

Agenda

Natalie E. Nitsche Town Clerk

Town Board of the Town of Hamburg

February 23, 2026

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Minutes of Previous Meeting**
RESOLVED, that the Town Board does hereby approve the minutes of the previous meeting as follows: January 26, 2026
- 4. Agenda Items**
 - 4.1. Honoring Longboards at Hamburg Beach and Nancy Maisano, Mark Maisano, and the Longboards Crew**
 - 4.2. Public Hearing Proposed Local Law #1, 2026**
 - 4.3. Public Hearing Proposed Local Law #2, 2026**
 - 4.4. Public Hearing Proposed Local Law #3, 2026**
 - 4.5. Taylor Road Alcohol Waivers**
 - 4.6. Youth, Recreation, & Senior Services P.A.F.**
 - 4.7. B&G PAF**
 - 4.8. Police-Donation Carryover**
 - 4.9. Police- Out of Town Travel Request**
 - 4.10. Police - Out of Town Travel Request**
 - 4.11. Historic Preservation Commission**
 - 4.12. HPE Lease to Own Agreement**
 - 4.13. Disposal of Town Cellphones**
 - 4.14. Town of Hamburg Budget Transfer Authorization Policy**
 - 4.15. Town of Hamburg Credit Card Policy-Update**
 - 4.16. Engineering Dept Stormwater Conference**

4.17.Stipend Increase B&G

5. Public Comment

6. Meeting is adjourned by Supervisor

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.1. Honoring Longboards at Hamburg Beach and Nancy Maisano, Mark Maisano, and the Longboards Crew

WHEREAS, for thirteen summers, Nancy Maisano, her husband Mark Maisano, and the entire Longboards crew enhanced the heart and soul of Hamburg Beach; and

WHEREAS, Longboards at Hamburg Beach became a beloved gathering place for residents offering activities like paddleboard classes that promoted health, wellness, and appreciation for the natural beauty of our shoreline; and

WHEREAS, Longboards was more than a business—at our Town of Hamburg community beach; it was a place where friendships were formed, families gathered, and generations created lasting memories; and

WHEREAS, Nancy, Mark, and their dedicated crew nourished our community not only with food and refreshment but with joy and laughter through beachside breakfasts and lunches, snacks, and melting ice cream cones on warm summer days; and

WHEREAS, Longboards provided meaningful summer employment opportunities for many of Hamburg's youth, fostering responsibility, teamwork, and pride while school was out of session; and

WHEREAS, the impact of Longboards at Hamburg Beach extends far beyond its physical presence, living on in the hearts of families, children, and community members who were touched by its warmth and spirit.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hamburg hereby expresses its deepest gratitude and appreciation to Nancy Maisano, Mark Maisano, and the entire Longboards crew for thirteen remarkable summers of service, dedication, and community building; and

BE IT FURTHER RESOLVED, that Longboards at Hamburg Beach shall be forever remembered for the gifts of memories and a sense of belonging it gave to our community, and for helping make Hamburg Beach a special place for Hamburg residents to visit.

In Witness Whereof, we have caused the seal of the Town of Hamburg to be affixed this 23rd day of February 2026.

Elizabeth Farrell Lorentz, Supervisor

Dan Kozub, Councilmember

Lynne Dixon, Councilmember

Nick Ortiz, Councilmember

Frank Bogulski, Councilmember

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.2. Public Hearing Proposed Local Law #1, 2026

LEGAL NOTICE TOWN OF HAMBURG

NOTICE OF PUBLIC HEARING PROPOSED LOCAL LAW #1, 2026

PLEASE TAKE NOTICE that there has been presented to the Town Board on January 26, 2026, pursuant to the Municipal Home Rule Law, a proposed local law, to be known as proposed local law # 1, 2026; said local law provides for an amendment to Chapter 280 of the Zoning Code of Town of Hamburg, to amend the Hamburg Town Code as follows:

Add a new article to Chapter 280 identified as: “Article LX Smoke Shops and Vape Shops”

A detailed copy of the proposed amendment is available during regular business hours (9:00 a.m. to 5:00 p.m.) Monday through Friday

at:

HAMBURG TOWN HALL

HAMBURG PLANNING DEPARTMENT

6100 South Park Avenue

lower level of Town Hall

Hamburg, New York 14075

The proposed amendment may also be found at the Town’s website www.townofhamburgny.gov, click on “Legal Notices and Bids.”

AND-at the Planning Department page on the Town’s website at:
<https://www.townofhamburgny.gov/508Planning>

THEREFORE, pursuant to the statutes and the provisions of the Municipal Home Rule Law, the Town Board of the Town of Hamburg will hold a public hearing on February 23, 2026, at 7:00 p.m. (local time), at which time all interested people may be heard.

Dated: January 26, 2026

Natalie Nitsche

Town Clerk

Town of Hamburg

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.3. Public Hearing Proposed Local Law #2, 2026

Legal Notice

Town of Hamburg

Notice of Hearing Proposed Local Law #2, 2026

PLEASE TAKE NOTICE that there has been presented to the Town Board of the Town of Hamburg on January 26, 2026, pursuant to the Municipal Home Rule Law, a proposed local law to be known as proposed local law #2, 2026; the proposed local law amends Chapter 34 of the Hamburg Town Code entitled "Mandatory Training". An abstract of the proposed local law is described as follows:

The purpose of this local law is to amend Chapter 34 of the Code of the Town of Hamburg entitled "Mandatory Training", by renaming it "Training and Attendance Requirements for Planning Board and Zoning Board of Appeals Members and adding a new subsection.

A detailed copy of the proposed amendments will be available, for public review, during regular business hours at Hamburg Town Hall, Hamburg Town Clerk's Office, 6100 South Park Avenue, Hamburg, NY 14075 and on the Town of Hamburg website: www.townofhamburgny.gov "Click on Legal Notices and Bids." Additional questions can be addressed by the Planning Department. Please contact Josh Rogers at 716- 649-6111 Ext. 2260 or jrogers@townofhamburgny.gov.

THEREFORE, pursuant to the statutes and the provisions of the Municipal Home Rule Law, the Town Board of the Town of Hamburg will hold a public hearing on the aforesaid law, at the Hamburg Town Hall, 6100 South Park Avenue, Hamburg, New York, at 7:00 p.m. on February 23, 2026, at which time all persons interested may be heard.

Dated: January 26, 2026

Natalie Nitsche

Town Clerk

Town of Hamburg

**Town Board of the Town of Hamburg
February 23, 2026 Meeting**

4.4. Public Hearing Proposed Local Law #3, 2026

LEGAL NOTICE TOWN OF HAMBURG

NOTICE OF PUBLIC HEARING Proposed Local Law #3, 2026

PLEASE TAKE NOTICE that there has been presented to the Town Board on January 26, 2026, pursuant to the Municipal Home Rule Law, a proposed local law, to be known as proposed local law 3, 2026; said local law amends Chapter 280 (Zoning), by adding a new Article, entitled “LC Lakeview Commercial District.”

The Planning Department and the Non-CFA Zoning Code Committee have revised the Lakeview Commercial District zoning text draft and the public hearing will provide for additional input from the public.

A detailed copy of the proposed amendments will be available, for public review, during regular business hours at the following locations:

HAMBURG TOWN HALL-	and on the Town of Hamburg website:
Town Clerk’s Office	www.townofhamburgny.gov
6100 South Park Avenue	click on Legal Notices and Bids
Hamburg, New York 14075	

THEREFORE, pursuant to the statutes and the provisions of the Municipal Home Rule Law, the Town Board of the Town of Hamburg will hold a public hearing on February 23, 2026, at 7:00 p.m. (local time), at which time all interested people may be heard.

Dated: January 26, 2026

Natalie Nitsche

Town Clerk

Town of Hamburg

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.5. Taylor Road Alcohol Waivers

RESOLVED, that the Hamburg Town Board does hereby approve alcohol waivers for March 2026

Taylor Road Cabin rentals are as follows:

3/1/26

3/6/26

3/7/26

3/8/26

3/13/26

3/14/26

3/15/26

3/20/26

3/21/26

3/22/26

3/27/26

3/28/26

3/29/26

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.6. Youth, Recreation, & Senior Services P.A.F.

BE IT RESOLVED, that the Town Board approve the termination and hiring of personnel for the Youth, Recreation & Senior Services Department as follows:

ATTACHMENTS:

[DOC021926-02192026134049.pdf](#)

**Town Board of the Town of Hamburg
February 23, 2026 Meeting**

4.7. B&G PAF

BE IT RESOLVED, that the Town Board approves the termination and hiring of the following employees in Buildings & Grounds.

ATTACHMENTS:

[Signed BG PAF 02-23-26.pdf](#)

Department- Buildings & Grounds

12

Date 2/11/20

Signature _____

Date _____

2/11/20

PAGE 1 of 1

I request that a Town Board Resolution be adopted approving the following personnel action:

[illegible]

**Town Board of the Town of Hamburg
February 23, 2026 Meeting**

4.8. Police-Donation Carryover

WHEREAS, the Town received a donation in fiscal year 2025, a portion of which remained unexpended at year-end and was closed to fund balance in accordance with Town budget practice; and

WHEREAS, the Town Board desires to provide 2026 spending authority to complete allowable training and seminar expenses; and

WHEREAS, sufficient fund balance is available to finance this appropriation;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Hamburg hereby amends the 2026 budget as follows:

Account Code	Description	Original Budget	Increase	Amended Budget
B000.0000.0599.0000	Town Outside Village Appropriated Fund Balance	\$875,000.00	\$978.33	\$875,978.33
B000.3120.0492.0000	Training and Professional Development	\$15,000.00	\$978.33	\$15,978.33

BE IT FURTHER RESOLVED, that the Town Supervisor and Finance Office are authorized and directed to make the necessary accounting and budgetary entries and to take all actions necessary to carry out this resolution.

**Town Board of the Town of Hamburg
February 23, 2026 Meeting**

4.9. Police- Out of Town Travel Request

WHEREAS, the 2026 New York State Tactical Team Leadership Forum is being held Wednesday, March 4, 2026 – Friday, March 6, 2026 in Saratoga Springs, NY; and

WHEREAS, all accommodations as well as meals are provided, and;

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes Lieutenant Jonathan Cross and Officer Bret McCabe to attend the 2026 New York State Tactical Team Leadership Forum, and;

BE IT FURTHER RESOLVED, the Town Board authorizes the use of an Unmarked Police Vehicle for transportation.

Money is available for any fuel expenses in B3120.0403.

ATTACHMENTS:

[Tactical Team leadership Forum_Cross_McCabe 3-4-2026 to 3-6-2026.pdf](#)



Homeland Security
and Emergency Services

2026 New York State Tactical Team Leadership Forum

The NYS Division of Homeland Security and Emergency Services (DHSES) is pleased to release the invitation and registration information for the 11th annual New York State Tactical Team Leadership Forum.

Dates: Wednesday, March 4 through Friday, March 6

- Registration will begin at 9:00am on March 4 and the event will begin at 11:00am that day. The event will conclude by 2:30pm on March 6.

Attendees: You must be a current Tactical Team Leader and/or Commander in an active New York State Tactical Team. Each Law Enforcement Agency in New York State is eligible to send **ONE** Tactical Team Leader and/or Commander to this Forum – Lodging and meal costs will be covered by DHSES. Other attendees (e.g., appropriate Federal Representatives) will be responsible for their own lodging costs..

- **Additional Team Members:** For those law enforcement agencies wishing to send more than one Tactical Team Leader to the Forum, the registration form (outlined below in the "RSVP" section) allows for you to identify one additional participant from your team. Please note that identifying a second member does not guarantee that he or she will be confirmed for the Forum; these decisions will be made closer to the actual event.

Location: The Holiday Inn in Saratoga Springs (232 Broadway, Saratoga Springs)

- A block of rooms has been reserved at the Holiday Inn in Saratoga Springs for Symposium attendees requiring lodging. Rooms will be held until **February 20**, so please make your reservations by this date.
- You can make your reservation online or via phone:
 - Online Booking: [Booking Link - Tactical Team Leadership](#)
 - Phone: Call 518-584-4550 to make your reservation. Be sure to note our reference code "TTL" over the phone to receive the group rate.
- If your schedule changes, your room reservation must be cancelled 24 hours in advance of your check-in date.

RSVP: All attendees must register online by February 20

- Link to register: <https://www.surveymonkey.com/r/2026TTLForumRegistration>
- If you require hotel reservations, please contact the hotel directly.

Agenda: An agenda will be provided shortly to all registered attendees.

Questions: If you have any questions regarding the 2026 NYS Tactical Team Leadership Forum, please contact Katie Joel (Katie.Joel@dhSES.ny.gov) or Meghan Dudley (meghan.dudley@dhSES.ny.gov).

We look forward to seeing you at the 2026 New York State Tactical Team Leadership Forum!

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.10. Police - Out of Town Travel Request

WHEREAS, the FBINAA National Annual Training Conference will take place Niagara Falls, Ontario, Canada from June 27, 2026 to June 30, 2026, and;

WHEREAS, the FBINAA National Annual Training Conference offers education and networking with law enforcement veterans, fellow chiefs, and future leaders, and;

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes Chief Peter Dienes to attend the FBINAA National Annual Training Conference, with the following expenses:

Lodging (4 nights @ \$299 CAD per night plus fees):	\$1,166.00
Registration:	\$ 600.00
Parking (\$50.00 CAD daily):	\$ 110.00

Meals

1 day @ \$32.50 (Dinner Included)	
2 days @ \$48.75 per day (Lunch Included)	\$ 97.50
1 day @ \$16.25 (Lunch / Dinner Included)	\$ 146.25
TOTAL COST:	\$2,022.25

Money is available in B3120.492 Seminars/Dept Training.

Town Board of the Town of Hamburg
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4.11. Historic Preservation Commission

Whereas, the Historic Preservation Commission used Preservation Studios as a consultant service, and

Now, Be It Resolved, the Town Board approve the following funds transfer:

- B.7520.451 to B.7520.44 in the amount of \$1,150.00

**Town Board of the Town of Hamburg
February 23, 2026 Meeting**

4.12. HPE Lease to Own Agreement

WHEREAS, the Town of Hamburg is in need of upgrading computer workstations across all departments town wide, and

WHEREAS, the computer equipment will cost \$256,478 and is on NCPA Contract (#01-170), and

WHEREAS, the equipment will be leased through Hewlett Packard Enterprise Financial Services for a 60-month lease term, with a monthly lease payment of \$4,904.70, and with a \$1 purchase option at the end of the term,

NOW, THEREFORE BE IT RESOLVED, that the Town Board approves authorizing the Supervisor to sign the lease to own agreement with Hewlett Packard Enterprise Financial Services. Funds are available in account A.1690.478 and B.1690.478

**Town Board of the Town of Hamburg
February 23, 2026 Meeting**

4.13. Disposal of Town Cellphones

WHEREAS, the Town Board recognizes the need to efficiently manage the assets owned by the Town, and to ensure responsible utilization of public resources; and

WHEREAS, it has been determined that certain Town assets are no longer required for public use, have become obsolete, or are in a state of disrepair beyond reasonable cost of restoration; and

WHEREAS, the disposal of these assets will facilitate the efficient operation of the Town and provide an opportunity for the generation of revenue or cost savings; and

WHEREAS, the projected sellback quote provided by AT&T is subject to adjustment, as the final refund amount is contingent upon the condition of the traded cellular devices,

NOW, THEREFORE, BE IT RESOLVED that the following assets shall be disposed of in accordance with the Town Sale of Surplus property policy;

Asset Description:

Quote #40021826003429 -Total \$1,410.00

Reason for Disposal: Cellular devices are no longer in use

Disposal Method: Trade-In for best value by FIRSTNET AT&T

Disposal Proceeds: Any credited funds shall be applied to and reflected on subsequent monthly AT&T cellular service invoices.

Town Board of the Town of Hamburg
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4.14. Town of Hamburg Budget Transfer Authorization Policy

Be it Resolved, that the Hamburg Town Board approves the Town of Hamburg Budget Transfer Authorization Policy as written and attached.

ATTACHMENTS:

[Town of Hamburg - Budget Transfer Authorization Policy \(2026\).docx](#)

Town of Hamburg

Budget Transfer Authorization Policy (Intradepartmental Transfers)

1. Purpose

To authorize the Town Supervisor and Finance Director to approve and process budget transfers within the same department, consistent with Town policy, applicable law, and internal controls, to support timely operations.

2. Scope

This policy applies only to intradepartmental budget transfers within the same fund and department that reallocate existing appropriations between accounts and do not increase the department's total appropriation. Transfers meeting this Scope are processed under delegated authority and do not require Town Board approval by resolution.

3. Delegated Authority

The Town Board hereby authorizes the Town Supervisor and the Finance Director to approve and process intradepartmental budget transfers, provided that all conditions below are met:

- The transfer is net zero within the same fund and department (equal increase and decrease).
- The transfer does not move appropriations between departments and does not transfer from revenue to expense.
- The transfer does not create a new position, change authorized staffing levels, or otherwise require separate Town Board action.
- The transfer is consistent with the Town's Procurement Policy, financial policies, and applicable law.

4. Approvals and Documentation

All authorized intradepartmental transfers must be documented on the Town's Budget Adjustment and Transfer Form and include the following approvals and supporting information:

- Department Head approval (requesting department), documented by signature on the Town's Budget Adjustment and Transfer Form.
- Supervisor approval.
- Finance Director approval.
- A brief explanation of the operational need for the transfer.

Budget Adjustment and Transfer Form (Appendix): The Budget Adjustment and Transfer Form referenced in this policy is located in the Appendix at the back of the Policy and Procedures Manual. Departments must use the most current version of the form.

The Finance Department will maintain supporting documentation and record the approved transfer in the Town's financial system.

5. Exclusions (Town Board Resolution Required)

The following budget actions remain subject to Town Board approval by resolution and are not authorized under this policy:

- Transfers between departments.
- Transfers from revenue to expense.
- Any action that increases total appropriations, establishes new appropriations, or otherwise requires Town Board approval under law.

6. Oversight and Recordkeeping

The Finance Department shall maintain records of all approved intradepartmental transfers and shall provide reporting to the Town Board upon request or as otherwise directed by the Town Board.

7. Effective Date

This policy is effective upon Town Board approval and supersedes any prior practices inconsistent with this policy.

8. Appendix Reference (Templates and Forms)

Forms and templates referenced in this policy are maintained in the Appendix at the back of the Town's Policy and Procedures Manual. Departments must use the most current version. Current items include:

- Budget Adjustment and Transfer Form

9. Document Control

Document: Town of Hamburg Budget Transfer Authorization Policy (Intradepartmental Transfers)

Adopted: 02/23/2026

Effective Date: 02/23/2026

Revision: Rev. 1

Owner: Finance Department

Supersedes: N/A (Initial issue)

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.15. Town of Hamburg Credit Card Policy-Update

Be it Resolved, that the Hamburg Town Board approves the updated Town of Hamburg Credit Card Policy as written and attached.

ATTACHMENTS:

[Town of Hamburg Purchasing Card Policy \(Rev-1\).docx](#)

Town of Hamburg

Purchasing Card Policy

1. Purpose

The purpose of the Town of Hamburg Purchasing Card Program is to provide an efficient method for making approved, business-related purchases while maintaining strong internal controls and compliance with Town procurement requirements. The program is intended to reduce paperwork, improve vendor payment timeliness, and support operational needs. The Town may also receive a rebate based on total card spending under the card agreement. Purchases must be driven by legitimate business need and may not be made solely to increase rebate earnings.

2. Scope

This policy applies to all Town of Hamburg departments and all Town-issued purchasing cards, including physical and virtual cards, if applicable.

3. Policy Statement

Purchasing cards may be used only for legitimate Town business. All purchases must comply with the Town Procurement Policy, applicable approval requirements, and all other Town financial policies. The purchasing card is a payment method and does not replace required quotes, bids, approvals, or documentation.

4. Roles and Responsibilities

The following roles support program accountability and internal controls:

- **Cardholder:** Makes approved purchases, safeguards the card and account number, obtains itemized receipts/supporting documentation, completes the monthly usage log, and resolves issues promptly.
- **Approver (Supervisor or Department Head):** Reviews transactions for necessity, compliance, documentation, reasonableness, and proper account coding. The Approver is responsible for ensuring the Cardholder understands Purchasing Card Policy expectations and applicable Finance procedures before card use begins and for reinforcing those expectations as needed. Approvers must confirm the employee's operational need for a card and notify Finance and Personnel when duties change or employment ends. The approver may not approve their own purchases. For Department Heads issued a purchasing card, the Town Supervisor will serve as the Approver.
- **Program Administrator (Finance Department):** Administers the program, issues and cancels cards, sets limits, maintains program records, and reviews monthly logs.

5. Spending Limits and Controls

Purchasing card limits are established by the Finance Department based on demonstrated operational need. Limits may include a single purchase limit, daily limits, and monthly credit limits. The Town may apply merchant category blocks and other bank controls to reduce risk. The Finance Department may adjust limits or revoke cards at any time.

6. Permitted Uses

Purchasing cards may be used for:

- Supplies, materials, and services directly related to the cardholder's job responsibilities and departmental operations.
- Approved online or in-person purchases where an itemized receipt can be obtained, and in accordance with the Town Procurement Policy.
- Other purchases specifically authorized by the Department Head, Finance Director, Town Supervisor, or Town Board (by resolution), when consistent with Town policy.

7. Prohibited Uses

The following transactions are prohibited and may result in revocation and disciplinary action:

- Cash advances or cash equivalents (including wire transfers, money orders, prepaid cards, and similar instruments).
- Gifts and gift cards.
- Fuel, unless specifically authorized by the Finance Director, Town Supervisor, or Town Board (by resolution).
- Payments through peer-to-peer services (Venmo, Cash App, Zelle).
- Alcoholic beverages.
- Personal purchases of any kind, including items intended for personal use by the cardholder or others.
- Staff lunches, parties, or entertainment, unless specifically authorized in writing under an adopted Town policy.
- Split purchases intended to avoid procurement thresholds, approvals, or card limits.
- Items available from internal Town departments or inventories when required to be obtained internally (as applicable).
- Donations or charitable contributions unless specifically authorized in writing.

8. Program Requirements and Internal Controls

8.1 Card issuance and authorization

Purchasing cards are issued to individual employees based on demonstrated operational need, not as an entitlement, and may be suspended or revoked at any time by the Finance Department. The Finance

Department administers the program, issues and cancels cards, and may adjust limits or revoke card privileges at any time. Cards are issued in the employee's name and may not be transferred, shared, or used by any other person.

8.2 Purchasing and procurement compliance

Purchasing cards may be used only for allowable Town business purchases. All purchasing card transactions must comply with the Town Procurement Policy and all applicable approvals, quotes, bids, contracts, and documentation requirements. Use of a purchasing card does not replace or bypass procurement requirements.

8.3 Sales tax

The Town is generally exempt from sales tax where applicable. Cardholders are responsible for using tax-exempt documentation when required and for addressing sales tax charged in error in accordance with Finance procedures.

8.4 Documentation and reconciliation requirement

Cardholders must maintain itemized supporting documentation for all transactions and must reconcile activity in the form and timeframe established by the Finance Department. Reconciliations must be completed and submitted in accordance with the Town of Hamburg Purchasing Card Reconciliation Procedures. Transactions must be reviewed and approved by the Department Head (Approver) or authorized designee. Cardholders may not approve their own transactions. Finance will perform compliance reviews and may require additional documentation at any time.

8.5 Noncompliance and escalation

Failure to submit complete reconciliation documentation within required timeframes, as defined in the Town of Hamburg Purchasing Card Reconciliation Procedures, repeated missing documentation, or other noncompliance may result in escalation, up to and including temporary suspension or revocation of card privileges and disciplinary action, consistent with Town policy and applicable law. The Finance Department may place administrative holds or suspend card privileges until compliance is restored.

8.6 Exceptions and disputes

Missing receipts, disputed charges, returns, and credits must be handled in accordance with Finance procedures and the bank's requirements. Cardholders are responsible for reporting and initiating disputes with the bank/credit card company within required timeframes and for providing dispute documentation to Finance upon request.

8.7 Card security and safeguarding

Cardholders must safeguard the card and account number at all times and must not store or transmit full card numbers through unsecured methods. The card and account number may not be shared. The cardholder is responsible for all charges made to the assigned account.

8.8 Lost, stolen, or compromised cards

If a card is lost, stolen, or compromised, the cardholder must immediately notify the bank and then notify the Finance Department as soon as the initial report is made.

8.9 Separation from employment or change in duties

Cardholders must surrender the purchasing card immediately upon termination, retirement, change in duties, or upon request by the Town.

9. Violations and Enforcement

Improper or unauthorized use of a purchasing card may result in revocation of card privileges and disciplinary action up to and including termination. If a card is used for personal purchases, the cardholder must reimburse the Town for the full amount of the purchase and may be responsible for any costs associated with collection, as permitted by law and policy.

10. Records Retention and Audit

Purchasing card logs, receipts, and supporting documentation must be retained in accordance with the Town's records retention schedule. Finance, internal reviewers, and auditors may request documentation at any time.

11. Appendix Reference (Templates and Forms)

Forms and templates referenced in this policy are maintained in the Appendix at the back of the Town's Policy and Procedures Manual. Departments must use the most current version. Current items include:

- Purchasing Card Policy Acknowledgement

12. Document Control

Document: Town of Hamburg Purchasing Card Policy

Adopted: 01/23/2023

Effective Date: 02/23/2026

Revision: Rev. 1

Revised/Readopted: 02/23/2026

Owner: Finance Department

Supersedes: All prior versions of this policy

Purchasing Card Policy Acknowledgement

I acknowledge that I have received and read the Town of Hamburg Purchasing Card Policy. I understand that the purchasing card is issued based on operational need, is not an entitlement, and may be suspended or revoked at any time by the Finance Department. I agree to comply with the Purchasing Card Policy, the Town Procurement Policy, and all applicable Finance procedures.

- The purchasing card is for authorized Town business use only and may not be used for personal purchases.
- The purchasing card and account number are assigned to me and may not be shared or used by any other person.
- I am responsible for safeguarding the card and account information and for maintaining required supporting documentation for each transaction.
- I understand that late, incomplete, or noncompliant reconciliation submissions may result in escalation, including temporary suspension or revocation of purchasing card privileges and disciplinary action, consistent with Town policy and applicable law.
- I will seek best value and use prudent purchasing practices consistent with Town policy and applicable approvals.
- I will report a lost, stolen, or compromised card immediately to the bank and then notify the Finance Department as soon as the initial report is made.
- I understand that any improper or personal charges must be repaid promptly in full, and I may be responsible for collection costs as permitted by law and policy. Misuse may result in revocation of card privileges and disciplinary action.
- I will surrender the purchasing card immediately upon termination, retirement, change in duties, or upon request by the Town.
-

Employee Name (please print)

Employee Signature

Date

Supervisor/Department Head Certification

By signing below, I certify that I have reviewed the Purchasing Card Policy expectations with the employee, confirmed the employee's operational need for a card, and understand that I am responsible for oversight of this cardholder's purchasing activity and review/approval of reconciliations.

➤ *Supervisor/Department Head signature is required prior to card activation.*

Supervisor/Department Head Signature

Date

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.16. Engineering Dept Stormwater Conference

WHEREAS, the WNY Stormwater Coalition hosts the Stormwater Conference every 2 years, which covers important topics for all municipalities and employees involved in the stormwater program and permit.

NOW THEREFORE BE IT RESOLVED, that the Town Board approve the out-of-town travel for Robert Haag to attend the WNY Stormwater Conference in Buffalo, NY on Tuesday, March 31, 2026.

The total cost to attend the seminar is \$135.00 plus \$10 for parking. Use of a town vehicle is requested.

Funds are available in A.1440.0492.0000 Training and Professional Development.

ATTACHMENTS:

[DOC021926-02192026134042.pdf](#)

CONFERENCE REGISTRATION FORM **TUESDAY, MARCH 31, 2026**

Please complete a separate form for each person attending

Name (include PERLA/CPESC/etc.) _____

Title _____

Company/Municipality/Organization/School _____

Address _____

Address _____

City _____

Phone _____

E-mail _____

Registration: \$135

Registration Deadline: March 24, 2026

Full Time Student: \$75 (Copy of student ID with form)

Cancellations after March 24, 2026 are non-refundable

**Registration includes morning refreshments,
lunch, breaks and tradeshow**

Continuing education credits will be offered for Professional Engineers, Landscape Architects, CPESC, CPSWQ, CESSWI, CMS4S, CFM.

Make checks, purchase orders & vouchers payable to:

Western NY Stormwater Coalition

OR register online at:

<https://WNYStormwaterConference.eventbrite.com>

Submit registration to:

Mary Rossi

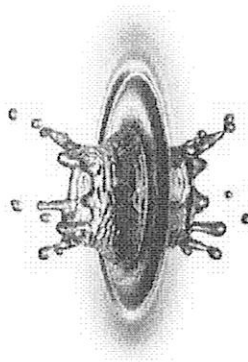
Erie County—Department of Environment & Planning
95 Franklin Street, Room 1076
Buffalo, NY 14202

For questions: (716) 858-7583 or mary.rossi@erie.gov

WESTERN NEW YORK STORMWATER CONFERENCE & TRADESHOW

March 31, 2026
Buffalo Convention Center
153 Franklin Street
Buffalo, New York

- Stormwater Compliance
- Stormwater Management and Flooding
- Using GIS for Stormwater Management
- The Latest in Stormwater Technology Design & Equipment



Sponsored by:
Western New York Stormwater Coalition



**Erie County
Department of Environment & Planning**



**New York Water Environment
Association—Western Chapter**

Western New York Stormwater Coalition
c/o Erie County Department of Environment & Planning
95 Franklin Street Room 1076
Buffalo, NY 14202



**Western New York
Stormwater Conference and Tradeshow**

CONFERENCE PROGRAM

Tuesday, March 31, 2026

7:45 AM — 8:30 AM	Conference Registration and Tradeshow Interaction (Continental Breakfast)
8:30 AM — 8:45 AM	Welcome and Opening Remarks
8:45AM — 9:45 AM	The MS4 Permit Compliance Audit – How to Prepare and What to Expect: Christy Arvizu, U.S. EPA – Region 2
9:45 AM — 10:00 AM	Break
10:00 AM — 12:00 PM	Using GIS to Strengthen Local Stormwater Management: A Case Study from the Town of Victor, NY: Sara LoBello and Wes Pettee, LaBella Integrating Stormwater Management into Solar Energy Site Development: William Anterline III, P.E. and Nicholas Formanowicz, Wendel
12:00 PM — 1:00 PM	Lunch and Networking with Tradeshow Exhibitors
1:00 PM — 2:00 PM	Already Thirteen Years Old and Aging like a Fine Brine! The New Hampshire Green SnowPro Voluntary Commercial and Municipal Certified Salt Applicator Program: Steve Landry, New Hampshire Nonpoint Source Management Program
2:00 PM — 2:30 PM	Tradeshow/Break
2:30 PM — 4:30 PM	Polymer Coated Plate, The Next Generation of Structural Plate Performance: John Young, Lane Enterprises Sauquoit Creek Channel & Floodplain Restoration Program: Community Resiliency to Flooding using Mitigation and Adaptation: Brian Whittaker, P.E., Ramboll

Town Board of the Town of Hamburg
February 23, 2026 Meeting

4.17. Stipend Increase B&G

RESOLVED, that the Town Board approve an increase of the Highway Superintendent's stipend for Buildings and Grounds to \$10,000 for the year 2026.