

Village of Gowanda
Board Meeting Minutes
April 21, 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 Sheibley

Employees: Clerk Danielle Wagner, Treasurer Traci Hopkins, WWTP Supervisor Andy Carriero, Highway Supervisor Adam Reid, Code George Poff, Jason Pickering, OIC Ross Olszewski

Public: Jerry Emborski, Jack Broyles, Phil Palen, Don & Theresa Girome, GARC-Mike Hutchinson, Bob Mahoney, John Walgus

Absent: Water Supervisor Kirk Trumpore, Attorney Deb Chadsey

Re-elected Trustees Wanda Koch and Peter Sisti were sworn in.

Agenda and Minutes

Motion 4-179-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve the agenda for the April 21, 2026 meeting. Motion carried.

Motion 4-180-Motion by Trustee Koch, seconded by Trustee Sheibley to approve the minutes from 3/10/26 board meeting, 3/31/26 budget hearing and 3/31/26 special meeting. Motion carried.

Public Participation

Jack Broyles-Zoning for Armes being approved before others is not fair (*editor's note: there was no such approval*)

Official Appointments

OFFICE	TERM	INCUMBENT	APPOINTEE
Deputy Mayor	1 year	Carol Sheibley	Carol Sheibley
Village Clerk	1 year	Danielle Wagner	Danielle Wagner
Deputy Clerk	1 year	Heidi Pfleuger	Heidi Pfleuger
Treasurer	1 year	Traci Hopkins	Traci Hopkins
Affirmative Action Officer	1 year	Traci Hopkins	Traci Hopkins
Registrar	1 year	Danielle Wagner	Danielle Wagner
Records Management Officer	1 year	Danielle Wagner	Danielle Wagner
Police Officer in Charge (OIC)	1 year	Ross Olszewski	Ross Olszewski
Building Inspector	1year	Jason Pickering/George Poff	Jason Pickering/George Poff
Fire Inspector	1 year	Jason Pickering/George Poff	Jason Pickering/George Poff
Zoning Board of Appeals	3-year	Travis Grubbs	Travis Grubbs
Historian	1 year	Phil Palen	Phil Palen

Disaster Coordinator	1 year	Nick Crassi	Nick Crassi
Village Engineer	1 year	Mark Burr	Mark Burr
Village Attorney	1 year	Deborah Chadsey	Deborah Chadsey
FOIL Access Officer	1 year	Danielle Wagner	Danielle Wagner
Recreation Director	1 year	Mark Benton	Mark Benton

Motion 4-181-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve the 2026-2027 Official Appointments. Motion carried.

Committee Assignments

Committee	Member	Member
Audit Committee	Carol Sheibley	Wanda Koch
Beautification, Parks, and Trees	Peter Sisti	-----
Budget Officer	Mark Nephew	-----
Building and Sidewalk Maintenance	Carol Sheibley	-----
Cattaraugus Creek Basin Task Force	Mark Nephew	Paul Zimmermann
Employee Negotiation	Mark Nephew	Paul Zimmermann
Fire Commissioner	Carol Sheibley	Paul Zimmermann
Gowanda Central School	Mark Nephew	-----
Police Commissioner	Mark Nephew	-----
Solid Waste and Recycling	Carol Sheibley	Wanda Koch
Water and Waste Water Commission	Village Board	

DEPARTMENT LIAISONS:

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

Motion 4-182-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the 2026-2027 Committee Assignments. Motion carried.

Annual Motions

Motions A-R

- A. The regular meeting of the Board of Trustees shall be held on the second Tuesday of the month at 6:00 P.M.
- B. That the Gowanda Office of Community Bank, NA and Citizens Bank be designated as depositories of Village funds for the ensuing year.
- C. That the Village Clerk or Treasurer be authorized to draw an order to reimburse for reasonable expenses of Village Officials and employees attending the regular monthly meetings of the Erie

County Village Officials Association, the Cattaraugus County Village Officials Association, South towns Planning and Development, and Association of Erie Co. Governments using the **Expense Reimbursement** attached.

- D. That the Department Heads of the Police, Public Works, Recreation and Clerk's Office be authorized to approve their department time sheets as submitted for payroll processing within the structure of the budget.
- E. That the Mayor of the Village be and hereby is authorized and empowered to execute such application and documents necessary to apply to the proper state agency regarding a youth recreation program for the Village of Gowanda.
- F. That the policy of the Village of Gowanda shall be for all Department Heads or their approved designee to purchase whenever practical such items as Gasoline, Tires, Blacktop, Street Oil, Chlorine and any other such items as directed by the Board, from the New York State Office of Standards and Purchase on what is commonly known as "State Bid". The **Authorized Purchasing Agents** for the Village of Gowanda are attached.
- G. That the Treasurer be authorized by law to temporarily invest moneys not required for immediate expenditure in time open or day to day deposit accounts in financial institutions authorized by New York State Department of Audit and Control.
- H. That the Treasurer is authorized to pay all utilities and regular occurring operating expenses upon receipt to avoid late fees and penalties.
- I. That any non-profit Village-oriented organization be allowed use of the Village parking lots for approved special events on a no fee basis. Requests must be filed at least thirty (30) days in advance with a certificate of insurance. The organization involved shall be responsible for all clean up as directed by the Public Works Department.
- J. The official newspaper of the Village of Gowanda is hereby officially designated as the Observer.
- K. That the Village departments will make all purchases in accordance with the Village **Purchasing Policy and Procedures** and **Procurement Policy and Procedures** as attached.
- L. That all Village investments are made in accordance with the Village of Gowanda **Investment Policy and Guidelines** as attached.
- M. The Village's **Safety policy** will be adhered to and remains in effect as per attached.
- N. The **Drug and Alcohol Policy** will be obeyed and remains in effect as per attached.
- O. The meetings will follow the **General Rules of Procedure** for meetings.
- P. The Village's **Prohibition of Sexual Harassment Policy** will be adhered to and remains in effect as per attached.
- Q. The Village's **Information Technology policy** will be adhered to and remains in effect as per attached.
- R. The Village's **Workplace Violence Prevention Policy** and **Violence in the Workplace Incident Report** will be adhered to and remains in effect as per attached.

Motion 4-183-Motion by Trustee Sisti, seconded by Trustee Koch to approve the annual motions A-R. Motion carried.

Correspondence

- National Academy of Public Administration 250 Public Service Champion Award to Carol Sheibley
- American Public Works Association NYS Chapter Disaster/Emergency construction repair project of the year-Point Peter Reservoir Restoration.
- GARC Board Meeting Minutes
- Tree City USA recognition 2025

Official Business

Mayor/Board of Trustees

Motion 4-184-Motion by Trustee Sisti, seconded by Trustee Koch to approve the 2026-2027 final Village Budget. Motion carried.

The Village Board Department Liaisons currently do not have a job description. One was provided to the board for approval.

Motion 4-185-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve the Board Liaison job description. Motion carried.

GARC applied for a grant for a playground structure at Gateway Park. They presented that plans to the board at a work session.

Motion 4-186-Motion by Trustee Sheibley, seconded by Trustee Sisti to authorize GARC to move forward with playground improvements at Gate way Park per the developed plans and cost estimates with Village support of \$10,288.20. Motion carried.

The Village Municipal building received significant damage from the hail storm.

Motion 4-187-Motion by Trustee Koch, seconded by Trustee Sisti to declare the March 31, 2026 hail storm an emergency with authorization to make necessary repairs. Motion carried.

With all the damage done to the municipal building, it's a lot for the office staff to take on alone and not fully understanding the extent of the damage. Wendel submitted a proposal to the board to assist with all the Village needs and coordinate with all the necessary contractors.

Motion 4-188-Motion by Trustee Zimmermann, seconded by Trustee Koch to authorize to engage Wendel/General Contractor to assist with damage assessment and construction coordination. Motion carried.

NYSEG is still interested in purchasing the old ambulance building from the Village.

Motion 4-189-Motion by Trustee Sisti, seconded by Trustee Koch to approve to pursue NYSEGs interest in vacant ambulance building. Motion carried.

Code Enforcement-George Poff, Jason Pickering

Building permits 3, business permit applications 1, complaints filed 2, violations on patrol 5, notices sent 7, inspections 1, pending court cases 2.

The board received a business permit application for Go Catt Printing and Promo at 13 South Water St.

Motion 4-190-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve the Business Permit for GO Catt Printing and Promo. Motion carried.

Highway-Adam Reid

The hail storm did some damage to the Cemetery Hill drainage and road that was already in rough shape. Repairs need to be done as soon as possible.

Motion 4-191-Motion by Trustee Koch, seconded by Trustee Sisti to approve the Cemetery Hill drainage and road Erison emergency repair. Motion carried.

Maltbie Road repairs will take place next week with the weather permitting from Stafford Rd to Village line.

Motion 4-192-Motion by Trustee Koch, seconded by Trustee Sisti to approve the purchase of 2027 Hussler mower-Schutts Jamestown on State Bid contract at \$13,832.00. Motion carried.

Motion 4-193-Motion by Trustee Sisti, seconded by Trustee Sheibley to approve the street sweeper high pressure water hose accessory repair. Motion carried.

Motion 4-194-Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the 10-hour work day schedule for Highway employees to start 5/11/26 to 10/23/26 while working regular 8 hours per day on holiday weeks. Motion carried.

Motion 4-195-Motion by Trustee Koch, seconded by Trustee Sisti to approve the Valley Fab snow plow equipment package quote for install after June 1, 2026. Motion carried.

Sewer-Andy Carriero

The compost building needs an emergency roof repair.

Motion 4-196-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve the WWTP Compost building emergency roof repair. Motion carried.

Motion 4-197-Motion by Trustee Zimmermann, seconded by Trustee Koch to accept the retirement resignation of Andy Carriero effective June 13, 2026. Motio carried.

Water-Carol Sheibley

Designer Pools submitted a letter of request to the board to connect into Village water at the top of the Hill. This is just for plumbing purposes and they will cover all costs.

Motion 4-198-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve the water leak forgiveness on 4/8/26. Motion carried.

Motion 4-199-Motion by Trustee Zimmermann, seconded by Trustee Koch to approve the water leak forgiveness from 4/13/26. Motion carried.

Clerk-Danielle Wagner

Motion 4-200-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the water/sewer relevy for Cattaraugus County \$78,937.20 and Erie County \$38,783.85. Motion carried.

Motion 4-201-Motion by Trustee Zimmermann, seconded by Trustee Koch to approve the Williamson Law Book Tax Collection software annual maintenance contract 4/1/26-3/31/27. Motion carried.

Motion 4-202-Motion by Trustee Sisti, seconded by Trustee Sheibley to approve the Village Credit Card Policy to be added to the annual motions for approval annually. Motion carried.

Police-Ross Olszewski

The police department would like to purchase a drone that would be utilized by the Fire Department, assist in locating missing persons, and assist in all the calls that Zoar Valley bring in. Training is taking place that the Catt County is providing.

Motion 4-203-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve the purchase of the Drone and equipment for \$7,419.54. Motion carried.

Motion 4-204-Motion by Trustee Sisti, seconded by Trustee Koch to approve the Dron Policy and Procedure for department use. Motion carried.

Fire-Carol Sheibley

Motion 4-205-Motion by Trustee Sisti, seconded by Trustee Zimmermann to declare the 2008 Ford F350 as surplus. Motion carried.

Motion 4-206-Motion by Trustee Koch, seconded by Trustee Sheibley to approve to list the 2008 Ford F350 on Auctions International. Motion carried.

Environmental

Motion 4-207-Motion by Trustee Koch, seconded by Trustee Zimmermann to proclaim April 24, 2026 as Arbor Day. Motion carried.

Motion 4-208-Motion by Trustee Sisti, seconded by Trustee Sheibley to approve the Spring Tree Planting of 10 trees pending notification letters. Motion carried.

Treasurer-Traci Hopkins

Motion 4-209-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve the Erie County 2026-2027 CDBG Project agreement for St Johns Park improvements. Motion carried.

Motion 4-210-Motion by Trustee Koch, seconded by Trustee Sisti to approve the Municipal Solutions General Financial Service Contract update. Motion carried.

The Villages Fiscal Stress score is a zero again this year.

New planters have been ordered; they are self-watering barrels that have a life time warranty.

The upstairs of the municipal building needs to be cleaned out-everything is very old, outdated and hasn't been touched in many years. A clean out quote with a dumpster was provided to the board for approval.

Motion 4-211-Motion by Trustee Koch, seconded by Trustee Sisti to approve the Municipal Building second floor Debris removal and clean up at \$3,500.00. Motion carried.

Motion 4-212-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the FEMA Point Peter required reporting and correspondence support to Kathleen Ellis from FEMA DAC proceeds not to exceed \$3900.00. Motion carried.

Motion 4-213-Motion by Trustee Sisti, seconded by Trustee Koch to approve budget amendment #5 General Funds to accept DAC Proceeds. Motion carried.

Motion 4-214-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve budget modification request #6 for all funds. Motion carried.

Motion 4-215-Motion by Trustee Sheibley, seconded by Trustee Sisti to approve the abstract bills to pay for General \$15,481.06, Water \$4,479.34, Sewer \$13,035.19, Capital Projects \$50,911.80 and Community Development Special Projects \$11,434.87. Motion carried.

Next Meeting

The next meeting will be May 12, 2026 at 6 PM.

Adjourn

Motion 4-216-Motion by Trustee Sisti, seconded by Trustee Zimmermann to adjourn the meeting at 7:17pm. Motion carried.

Respectfully Submitted
Danielle Wagner
Clerk