



AGENDA
VILLAGE OF GOWANDA
BOARD MEETING
February 10, 2026
6:00 PM

5 :00 Work session- To review DRAFT #1 of the 2026-2027 Village Budget

1. Call to Order

2. Pledge to the flag

3. Agenda Approval

4. Meeting Minutes

5. Public Participation

6. Correspondence

- CDBG St Johns Park Improvements- Splash Pad Awarded at \$150,000
- CDBG Hollywood Theater Stage Improvements Letter
- ZBA Minutes from 1/29/26 Meeting

7. Board Round Table

8. Official Business

a. Mayor/Board of Trustees

- Appraisal of 10 Mill Street-discussion
- Acceptance of Wanda Koch NYS Retirement Resignation effective 2/27/2026- *action*
- Approval to Re-Hire Wanda Koch as a Retiree for NYS Retirement Purposes effective 3/2/2026- *action*
- Request to Support GARC Playground Structure grant application NY PLAYS RFA- *action*
- Gowanda Library Request for Additional Financial Support

b. Treasurer – *Traci Hopkins*

- Village of Gowanda 2026-2027 Budget Draft #1- *action*
- Authorization for Peter Cooper 2026 Annual Budget Transfer of \$33,286.55 to the O&M Trust for Anticipated Operating Expenses – *action*
- Fire Protection Contract Renewal 2027-2029- Town of Persia District 1 & District 2 - *action*
- Fire Protection Contract Renewal 2027-2029 – Town of Collins - *action*
- MRC Big Trash Pick-up Proposal – *action*
- NY Forward Small Project Fund Contract Authorization with Home & Community Renewal (HCR) for \$655,000- *action*
- Finance Report January 2026
- Abstract Bills to Pay January 2026 – *action*

c. Code Enforcement

- Rental Property Registry - *action*

d. ZBA

e. Public Works

Highway – *Adam Reid*

Sewer – *Andy Carriero*

Water – *Kirk Trumppore*

- Water Hearing Leak Forgiveness-*action*
- Water Hearing Leak Forgiveness-*action*

f. Clerk – *Danielle Wagner*

g. Police – *Ross Olszewski*

- Approval of Erie County BOCES Ride Along Intern Student – *action*
- Approval to hire Brian Kohler as part time Police Officer-*action*

h. Disaster Coordinator- *Nick Crassi*

i. Fire – *Carol Sheibley/Paul Zimmermann*

j. Environmental-*Phil Palen*

- Tree City USA 2026 Application Approved

k. Joint Activity/Recreation – *Carol Sheibley*

l. Legal – *Deb Chadsey*

9. Next Meeting Announcement – March 10, 2026

10. Adjournment

Village of Gowanda
Board Meeting minutes
January 13, 2026

The Village of Gowanda Board of Trustees meeting was called to order by Mayor Nephew at 6:00 PM.

Present: Mayor Mark Nephew, Trustee Peter Sisti, Trustee Paul Zimmermann, Trustee Wanda Koch
Trustee Carol Sheilbey

Employees: Clerk Danielle Wagner, Treasurer Traci Hopkins, WWTP Supervisor Andy Carriero, Highway
Supervisor Adam Reid, Water Supervisor Kirk Trumppore, OIC Ross Olszewski, Code Jason
Pickering & George Poff and Attorney Deb Chadsey (*via phone*)

Public Present: Jack Broyles

Agenda & Minutes

Motion 1-129-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve the agenda for the January 13, 2026 meeting. Motion carried.

Motion 1-130-Motion by Trustee Sisti, seconded by Trustee Sheibley to approve the minutes from the December 9, 2025 meeting and the January 6, 2026 public hearing. Motion carried.

Public Participation

Jack Broyles-The Village should not entertain the sale of the old ambulance building.

Correspondence

- WNY American Public Works Association Award-Point Peter Reservoir Improvement Project
- Feed More Farm Market Truck 2025 recap

Official Business

Mayor/Board of Trustees

Motion 1-131-Motion by Trustee Sisti, seconded by Trustee Koch to approve support for the Hollywood Theater liquor license renewal for 2026. Motion carried.

The Village received a verbal request to use the old Gowanda Electronic building on Industrial for an active shooter training from the Cattaraugus County Sheriffs.

Motion 1-132-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve the request for use of the vacant old Gowanda Electronics Building on Industrial Place for Cattaraugus County Sheriffs active shooter training on 1/20/26. Motion carried.

Code-Geroge Poff, Jason Pickering

The rental registry public hearing was on January 6th. There are concerns with inspections and the penalties for failure to register. NYS has a law already enacted that addressees the inspections of multi dwelling 3 units or more.

Code submitted 9 abandoned and vacant properties to the Erie County Zombie Initiative in the hopes they can assist the Village with these problem properties.

ZBA-Gerry Emborski

The Zoning board is planning a meeting to appoint the chairperson of the ZBA. Date-TBD

Legal-Deb Chadsey -Due to scheduling legal has been moved up the agenda.

With the location of the Thatcher Brook Diversion Channel being moved, the Village has been working on site access for ground testing for the properties on Industrial Place. The court has granted the Village access that is needed for the testing purposes.

Motion 1-133-Motion by Trustee Zimmermann, seconded by Trustee Koch to approve the OPWSS site access agreement for Thatcher Brook environmental testing. Motion carried.

Clerk-Danielle Wagner

The Village elections will be Wednesday March 18th from 12pm-9pm at the Village Hall.

Motion 1-134-Motion by Trustee Sheibley, seconded by Trustee Sisti to approve the Resolution Identifying the polling place and hours for the March 18, 2026 Village Elections. Motion carried.

Police-Ross Olszewski

The police received grant funds that were accepted back in June for police equipment.

Motion 1-135-Motion by Trustee Sisti, seconded by Trustee Koch to approve the purchase of L-Scan 500 Live scanner & equipment not to exceed \$16,100 with DCJS grant funding. Motion carried.

Joint Activity-Carol Sheibley

The Village was awarded some more funds from Cattaraugus County Youth Services.

Motion 1-136-Motion by Trustee Sisti, seconded by Trustee Zimmermann to accept the 2026 Youth Development Funding from Cattaraugus County at \$16,800 for period 10/1/25-9/30/26. Motion carried.

Treasurer-Traci Hopkins

The April board meeting needs to be rescheduled from April 14th to the week after April 21st.

The appraisal for the old ambulance building was completed on the 6th. The report will be completed soon

A Sysco delivery truck hit and damaged a light pole on Jamestown St. A claim was submitted.

Motion 1-137-Motion by Trustee Koch, seconded by Trustee Sisti to accept the insurance proceeds of \$9,224.39 to replace the damaged street light pole. Motion carried.

Motion 1-138-Motion by Trustee Zimmermann, seconded by Trustee Koch to authorize to move insurance proceeds to Community Development Fund to support street light replacement project. Motion carried.

NY Forward Update-looking at street lighting pole through the project. It will not start until 2027 but budget and cost estimates need to be done by August.

With the marketing and branding the Village can purchase some holiday light decorations. Looking at getting some snowflakes lights.

Thatcher Brook-with the site access being granted, testing will be taking place. Still waiting on the updated costs for moving the project.

Budget Amendment #3 for the Fire AFG grant funds for turnout gear was provided to the board.

Motion 1-139-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve budget amendment #3 fire AFG grant. Motion carried.

Budget Modification #4 general fund and water fund.

Motion 1-140-Motion by Trustee Zimmermann, seconded by Trustee Sisti to approve budget modification request #4 for General and Water. Motion carried.

Abstract bills to pay was provided to the board for approval.

Motion 1-141-Motion by Trustee Sheibley, seconded by Trustee Sisti to approve the abstract bills to pay for General \$117,243.07, Water \$12,457.70, Sewer \$6,821.70, Capital Projects \$1,573.20, and Community development Special Projects \$2,801.98. Motion carried.

Next Meeting

The next meeting will be February 10, 2026 at 6pm with a 5:00 budget work session.

Adjourn

Motion 1-142-Motion by Trustee Koch, seconded by Trustee Zimmermann to adjourn the meeting at 7:08 PM. Motion carried.

Respectfully Submitted
Danielle Wagner
Clerk



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

January 9, 2026

RECEIVED
JAN 13 2026
BY:

Honorable Mark Nephew
Mayor, Village of Gowanda
27 East Main Street
Gowanda, NY 14070

Dear Mayor Nephew:

I am pleased to inform you that the following project submitted by the Village of Gowanda for funding assistance through the Erie County Consortium Community Development Block Grant Program has been approved for the noted dollar amount.

St. Johns Park Improvement Project \$150,000.00

The project is included in our 2026 draft Annual Action Plan scheduled for a 30-day public review period beginning January 9, 2026.

Congratulations on a fine application. The Consortium's Project Selection Committee received twenty-five (25) proposals. Unfortunately, the available funds limited the number of approved applications to thirteen (13). This reflects the very competitive nature and great interest in the Block Grant Program throughout the County.

Once again, congratulations and please contact Erie County Department of Environment and Planning Principal Contract Monitor Paul D'Orlando at (716)858-2194 should you have any questions.

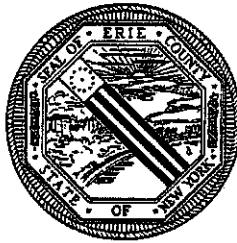
Very truly yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP:PJD/jw

Cc: Paul J. D'Orlando

2026 CD Project Approval Letters



RECEIVED
JAN 11 2026
BY:

COUNTY OF ERIE

DEPARTMENT OF ENVIRONMENT AND PLANNING

DANIEL R. CASTLE, AICP, COMMISSIONER

ZAQUE EVANS, DEPUTY COMMISSIONER &
CHIEF ECONOMIC DEVELOPMENT OFFICER

January 9, 2026

Honorable Mark Nephew
Mayor, Village of Gowanda
27 East Main Street
Gowanda, NY 14070

Dear Mayor Nephew:

The Project Selection Committee of the Community Development Block Grant Consortium has completed their review of the community project applications for funding in the Year 2026. Twenty-five (25) applications were received, having a dollar value of \$3,101,522.67.

Unfortunately, the following projects submitted by the Village of Gowanda were not recommended for inclusion in the Consortium Year 2026 funding application to the Federal Department of Housing and Urban Development:

Hollywood Theater Stage Improvements	\$105,000.00
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In the event you wish to review the scoring process, please contact me at (716)858-2194. Thank you for the time and effort your municipality devoted to preparing the applications.

Very truly yours,

PAUL J. D'ORLANDO
Principal Contract Monitor

PJD/jw
2026 CDBG Projects Unfunded Letters.Doc

ZONING BOARD OF APPEALS MEETING
Organizational Meeting
January 29, 2026
Village Hall

The meeting of the Village Zoning Board of Appeals was called to order at 3:00 pm.

Members present – Barb Nephew, Pastor Travis Grubbs, Gerry Emborski, Alternate Deb Brown (via phone).

Public – none present.

The current ZBA members formally acknowledged and thanked Bob Tiller for his years of service and dedication to this board.

It was noted that Deb Brown was named as an alternate member at the Village board meeting held 12/9/2025.

Nominate chairperson – motion by Pastor Grubbs, seconded by Barb Nephew to nominate Gerry Emborski as chairperson. Motion carried.

Gerry Emborski gave an update on efforts to create a digital zoning map of the Village. This project is intended to create a digital map of the current zoning and is not an effort to change the zoning.

Motion by Pastor Grubbs, seconded by Deb Brown to adjourn the meeting at 3:25. Motion carried.

Respectfully submitted,
Gerry Emborski
ZBA Chairperson



GAR Appraisal LLC
Since 1961

**APPRAISAL REPORT
A COMMUNITY SERVICE PROPERTY
MUNICIPAL & STORAGE BUILDINGS, AND PARKING LOT
27 EAST MAIN STREET (349.20-1-6)
VILLAGE OF GOWANDA, ERIE COUNTY, NY
POSTAL ADDRESS: GOWANDA, NY 14070**

CLIENT: Village Of Gowanda

CLIENT ADDRESS: 27 East Main Street
Gowanda, NY 14070

Attn: Ms. Traci Hopkins
Treasurer/Administrator
gowandavillageth@gmail.com

PREPARED BY: GAR Appraisal LLC
5500 Main Street
Suite 347
Williamsville, New York 14221

Ronald J. Rubino, MAI
President

DATE OF INSPECTION: January 6, 2026

DATE OF VALUATION: January 6, 2026

GAR FILE NO.: 2026003



GAR Appraisal LLC

Since 1961

Real Estate Appraisers and Consultants

Ronald J. Rubino, MAI
President



January 12, 2026

Ms. Traci Hopkins
Treasurer/Administrator
Village Of Gowanda
27 East Main Street
Gowanda, NY 14070

Re: Appraisal Report
A Community Service Property
Municipal & Storage Buildings, and Parking Lot
27 East Main Street
Village of Gowanda, NY 14070
Postal Address: Gowanda, NY 14070
GAR File No.: 2026003

Dear Ms. Hopkins:

In accordance with the terms of our engagement, we present a "**Appraisal Report**" for the above-captioned property. This document is intended to comply with the reporting requirements set forth under the Uniform Standards of Professional Appraisal Practice (USPAP). The Scope of Work is defined in this report and is consistent with our engagement of services. The depth of discussion contained in this report is specific to the needs of the client and for the intended use and user(s) stated below. The appraisers are not responsible for unauthorized use of this report.

Extraordinary Assumption:

- 1) It is assumed that the rear building and allocated 5,000 sf of land that is proposed to be sold off by the Village of Gowanda would have legal access from Mill Street.

There are no other "*extraordinary assumptions*", and no "*hypothetical conditions*" being made in this report. If this "extraordinary assumption" is found not to be true, the market value may be impacted.

The client is Village Of Gowanda. The "*intended use*" of the appraisal is partial disposition purposes. The "*intended users*" of the appraisal are the client, NYSEG and any other client-authorized user(s) associated with the "intended use" stated above.

The property includes one municipal tax parcel improved with two buildings and parking areas. There is a 9,736 sf front, 1 & 2-story masonry Municipal building and a 4,177 sf rear 1 & 2-story wood frame storage building. The combined gross building area is 13,913 sf and the buildings were constructed circa 1900 and in 1936. The total land area is 19,301 sf, or 0.44 acre.

The front building facing Main Street is owner-occupied by Village of Gowanda Municipal Offices and Police. The building has been routinely maintained with some upgrades over the past 10-30 years. Most of the second floor is under-utilized and in below-average condition.

The second building to the rear is a heated storage building with first-floor garages in average condition and second-floor walk-up miscellaneous storage in only fair condition.



GAR Appraisal LLC

Since 1961

Ms. Traci Hopkins
January 12, 2026

Page Two

Site improvements include an asphalt-paved parking lot located in between the two buildings, a back parking area behind the rear building and a portion of Mill Street which is a public roadway.

As of the date of valuation, the front building was used by the Village of Gowanda with the first floor of the rear building also being use by the Village of Gowanda for vehicle storage.

The property is located on the east side of East Main Street (State Routes 62 & 39) just south of Buffalo Street and off of Mill Street in the Village of Gowanda, Erie County, NY. The neighborhood is broadly defined as a business district location including the surrounding towns of Collins, Persia and Perrysburg within both southern Erie County and northern Cattaraugus County.

Scope of Work:

At the request of the client, the scope of work includes salient facts research, inspection, descriptions of the neighborhood and property, highest and best use determination, Sales Comparison Approach and value conclusions.

The scope of work also entails a valuation of the subject property, assuming a partial taking of the rear storage garage building and an approximate 5,000 sf land area. The 5,000 sf of land would not include any portion of Mill Street and would not include any parking area between the two buildings. It would entail the parking area to the back of the rear building. See page 3 for map showing proposed taking area to be sold off and page.

The market value of the proposed taking (compensable damages) is the difference between the "before" and "after" values with the "before value" representing the as is market value and the "after value" reflecting the remaining value of the front building and the parking area in between the two buildings.

It is assumed that the Village will be selling off the rear 4,177 sf building and approximately 5,000 sf, or .115 acres. It is concluded that the remaining front 9,736 sf building and 14,301 sf of land area (.328 acre) would be retained by the village and not adversely impacted by the severance of the rear building and 5,000 sf of land.

To the best of this company's knowledge and belief, it is hereby certified that the statements of facts contained in this report (upon which the opinions are based) are true and correct, subject to the assumptions and limiting conditions outlined in the addendum of this report. Employment in, and compensation for, making this appraisal is in no way contingent upon the value reported. It is hereby certified that those participating in this report have no interest, either present or contemplated, in the subject property. Furthermore, there is no personal, or corporate interest, or bias, with respect to the subject matter of the appraisal report, or parties involved.



GAR Appraisal LLC

Since 1961

Ms. Traci Hopkins

January 12, 2026

Page Three

Based upon the inspection of the property and investigations and analysis undertaken, the following value conclusions are made:

VALUE CONCLUSION

Market Value As Is/"Before Taking"	Fee Simple	January 6, 2026	\$700,000
Market Value "After Taking"	Fee Simple	January 6, 2026	\$585,000
Compensable Damages:	Fee Simple	January 6, 2026	\$115,000*

** Compensable damages include the market value of the rear building and allocated 5,000 sf of land (.114 acre). This is the property the Village would sell off (see page 3 for proposed taking area in red).*

Respectfully submitted,

GAR APPRAISAL LLC

Ronald J. Rubino, MAI
President

1.30.26

Gowanda Village Board of Trustees
27 East Main Street
Gowanda, NY 14070

Dear Gowanda Village Board of Trustees

I am requesting that the Village Board of Trustees accept this letter of resignation for retirement purposes effective 2/27/2026 and be re-hired as a NYS Retirement Retiree on 3/2/2026.

Thank you for consideration.

Sincerely,



Wanda J. Koch



Gowanda Village Board Approval request

Project Description

Substantial improvements to the existing playground at Gateway Park to continue to realize the vision of the overall park project and the betterment of community spaces in Gowanda. Complete scope to be determined once matching funds are established and overall budget is determined.

Project Team / Key Personnel

- *GARC will oversee the project until completion with Bill Mahoney as Project Manager.*
- *GARC will utilize the Cattaraugus County Economic Development Grant funds to hire Betty to prepare the grant application.*

Sustainability Plan

Once project is complete it will be turned over to the Village of Gowanda for upkeep, maintenance, and responsibilities.

Scope/Budget Summary

Scope, plans, and cost estimates to be provided for the 4/14/26 Village Board meeting for review and approval.

Nature and Detail of Request

The Gateway Park project has progressed as far as funding has allowed to date. GARC has found a grant from governor Kathy Hochul named New York Places for Learning, Activity, and Youth Socialization (NY PLAYS) Initiative. This grant would help develop the vision for a portion of the playground at Gateway Park. This grant has a 20% local share (matching) requirement.

GARC is requesting approval from the Village Board to:

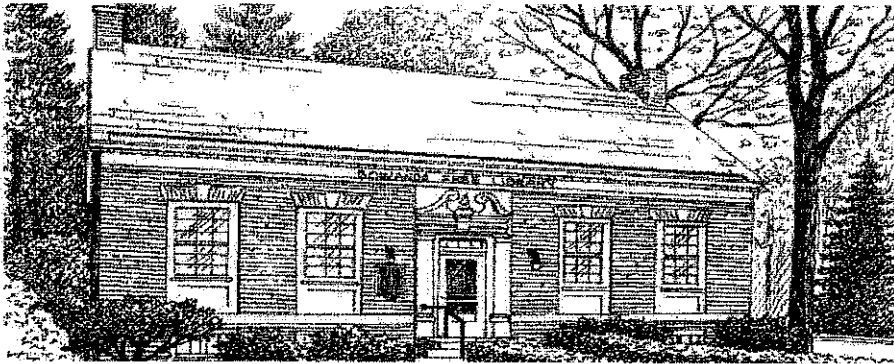
- *Support GARC's pursuit of the NYS Grant opportunity to develop the playground area of Gateway Park.*
- *Identify available matching funds the Village will contribution to this project.*
- *Authorize the use of the \$39,000 Cattaraugus County Economic Development Grant for this project.*
- *Agree to long term maintenance of the newly installed playground.*

Appendix

- *NYS PLAYS Request for Application*
- *Master Activity Schedule*

Master Activity Schedule

Completion Date	Activity
2/3/26	Submit preliminary documentation to Village Board
2/10/26	Village Board meeting - Obtain village board approval for GARC to pursue a playground grant that will begin to implement phase one of the gateway park master plan playground phase which in turn the village would agree to responsibility and maintenance into the future. - Define matching funds
2/11/26	Inform Betty of project, discuss timeline, confirm availability
3/10/26	Next Village Board meeting (no current action required)
4/2/26	Define scope - Playground infrastructure drawings - Playground estimate
4/3/26	GARC approval of plans, estimates, and matching funds
4/7/26	Submit plans, estimates, and matching fund proposal to Village Board
4/14/26	Village Board meeting Village board approval of plans, estimates, and matching funds
4/17/26	Info to grant writer (Betty)
6/1/26	Submit grant (window May 4 - June 15, 2026)



Gowanda Free Library
56 West Main St.
Gowanda, NY 14070
Tel: 716-532-3451
Fax: 716-532-3415

February 3, 2026

Mark Nephew,
Mayor of the Village of Gowanda
27 East Main Street,
Gowanda, New York 14070.

Dear Mayor Nephew,

We hope this message finds you well.

As you may know, our library plays a vital role in the community by providing access to a wide range of resources. We are fortunate to offer services to Gowanda and the surrounding communities five days a week, totaling 36 hours weekly. Our offerings include materials for borrowing without late-return penalties, such as books, movies, launchpads, educational backpacks, puzzles, and more. We also offer free educational and entertainment programs, free computers with internet access, complimentary Wi-Fi (accessible 24/7 outside the library), and assistance with reference questions and basic digital needs. We have seen a great increase in library visits and materials check-outs in recent years due to our efforts to maintain a safe and welcoming space for our community members to gather, interact, and build connections. We have proudly served the community for 125 years, and we aim to continue serving for many more years!

Today, we are writing to formally request that the Village of Gowanda consider increasing its annual financial contribution to the library for the upcoming fiscal year from \$5,750.00 to \$7,250.00. An increase in the village's contribution would greatly help us cover the library's operational costs for the 2026 fiscal year. We truly appreciate the ongoing support from the village and the collaborative efforts we have made to serve our residents effectively.

Thank you for considering this request. We look forward to your favorable response.

Sincerely,

Heidi Khawam

Library Director
& The Board of Trustees

Village of Gowanda/GARC
Peter Cooper Annual Budget Estimates 2026

Budget (PRP Estimates)	Actual			Estimates
	2023	2024	2025	2026
Utilities (<i>Electric</i>)	\$ 2,993.04	\$ 5,397.00	\$ 5,515.65	\$ 5,700.00
Sampling, Monitoring, Mowing, Labor	\$ 3,405.70	\$ 3,600.73	\$ 2,141.49	\$ 2,000.00
Admin	\$ 2,362.50	\$ 1,950.00	\$ 1,425.00	\$ 1,200.00
Leachate Flow	\$ 122.12	\$ 455.12	\$ 336.91	\$ 500.00
Tree Removal, Ruts (<i>every 3 yrs</i>)	\$ -	\$ -	\$ -	\$ -
B&L Annual Reports, Oversight	\$ 4,400.00	\$ 8,900.00	\$ 5,942.50	\$ 5,225.00
Regulatory Fees	\$ -	\$ -	\$ -	\$ 10,000.00
Pump Replacement (<i>every 6 yrs</i>)	\$ 3,224.41	\$ 539.63	\$ -	\$ -
Chemicals, Lift St Repairs (<i>every 10 yrs</i>)	\$ -	\$ -	\$ -	\$ -
Piping & Maintenance (<i>Yr 2029, 2040</i>)	\$ -	\$ -	\$ -	\$ -
Other (<i>Itemized if needed</i>)	\$ -	\$ -	\$ -	\$ -
	\$ 16,507.77	\$ 20,842.48	\$ 15,361.55	\$ 24,625.00
			Contingency	15%
				\$ 3,693.75
				\$ 28,318.75

Citizens Trust Balance (after 2025 expenses)	\$25,032.20	Verified 1/15/2026
Add to Trust Account for 2026 Expenses	\$3,286.55	Transfer to Citizens Trust from MMK
Trust Balance for 2026 (reimbursements)	\$28,318.75	Total Available for 2026 Expenses

Account Balances for 2026

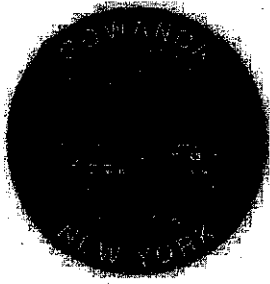
Peter Cooper MMK (Community Bank)	\$13,823.20	After 2026 transfer (\$17,109.75 to date-\$3,286.55)
Peter Cooper Trust (Citizens)	\$28,318.75	With 2026 transfer + \$3,286.55
*Peter Cooper CD (12/31/25)	\$255,728.00	Initial Investment \$225,000
	\$297,869.95	

PRP until 2040 @ 15 more years \$297,870/15 years = \$19,858
Does not count additional interest until 2040

***CD Investments**

5 Yr CD @ 4% (\$185,000 Invested Dec 2022) - will mature in Dec 2027 and review for other CD opportunities

3 Yr CD @ 4.95% (\$40,000 Invested Dec 2022) - this CD has matured and currently rolled to a Premium MMK earning 3.58%. This is the liquid cash we may need for 2027- and getting a good return in the MMK for now.



VILLAGE OF GOWANDA

"Gateway to the Southern Tier"

27 E Main Street ♦ Gowanda NY 14070

(716)532-3353 ♦ Fax (716)532-2938

"The Village of Gowanda is an Equal Opportunity Provider and Employer."

February 10, 2026

Jim Doyle
United States Environmental Protection Agency
Region 2, Office of Regional Counsel
290 Broadway
New York, NY 10007-1866

Re: 2026 Peter Cooper Fund – Balance Transfer to Citizens Trust Account

Dear Mr. Doyle,

Per the executed copy of the Memorandum of Understanding between the Village of Gowanda and the Gowanda Area Redevelopment Corporation (GARC), the Village of Gowanda and GARC want to ensure sufficient funds are retained in the Citizen Bank account to cover both anticipated annual operational costs as well as a contingency amount to cover unexpected expenses. Therefore, attached is the 2026 Peter Cooper O&M anticipated budget, and a disbursement summary.

Upon review, we are hopeful the information provided will be accepted for a one-time transfer of **\$3,286.55** from the Peter Cooper Community Bank interest bearing account to the Citizens Bank Peter Cooper Trust. As approved, each year, an estimated budget is established for an annual transfer of funds from the interest-bearing account to the Citizens Bank account for continued reimbursement requests to be processed.

Current Balance Summary

- Current Citizens Bank Trust account balance: \$ 25,032.20
(after final 2025 expense reimbursement @ \$4,943.39 (outstanding))

Transfer Request

- Recommended transfer to Citizens Bank Trust account: \$ 3,286.55
-
- 2026 Estimated Annual Budget Projection (details attached): \$ 28,318.75

The Peter Cooper Transfer Authorization of \$3,286.55 has been approved and executed by the Village of Gowanda and the Gowanda Area Redevelopment Corp as attached and included. Once approved by all parties the transfer will be made from Community Bank to Citizens bank as authorized.

Should you have any questions regarding the attached information please contact Traci Hopkins-Village of Gowanda, Rob Gaylord-GARC representative, or Deborah Chadsey- Village Attorney.

Very Truly Yours,
Mark D. Nephew
Mayor, Village of Gowanda

Robert F. Gaylord
Treasurer, GARC

X_____

X_____

Cc: (electronic)
Jim Doyle doyle.james@epa.gov
Liz McConnell mcConnell.elizabeth@epa.gov
EPA Region 2

Deborah Chadsey
Counsel to the Village of Gowanda

Wayne J. D'Angelo
Counsel to Settling Defendants

Seth Davis
Counsel to NYS Electric and Gas Corp.

Michael Hutchinson, Vice President
Gowanda Area Redevelopment Corporation

Traci Hopkins, Treasurer
Village of Gowanda

Robert F. Gaylord, Treasurer
Gowanda Area Redevelopment Corporation

Enclosures:

Peter Cooper O&M Projected 2026 Budget
Transfer Authorization Village/GARC



VILLAGE OF GOWANDA

"Gateway to the Southern Tier"

27 E Main Street ♦ Gowanda NY 14070

(716)532-3353 ♦ Fax (716)532-2938

"The Village of Gowanda is an Equal Opportunity Provider and Employer."

February 10, 2026

Jim Doyle
U.S. Environmental Protection Agency, Region 2
290 Broadway
New York, NY 10007-1866
Doyle.James@epa.gov

Liz McConnell
Remedial Project Manager
U.S. Environmental Protection Agency, Region 2
290 Broadway
New York, NY 10007-1866
McConnell.Elizabeth@epa.gov
212-637-4273

Re: 2026 Peter Cooper O&M Transfer Authorization

The Village of Gowanda and the Gowanda Area Redevelopment Corporation approve the transfer of funds identified in the 2026 Projected Budget from the Peter Cooper MMK Account established with Community Bank to the Peter Cooper O&M Trust account established with Citizens Bank under the executed amendment to the memorandum of understanding between the Village of Gowanda and the Gowanda Area Redevelopment Corporation relating to the Peter Cooper Superfund Site under Section 3.0 Approval of Expenditures from the Escrow Account.

The 2026 Expenditure Projections are estimated at \$28,318.75 while requesting \$3,286.55 to be transferred from the Community Bank Peter Cooper MMK to the Citizens Peter Cooper O&M Trust to balance the 2026 projected funds to be available for reimbursement requests.

Mark D. Nephew, Mayor
Village of Gowanda

Robert F. Gaylord, Treasurer
Gowanda Area Redevelopment Corporation

Enclosures:
2026 Projected Peter Cooper Budget Summary

AGREEMENT – 2027 – 2029

TOWN OF PERSIA FIRE PROTECTION DISTRICT NO. 1

THIS AGREEMENT, made on the ____ day of _____, 20 ____ Between the TOWN OF PERSIA, Cattaraugus County, New York, hereinafter designated as the party of the first part, and the VILLAGE OF GOWANDA, a municipal corporation duly organized and existing by virtue of the Laws of the State of New York, hereinafter designated as the party of the second part.

WITNESSETH:

WHEREAS, there has been duly established in the said TOWN OF PERSIA a fire protection district known as “TOWN OF PERSIA Fire Protection District No. 1” embracing in said town adjacent to the said VILLAGE OF GOWANDA, as such territory is more fully described in the resolution establishing such district and duly adopted by the TOWN BOARD of said TOWN OF PERSIA; and

WHEREAS, following a public hearing duly called, the said TOWN BOARD, THE PARTY OF THE FIRST PART, DULY AUTHORIZED A CONTRACT WITH THE PARTY OF THE SECOND PART FOR FIRE PROTECTION TO SAID DISTRICT UPON THE TERMS AND PROVISIONS HEREIN SET FORTH; AND

Whereas, THIS CONTRACT HAS ALSO BEEN DULY AUTHORIZED BY THE Board of Trustees and Mayor of the party of the second part.

NOW THEREFORE, the party of the first part does engage the party of the second part to furnish fire protection to said district and the party of the second part agrees to furnish such protection in manner following, to wit:

1. The fire department of the said party of the second part shall at all times during the period of this Agreement be subject to call for attendance upon any fire occurring in such district, and when notified by alarm or telephone call from any person within the district of a fire within the district, such department shall respond and attend upon the fire without delay with one or more companies and with suitable ladder, pumping and hose apparatus of the party of the second part; upon arriving at the scene of the fire, the firemen of the party of the second part attending shall proceed diligently and in every way reasonably suggested to the extinguishment of the fire and the saving life and property therewith. The responsibility for fire protection shall include that part of the Town of Persia Fire Protection District as shown on the attached diagram marked “Schedule A” which includes all of the Town of Persia Fire Protection District No. 1.

2. In consideration of furnishing aid and the use of its apparatus as aforesaid, the party of the second part shall receive the annual compensation over the next three year period in the amounts of:

2027 - \$12,734— 1% increase

2028 - \$12,861 – 1% increase

2029 - \$12,990 – 1% increase

3. Should any loss or damage whatsoever be sustained to the fire apparatus of the party of the second part in answering, attending upon or returning from a call in said district, whether sustained in the district or outside thereof, including mutual aid companies, the amount thereof shall be paid by the party of the second part.

4. All monies to be paid under any provision of this Agreement shall be a charge upon the said Fire Protection District to be assessed and levied upon the taxable property in said District and collected with the Town taxed.
5. Members of the fire department of the party of the second part, while engaged in the performance of their duties in answering, attending upon or returning from any call provided for by this contract shall have the same rights, privileges and immunities as in performing the same in the Village of Gowanda, New York.
6. This Agreement shall begin on January 1, 2027 and run for a period of three years until December 31, 2029. The contracting parties shall notify the other in writing on or before the 20th day of September 2029 if they wish to terminate or revise the terms of this Agreement.

IN WITNESS WHEREOF, the parties have duly executed and delivered this Agreement the day and year above mentioned.

TOWN OF PERSIA

VILLAGE OF GOWANDA

BY: _____
JOHN WALGUS, Supervisor

BY: _____
MARK D. NEPHEW, Mayor

State of New York

County of Cattaraugus ss:

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared JOHN WALGUS, Supervisor of the TOWN OF PERSIA, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the win instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

State of New York

County of Cattaraugus ss:

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared MARK D. NEPHEW, Mayor of the VILLAGE OF GOWANA, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the win instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

AGREEMENT – 2027 – 2029

TOWN OF PERSIA FIRE PROTECTION DISTRICT NO. 2

THIS AGREEMENT, made on the ____ day of _____, 20__ Between the TOWN OF PERSIA, Cattaraugus County, New York, hereinafter designated as the party of the first part, and the VILLAGE OF GOWANDA, a municipal corporation duly organized and existing by virtue of the Laws of the State of New York, hereinafter designated as the party of the second part.

WITNESSETH:

WHEREAS, there has been duly established in the said TOWN OF PERSIA a fire protection district known as “TOWN OF PERSIA Fire Protection District No. 2” embracing in said town adjacent to the said VILLAGE OF GOWANDA, as such territory is more fully described in the resolution establishing such district and duly adopted by the TOWN BOARD of said TOWN OF PERSIA; and

WHEREAS, following a public hearing duly called, the said TOWN BOARD, THE PARTY OF THE FIRST PART, DULY AUTHORIZED A CONTRACT WITH THE PARTY OF THE SECOND PART FOR FIRE PROTECTION TO SAID DISTRICT UPON THE TERMS AND PROVISIONS HEREIN SET FORTH; AND

Whereas, THIS CONTRACT HAS ALSO BEEN DULY AUTHORIZED BY THE Board of Trustees and Mayor of the party of the second part.

NOW THEREFORE, the party of the first part does engage the party of the second part to furnish fire protection to said district and the party of the second part agrees to furnish such protection in manner following, to wit:

1. The fire department of the said party of the second part shall at all times during the period of this Agreement be subject to call for attendance upon any fire occurring in such district, and when notified by alarm or telephone call from any person within the district of a fire within the district, such department shall respond and attend upon the fire without delay with one or more companies and with suitable ladder, pumping and hose apparatus of the party of the second part; upon arriving at the scene of the fire, the firemen of the party of the second part attending shall proceed diligently and in every way reasonably suggested to the extinguishment of the fire and the saving life and property therewith. The responsibility for fire protection shall include that part of the Town of Persia Fire Protection District as shown on the attached diagram marked “Schedule A” which includes all of the Town of Persia Fire Protection District No. 2.

2. In consideration of furnishing aid and the use of its apparatus as aforesaid, the party of the second part shall receive the annual compensation over the next three year period in the amounts of:

2027 - \$9,580 – 1% increase

2028 - \$9,676 – 1% increase

2029 - \$9,772 – 1% increase

3. Should any loss or damage whatsoever be sustained to the fire apparatus of the party of the second part in answering, attending upon or returning from a call in said district, whether sustained in the district or outside thereof, including mutual aid companies, the amount thereof shall be paid by the party of the second part.

4. All monies to be paid under any provision of this Agreement shall be a charge upon the said Fire Protection District to be assessed and levied upon the taxable property in said District and collected with the Town taxed.
5. Members of the fire department of the party of the second part, while engaged in the performance of their duties in answering, attending upon or returning from any call provided for by this contract shall have the same rights, privileges and immunities as in performing the same in the Village of Gowanda, New York.
6. This Agreement shall begin on January 1, 2027 and run for a period of three years until December 31, 2029. The contracting parties shall notify the other in writing on or before the 20th day of September 2029 if they wish to terminate or revise the terms of this Agreement.

IN WITNESS WHEREOF, the parties have duly executed and delivered this Agreement the day and year above mentioned.

TOWN OF PERSIA

VILLAGE OF GOWANDA

BY: _____
JOHN WALGUS, Supervisor

BY: _____
MARK D. NEPHEW, Mayor

State of New York

County of Cattaraugus ss:

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared JOHN WALGUS, Supervisor of the TOWN OF PERSIA, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the win instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

State of New York

County of Cattaraugus ss:

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared MARK D. NEPHEW, Mayor of the VILLAGE OF GOWANDA, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the win instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

AGREEMENT – 2027- 2029

TOWN OF Collins FIRE PROTECTION DISTRICT NO. 1

THIS AGREEMENT, made on the ____ day of _____, 20__ Between the TOWN BOARD, OF THE TOWN OF COLLINS, Erie County, New York, hereinafter designated as the party of the first part, and the VILLAGE OF GOWANDA, a municipal corporation duly organized and existing by virtue of the Laws of the State of New York, hereinafter designated as the party of the second part.

WITNESSETH:

WHEREAS, there has been duly established in the said TOWN OF COLLINS a fire protection district known as “TOWN OF COLLINS Fire Protection District No. 1” embracing in said town adjacent to the said VILLAGE OF GOWANDA, as such territory is more fully described in the resolution establishing such district and duly adopted By the TOWN BOARD of said TOWN OF COLLINS on November 30, 1940 and as modified in Resolution #145 duly adopted by the TOWN BOARD of said TOWN OF COLLINS on May 19, 2008; and

WHEREAS, following a public hearing duly called, the said TOWN BOARD, the party of the first part, duly authorized a contract with the party of the second part for fire protection to said district upon the terms and provisions herein set forth; and

WHEREAS, this contract has also been duly authorized by the Board of Trustees and Mayor of the party of the second part.

NOW THEREFORE, the party of the first part does engage the party of the second part to furnish fire protection to said district and the party of the second part agrees to furnish such protection in manner following:

1. The fire department of the said party of the second part shall at all times during the period of this Agreement be subject to call for attendance upon any fire occurring in such district, and when notified by alarm or

telephone call from any person within the district of a fire within the district, such department shall respond and attend upon the fire without delay with one or more companies and with suitable ladder, pumping and hose apparatus of the party of the second part; upon arriving at the scene of the fire, the firemen of the party of the second part attending shall proceed diligently and in every way reasonably suggested to the extinguishments of the fire and the saving life and property therewith. The responsibility for fire protection by the VILLAGE OF GOWANDA shall provide protection to all areas shown on the attached diagram marked "Schedule A".

2. In consideration of furnishing aid and the use of its apparatus as aforesaid, the party of the second part shall receive the annual compensation over the next three-year period in the amounts of:

2027 - \$22,693.00 - 2% Increase

2028 - \$23,147.00 - 2% Increase

2029 - \$23,610.00 - 2 % Increase

3. All monies to be paid under any provision of this Agreement shall be a charge upon the said Fire Protection District to be assessed and levied upon the taxable property in said District and collected with the Town taxes.

4. Members of the fire department of the party of the second part, while engaged in the performance of their duties in answering, attending upon or returning from any call provided for by this contract shall have the same rights, privileges and immunities as in performing the same in the Village of Gowanda, New York

5. This Agreement shall begin on January 1, 2027 and run for a period of three years until December 31, 2029. The contracting parties shall notify the other in writing on or before the 20th day of August 2029 if they wish to terminate or revise the terms of this Agreement.

IN WITNESS WHEREOF, the parties have duly executed and delivered this Agreement the day and year above mentioned.

TOWN OF COLLINS

BY: _____
KENNETH MARTIN, Supervisor

State of New York

County of Erie ss:

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared KENNETH MARTIN, Supervisor of the TOWN OF COLLINS, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the win instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

State of New York

County of Erie ss:

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared MARK D. NEPHEW, Mayor of the VILLAGE OF GOWANDA, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the win instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

State of New York

VILLAGE OF GOWANDA

BY: _____
MARK D. NEPHEW, Mayor

MRC Disposal
Rec'd 1/14/26

Village of Gowanda Spring Big Trash Pick-up Request

The Village of Gowanda is seeking proposals for an annual Spring Big Trash Pickup for Village of Gowanda residents starting in May of 2026. This would include a one-time pickup of household debris outside their regular garbage pickup and regular recycling.

A Village Street Map is attached which includes about 1000 residential households.

Items we would like to consider are as follows:

Household debris such as mattresses, box springs, furniture, carpeting/wood pieces bundled in 4 ft lengths, construction debris, small loose items in throw away durable boxes. We would like for residents to have the opportunity to dispose up to (10) items per residential dwelling. Items must weigh no more than 50lbs.

We understand that these items will NOT be accepted:

Electronics, gas propane tanks, paints, pesticides and poisonous liquids, batteries, motor oil, fluorescent bulbs, construction material containing asbestos, animal waste, oil drums, no radiators or heavy car parts, medical waste, or yard waste (limbs, branches etc.)

The Village of Gowanda will:

- Provide notice to all residents of scheduled pick-up days/week.
- Ask all residents to place items to the curb by ____ a.m. the start of the scheduled pick up.
- Advise residents that there will be NO return pickup to streets already serviced per the schedule.
- Provide notice to residents of what items are allowed and those not accepted.
- Provide notice that any unacceptable items/debris not picked up by the service at the conclusion of the scheduled pick up must be removed from the curb by 8 PM at the conclusion of the scheduled pick up.

Can you please provide the following?

- 1) Price Quote for Spring Big Trash Pick Up service as listed above (not including Appliances or Tires)

\$ 17990.00

- 2) Anticipated Dates of Service (May 2026- prior to 5/31/25)

Dates/# of Days of anticipated service Start day MAY 18th 2026

- 3) What date and time will items be required to be at the curb?

Curbside by team 5/18/26

- 4) Will you take appliances? ☒ Yes ☐ No

If Yes, are there any restrictions or limits?

freon must be removed and have certification sticker.

If Yes, please quote if an additional fee for appliance pick-up as identified above \$ 0

- 5) Will you take tires? ☐ Yes ☒ No

If Yes, are there any restrictions or limits?

If Yes, please quote if there is an additional fee for tire pick-up as identified above \$

Please contact Traci Hopkins, Treasurer (716) 532-3353 or Carol Sheibley, Deputy Mayor (716) 532-3494 with additional questions. Respond to gowandavillage@gmail.com by January 16, 2026

Schedule A
Awarded Budget & Projected Accomplishments
Village of Gowanda
Small Project Fund

SHARS ID: 20250577

Award Budget

<u>Funding Source</u>	<u>Amount</u>
New York Forward Award	\$ 655,000
Other Sources	\$ 196,500

Activity Budget Detail

<u>Activity</u>	<u>Amount Not to Exceed</u>
Building Renovation & Business Assistance	\$ 560,025
Architecture, Engineering & Environmental Testing	\$29,475
Administration	\$65,500

Target Area

The Village of Gowanda's New York Forward Study Area.

Projected Accomplishments

- 4 Commercial or mixed-use buildings will be rehabilitated
- 4 Businesses Assisted

Program Compliance

The term Local Program Administrator (LPA) is used as a placeholder throughout this document to refer to the contracted entity and administrator of the program funds.

- The LPA must endeavor to meet the projected accomplishments. Any defect or departure from the proposal must be requested and approved in writing.
- The LPA must follow the processes identified in the Administrative Plan included as Schedule B to the Grant Agreement. Any defect or departure from the Administrative Plan must be requested and approved in writing.
- Prior to commencing the program, the LPA must review the eligible work items, program budget, and program timeline with OCR staff. OCR reserves the right to change or disallow aspects of the program.
- Program funds may only be requested for reimbursement for eligible costs incurred within the grant period pursuant to the grant agreement. This program operates fully as a reimbursement program and payment will be made only upon satisfactory completion of projects.
- The LPA must abide by the activity limits and match requirements specified in the Schedule B, Administrative Plan.

- Funds budgeted for administrative expenses shall not exceed 10% of the award or the amount noted under *Activity Budget Detail*, whichever is less. Administrative funds shall be only for payment of reasonable administration and planning costs related to the contract.
- LPAs are permitted to request an initial disbursement of the budgeted administrative funds prior to completion of building projects. Administrative funds beyond the initial percentage will be available based on overall program completion. This will be determined by evaluating the percentage of program funds committed and disbursed, and the proposed program activities. Documentation of how the initial request was ultimately allocated should be provided with the subsequent disbursement.
- Soft costs shall be only for payment of reasonable Architecture, Engineering or Environmental Testing expenses related to a specific project. Soft costs are allocated on a per-project basis, must be within activity limits, and require matching funds. In-kind match is not eligible.
- Architecture, Engineering or Environmental Testing costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed.
- The LPA will enter into a contract with the property owner to provide the program financial assistance. The contract must include the requirement to insure the premises for the full (100%) replacement value and to obtain flood insurance coverage if the premises is in a special flood hazard area.
- The LPA will complete a procurement process for all activities to be reimbursed with program funds. A minimum of two bids or proposals will be obtained and reviewed for all project costs, including but not limited to purchases, services and renovation, administration or professional service activities. This process is required to establish the reasonableness of project costs.
- All participating contractors must supply references and proof of proper insurance. Proof of insurance must include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage. The LPA, State of New York, and the Housing Trust Fund Corporation must be listed as additional insured.
- Perceived or actual conflicts of interest may arise when certain individual's personal, financial or familial interests could improperly influence their duties, responsibilities or decision making with respect to the program funded activity. The LPA must maintain written standards of conduct governing the performance of their employees and contractors in the selection, award, administration and implementation of grant-funded activities including the contractor procurement process. All procurement transactions must be conducted in a manner providing full and open competition.
- Projects including program funds should produce a finished commercial or residential space, ready for occupancy, within the contract term. Program funds will be disbursed only for completed projects. Work can be completed on part of a building, leaving another part unfinished as a holdover for future use, provided that the project can be completed in compliance with all applicable codes and ordinances, and the unfinished space does not present a hazard to occupants or users of the building. The disbursement of any funds shall not constitute a waiver of the HTFC's rights to require compliance or the right to recapture any funds disbursed.
- Prior to the commitment or expenditure of program funds, the environmental effects of each activity must be assessed in accordance with the State Environmental Quality Review Act (SEQRA) at 6 NYCRR Part 617. The LPA must submit Environmental Review documents as required by Housing Trust Fund Corporation in a timely manner following grant agreement execution. Housing Trust Fund Corporation will issue a notice to proceed following the submission of complete and accurate Environmental Review documents.
- Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law of 1980 requires publicly-funded projects to be reviewed for their potential impact/effect on historic properties. The LPA must submit proposed project scopes of work for each participating project to the New York State Office of Parks, Recreation and Historic Preservation (OPRHP or SHPO) for review.

**Schedule B
Administrative Plan
Village of Gowanda
Small Project Fund**

The term LPA is used as a placeholder throughout this document to refer to the recipient and administrator of the New York Forward (NYF) funds. All referenced forms and documents can be found here: <https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

1. Program Development

1. a. Administrative Structure

A maximum of 10% of the Small Project Fund (Program) will be used for administration grant.

- LPA –The *Village of Gowanda* is the lead administrator for the Program and is responsible for overall program administration and consultant and financial management.
- Consultant Services – The LPA will procure the services of a consultant to assist in project management and grant administration tasks. A minimum of two bids or proposals will be received and reviewed to determine reasonableness of costs. A formal contract that outlines roles and responsibilities will be executed. Responsibilities include develop marketing materials, review projects for eligibility, work with property owners and architects to develop scopes of work, solicit contractor bids, review proposed project designs for compliance with design guidelines, prepare project commitment and environmental compliance paperwork, conduct inspections, ensure compliance with program requirements, submit payment reimbursement requests, etc.

1. b. Marketing Plan

The LPA will conduct outreach in the eligible service area to make all property owners and business owners aware of the availability of financial assistance.

- The LPA will develop and distribute informational materials to market program availability and explain program requirements. These will be distributed to property and business owners in the target area.
- Instructions on how to apply for assistance and required forms will be available at the offices of the LPA.
- Public informational meetings will be held at one or more locations within the community to present information and answer questions.
- The LPA will retain distribution lists, public notices and other documentation of marketing and outreach efforts in program files.

1. c. Financing Structure

The LPA will offer funding assistance to eligible projects that enhance and strengthen the New York Forward area.

1.c.1 Applicant Eligibility - Applicants who are eligible for Program assistance include property owners that are:

- Individuals
- For-profit entities
- Not-for-profit entities

* LPAs can add additional provisions – e.g. current on taxes, etc.

1.c.2 Eligible Activities

- Interior and exterior building renovations for commercial and mixed-use spaces, e.g. façade/storefront renovations, permanently affixed signage and awnings, commercial interior fit-out, HVAC, MEP, and other permanent building improvements
- Upper-story residential improvements
- Permanent commercial machinery and equipment, that is integral to the business and not a replacement of existing equipment unless it allows for more/new products to be offered and has a useful life of more than one year and an acquisition cost of \$2,000 or more per unit
- Soft costs – architectural, engineering, environmental
- Public art

1.c.3 Ineligible Activities

- Ineligible uses of funds include: acquisition costs; improvements to structures owned by religious or private membership-based organizations; improvements to municipally owned and municipally operated buildings; furnishings, appliances, electronics, tools, disposable supplies, incidental business equipment, non-permanent fixtures, temporary artwork.
- Funds may not be used for site work or ancillary activities on a property including but not limited to: septic systems/laterals, grading, parking lots, sidewalks, garages, sheds, landscaping, fences, general maintenance or repairs.
- Ineligible business activities include: inventory, rent or lease expenses, working capital or other undefined expenses that do not sustain business operations.
- Funds cannot be used for participant, participant's family or participant's staff labor. In-kind labor and the reimbursement for materials only is also not eligible.

1.c.4 Available Funding

- Building Renovation
 - The LPA may award between \$25,000 - \$150,000 in Program funds, per building, not to exceed 75% of the total eligible project cost. Building renovation funds may be used to renovate facades, storefronts and commercial interiors, with an additional \$25,000 per residential unit up to a per building maximum of \$200,000, not to exceed 75% of the total project cost.
- Minor Projects
 - The LPA may award between \$10,000 - \$25,000 in Program funds, per project, not to exceed 75% of the total eligible project cost and not to exceed \$100,000 in Program funds. Activities may include signage, awning, and painting.
- Small Business Assistance
 - The LPA may award between \$5,000 - \$50,000 in Program funds, per project, not to exceed 75% of the total eligible project cost. Small Business Assistance funds may be used for permanent machinery and equipment.
- The minimum match requirement is 25% of the total project cost.
- Match requirements must be realized on a building-by-building basis and are calculated using the total project cost.
- In-kind match is not eligible.
- Costs incurred prior to the effective date of the grant agreement are not eligible for reimbursement and not eligible as a match.
- Soft Costs
 - Eligible soft costs include Architecture, Engineering, and Environmental Testing expenses.
 - Soft costs must be included within per building activity funding limits identified above and may not exceed 18% of the awarded funds.
 - Soft costs require matching funds, and in-kind match is not eligible.

- Soft costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with Program funds. Therefore, reimbursements for soft costs may not be requested as part of a partial payment prior to project completion.

1.c.5 Proof of Available Financing – Property owners are responsible for the total cost of the project. Grants will reimburse property owners at the conclusion of the project after all costs are paid. Proof of available financing through cash in bank, secured loan commitments, and/or project lines of credit is required.

1.c.6 Payment Process - The program operates fully as a reimbursement grant program and the owner is responsible for paying for all agreed upon improvements and payment of grant funds will be made only upon satisfactory completion of the items in the approved scope of work and payment of expenses.

- No reimbursement shall be requested until periodic inspections of the work has been completed by the LPA or its representative. All completed work shall comply with all applicable building codes and standards.
- To substantiate work costs, Owners must provide the following:
 - written contracts;
 - bank documents;
 - copies of invoices;
 - cancelled checks;
 - lien releases;
 - and any other documents deemed reasonably necessary by the LPA or required by HTFC to maintain effective internal controls.
- Cash payments/cash receipts are not permitted and will not be reimbursed.

1. d. Project Review & Selection Process

The LPA will use the following project selection criteria and project review and selection process. This process will be used consistently throughout the term of the Program.

1.d.1 Project Application

- The LPA will prepare an application with instructions identifying program requirements and selection priorities. The application will request all information necessary to fully review the project for eligibility.
- Applications for funding will be available during a period to be determined and specified by the LPA. Applications must be submitted and deemed complete by the LPA prior to the determined close date to be eligible for funding.
- The LPA will advise applicants on the disposition of an application within 30 business days.

1.d.2 Project Review Committee

- The Project Review Committee will implement the project selection process and generate funding decisions.
- The Committee will include a diverse group with relevant experience.
- The planned members will not include elected officials or those that cannot meet the conflict of interest policy.

1.d.3 Project Selection Documentation

- The LPA will retain clear documentation of each project selection committee decision in its program files. This documentation will include an eligibility determination for each application reviewed, and a justification for each project selection decision. This documentation will include

all relevant project review or scoring memos, Project Selection Committee meeting minutes, board approval of projects or other related correspondence. Project selection decisions must be supported by the criteria in 1.d.4.

1.d.4 Project Scoring – Applications will be reviewed and rated based on the following criteria:

- Readiness- projects that provide proof of overall feasibility and readiness such as proof of ownership, documentation that 100% of the financing for the project is in place, reasonable construction timeline.
- Physical Impact- projects that are visually prominent downtown, have historic value, are in danger of being lost, bring existing properties into compliance with design guidelines, that are transformative beyond normal maintenance.
- Economic Impact- projects leveraging grant funds with private investment that with the assistance of grant funds, will reduce blight and vacancies, contribute to the economic recovery of downtown, or realize a stabilization or expansion of downtown tax base, businesses and/or jobs.
- Goals Achieved - projects that advance the goals and priorities of the community's Strategic Investment Plan.

1.d.5 Conflicts of Interest

A conflict of interest is a situation in which an individual's financial, familial, or personal interests come into actual or perceived conflict with their duties and responsibilities with respect to program activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity or have an interest in any contract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

The LPA will submit a Conflict of Interest Disclosure Form to HTFC as soon as they believe a conflict may exist. More information on the Conflict of Interest Policy can be found here: <https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

Municipal agencies must adhere to Article 18, "Conflicts of Interest of Municipal Officers and Employees," of the NYS General Municipal Law. For this reason, LPA municipal officers cannot participate in the program as a grant recipient or contractor.

1. e. Design Standards

The LPA will develop design guidelines for exterior renovations if the LPA does not already require participating renovation projects to undergo an architectural or design review process. These guidelines will be consistent with the requirements of the State Historic Preservation Office, Housing Trust Fund Corporation (HTFC), and the Community. The LPA will enforce the standards throughout the development process.

1. f. Housing Trust Fund Corporation Approval

Projects approved locally will be submitted to Housing Trust Fund Corporation (HTFC) for review and approval prior to notifying property or business owner of formal funding approval. The submission to HTFC will include:

- Property address
- Owner name
- Business name
- Project scope of work

- Total project cost
- Proposed award amount
- Projected outcomes, e.g. units assisted, jobs created/retained
- Justification of decision

1.g. Award Letter

The LPA will provide a formal award letter to the property or business owner and should outline the basic requirements of participating in the program.

At a minimum, the letter will specify:

- Projected amount of financial assistance awarded ("Up to" Award Amount)
- Match requirements
- Approved scope of work or eligible activities
- Ineligible activities
- Environmental Review requirements
- Procurement requirements
- Local requirements
- Timeline to accept award and begin project

2. Project Development

2. a. Environmental Review

Prior to the commitment or expenditure of program funds, the environmental effects of each activity will be assessed in accordance with the State Environmental Quality Review Act (SEQRA). The LPA will submit all required environmental review paperwork according to the requirements outlined in the HTFC Environmental Compliance Handbook. HTFC will issue a notice to proceed with project activities following the submission of complete and accurate Environmental Review documents. No construction or project activities shall occur prior to receipt of this notice.

2. b. Work Write-up / Scope of Work

Once a project application has been formally selected for Program assistance, the LPA will meet with the property owner to develop the formal project scope of work and explain program requirements related to design, environmental hazards, energy efficiency.

A formal written scope of work or description of the use of funds is required. The scope of work for a participating renovation project must address:

- Immediate health and safety concerns;
- The correction of existing code violations;
- Environmental hazards;
- Installation of energy conservation measures;
- Accessibility for persons with disabilities;
- Consistency with any other local program design guidelines; and
- Preservation of historical elements of the building.

The LPA is responsible for coordinating renovation work write-ups with local code officials, the State Historic Preservation Office, and other regulators. If needed, additional experts must be consulted. Both the LPA and the property owner must sign-off on the formal scope of work.

2. c. Contractor Selection

The LPA may establish a list of contractors able to perform work in compliance with applicable standards. The LPA may choose to develop this list through a formal Request for Qualifications (RFQ) process to provide contractors and professional service providers an equal opportunity for consideration. All participating contractors must supply references and proof of proper insurance. Proof of insurance must include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage. The LPA, State of New York and the Housing Trust Fund Corporation must be listed as additional insured. The LPA will use this list to solicit bids or quotes for the project activities. Additional contractors can be added to the list at any time, however, references and proof of proper insurance must be supplied to the LPA and approved.

EEO & MWBE Requirements

The LPA is required to comply with Articles 15-A of the New York State Executive Law and Article 3 of the New York State Veterans Law. These requirements include equal employment opportunities for minority group members and women ("EEO"), and contracting opportunities for certified minority and women-owned business enterprises ("MWBEs") and Service-Disabled Veteran-Owned Businesses ("SDVOBs"). LPA's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements. Please visit NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses: <https://ny.newnycontracts.com/>.

The LPA will submit a Contractor Bid Solicitation Plan with the grant agreement. This Plan will identify a minimum of four certified MWBE firms that will be included in the bid solicitation process. Once the contractor/vendor selection process is complete, the LPA must report to HTFC on the use of certified MWBE firms.

Procurement & Bidding

The LPA will complete a procurement process for all activities to be reimbursed with Program funds. A minimum of two bids or proposals will be obtained and reviewed for all project costs, including but not limited to purchases, services and renovation, administration or professional service activities. This process is required to establish the reasonableness of project costs. The procurement process will be free of collusion or intimidation, and the LPA will exercise appropriate oversight over the entire process to ensure that it is fair, efficient and free of actual and perceived conflicts of interest. A clear, written, scope of work for the project, as outlined in Work Write-up / Scope of Work section, must be the basis for the bids or proposals. All bidders must have equal access to relevant information, including information on the property itself. **The bids or proposals for all activities must be submitted directly to the LPA by the contractor.** The LPA will advise the property owner of acceptability of bids/proposed cost. The LPA shall select the lowest responsible bidder. If the property owner chooses other than the lowest bidder, re-imbursement will be based on the amount of the lowest responsible bid. The LPA will document the bid solicitation, review and selection process, and save such documentation in its project files.

Conflicts of Interest

Perceived or actual conflicts of interest may arise when certain individuals have access to inside information regarding the award of a contract or property assistance. A contractor cannot receive Program funds for work done on property that he or she owns, or a property that is owned by a family member or business associate.

The LPA will submit a Conflict of Interest Disclosure Form to HTFC as soon as they believe a conflict may exist. More information on the Conflict of Interest Policy can be found here: <https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

HTFC may allow a property owner to act as a general contractor with prior approval. If the property owner has the expertise to act as the general contractor, the LPA must formally request an exception. The request should include a policy statement that addresses the concerns listed above. The policy must include third party

inspection, verification of costs, and overall project certification by an architect or project estimator. Documentation of appropriate licenses, environmental certifications, and required insurance must also be included in the request. In these instances, only subcontractor expenses that have met required procurement procedures are eligible for reimbursement. The LPA must obtain written consent prior to entering into contract with the business owner/ contractor. Projects that do not comply with these rules will not be eligible for reimbursement.

2. d. Contracting Procedures

The LPA will enter into a contract with the property or business owner to provide the program financial assistance. The contract will outline the roles and responsibilities for both the LPA and the participating property or business owner.

At a minimum, the contract will specify:

- Agreed upon scope of work;
- Projected amount of financial assistance awarded;
- Estimated project timeline;
- Requirement to insure the premises for the full (100%) replacement value, obtain fire insurance and other appropriate insurance depending on makeup of building, and to obtain flood insurance coverage if the premises is in a special flood hazard area.
- Regulatory term or repayment provisions;
- Requirement to sign a photo release form permitting the LPA and HTFC to use photographs of the assisted business or property;
- Requirement to engage a contractor and begin activities within 30 days of formal LPA approval;
- Payment structure, timing;
- LPA has the right to inspect work at any time;
- Disbursement documentation requirements
- LPA may terminate the award and cancel the contract should the work or purchases be inconsistent with the program rules outlined, agreed upon scope of work or project design, stated timeline or if insurance is not maintained by the participating contractor.

3. **Construction Management/Quality Control**

3. a. Construction Monitoring

The LPA retains the right to inspect or audit work in progress at any point. The LPA must perform periodic inspections of renovation activities to monitor adherence with program rules, environmental hazard compliance, and general project progress. These visits must be documented in LPA project files.

3. b. Final Inspection

A final inspection or review of project activities by the LPA is required for each participating project. A final report or reconciliation must be submitted to HTFC to formally document completion of project activities.

4. **Financial Management**

4. a. Internal Controls

The LPA's chief financial officer will be responsible for all financial transactions under this contract. The LPA must have a written policy on internal controls, and use this policy to determine the process for review and approval of requests for disbursement of funds from HTFC. An Authorized Signature Form must be completed

to designate the representative(s) authorized to sign disbursement requests and must reflect the LPA's written policy on internal controls.

4. b. Commitment and Disbursement/Accessing Funds

Commitment Procedures

The LPA must submit a Project Set Up form to formally commit funds and receive approval prior to the start of project activities. The Project Set Up process first requires a commitment at the local level to the project. A project specific environmental compliance checklist and supporting documentation must also be submitted at this time. The LPA should refer to the Commitment & Disbursement Procedures for detailed instructions on the Project Set up process.

Disbursement Procedures

- The program operates fully as a reimbursement program and payment will be made only upon satisfactory completion of projects
- Requests must be submitted electronically to Disbursements@hcr.ny.gov with forms and supporting documentation in a single PDF. Subject line must read: *NYF – SHARS ID – LPA Name*
- The LPA Commitment & Disbursement Instructions provide detailed instructions for preparing a disbursement request. The document is available online, here: <https://hcr.ny.gov/commitment-and-disbursement-procedures>

4.c. Return/Recapture Funds

The disbursement of any funds shall not constitute a waiver of the HTFC's rights to require compliance or the right to recapture any funds disbursed.

5. **Ongoing Maintenance / Regulatory Term**

All assistance is in the form of a reimbursable grant with a five (5)-year compliance period. Property owners will be required to execute a Declaration document committing to this compliance period. Should the property owner sell the property within the five (5)-year timeframe, they will be responsible for repaying a portion of the grant funding received. A Declaration Form will be filed with the County Clerk to secure this obligation and the following repayment schedule will apply:

<i>Months 0-12:</i>	<i>100% repayment due</i>
<i>Months 13-24:</i>	<i>80% repayment due</i>
<i>Months 25-36:</i>	<i>60% repayment due</i>
<i>Months 37-48:</i>	<i>40% repayment due</i>
<i>Months 49-60:</i>	<i>20% repayment due</i>
<i>Months 60 and beyond:</i>	<i>0% repayment due</i>

The LPA must also outline any ongoing maintenance or regulatory responsibilities for business assistance projects. This may include inventory, control system and maintenance provisions within a specified term. Example -

Commercial Business Machinery and Equipment

Procedures for managing equipment whether acquired in whole or in part with grant funds, will, at a minimum, meet the following requirements:

- A physical inventory of the equipment must be taken, and the results reconciled with the final inspection report at least once a year for a period of no more than 5 years.

- A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of equipment. Any loss, damage, or theft shall be investigated.
- Adequate maintenance procedures must be developed to keep the equipment in good condition.
- In the event the Owner sells the equipment during the maintenance period, they will be responsible for repaying the grant funding received. Repaid funds will be returned to HTFC or used by the LPA to fund other eligible commercial and business type projects located in the service area.

6. Contract Monitoring & Closeout

Once all contract activities are complete, the LPA will notify HTFC staff. If a monitoring review identifies findings or concerns, the LPA must provide documentation within the stated time period that issues have been corrected. Contract Closeout documents must be returned promptly, and any remaining funds will be deobligated.

7. Program Compliance

7. a. Conditions

Housing Trust Fund Corporation reserves the right to change or disallow aspects of the application and may make such changes conditions of its commitment to provide funding to a project or program. The LPA will address any additional requirements or conditions of approval.

7. b. Covenants of the Recipient

The LPA will comply with all applicable statutes, guidelines, regulations, policies and procedures of the program. Any defect or departure from the approved Administrative Plan must be requested and approved in writing. The LPA must refer to the Grant Agreement and associated schedule(s) for a summary of the awarded program activities, budget and projected accomplishments.

Feb 10, 2026 Board Meeting Financial Report

	General Fund	Water Fund	Sewer Fund	Capital Proj	Comm. Dev/ Spec. Proj Fund
REVENUE (1/1/26- 1/31/26)	\$ 76,323.17	\$ 86,868.70	\$ 106,444.09	\$ 1,354.57	\$ 138.27
<i>(cash collected and invoiced)</i>				Interest	Interest
PRE PAYS (1/1/26 - 1/31/26):					
Pre Pay Exp. Operating	\$ 15,627.46	\$ 8,087.47	\$ 11,092.83		
Pre Pay Exp. Payroll Employee Deduction:	\$ 13,619.30			\$ -	
Payroll Expense (1/9 & 1/23)	\$ 56,389.23	\$ 18,003.08	\$ 24,312.48	\$ -	
TOTAL Pre Pays	\$ 85,635.99	\$ 26,090.55	\$ 35,405.31	\$ -	\$ -
CASH FLOW BALANCE (1/31/26):					
Operating Checking Balance	\$ 87,727.83	\$ 52,429.53	\$ 31,879.81	\$ -	
Savings MM Balance Comm Bank	\$1,769,876.22	\$ 390,481.61	\$ 942,288.56		
Comm Bank BAN Account				\$ 4,559.44	FEMA BAN
Comm Bank Cap Project				\$ 959.24	
Special Project/Comm Development					\$ 413,964.70
Payroll Account	\$ 59,226.06				
Local Fiscal Recovery Funds <i>(American Rescue Plan Funds- spent by 12/31/24- balance)</i>					\$ 42.89
PROJECT/GRANT ACCOUNTS					
Peter Cooper Trust Funds (multiple acnts) <i>(for OM&M at Peter Cooper until 2040- includes CD and Trust Transfer Acct Est)</i>					\$ 302,864.79
BOA Step 2 Project Account					\$ -
WWTP Capital Project Account				\$ 451,222.56	
TOTAL Cash Flow Available	\$ 1,916,830.11	\$ 442,911.14	\$ 974,168.37	\$ 456,741.24	\$ 716,872.38
ABSTRACT BILLS TO PAY:					
Operating Expenses	\$ 20,796.09	\$ 2,809.73	\$ 15,456.13	\$ 30,011.00	\$ -
TOTAL Abstract Bills to Pay	\$ 20,796.09	\$ 2,809.73	\$ 15,456.13	\$ 30,011.00	\$ -
ENDING CASH FLOW BALANCE:	\$ 1,896,034.02	\$ 440,101.41	\$ 958,712.24	\$ 426,730.24	\$ 716,872.38

RESERVE ACCOUNTS 1/31/26

GENERAL FUND	BALANCE
General Fund Reserve for Fire Equipment:	\$ 14,990.88
General Fund Reserve for Highway Equipment	\$ 30,152.41
General Fund Reserve for Police Equipment	\$ 15,125.50
General Fund Reserve for Repair	\$ 95,858.71
General Fund Reserve for Tree Emergency	\$ 23,938.45
TOTAL GEN FUND RESERVES	\$ 180,065.95
WATER FUND	BALANCE
Water System Reserve	\$ 110,162.46
Water Equipment Reserve	\$ 43,868.49
TOTAL WATER FUND RESERVES	\$ 154,030.95
SEWER FUND	BALANCE
Sewer System Reserve	\$ 195,525.43
Sewer Equipment Reserve	\$ 121,136.93
TOTAL SEWER FUND RESERVES	\$ 316,662.36

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Village of Gowanda
Unpaid Bills Detail
All Transactions

	Memo	Open Balance
Cappellino Chrevrolet		
	5047930 Edge Kit for F550 Plow	570.00
Total Cappellino Chrevrolet		570.00
Casella Waste Systems Inc.		
	Inv#2120305 Wkly Trash Dec 2025 - 3 Way Split	91.85
Total Casella Waste Systems Inc.		91.85
Chase Bolen		
	Roller Skating Attendant 1/12/26	30.00
Total Chase Bolen		30.00
Compass Minerals America Inc.		
	1613935 Rock Salt 156.20 Ton @ \$57.79/ton- shipped 1/23/26	9,026.80
Total Compass Minerals America Inc.		9,026.80
Country Auto		
	3094 Install Wiper Blades Car 86	61.90
Total Country Auto		61.90
County Line Stone Company Inc		
	22830 Cold Patch	504.14
Total County Line Stone Company Inc		504.14
Crowells		
	#5710 Highway Supplies 1/7- 1/21/26	184.84
Total Crowells		184.84
Dave Bolen		
	Roller Skating 1-12-2026	30.00
Total Dave Bolen		30.00
Dival Safety Equipment		
	38508256 Repair Gas Detector- Alkaline Unit Kit	575.00
Total Dival Safety Equipment		575.00
Eagle Systems of Jamestown		
	AR127997 Police Copier Lease Feb 2026	54.40
Total Eagle Systems of Jamestown		54.40
First Bankcard		
	Village Card #0811 Bathroom Door knob repair, Gen Fund Cks, Notary	381.89
Total First Bankcard		381.89
Fleet Maintenance		
	702515 Hood Latch for Plow	6.81
Total Fleet Maintenance		6.81
FM Communications		
	107014841-1 New Car (2025) Equip Transfer & Mounting Kit	3,981.10
Total FM Communications		3,981.10
GAR Appraisals Inc.		
	Bid No B-27240 50% Final Fee for Vacant Amb Bld Appraisal	1,000.00
Total GAR Appraisals Inc.		1,000.00
Gowanda Fire Company		
	Village portion of Gas Bill- 230 Aldrich 12/17/25- 1/16/26	316.34
	Reimbursement Spectrum Internet Acct 231907401 1/1- 1/31/26	89.95

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Village of Gowanda
Unpaid Bills Detail
All Transactions

	Memo	Open Balance
	Reimbursement - Smoke Generator Machine- split purchase	299.00
Total Gowanda Fire Company		705.29
Gowanda Sewer Department		
	Fuel Usage Highway Dec 2025	175.48
Total Gowanda Sewer Department		175.48
Gui's Lumber		
	915986/2 Mailbox and 915992/2 Credit Return	18.00
Total Gui's Lumber		18.00
Mark Burr		
	Engineering Sept 2025- Dec 2025 LEWPA/A. Springs/T. Brook (split)	1,500.00
Total Mark Burr		1,500.00
MES Service Company LLC		
	IN2411662 Custom Name Tag - "Struchen"	89.42
Total MES Service Company LLC		89.42
Motorola Solutions		
	Cust#1036732362 Inv#8282266544 (4) Body VVorn Camera Mounts	316.00
Total Motorola Solutions		316.00
Nick Crassi		
	Disaster Coordinator 3rd Qrt 2025-2026 Dec 2025-Feb 2026	500.00
Total Nick Crassi		500.00
Norco		
	LD0003758 Cylinder Tank Rental Dec	9.30
Total Norco		9.30
OCCUSTAR Inc.		
	15316 SCBA FF Exam Physicals (1) E Anders	118.00
Total OCCUSTAR Inc.		118.00
Pitney Bowes		
	PBP#1028862461Softguard 10/27/25 - 1/26/26	15.00
Total Pitney Bowes		15.00
Prizm Document & Technology Solutions		
	00372 Software & Computer Monitor (3) Police (5) Office - Feb 2026	407.00
Total Prizm Document & Technology Solutions		407.00
Sewing Technology Uniform Co		
	50915 Flashlight	99.99
Total Sewing Technology Uniform Co		99.99
Spartan Warehouse		
	123833 5 Gal Hydraulic Fluid	115.02
Total Spartan Warehouse		115.02
Strate Welding Supply		
	625091 Bottle Rental Oxy, Acetylene, Argon Jan 2026	36.75
Total Strate Welding Supply		36.75
The Pump Doctor, Inc.		
	20914 Diesel Pump Repair - Fire Portion (split)	65.00
	20914 Diesel Pump Repair - Highway Portion (split)	65.00
Total The Pump Doctor, Inc.		130.00

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Village of Gowanda
Unpaid Bills Detail
All Transactions

	Memo	Open Balance
Unifirst		
	1140385689 Mat, Paper Service Inv Jan 2026	62.11
Total Unifirst		62.11
		20,796.09

Village of Gowanda - Water Fund
Unpaid Bills Detail
All Transactions

	Memo	Open Balance
CASELLA		
	2120305 Weekly Trash Dec 2025 (split)	91.85
Total CASELLA		91.85
Cattaraugus County Health Dept		
	Multiple Samples Dec 2025	90.00
Total Cattaraugus County Health Dept		90.00
Cintas		
	4255664279 Mat Paper Serv Inv Date Jan 2026 - split	43.88
Total Cintas		43.88
Crowells		
	Acct 5712 Supplies 1/7/26- 1/15/26	43.53
Total Crowells		43.53
First Bank Card		
	Card 0811 - Magnetic Locator	459.00
Total First Bank Card		459.00
Gowanda Sewer		
	Fuel Usage Dec 2025	185.32
Total Gowanda Sewer		185.32
Grainger		
	9764621240 Mogtor Grease	105.90
Total Grainger		105.90
MARK BURR, P.E.		
	Engineering Sept 2025- Dec 2025 LEWPA/Pipe Drain Repair (split)	1,500.00
Total MARK BURR, P.E.		1,500.00
Microbac Laboratories		
	Drinking Water Sample Dec 2025	181.25
Total Microbac Laboratories		181.25
Prizm Document & Technology Solutions		
	00372 Computer Monitoring Feb 2026	44.00
Total Prizm Document & Technology Solutions		44.00
The Pump Doctor, Inc.		
	20914 Diesel Pump Repair- split	65.00
Total The Pump Doctor, Inc.		65.00
		2,809.73

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Village of Gowanda - Sewer Fund
Unpaid Bills Detail
All Transactions

	Memo	Open Balance
Casella Waste Services		
	2120305 Weekly Trash Dec 2025 - Split	91.85
Total Casella Waste Services		91.85
Cintas		
	4255664279 Mat & Paper Service Inv Date Jan 2026 (Split)	43.89
Total Cintas		43.89
EJ USA Inc		
	110250096016 Manhole frame & Cover W Main/Chapel	575.08
Total EJ USA Inc		575.08
First Bank		
	Card Ending #0811 Tow Chains	285.83
Total First Bank		285.83
Johnson Controls Fire Protection LP		
	25157589 Fire Alarm Test and Inspection 2/1- 1/31/2027	1,508.07
Total Johnson Controls Fire Protection LP		1,508.07
McCormacks Hardware		
	1626H Repairs Supplies 12/26 - 1/23/26	463.10
Total McCormacks Hardware		463.10
Microbac Laboratories		
	Multiple Samples Dec 2025	1,293.75
Total Microbac Laboratories		1,293.75
National Pump Supply		
	Valve Replacement on Boiler - Heating Circulator Pump	1,469.46
Total National Pump Supply		1,469.46
Prizm Document & Technology Solutions		
	#00372 Comp Monitoring Tech Support Feb 2026	88.00
Total Prizm Document & Technology Solutions		88.00
PVS Nolwood Chemicals Inc.		
	Inv0644159-IN Ferric Chloride Tote 1/2/26	9,013.00
Total PVS Nolwood Chemicals Inc.		9,013.00
State Industrial Products		
	904081413 Supplies	434.40
Total State Industrial Products		434.40
Strate Welding Supply		
	625092 Refill of all Bottles/Tanks for Equip Repairs Jan 2026	14.70
Total Strate Welding Supply		14.70
The Hartford Steam Boiler		
	1336715 Boiler Cert Fee 170 Aldrich St 1/15/26	110.00
Total The Hartford Steam Boiler		110.00
The Pump Doctor Inc.		
	20914 Diesel Pump Repair - split	65.00
Total The Pump Doctor Inc.		65.00
		15,456.13

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Village of Gowanda - Capital Projects
Unpaid Bills Detail
All Transactions

	Memo	Open Balance
Wendel		
	Inv 394021-41 & 394021-42 Prof Services thru 12-31-2025	30,011.00
Total Wendel		30,011.00
		<u>30,011.00</u>

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Village of Gowanda

PrePay Report

	Date	Num	Memo	Amount
~~January 2026~~				
Amherst Alarm	01/29/2026	12912	7792634 Central Monitoring March 2026	-51.00
Charter Communications Spectrum Business	01/21/2026	12897	8358 50 320 0018087 Muni Bldg/Police Internet 1/15- 2/14/	-135.00
Hover Networks, Inc	01/12/2026	12841	474321 Phone Services Jan 2026	-271.47
Independent Health	01/12/2026		VOID: Acc#33534 Inv#4296618 Feb 2026	0.00
	01/12/2026	12849	Acc#33534 Inv#4296618 Feb 2026	-3,832.27
Lee Enterprises	01/21/2026	12896	5033839 AP Clerk Ad-2nd Payment	-79.00
National Fuel	01/21/2026	12898	6687624 09 Village Hall 12/6- 1/12/26	-1,094.90
	01/29/2026	12913	3165685 04 Hidi Fire 12/12- 1/14/26	-218.83
	01/29/2026	12915	9038035 05 1 Industrial Highway 12/12- 1/14/26	-278.70
NOVA Healthcare Administrators Inc	01/21/2026	12899	HRA Admin 069410 Jan 2026 (3 way split)	-16.67
NYSEG	01/12/2026	12842	1001-1211-132 Hidi Fire 11/26- 12/26/25	-64.00
	01/12/2026	12844	1001-8686-492 St John St 11/26- 12/26/25	-495.33
	01/12/2026	12845	1001-8687-037 Chang Hu 11/26- 12/26/25	-271.93
	01/12/2026	12846	1001-1169-728 27 East Main 10/24- 12/23/25	-1,961.55
	01/21/2026	12900	1003-1744-559 Aldrich Fire 12/6- 1/6/26	-829.07
	01/21/2026	12902	1009-0190-322 1 Ind Highway 12/6- 1/6/26	-214.69
	01/21/2026	12903	1003-1703-415 Ind Place Gow Elect (split) 12/4- 1/6/26	-8.00
	01/21/2026	12904	1003-3457-754 Gateway Park 12/6- 1/6/26	-614.87
	01/21/2026	12905	1001-0114-618 27 West Main St 12/6- 1/6/26	-22.22
	01/21/2026	12906	1004-0266-610 S Water St Ltg 12/1- 12/31/25	-24.94
	01/21/2026	12907	1001-2714-621 St Ltg Persia TN R3 12/1- 12/31/25	-2,012.00
	01/21/2026	12908	1001-2714-639 St Ltg Collins R3 12/1- 12/31/25	-1,546.74
	01/21/2026	12909	1001-2714-829 St Ltg R2 Gowanda 12/1- 12/31/25	-644.91
	01/21/2026	12910	1001-2714-837 R2 Street Lighting Gowanda	-31.14
	01/29/2026	12914	1001-1895-306 Union St Gazebo 12/18- 1/16/26	-22.22
Purchase Power	01/12/2026	12847	Acct 8000-9090-1055-9727 Postage Meter Refill 12/30/25	-207.37
Spectrotel P2	01/12/2026	12848	Acct #313300 Inv#13478568 1/8 - 2/7/26 Phone Bill	-147.02
The Hartford	01/12/2026	12850	DBL Oct - Dec 2025- General	-156.16
Verizon	01/21/2026	12901	Acct:651-760-995-0001-98 Ald Fire Ph/Fax/Alarm 1/4- 2/3/	-81.90
Verizon Wireless	01/12/2026	12843	Acc# 680187014 Inv#6131808670 11/24 - 12/23/2025	-143.56
WNY APWA	01/26/2026	12911	WNY APWA Awards Banquet Reservation- Gowanda	-150.00
				-15,627.46

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Village of Gowanda
Pre-Pay Payroll Deductions
January 2026

	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
AFLAC				
	01/26/2026	3956	AFLAC Acct:NCK62 Jan 2026 Invoice #773028	-573.48
AFLAC DENTAL & VISION				
	01/26/2026	3959	20260115004644 AFLAC Dental/Vision Feb 2026	-206.15
Independent Health				
	01/12/2026	3955	Acc#33534 Inv#4296618 Feb 2026	-3,981.86
NOVA Healthcare Administrators Inc				
	01/09/2026	HRA Jan	HRA Wilson	-27.00
	01/09/2026	HRA Jan	HRA Wagner	-35.00
	01/10/2026	HRA Jan	HRA Reid	-317.00
	01/13/2026	HRA Jan	HRA Carriero	-50.00
	01/14/2026	HRA Jan	HRA Reid	-29.69
	01/14/2026	HRA Jan	HRA Malek	-4.60
	01/14/2026	HRA Jan	HRA Malek	-60.06
	01/21/2026	HRA Jan	HRA Carriero	-9.89
	01/23/2026	HRA Jan	HRA Reid	-795.25
	01/25/2026	HRA Jan	HRA Carriero	-40.00
	01/31/2026	HRA Jan	HRA Reid	-28.60
NYS Deferred Compensation				
	01/12/2026	3953	Plan# 0045420001 Pay Center# 206064 1-9-2026	-2,266.06
	01/26/2026	3957	Plan# 0045420001 Pay Center# 206064 1-23-2026	-2,172.91
NYS Employees Retirement				
	01/26/2026	Jan 2026	Jan 2026 Employees Retirement- Enhanced Reporti	-2,375.88
NYS Police Retirement System				
	01/26/2026	Jan 2026	Jan 2026 Police Retirement Reporting 020- Enhanc	-291.51
SEIU200 United				
	01/12/2026	3954	Union Dues PR 1-9-2026	-177.18
	01/26/2026	3958	Union Dues PR 1-23-2026	-177.18
				-13,619.30

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Village of Gowanda - Water Fund
Pre Pay Report

January 2026

	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Independent Health				
	01/12/2026	5108	Acc#33534 Inv#4296618 Feb 2026	-3,422.00
National Fuel				
	01/29/2026	5131	VOID: 3165678 01 Crestwood Plant 12/12/25- 1/14/26	0.00
	01/29/2026	5133	3165678 01 Crestwood Plant 12/12/25- 1/14/26	-1,442.72
NOVA Healthcare Administrators Inc.				
	01/21/2026	5125	HRA Admin 069410 Jan 2026 (3 way split)	-16.66
NYSEG				
	01/12/2026	5106	1001-1843-538 Sandhill Rd 11/18- 12/17/25	-22.22
	01/12/2026	5107	Multiple Invoices 11/25- 12/24/25	-1,009.00
	01/21/2026	5126	1001-2131-586 Hil St Well 11/25- 12/24/25	-83.37
	01/21/2026	5127	1001-4468-721 47 w Hill St Pump St 12/9- 1/7/26	-225.13
	01/21/2026	5128	1001-2131-529 Pnt Peter 11/25- 12/24/25	-1,735.53
	01/21/2026	5129	VOID: 1003-1703-415 Ind Place 12/4- 1/6/26	0.00
	01/21/2026	5130	1003-1703-415 Ind Place 12/4- 1/6/26	-16.00
	01/29/2026	5132	1001-1843-538 Sandhill Pump 12/18-1/14/26	-22.45
The Hartford				
	01/12/2026	5109	DBL Oct - Dec 2025	-17.79
Verizon Wireless				
	01/12/2026	5110	Acct 680187014 Jake Ph & Malek Inv6131808670 11/2	-74.60
				-8,087.47

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**Village of Gowanda - Sewer Fund
Transaction List by Vendor**

	January 2026			
	Date	Num	Memo	Amount
Charter Communications Spectrum Enterpris				
	01/29/2026	5644	142184301 Aldrich Internet 1/15- 2/14/26	-99.99
Hover Networks Inc.				
	01/12/2026	5620	474321 Jan 2026 Phone Service	-87.94
Independent Health				
	01/12/2026	5622	Acc#33534 Inv#4296618 Feb 2026	-4,764.50
National Fuel				
	01/29/2026	5645	3050750 02 WWTP 12/15/25- 1/16/26	-3,735.96
NOVA Healthcare Administrators Inc				
	01/21/2026	5641	HRA Admin 069410 Jan 2026 (3 way split)	-16.67
NYSEG				
	01/12/2026	5621	1001-8685-239 N Water St Sewer Pump 11/26- 12/26/2	-100.96
	01/21/2026	5642	1003-1703-415 IndPlace (split) 12/4- 1/6/26	-16.00
	01/21/2026	5643	1001-0114-766 Pump Station 12/5- 1/7/26	-2,141.23
The Hartford				
	01/12/2026	5623	DBL Oct - Dec 2025	-23.72
Verizon Wireless				
	01/12/2026	5624	Acct# 680187014 Inv6131808670 11/24- 12/23/25	-105.86
				-11,092.83

Village of Gowanda

Office of Code Enforcement

Monthly Report for December 2025

Building Permits

Applications:	3
Permits Issued:	3
Fees Collected:	\$971.00
Inspections:	4

Business Permits

Applications:	0
Permits Issued:	0
Fees Collected:	0

Property Maintenance

Complaints Filed:	0 (1 verbal – from P.D.)
Violations on Patrol:	3
Violation Notices Sent:	3
Compliance Notices Sent:	0
Inspection Request:	1
Inspections:	3

Legal Action

Pending Court Cases:	1
New Court Summons Issued:	0
Gowanda P.D. Assistance:	1

NEW INFORMATION

- Reminder the Erie County Task Force will be touring and inspecting the properties provided by the Code Enforcement Office. This tour/inspection is still scheduled for February 11, 2026 @11 am.
- Working on state required year-end report
- Attended and completed the yearly Code conference for our recertification on January 27th thru January 29th (snow conditions moved the conference back one day).

OLD INFORMATION

- Complaint forms need to be completed and submitted when bringing concerns to our attention. They are imperative if the issue rises to the level of legal and/or court action.

PSA

Ice Damming: What Homeowners Should Know

Ice damming occurs when snow on a roof melt from heat escaping the home, then refreezes at the colder eaves. Over time, this ice buildup traps water, forcing it under shingles and into the home, where it can damage roofs, insulation, walls, and ceilings.

How to Prevent Ice Dams

- Improve attic insulation and air sealing to keep heat inside the living space and off the roof.
- Ensure proper attic ventilation so roof temperatures remain consistent.
- Keep gutters and downspouts clear so melting snow can drain freely.
- Safely remove excess snow from the roof after heavy storms using a roof rake (from the ground).

If Ice Dams Have Formed

- Do not chip ice with tools or use open flames—this can damage the roof and create safety hazards.
- Consider professional ice dam removal using steam or low-pressure methods.
- Address interior leaks promptly to prevent mold and structural damage.

Taking preventive steps early in the season is the most effective way to avoid ice damming and protect your home from costly winter damage. If problems persist year after year, homeowners are encouraged to consult a qualified contractor for a long-term solution.

RENTAL PROPERTY REGISTRATION

Purpose and Authority

Pursuant to the authority granted under New York State Executive Law §381 and Village Law §4-412(1), the Village of Gowanda establishes the following Rental Property Registration to ensure that all rental units within the Village are maintained in a safe, sanitary, and habitable condition in compliance with Article 19 NYCRR Part 1203.3 of the New York State Uniform Fire Prevention and Building Code, Property Maintenance Code of New York State, and applicable Village of Gowanda Codes.

Definitions

For the purpose of these guidelines, the following terms shall have the meanings indicated:

Rental Property: Any dwelling unit, structure, or portion thereof that is occupied or intended to be occupied by someone other than the legal owner, under any form of agreement (written or oral) in exchange for payment or consideration.

Multi-Dwelling (MD): Any building or portion thereof containing three (3) or more residential units under single ownership or management.

Dormitory Dwelling (DD): A structure designed or used to house multiple unrelated individuals, including boarding houses, dormitories, or similar occupancies.

Property Owner: Any person, firm, corporation, partnership, or entity holding title to a rental or multi-dwelling property.

Code Enforcement Officer: The duly appointed officer or their designee responsible for enforcing the New York State Uniform Code and local property maintenance ordinances.

Registration Requirements

A. All rental property owners located within the Village of Gowanda shall register each property with the Code Enforcement Department within 90 days of the effective date of this chapter.

B. Registration shall include:

1. The legal owner's name, address, and contact information;
2. The property address and number of dwelling units;
3. The name and phone number of a local agent or property manager, if applicable;
4. Failure to provide and submit a completed, accurate information, or providing false information on the rental registration form, shall be deemed non-compliance, shall be a violation and be subject to possible penalties and enforcement.

RENTAL PROPERTY REGISTRATION

- C. Registration forms are available in the Village Clerks Office and must be completed and returned within 90 days of this law being effective.
- D. It is the property owner's responsibility to keep this information accurate and updated. The owner shall amend the registration to reflect any change in the required information within 30 days of such change. Failure to comply shall constitute a violation and the owner may be subjected to penalties and/or fines.
- E. The acquisition or transfer of property constituting as a rental property shall require the new owner complete, sign, and submit the Rental Registration form to the Code Enforcement office within 30 days of the date of grant or transfer.

Penalties and Enforcement

- A. Any person or entity who fails to register a rental property, multi-dwelling unit, dormitory dwelling, or violates any provision of this policy shall be subject to penalties as follows:
 - 1. Fine of not less than \$100 nor more than \$1,000 per day, or imprisonment not exceeding 15 days, or both; and
 - 2. Each week that a violation continues shall constitute a separate offense.
- B. The Village may also seek injunctive relief or other civil remedies pursuant to Executive Law §382.

Fees

- A. There is a one-time fee of \$75.00 to register as a "landlord". This is not per property. However, all properties must be listed. A fee of \$25.00 will be assessed when adding properties to an already established list.

Recordkeeping and Coordination

- A. All rental registration and inspection records shall be maintained by the Code Enforcement Office for a minimum of five (5) years, in accordance with the New York State Records Retention Schedule MU-1.
- B. Copies of inspection results shall be shared with the Gowanda Fire Department for pre-fire planning and life safety purposes.

RENTAL PROPERTY REGISTRATION

Inspection Requirements

A. Inspection Frequency as per Article 19 NYCRR Part 1203.3

- Multi-Dwellings (MD): Inspected at least once every three (3) years.
- Dormitory Dwellings (DD): Inspected at least annually.
- Additional inspections may be conducted upon change of ownership, tenant complaint, or as otherwise deemed necessary by the Code Enforcement Officer.

B. Notice of Inspection.

The Code Enforcement Officer shall provide written notice to the property owner at least thirty (30) days prior to scheduling an inspection. It is the owner's responsibility to coordinate access and to notify tenants not less than 24 hours prior to the inspection date.

C. Failure to Provide Access.

If access is denied or inspection is refused, the Village may seek an administrative search warrant in accordance with Executive Law §381(3) and 19 NYCRR Part 1203.3.

D. Inspection Report.

Upon completion, an inspection report shall be issued to the owner listing any observed violations and the time allowed for correction.

Violations and Orders to Remedy

A. When an inspection violation(s) is identified, a written Notice and Order to Remedy shall be issued specifying:

1. An inspection violation(s) found and the specific code sections violated;
 2. The corrective actions required; and
 3. A compliance deadline of thirty (30) days, unless otherwise noted.
- B. The property owner shall correct all cited violations within the specified time.
- C. Failure to comply may result in the issuance of appearance tickets, fines, or revocation of the Certificate of Rental Compliance.



VILLAGE OF GOWANDA

"Gateway to the Southern Tier"

27 E Main Street ♦ Gowanda NY 14070

(716)532-3353 ♦ Fax (716)532-2938

RENTAL PROPERTY REGISTRATION

Property Owner Information

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

LLC / DBA INFORMATION

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

RENTAL PROPERTY ADDRESS AND NUMBER OF UNITS IN EACH

*If more space is needed. An additional sheet can be attached.

1. _____

2. _____

3. _____

4. _____

5. _____

* Information provided is for notification and communication with the property owners as needed. At no time will this information be used or provided for any other purpose.

* By signing, you the undersigned, do hereby certify that the information provided is accurate and that it is illegal to operate a rental unit within the Village of Gowanda with out first registering. Failure to comply or provide accurate information may result in legal action and possible fines as per Chapter ____.

Signature

Date

Sewer Department
Board Meeting Report

February 2026

Daily Responsibilities:

Daily Readings/Reports and Plant Inspection

Pump approx. 10,000 gallons of primary sludge to sludge thickening tank.

Pump thickened sludge to Digester as needed.

Lab Samples two times per day.

Ongoing Responsibilities:

Belt Press Sludge

Repair and rebuild pumps.

Clean Tanks.

Flush Sewers (as needed and per maintenance schedule).

General upkeep of grounds and buildings.

These items are directly related to the treatment plant.

This month additionally we have:

- Completed Monthly DMR for NYSDEC.
- Assisted and received assistance from Highway and Water as needed.
- Marked dig notices.
- NYSDEC will have a contractor sample Landfill #2 on Panther Drive on the 25th and 26th of February.
- Assisted Town of Collins Highway with Vac truck.
- NYSDOT plow hit manhole on Main Street, it will be repaired when weather permits.

Village of Gowanda Water Accomplishments

DATE	ACTIVITY
2-Jan	plow everything. Help sewer plow.
5-Jan	locate miller st and fredrick st for gas mains look for leaks
6-Jan	pull boards. Read meters to look for leak. Check several vacant houses for leaks.
7-Jan	countinue to look for leaks. Refresh some locates for st george.
8-Jan	check more vacant houses. Found one leaking and shut it off. Locate some curb boxes for national fuel
9-Jan	check reservoir wash truck calibrate cl2 monitors. Check village hall heaters
12-Jan	Put boards back, 2 locates, Tried new part in VFD at Res. Did not work.
13-Jan	Check screen at Res. Final read, Make sure water is off at 61 Perry, turn water on/off at 58 Torrance for valve replacement. Fixed slide gate
14-Jan	backwash spring and well filters
15-Jan	Water withdraw report, meet with vfd guy for quote.
16-Jan	2 locates calibrate cl2.
19-Jan	clean screen at reservoir. 1 locate.
20-Jan	Plow all water property, plus some sewer
22-Jan	plow water lots. Check reservoir heat and clean boards. Try to do data log.
23-Jan	calibrate cl2 monitors. Plow everything
26-Jan	Plow all water property, plus some sewer
27-Jan	Looked for leaks
28-Jan	Looked for leaks relocate some stuff for gas company.
29-Jan	Looked for leaks water hearing.
30-Jan	clean screen at reservoir. Plow water lots and lift station end of broadway. Shovel a few hydrants

Gowanda Water Department

MONTHLY BOARD REPORT

Gowanda- Processed 10,523,200 gallons for the month of January for a daily average of 339,500 gallons. 25 Ufpo. Processed 7 work orders. Plowed water stuff. Spent a lot of time searching for leaks. Found a few house leaks. Shoveled a few fire hydrants. Need a new VFD for reservoir have received quotes from two different companies. Coordinate with EPA for potholing service lines. Tentative start date 3-30-26.

Collins 1- Processed 1,669,000 gallons for a daily average of 53,800 gallons. 12 Ufpo. Processed 3 work orders. Lot of plowing. Water withdrawal reports. Coordinate with EPA for potholing service lines. Tentative start date 3-30-26 Fix the issue with the clx monitor.

Collins 3- Processed 830,678 gallons for a daily average of 26,796 gallons. Coordinate with EPA for potholing service lines. Tentative start date 3-30-26. Plow driveway many times.

Name: Beverly Gernatt

Address: 45 Broadway

Account Number: _____

If determined eligible for Leak Forgiveness Program:

Eligible ☒ Y ☐ N

Leak Fixed: Yes

Sewer Abatement ☒ Y ☐ N

Billing Period: 12-31-25

Current Bill: Water \$: 507.40 + Sewer \$: 330.85 = Total Bill \$: 838.25

Average Consumption (last 4 qtr. average prior to current leak bill): 22,980

Average Water/Sewer Bill Totals (last 4 qtr. average prior to current leak bill): \$ 260.13

Current Bill Consumption (gallons): 80,390

Leak Forgiveness Calculations:

Current Consumption - Average Consumption = $\frac{80,390 - 22,980}{1,000} = \frac{57,410}{1,000} = 57.41$
(Leak Forgiveness Eligibility) (Units)

Unit x 50% Water Rate Reduction \$ 173.37 Unit x 50% Sewer Rate Reduction \$ _____
(\$.02/unit reduction) (\$.01/unit reduction)

Current Water Bill Portion \$ 507.40

Current Sewer Bill Portion \$ 330.85

Water Forgiveness \$ 173.37

Sewer Forgiveness \$ 231.37

Total Water Adjusted Bill \$ 334.03

Total Sewer Adjusted Bill \$ 99.48

TOTAL RECOMMENDATION:

Current Bill: \$ 838.25

-Water Forgiveness \$ 173.37

-Sewer Forgiveness \$ 231.37

TOTAL Adjusted Bill \$ 433.51

Total Leak Forgiveness \$ 404.74

leak was in a water line going to garden hose. Sewer should be abated all but normal consumption

Recommended by Water Hearing Committee on January 29, 2021

Water Hearing Village Board Liaison Signature Carol A. [Signature]

Name: Ryan MaloneAddress: 122 Broadway RdAccount Number: **If determined eligible for Leak Forgiveness Program:**Eligible ☒ NLeak Fixed: Yes shut off hoseSewer Abatement ☒ NBilling Period: 12-31-25Current Bill: Water \$: 2590.77 + Sewer \$: 1720.92 = Total Bill \$ 4311.69Average Consumption (last 4 qtr. average prior to current leak bill): 6,162Average Water/Sewer Bill Totals (last 4 qtr. average prior to current leak bill): 90.77Current Bill Consumption (gallons): 425,320**Leak Forgiveness Calculations:**
$$\frac{\text{Current Consumption} - \text{Average Consumption}}{\text{Leak Forgiveness Eligibility}} = \frac{425,320 - 6,162}{419,158} \div 1,000 = \frac{419.16}{\text{(Units)}}$$
Unit x 50% ^(\$3.02/unit reduction) Water Rate Reduction \$ 1265.85 Unit x 50% ^(\$2.01/unit reduction) Sewer Rate Reduction \$ 842.51Current Water Bill Portion \$ 2590.77Current Sewer Bill Portion \$ 1720.92Water Forgiveness \$ 1265.85 1714.78Sewer Forgiveness \$ 842.51 1689.21Total Water Adjusted Bill \$ 1324.91Total Sewer Adjusted Bill \$ 878.40Since 10x cap \$ 875.99Since 10x cap \$ 31.71**TOTAL RECOMMENDATION:**Current Bill: \$ 4311.69-Water Forgiveness \$ 1714.78-Sewer Forgiveness \$ 1689.21TOTAL Adjusted Bill \$ 907.70Total Leak Forgiveness \$ 3403.99

★ This bill even when applied leak forgiveness would exceed the average bill 10x cap. Therefore the bill would be 10x (average bill from previous 4 quarters)

Recommended by Water Hearing Committee on February 3, 2021Water Hearing Village Board Liaison Signature Crista A. Shindler

Village of Gowanda Water Hearing Minutes

Hearing Requested By: Ryan Malone Date Requested: 1-29-26
Property Address: 122 Broadway Rd
Contact Phone#: _____

Description of Issue/Concern:

Extremely high water bill.

Water Hearing Date: 2-3-26
Committee Participants: Kirk, Jake, Carol, Ryan Malone

Committee Discussion:

Leak was garden hose under stuff in back yard running full speed. Apply the 10x cap to this bill due to the size of the leak.

Committee Recommendation:

Apply the 10x cap to the bill, since the bill was so large. New bill being \$907.70

GOWANDA POLICE DEPARTMENT

VILLAGE OF GOWANDA

27 East Main Street
Gowanda, New York 14070

Ross Olszewski
Officer-in-Charge



(716) 532-2020
Fax: (716) 532-3777

February 1st, 2026

January, 2025 MONTHLY POLICE REPORT

This report indicates activity through 11:59 pm on January 31, 2026

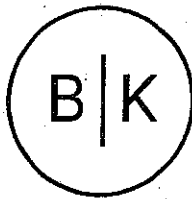
- 181 Calls for Service were answered
- 2 Police Reports Filed
- 4 Uniform Traffic Tickets were issued
- 2 Vehicle Accident report filed
- 1 Accident Driver Exchange forms completed.
- 0 Request for warrants from open investigations
- 0 Total Arrests were made:

- 0 - DWI
- 0 - Felony
- 0 - Misdemeanors
- 0 - Violations
- 0 - Warrant Served

Please contact me at any time regarding questions or concerns.

Respectfully submitted,

Ross Olszewski #7508
Officer in Charge
Gowanda Police Department



Brian Kohler

PROFESSIONAL SUMMARY

Dynamic and adaptable professional with a strong background in law enforcement and emergency medical services, including experience as a Deputy Sheriff with Cattaraugus County Sheriffs Office. Proven ability to manage time effectively and maintain attention to detail while delivering exceptional service and fostering community relationships. Skilled in crisis intervention and problem-solving.

SKILLS

- Friendly, positive attitude
- Customer service
- Time management
- Flexible and adaptable
- Multitasking
- Critical thinking
- Teamwork and collaboration
- Problem-solving
- Attention to detail
- Dependable and responsible
- Excellent communication
- Calm under pressure

WORK HISTORY

INFANTRY SNIPER

08/2023 to CURRENT

US Army National Guard | Buffalo, NY

- Able to take long range precision fire on key targets, and select targets
- Collect and report information accurately and rapidly
- Self-motivated, with a strong sense of personal responsibility.
- Worked effectively in fast-paced environments.
- Skilled at working independently and collaboratively in a team environment.
- Proven ability to learn quickly and adapt to new situations

DEPUTY SHERIFF, ROAD PATROL

08/2022 to CURRENT

Cattaraugus County Sheriffs Office | Cattaraugus County

- Assisted in patrol duties, ensuring public safety and responding to incidents.
- Learned traffic enforcement procedures, contributing to road safety initiatives.
- Engaged with community members to foster positive relationships and trust.
- Observed and reported suspicious activities, enhancing situational awareness.
- Participated in training sessions on law enforcement protocols and procedures.

- Conducted preliminary investigations at crime scenes, documenting findings accurately.
- Supported emergency response efforts by coordinating with local agencies effectively.
- Coordinated traffic control efforts during major events or accidents for smoother flow of vehicles around affected areas.
- Conducted thorough searches of individuals or vehicles when necessary, uncovering illegal contraband or evidence leading to successful case closures.
- Managed time efficiently while on duty, prioritizing tasks and remaining flexible in response to changing circumstances as they arose.
- Testified effectively in court proceedings regarding personal actions taken during investigations or arrests as required by legal process.
- Conducted investigations into criminal activity, gathering evidence and interviewing witnesses to solve cases efficiently.
- Deescalated potentially volatile situations using crisis intervention techniques, resulting in peaceful resolutions without resorting to force whenever possible.
- Continually updated knowledge of federal, state, and local laws for accurate interpretation and enforcement during daily patrols.
- Established positive rapport with community members through friendly interactions and prompt attention to concerns, fostering trust between the department and the public.

INFANTRYMAN

05/2019 to CURRENT

US Army National Guard | Buffalo, NY

- Conducted reconnaissance to gather intelligence and assess enemy positions.
- Operated and maintained weapons systems ensuring operational readiness and effectiveness.
- Collaborated with team members to execute tactical maneuvers during training exercises.
- Adhered to safety protocols while performing physical conditioning and combat drills
- Communicated effectively with superiors and subordinates alike, facilitating smooth execution of orders during high-stress situations
- Conducted reconnaissance patrols to gather valuable intelligence, contributing to informed decision-making during operations.
- Maintained high standards of weapons handling, ensuring safety and preparedness.

EMERGENCY MEDICAL TECHNICIAN

06/2018 to 08/2023

Mercy Flight WNY | Springville, NY

- Administered basic life support and advanced medical care in emergency situations

- Delivered clear, concise communication to dispatchers and receiving facilities during emergencies.
- Developed efficient workflows for managing multiple patients in high-pressure environments.
- Participated in continuous education programs to stay updated on best practices and advancements in emergency care.
- Improved patient outcomes by administering appropriate treatments based on thorough assessments of vital signs, physical conditions, and medical histories.
- Triageed patients in emergency situations based on life-threatening needs and delegated tasks to better provide treatment to maximum patients care
- Responded to wide range of emergency calls, from traffic accidents to acute medical conditions, demonstrating versatility and quick-thinking.

EDUCATION	Police Certificate Law Enforcement	06/2023
	Jamestown Community College, Jamestown, NY	
	High School Diploma General Studies	06/2018
	Emergency Medical Technician Emergency Medicine	06/2018
	Erie 2 Boces, East Aurora, NY	



VILLAGE OF GOWANDA

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27 E Main Street ♦ Gowanda NY 14070

(716)532-3353 ♦ Fax (716)532-2938

"The Village of Gowanda is an Equal Opportunity Provider and Employer."

GOWANDA RECREATION – SPRING/SUMMER OF 2026

Co-Ed Soccer – This program will run for four consecutive Monday nights at Gateway Park beginning April 27 from 6 to 7:30 pm. Children ages 6 through 14 are welcomed to attend at no charge. Bring your own water and wear rubber spikes if you have them. Treats are provided after each session.

SUMMER program at St. John Park.

The program runs each weekday from 10 am until 2 pm from July 6 to August 7. Children ages 6 through 14 are free to attend at no cost. **In case of rain**, the program is cancelled that day.

A FREE lunch is served every day. You may also bring a lunch and put it in our refrigerator.

Free Matinee Movies - Hollywood Theater for children ages 6-14 that are registered in our program.

Awards Day – Friday, August 7

The spray pool will be open weather permitting. Please bring a suit, towel and wear old sneakers or sandals/flip flops in the spray pool. Bare feet are not allowed.

Story hour at the Gowanda Library every Thursday morning during the summer program.

Group activities and team building exercises – The Olean Prevention Association will be with us once a week to provide team building exercises during the summer program.

***** This is a Drop In Center** – Children ages 6 through 14 can come and go as they please throughout the day. Gowanda Recreation is NOT responsible for your children if they leave St. John Park at any time.

There will be no staff on duty Before 10 am and AFTER 2 pm. It is the responsibility of the parent/guardian to drop off and pick up their children anytime during this four-hour period.

We can always use a donation of **Freeze Pops to be handed out at the end of each day.**

Blu by U Summer Track & Field Program – This popular program is for children ages 6 through 14. It is held from 6 to 7:30 pm at Hillis Field twice a week during the month of July. Dates will be announced later. The program is free. T-shirts, awards and pizza party are all part of this program.

***** Questions regarding Gowanda Recreation should be directed to:**

Mark Benton, Recreation Director
716-770-8809