Village of Gowanda
Board Meeting Minutes
April 8, 2025

The Village of Gowanda Board of Trustees meeting was called to order by Deputy Mayor Sheibley at 6 PM.

Present: Trustee Paul Zimmermann, Mayor Mark Nephew, Trustee Carol Sheibley, Trustee Wanda Koch, Trustee Peter Sisti *via telephone 7:25 PM.*

Employees: Clerk Danielle Wagner, Treasurer Traci Hopkins, Attorney Deb Chadsey *(arrived at 6:23,* Water Supervisor Kirk Trumpore, Highway Supervisor Adam Reid, WWTP Supervisor Andy Carriero, Code Jason Pickering, OIC Ross Olszewski

Public: Barbara Heitzenrader, James Jensen, Travis Moore, Jack Broyles, Don & Theresa Girome, April Powell, Jon Valone, Barb Nephew, Brad Mohawk, Jacque Emborski, Gerry Emborski, Phil Palen

Swearing in of new Elected Mayor Nephew and re-elected Trustee Zimmermann and Trustee Sheibley.

Agenda & Minutes

Motion 4-168-Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the agenda for April 8, 2025 meeting. Motion carried
Motion 4-169-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve the minutes from the March 4, 2025 meeting and April 1, 2025 budget hearing. Motion carried

Public Participation

Barb Heitzenrader-Had to have part of the sewer replaced due to a Village tree root. Looking for some reimbursement since it was a Village tree.

Jack Broyles-Town if Persia is having a public hearing for low-income tax deduction.

Don Girome-Asking on update on Llama farm

April Powell-asking about lights in Creekside Park and business maintain their property

Brad Mohawk-has been slow time for them in the Village

Phil Palen-congrats to new Mayor, concerned about people parking between sidewalk and curb and on their front lawns. House on Perry St parks on their lawn.

Gerry Emborski-DOT has some road projects coming up in the Village.

Official Appointments

OFFICE	TERM	INCUMBENT	APPOINTEE
Deputy Mayor	1 year	Carol Sheibley	Carol Sheibley
Village Clerk	1 year	Danielle Wagner	Danielle Wagner
Deputy Clerk	1 year	Jackie MacDonald	Jackie MacDonald
Treasurer	1 year	Traci Hopkins	Traci Hopkins
Affirmative Action Officer	1 year	Traci Hopkins	Traci Hopkins
Registrar	1 year	Danielle Wagner	Danielle Wagner
Records Management Officer	1 year	Danielle Wagner	Danielle Wagner
Officer in Charge	1 year	Ross Olszewski	Ross Olszewski
Building Inspector	1 year	Jason Pickering/George Poff	
Fire Prevention Inspector	1 Year	Jason Pickering/George Poff	
Zoning Board of Appeals	1 year (2025)	Travis Grubbs	
	2 Year	Barb Nephew	
	3 Year	Robert Tiller	
Historian	1 year	Phil Palen	Phil Palen
Disaster Coordinator	1 year	Nick Crassi	Nick Crassi
Village Engineer	1 year	Mark Burr	Mark Burr
Village Attorney	1 year	Deborah Chadsey	Deborah Chadsey
FOIL Access Officer	1 year	Danielle Wagner	Danielle Wagner
Recreation Director	1 year	Mark Benton	Mark Benton
Deputy Mayor	1 year	Carol Sheibley	Carol Sheibley
Village Clerk	1 year	Danielle Wagner	Danielle Wagner
Deputy Clerk	1 year	Jackie MacDonald	Jackie MacDonald
Treasurer	1 year	Traci Hopkins	Traci Hopkins
Affirmative Action Officer	1 year	Traci Hopkins	Traci Hopkins
Registrar	1 year	Danielle Wagner	Danielle Wagner
Records Management Officer	1 year	Danielle Wagner	Danielle Wagner
Officer in Charge	1 year	Ben Shields	Ben Shields
Building Inspector	1 year	Jason Pickering/George Poff	
Historian	1 year	Phil Palen	Phil Palen
Disaster Coordinator	1 year	Nick Crassi	Nick Crassi
Village Engineer	1 year	Mark Burr	Mark Burr
Village Attorney	1 year	Deborah Chadsey	Deborah Chadsey
FOIL Access Officer	1 year	Danielle Wagner	Danielle Wagner
Recreation Director	1 year	Mark Benton	Mark Benton

Motion 4-170-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the 2025-2026 Official Appointments. Motion carried 3-0. *Trustee Koch not present for vote.*

Committee Appointments

Committee	Member	Member
Audit Committee	Carol Sheibley	Wanda Koch
Beautification, Parks, and Trees	Peter Sisti	---
Budget Officer	Mark Nephew	---
Building and Sidewalk Maintenance	Carol Sheibley	---
Cattaraugus Creek Basin Task Force	Mark Nephew	Paul Zimmermann
Employee Negotiation	Mark Nephew	Paul Zimmermann

Fire Commissioner	Carol Sheibley	Paul Zimmermann
Gowanda Central School	Mark Nephew	---
Police Commissioner	Mark Nephew	---
Solid Waste and Recycling	Carol Sheibley	Wanda Koch
Water and Waste Water Commission	Village Board	---

DEPARTMENT LIAISONS:

Building Inspector/Code Enforcement Liaison	Wanda Koch
Disaster Coordinator Liaison	Carol Sheibley
Fire Department Liaison	Carol Sheibley
Highway Department Liaison	Peter Sisti
Police Department Liaison	Wanda Koch
Recreation Department Liaison	Carol Sheibley
Village Administration Liaison	Mark Nephew
Water Department Liaison	Carol Sheibley
Waste Water Department Liaison	Paul Zimmermann

Motion 4-171-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the 2025-2026 Committee Assignments. Motion carried. *Trustee Koch not present for vote*

Annual Motions

A. The regular meeting of the Board of Trustees shall be held on the second Tuesday of the month at 6:00 P.M.
B. That the Gowanda Office of Community Bank, NA, and Citizens Bank be designated as depositories of Village funds for the ensuing year.
C. That the Village Clerk or Treasurer be authorized to draw an order to reimburse for reasonable expenses of Village Officials and employees attending the regular monthly meetings of the Erie County Village Officials Association, the Cattaraugus County Village Officials Association, Southtowns Planning and Development, and Association of Erie Co. Governments using the **Expense Reimbursement** attached.
D. That the Department Heads of the Police, Public Works, Recreation and Clerk's Office be authorized to approve their department time sheets as submitted for payroll processing within the structure of the budget.
E. That the Mayor of the Village be and hereby is authorized and empowered to execute such application and documents necessary to apply to the proper state agency regarding a youth recreation program for the Village of Gowanda.
F. That the policy of the Village of Gowanda shall be for all Department Heads or their approved designee to purchase whenever practical such items as Gasoline, Tires, Blacktop, Street Oil, Chlorine and any other such items as directed by the Board, from the New York State Office of Standards and Purchase on what is commonly known as "State Bid". The **Authorized Purchasing Agents** for the Village of Gowanda are attached.
G. That the Treasurer be authorized by law to temporarily invest moneys not required for immediate expenditure in time open or day to day deposit accounts in financial institutions authorized by New York State Department of Audit and Control.
H. That the Treasurer is authorized to pay all utilities and regular occurring operating expenses upon receipt to avoid late fees and penalties.

I. That any non-profit Village-oriented organization be allowed use of the Village parking lots for approved special events on a no fee basis. Requests must be filed at least thirty (30) days in advance with a certificate of insurance. The organization involved shall be responsible for all clean up as directed by the Public Works Department.
J. The official newspaper of the Village of Gowanda is hereby officially designated as the Observer.
K. That the Village departments will make all purchases in accordance with the Village **Purchasing Policy and Procedures** and **Procurement Policy and Procedures** as attached.
L. That all Village investments are made in accordance with the Village of Gowanda **Investment Policy and Guidelines** as attached.
M. The Village's **Safety policy** will be adhered to and remains in effect as per attached.
N The **Drug and Alcohol Policy** will be obeyed and remains in effect as per attached.
O. The meetings will follow the **General Rules of Procedure** for meetings.
P. The Village's **Prohibition of Sexual Harassment Policy** will be adhered to and remains in effect as per attached.
Q. The Village's **Information Technology policy** will be adhered to and remains in effect as per attached.
R. The Village's **Workplace Violence Prevention Policy** and **Violence in the Workplace Incident Report** will be adhered to and remains in effect.

Motion 4-172-Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the annual Motions. Motion carried.

Official Business

Mayor/Board of Trustees

Motion 4-173-Motion by Trustee Koch, seconded by Trustee Sheibley to approve the Standard Work Day Resolution for NYS Retirement. Motion carried.

Motion 4-174-Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the Record of Activity Reporting for the Village Treasurer. Motion carried.

Motion 4-175-Motion by Trustee Sheibley, seconded by Trustee Koch to declare April 26, 2025 as Arbor Day. Motion carried.

Reminder for residents-Monday April 28th is Big Trash Pick-up.

Code Enforcement-*Jason Pickering*

Building Permits 7, Complaints filed 3, violation notices sent 7, violations on patrol 4.

Code would like to get estimates on demolition cost for varies types of structures. The Village would like to know if its manageable should the Village be able to acquire some abandon properties.
Motion 4-176-Motion by Trustee Koch, seconded by Trustee Sheibley to approve Code to seek estimates for demolition costs of varies types of structures. Motion carried.

The Village zoning maps are very outdated. Code would like to work the ZBA to get the maps current. Code is not looking to change the zoning of any kind; it is just simply looking to update the map which is most likely from the 1960's and has not been updated since.
Motion 4-177-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve Code to work with the Zoning Board of Appeals to review and potentially update the Village Zoning Map. Motion carried.

Motion 4-178-Motion by Trustee Zimmermann, seconded by Trustee Koch to approve Code to work with the Village Treasurer to have a new updated Zoning Map printed and distributed. Motion carried.

Public works

Highway-*Adam Reid*

A sink hole happened by the old ambulance garage and needed emergency repair.
Motion 4-179-Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the emergency sink hole repair near the old fire hall in the Village Parking lot as quoted at $7,100. Motion carried.

The playground as St. Johns Park needs some new mulch. The Village received some quotes for new mulch. The Village is hoping to receive some funding to help with the cost of rubber mulch.
Motion 4-180-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve the playground mulch for St Johns Park and Gateway Park not to exceed $5,000. Motion carried.

The Highway SEIU employees have submitted a request to work 10-hour days. That is being tabled for further discussion in executive session.

Sewer-*Andy Carriero*

The Village received an initial planning grant to develop the CMOM capacity, management and operating manual that was required by the DEC, now the CMOM is in place, there are things that need to be implemented. There is an opportunity for a Phase II funding.
Motion 4-181-Motion by Trustee Zimmermann, seconded Trustee Koch to approve the Environmental Planning Grant Phase II planning grant opportunities to meet CMOM requirements. Motion carried

Motion 4-182-Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the Municipal Solutions proposal to apply for EPG Phase II funding due 4/11/25. Motion carried.

Water-*Kirk Trumpore*

There is a grant opportunity out there for some water infrastructure projects.
Motion 4-183-Motion by Trustee Sheibley, seconded by Trustee Koch to approve the Rural Development Funding for water pre-development planning grants. Motion carried.

Motion 4-184-Motion by Trustee Koch, seconded by Trustee Sheibley to approve the Municipal Solutions Proposal to apply for the planning/engineering study grant to rural development. Motion carried.

There was a water hearing for leak forgiveness on 3/31/25.
Motion 4-185-Motion by Trustee Sheibley, seconded by Trustee Koch to approve the water hearing leak forgiveness. Motion carried.

Clerk-*Danielle Wagner*

The water/sewer relevies were provided to the board for approval.
Motion 4-186-Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the water/sewer relevy for Cattaraugus County at $66,170.09 and Erie County $36,284.48. Motion carried

Motion 4-187-Motion by Trustee Sheibley, seconded by Trustee Koch to approve the annual Williamson Tax Software Maintenance agreement. Motion carried.

Motion 4-188-Motion by Trustee Zimmermann, seconded by Trustee Koch to approve the Easter Sunrise Service at Gateway Park on 4/20 6:30am-7:45am. Motion carried.

Environmental-*Phil Palen*

Spring Tree planting plan was provided to the board for approval.
Motion 4-189-Motion by Trustee Koch, seconded by Trustee Sheibley to approve the Spring Tree Planting plan. Motion carried.

Joint Activity-*Carol Sheibley*

The Cattaraugus County department of aging and youth services reached out to the Village to see if the Village would like some unclaimed funds for youth sports education. Some of the funding was able to reimburse the Village for las fiscal year.
Motion 4-190-Motion by Trustee Sheibley, seconded by Trustee Koch to accept additional youth sports education funding totaling $23,148 ($8,248) to support the recreation program. Motion carried.

Treasurer-*Traci Hopkins*

Motion 4-191-Motion by Trustee Zimmermann, seconded by Trustee Koch to approve the WWTP pay app #10 to STC Construction though 2/28/25 at $479,375.46. Motion carried.

The 2025-2026 Budget has been prepared and provided to the board for approval.
Motion 4-192-Motion by Trustee Zimmermann, seconded by Trustee Koch to approve the 2025-2026 final budget. Motion carried.

Thatcher Brook Flood Diversion Project Update-When you have the Village, State, County and Federal entities involved in the project the process is very slow. Army Corp cam up with new construction estimates with moving the channel. Still looking at the environmental costs because of moving the channel. Still waiting on the real estate costs to come in.

A budget amendment was provided to the board for the Recreation funds the Village received.
Motion 4-193-Motion by Trustee Koch, seconded by Trustee Sheibley to approve Budget Amendment #5 for the general fund youth sports funds. Motion carried.

Abstract bills to pay #11 was provided to the board for approval.
Motion 4-194-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the abstract bills To pay for General $15,309.42, Water $27,813.20, Sewer $17,913.05 and Capital Projects $482,549.31. Motion carried.

Next Meeting

The next meeting will take place May 13, 2025 at 6 PM.

Executive Session

Trustee Sisti via telephone Executive Session at 7:25 PM.

Motion 4-195-Motion by Trustee Koch, seconded by Trustee Sheibley to recess the meeting into executive session at 7:23 PM for the purpose of Collective Bargaining Agreement Negotiation . Motion carried.

Motion 4-196-Motion by Trustee Koch, seconded by Trustee Zimmermann to adjourn executive session at 7:51 PM. Motion carried.

During the executive session the board had discussion on the collective bargaining agreement negotiation for the Highway Dept SEIU members request for 10-hour days.

Motion 4-197-Motion by Trustee Koch seconded by Trustee Zimmermann to deny the Highway department employees request for 10-hour days. Mayor Nephew polled the board. Trustee Zimmermann-No, Trustee Koch-No, Trustee Sheibley-No, Trustee Sisti-No, Mayor Nephew-No. Motion carried.

Adjourn

Motion 4-198-Motion by Trustee Zimmermann, seconded by Trustee Koch to adjourn the meeting at 7:52 PM. Motion carried.

Respectfully Submitted
Danielle Wagner
Clerk