meeting was brought to order by Deputy Supervisor Shinnars at 4:45 p.m.

PRESENT – David Shinnars Councilman, Phillip Gross Councilman, Holly Urbanski Councilwoman, Timothy Zimbardi Councilman, Megan Morgenstern Town Clerk, Terry Rosell Superintendent, Jeffrey Holler CEO

ABSENT – Peter E. Wrona Supervisor

GUEST - None

MOTION #1 – MINUTES

On motion by Councilwoman Urbanski, seconded by Councilman Gross that the minutes of December 8th, 2025, be approved as submitted

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

CEO REPORT

CEO Holler reported 3 additional permits for December 2025. 15 Phone calls and 4 Inspections for a total of \$1236.00.

MOTION # 2 – CEO Report

On motion by Councilman Gross, seconded by Councilwoman Urbanski, that the January 2026 CEO report be approved as submitted

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

ASSESSOR REPORT

First, Happy Holidays and welcome 2026.

All the renewal applications have been mailed out and are starting to be returned along with follow-up questioning from taxpayers.

New York State sends out questionnaires to taxpayers receiving the Enhanced STAR exempt on. This is typically only sent to taxpayers that either do not file a New York State Income Tax or the state cannot verify their income for the qualifying year. Unfortunately, this typically includes the elderly with limited access to computers etc. These are mailed out on or around the same time as the local renewal applications for the aged/partial exempt on are mailed out by my office. The paperwork states in BOLD PRINT “Do not contact your local assessor”. The State may appear to be trying to save the assessors’ office the multitude of phone calls and confused visits, however, the paperwork asked for very personal information on including income and social security numbers etc. Calls are coming in as well as mail – they mail the papers to the local assessor even though it gives the New York State Address on the form. This has made the assessor’s office extra busy at this time of year. I enjoy visiting with the residents. I just wish the state would find a different path to gaining the information they require. Especially as the Enhanced STAR income limit is (for 2026) \$110,750 annual or less. Surely, these taxpayers that are not required to file an income tax are not making over the limit.

New York State passed a law at the end of 2025. It can be found here:

<https://www.nysenate.gov/legislation/bills/2025/S1183>

The law established that taxpayers who are 100% veterans disabled and/or permanently unemployable by State Law are eligible for a full real property tax exemption for the entire real property tax. It is important to note that this is a local option and would need to be acted on by each taxing jurisdiction.

MOTION #3 – ASSESSOR REPORT

On motion by Councilman Gross, seconded by Councilwoman Urbanski, that the January 2026 Assessor report be approved as submitted

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried

MOTION # 4 - JUSTICE REPORT

On motion by Councilwoman Urbanski, seconded by Councilman Gross the December 2025 Justice report in the amount of \$1418.00 is approved as submitted

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

SUPERINTENDENT REPORT

ROADS – We’ve just been plowing and changed some signage on First St.

EQUIPMENT – Replaced air dryer on the 2017 Westernstar, replaced plow blades and wing rubbers. The parts for the mowerhead finally came in and we got it fixed. Currently working on ordering plow blades.

EMPLOYEE- We’ve received two new applications, Dan Lee and Dennis Pieszala.

Discussion took place on the two new applicants, as Justin Robison who was approved at last meeting, refused the job offer. Terry spoke about the two new applicants and their experience. He would like to hire Dan Lee.

MOTION # 5 – SUPERINTENDENT REPORT

On motion by Councilman Gross, seconded by Councilman Zimbardi that the Superintendent’s January 12, 2026 report be approved as submitted

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

MOTION # 6 – NEW HIGHWAY EMPLOYEE

On motion by Councilwoman Urbanski, seconded by Councilman Gross that Superintendent Rosell hire Dan Lee and rate be set at \$23.00/hour

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

MOTION # 7 – CLERK REPORT

On motion by Councilman Zimbardi, seconded by Councilwoman Urbanski, that the Town Clerk Report for December 2025 in the amount of \$2270.95 be approved as submitted.

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

MOTION # 8 – ANNUAL CLERK REPORT

On motion by Councilman Gross, seconded by Councilwoman Urbanski, that the 2025 Annual Clerk report in the amount of \$1,429,758.90 be approved as submitted

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

MOTION # 9 – SUPERVISOR’S REPORT

On motion by Councilman Zimbardi, seconded by Councilwoman Urbanski the Supervisor’s December 2025 financial report with the following account balances:

General Fund \$ 220,476.05

Highway Fund \$ 501,804.97 is approved as submitted

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried

RESOLUTION #01/2026– 2026 RE-ORGANIZATION

On motion by Councilwoman Urbanski, seconded by Councilman Zimbardi the following resolution was adopted

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

RESOLVED that the following appointments, and designations, be approved as submitted
Deputy Supervisor – David Shinnars

Bookkeeper – Megan Morgenstern

Budget Officer – Megan Morgenstern

Regular meetings to be held the 2nd Monday of each month at 4:45 p.m., if meeting is on a holiday, meeting will be next business day

Official Paper – Olean Times herald

Official Bank – Cattaraugus County Bank

Utility bills be paid before audit.

Petty Cash remain \$100.00.

Association of Town meetings to be a Town Expense.

Superintendent of Highways and Deputy Supt. may issue parking tickets.

Town Attorney – Brady & Swenson Attorneys and Councilors at Law

Village Liaison – David Shinnars

Dog Control Officer – Samantha Smith
Constable – Kurt Hubbard
Justice Constable - Douglas Falk
Vacation days to accumulate to 192 hours - 4 hours per biweekly pay period.
Sick days to accumulate to 240 hours – 4 hours per biweekly pay period.
Full time employees with ten (10) years’ service will receive 1 (one) additional hour
added to their vacation time per pay period
Deputy Clerk – Susan Koch \$21/hr
Court Clerk – Chrystal Stanford \$21/hr
Code Enforcement Officer & Building Inspector – Jeffrey Holler
Registrar – Megan Morgenstern
Deputy Registrar – Susan Koch
Deputy Superintendent – Wyatt Taylor additional 50 cents per hour
Holidays – New Year’s Day, Presidents Day, Memorial Day, July 4th, Labor Day, Columbus
Day, Veterans Day, Thanksgiving Day & Friday, Christmas Eve & Day.
Historian – Laurie Andrews
Building Committee – Town Board
Equipment Committee – Town Board
Maximum Health Insurance paid by the Town & any increase in premium
Employee Committee – Phillip Gross, David Shinnars
Mileage – .72.5 cents per mile.
\$1500.00 per year safety gear.
Dog License - \$6.00 Altered, \$18.00 Unaltered, Late Fee after 60 days \$5
Enumeration Fee \$15

Discussion took place on the appointment of Wyatt Taylor as Deputy Superintendent.

MOTION # 10 – RETROACTIVE PAY FOR WYATT TAYLOR

On motion by Councilman Gross, seconded by Councilwoman Urbanski, that Wyatt Taylor
receive retro pay from January 1, 2026, in the amount of .50 per hour be approved

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

RESOLUTION #02/2026- ANNUAL REVIEW OF INVESTMENT POLICY

On motion by Councilwoman Urbanski, seconded by Councilman Zimbardi the following
resolution was adopted as submitted and reviewed

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried

WHEREAS, Local Government desires to maintain or continue to maintain public deposits
with the Bank; and

WHEREAS, the Bank desires to obtain such deposits and to provide security therefore as
required by the General Municipal Law, Banking Law and other applicable statutes; and

WHEREAS, the Custodian agrees to provide safekeeping services and to hold any securities
pledged by the Bank in a custodial account established for the benefit of the Local Government as
secured party pursuant to Investment Policy; and

WHEREAS, such a policy brings the Town of Little Valley into compliance with the auditing
requirements of the New York State Auditor’s Office.

BE IT RESOLVED that the Town of Little Valley Board adopts the Investment Policy, as the
official Town of Little Valley Investment Policy **with no changes**

Adopted by the Town of Little Valley Board at an open public meeting held on the 12th day of
January 2026

RESOLUTION #03/2026- POLICY AGAINST DISCRIMINATION AND HARASSMENT

On motion by Councilman Zimbardi, seconded by Councilman Gross the following resolution was
adopted as submitted and reviewed

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried

WHEREAS, Local Government desires to maintain a policy against discrimination and
harassment for the Town of Little Valley employees to follow; and

WHEREAS, the Town of Little Valley has a zero tolerance of such threats or acts of
violence: and

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BE IT RESOLVED that the Town of Little Valley Board adopts the Workplace Violence Policy and Cattaraugus County Drug and Alcohol Testing Policy **with no changes**

Adopted by the Town of Little Valley Board at an open public meeting held on the 12th day of January 2026

RESOLUTION #04/2026 - SEXUAL HARASSMENT POLICY

On motion by Councilwoman Urbanski, seconded by Councilman Zimbardi the following resolution was adopted as submitted and reviewed

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried

WHEREAS, Local Government desires to maintain a Sexual Harassment Policy for the Town of Little Valley employees to follow; and

WHEREAS, the Town of Little Valley has a zero tolerance of such threats or acts of sexual harassment: and

WHEREAS, the Town of Little Valley encourages a sexual harassment free workplace for all its employees; and

BE IT RESOLVED that the Town of Little Valley Board adopts the Sexual Harassment Policy **with no changes**.

Adopted by the Town of Little Valley Board at an open public meeting held on the 12th day of January 2026

RESOLUTION #05/2026– PROCUREMENT POLICY

On motion by Councilman Gross, seconded by Councilman Zimbardi the following resolution was adopted.

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML,103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement.

NOW THEREFORE, be it

RESOLVED: That the Town of Little Valley does hereby adopt the following procurement policies and procedures **with no changes**

Adopted by the Town of Little Valley Board at an open public meeting held on the 12th day of January 2026

RESOLUTION #06/2026 – DRUG AND ALCOHOL TESTING POLICY

On motion by Councilwoman Urbanski, seconded by Councilman Shinnars the following resolution was adopted as submitted and reviewed

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried

WHEREAS, Local Government desires to maintain a Drug and Alcohol Testing Policy for the Town of Little Valley employees to follow; and

WHEREAS, the Town of Little Valley encourages a Drug and Alcohol-free workplace for all its employees; and

BE IT RESOLVED that the Town of Little Valley Board adopts the Drug and Alcohol Testing Policy **with no changes**.

Adopted by the Town of Little Valley Board at an open public meeting held on the 12th day of January 2026

OLD BUSINESS:

Some discussion took place in regard to expanding the residency for Highway Superintendent. A proposed local law was presented.

**RESOLUTION #07/2026 – RESOLUTION AUTHORIZING PUBLIC HEARING ON
PROPOSED LOCAL LAW 1-2026, AMENDING RESIDENCY REQUIREMENTS FOR
TOWN HIGHWAY SUPERINTENDENT**

Town Board, Town of Little Valley Moved by Councilman Gross

WHEREAS, the Town Board of the Town of Little Valley deems it necessary, advisable, and in the best interests of the Town to enact Local Law No. 1-2026 (“proposed Local Law No. 1-2026”);

WHEREAS, proposed Local Law No. 1-2026 was duly presented and introduced by Councilman at the regular monthly meeting of the Town Board on January 12, 2026;

WHEREAS, no local law shall be adopted or amended unless a public hearing is held upon ten (10) days written notice;

NOW, therefore, be it RESOLVED, that:

- (1) A Public Hearing shall be held on proposed Local Law 1-2026 by this Board on the 9th day of February, 2026 at 4:45 o’clock p.m. at the Town Hall, Little Valley, New York;
- (2) At least ten (10) days notice of such Hearing shall be given by the Town by:
(a) posting it on the Bulletin Board of the Town; (b) posting it on the website of the Town; and (c) publishing it at least once in the official newspaper of the Town. Copies of proposed Local Law 1-2026 shall be made available in the Town Clerk’s office during normal office hours.

The adoption of the foregoing resolution was seconded by Councilwoman Urbanski and duly put to a vote, which resulted in the unanimous approval of this resolution. The Resolution was declared adopted.

ROLL CALL VOTE: David Shinnars - Aye
Holly Urbanski – Aye
Phillip Gross - Aye
Timothy Zimbardi – Aye Carried.

The Resolution was declared adopted.

NEW BUSINESS:

Councilman Gross brought up that with the last month of trying to find an employee and struggling to find a replacement that we should consider a more competitive wage for our Highway employees come budget time. We must be competitive to find and keep good employees. Also, he would like the board to review the Employee Handbook. Clerk Morgenstern will have copies of the Employee Handbook to hand out at Februarys meeting.

MOTION #11 – Authorize the following appointments:

On motion by Councilman Gross, seconded by Councilwoman Urbanski, that the following appointments be made:

Board of Assessment Review – Stephen Wrona, 5 years expire 9/30/30
Planning Board – Allan Ormond, 5 years expire 11/1/30
Zoning Board – Joyce Bedell, 3 years expire 12/31/2028
Ayes 4 Gross, Shinnars, Urbanski, Zimbardi
Nays 0 Carried

AUDIT OF TOWN JUSTICE AND TOWN CLERKS BOOKS

Councilman Gross and Councilwoman Urbanski will complete the audit on Town Clerk and Town Justice Books by the next meeting and Clerk Morgenstern will file accordingly

MOTION # 12 – 2025 YEAR END BUDGET ADJUSTMENTS

On motion by Councilman Zimbardi, seconded by Councilwoman Urbanski the following be approved as submitted.

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi
Nays 0 Carried

DECREASE A1620.4 (BUILDING)	\$207.00	
INCREASE A1910.4 (UNALLOCATED INSURANCE		\$174.00
INCREASE A5010.4 (SUPERINTENDENT CONT)		\$33.00

DECREASE DA5140.1 (MISC PERSONAL SERVICE)	\$1860.00
INCREASE DA5142.1 (SNOW REMOVAL PER SERV)	\$1314.00
INCREASE DA9010.8 (RETIREMENT)	\$546.00
DECREASE DB3501 (CHIPS REVENUE)	\$102178.34
INCREASE DB5112.2 (CHIPS APPORATIONS)	\$102178.34
DECREASE DB5130.2 (EQUIPMENT)	\$10062.00
INCREASE DB5110.1 (GEN REPAIR PERS SERV)	\$9436.00
INCREASE DB9010.8 (RETIREMENT)	\$546.00
INCREASE DB9030.8 (FICA)	\$80.00

MOTION # 13 – PAYMENT OF CLAIMS- ABSTRACT 13

On motion by Councilman Zimbardi, seconded by Councilwoman Urbanski the following be approved as submitted.

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

General Fund Vouchers #234 to #244 \$23,571.20

Highway Fund Vouchers #175 to #183 \$34,561.62

MOTION # 14 – PAYMENT OF CLAIMS – ABSTRACT 001

On motion by Councilwoman Urbanski, seconded by Councilman Shinnars the following be approved as submitted.

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried

General Fund Vouchers #1 to # 14 \$ 11,896.73

Highway Fund Vouchers #1 to # \$ 7,472.91

MOTION #15 – ADJOURNED

On motion by Councilman Shinnars, seconded by Councilwoman Zimbardi that the meeting be adjourned at 5:20 pm

Ayes 4 Gross, Shinnars, Urbanski, Zimbardi

Nays 0 Carried.

Respectfully submitted,

Megan L. Morgenstern
Town Clerk RMC