

**April 10, 2023**  
**PERRYSBURG TOWN BOARD MEETING AGENDA**  
**PLEASE TURN OFF CELL PHONE RINGER**

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**Call to Order with Pledge to the Flag**

**Good of the Community**

**Public Comments/Questions** - to address the Town Board at meetings, the form must be completed & given to the Town Clerk prior to the Board Meeting.  
\*You are invited to stay for the duration of the meeting or quietly exit at this time

**Minutes of the previous Town Board meeting**

**Reports:**

1. Code Enforcement Report
2. Assessor Report
3. Water Department Report
4. Sewer Department Report
5. Highway Superintendent Report
6. Justice Report
7. Dog Control Officer Report
8. Town Clerk / Tax Collector Report
9. Supervisor Report

**Correspondence**

**Old business**

- Audit of Town Supervisor's 2022 books
- Update Board of Ethics
- Dog license fees

**New business**

- Budget Modification

**Board Member comments**

**Audit of Claims**

**Motion to adjourn**

## Perrysburg Town Board

Minutes of the Regular Monthly Meeting of the Town Board, Town of Perrysburg, Cattaraugus County, NY, March 13, 2023 at the Town Hall

**PRESENT:** Dennis Parker, Town Supervisor • Randy LaChausse, Councilman • Michael Sternisha, Councilman • Christopher Trybus, Councilman

**ABSENT:** Dan York, Councilman

**ALSO PRESENT:** Tamara A Utley, Town Clerk  
Dan Stang, Highway Supt.  
Randy Barber  
Lisa Towne

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Supervisor called the meeting to order at 7:00 p.m. with the Pledge of Allegiance

### **PUBLIC HEARING – PROPOSED RATE WATER RATE INCREASE FOR THE GOWANDA PROSPECT STREET DISTRICT**

7:02 p.m. Supervisor Parker opened the Public Hearing and read the published notice; he then noted the current rate of 0-4,000 gallon minimum of \$68.00 and 4,000 to 999,999 is \$8.39 per thousand, he stated the rate increase would be a minimum of \$78.20 for 0-4,000 gallons and \$10.26 per thousand for 4,000-999,999

Heard from Lisa Towne who inquired about the reason for the rate increase at this time; it was explained that the proposed water rate increase is due to the adopted rate increase by the Village of Gowanda for their customers; the Town is a water customer of the Village of Gowanda as we purchase water from the Village for the Prospect Street Water District

**GOOD OF THE COMMUNITY:** Supervisor Parker reported that he attended the Perrysburg Vol. Fire Company pancake breakfast

**PUBLIC COMMENTS/QUESTIONS:** Presentation by Randy Barber regarding election irregularities and audit findings in NYS

**MINUTES OF THE PREVIOUS MEETING:** Motion by Councilman Sternisha, second by Councilman Trybus to accept the minutes of the February meeting as submitted  
ALL AYE      MOTION CARRIED

### **REPORTS:**

**Building & Code Enforcement Officer:** Eighteen inspections and four building permits for the month of February

#### **Assessor's Report:**

- Reassessment Update: Disclosure notices have been mailed. Informal review applications are available at the Town Hall, at the main Little Valley Office and on-line at [cattco.org/reassessments](http://cattco.org/reassessments). Informal Reviews will be held at the Town Hall on Tuesday, March 14 and Tuesday, March 28<sup>th</sup>

from 9:00 am-Noon and 2:30pm-5:30pm. Property owners can call the office at 716-938-2343 or email [Assessor@cattco.org](mailto:Assessor@cattco.org)

- There were five property transfers in January. More information about the sales can be found at [www.cattco.org/real-property-and-gis/sales](http://www.cattco.org/real-property-and-gis/sales)

**Water Dept. Report:** Replaced two motherboards on heaters, they are now working; everything else is going good  
Supervisor Parker inquired about getting a quote for an electronic meter reader; following discussion, Dan Stang will get a quote; discussion about how the Town will read the thirty electronic meters installed in Central Water District; property owner can call in the meter reading or they will be estimated this quarter

**Sewer Report:** Had State Chemical come out to look at the biodegreaser that is being used in the system

**Highway Supt. Report:** Plowing/sanding as needed; cold patching where needed; tree work on roadsides, mowing with excavator; equipment repairs on trucks #1 and #16 and warranty work on the excavator

**Justice Report:** Closed twenty five vehicle/traffic law cases and four animal control cases in the month of February; \$3507.00 reported to the State Comptroller

**Dog Control Officer's Report:** None

**Town Clerk Report:** Collected \$1,329.00 for the month of February; \$714.88 was the town portion paid to the Town Supervisor; respectfully ask the Town Board to adopt a resolution allowing me to attend the NYS Town Clerk's Association Conference in Syracuse from April 23-26<sup>th</sup>; the Conference is, by far, the best training sessions that I attend and this education helps me to better serve the residents of our Town; I recently renewed my Registered Municipal Clerk (RMC) certification which consisted of twenty points of approved education and twenty points in the experience category

Introduced by Councilman LaChausse, second by Supervisor Parker:

**RESOLUTION #10 OF 2023 – AUTHORIZATION OF THE TOWN CLERK TO ATTEND THE 2023 NYS TOWN CLERKS ASSOCIATION (NYSTCA) ANNUAL CONFERENCE**

**Whereas,** The New York State Town Clerks Association (NYSTCA) Conference will be held April 23-26, 2023 in Syracuse, NY

**Whereas,** Town Clerk Tamara Utey has requested to attend this year's Conference and all expenses to be funded by the Town Clerk's 2023 contractual (A1410.4) at a cost not to exceed \$1,300.00

**Now, therefore be it resolved** that Town Clerk Tamara Utey is authorized to attend said conference

LACHAUSSE – AYE PARKER – AYE STERNISHA – AYE TRYBUS – AYE

**Tax Collector Report:** In the month of February received \$91,683.31 in taxes and \$590.57 in interest payments. The Cattaraugus County Treasurer was paid \$300,000.

**Supervisor's Report:** financial report prepared by Bahgat & Laurito-Bahgat is on file in the Town Clerk's office

**NEW BUSINESS**

- Discussion about dog licensing fees, the Town currently charges \$5.00 for spayed and \$13.00 for unspayed dogs, the average in Cattaraugus County for spayed dogs is \$10.28 and the average for unspayed is \$20.56; Heard from Lisa Towne who asked that rates not be raised; table until next meeting
- Annual Update Document (AUD): the annual financial report for fiscal year ending December 31, 2022 has been filed with the NYS Comptroller by Bahgat & Laurito-Bahgat, the legal notice published in the Dunkirk paper and a copy of the report is available for review at the Town Clerk's office
- Board of Ethics needs to be updated – table until next meeting
- Town Board audit of the Supervisor's 2022 books – April 10<sup>th</sup> at 6:30 p.m.

**OLD BUSINESS**

- Water Department will take care of mowing the waterline in the Central Water District
- West Perrysburg Road Cemetery – still looking for quotes
- Clean up of cemetery near the JN Adam property – when weather is better, the Town Board will schedule a date to do the clean up; a tree is down that will need to be cleaned up

**ABSTRACT #3 of 2023, Vouchers #83 - #128 – Audit of Claims**

General Fund Townwide	A	\$ 8,254.53		
Highway Fund Townwide	DA	\$ 13,424.03		
Gowanda Prospect St. Water	GW	\$ 310.16		
Capital Projects Fund	H	\$ 630.00		
Central Water	PW	\$ 57,687.14		
Street Lighting	SL	\$ 379.61		
Special Residential	SR	\$ 398.95		
Special Sewer	SS	\$ 11,706.28		
Versailles Water	VW	\$ 1,042.13		
Total:		\$ 93,832.83		

Totals from each fund were read by the Town Clerk. Motion by Supervisor Parker, second Councilman Sternisha by to pay all audited vouchers #83-128 in the amount of \$93,832.83

**PARKER- AYE STERNISHA- AYE LACHAUSSE - AYE TRYBUS – AYE**

**BOARD MEMBER COMMENTS**

Supervisor Parker reported that he attended two Town Board meetings in towns within Cattaraugus County, Councilman LaChausse attended one of the two meetings; found it interesting to see how other towns conduct their meetings

Supervisor Parker called for any further comments on the Prospect Street Water District proposed rate increase; there were none

The Public Hearing was closed at 8:25 p.m.

**RESOLUTION #11 OF 2023 – RATE INCREASE IN THE PROSPECT STREET WATER DISTRICT**

Motion by Supervisor Parker, second by Councilman LaChausse to increase the water rate in the Prospect Street Water District effective April 1, 2023

The new rate will be

0-4,000 gallons:	\$78.20 minimum
4,000-999,999 gallons:	\$10.26 per thousand

**PARKER – AYE LACHAUSSE – AYE STERNISHA – AYE TRYBUS - AYE**

8:27pm. Motion by Councilman LaChausse to adjourn

**Respectfully Submitted,**

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**Tamara A. Utley, Town Clerk**



# Permit Monthly Report

03/01/2023 - 03/31/2023

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
BP2023-0006	03/29/2023	Thiel Land Trust Brian M. Thiel, as Trustee of	Agricultural	10026 Jolls Rd	\$5,000.00	\$35.00
<b>Description of Work:</b> 744 sq ft pole barn as per plans with loft area as per plans SBL#: 16.002-1-31						
					<b>March 2023 Total:</b>	<b>\$5,000.00</b>
					<b>Reporting Period Total:</b>	<b>\$35.00</b>



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# CATTARAUGUS COUNTY REAL PROPERTY SERVICES

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207 Rock City Street, Suite 101 • Little Valley, New York 14755 • (716) 938-2224 • Fax (716) 938-2758

Katie Harrington, Assessor

Assessor@cattco.org

TO: Town of Perrysburg Supervisor & Board  
FROM: Cattaraugus County Assessor  
DATE: April 10, 2023  
RE: Monthly Report for March

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The March report is as follows:

- The 2023 exemption deadline was March 1. Property owners who did not submit a renewal application were reminded either by phone or mail.
- Pursuant to §506 of NYS Real Property Tax Law the *Notice of Completion of Tentative Assessment Roll* must be displayed on the bulletin board at the Town Hall and published in the town's official paper. I have provided a copy of this notice for you to post on your bulletin board and send to your official paper. This notice must be published in your official paper once in mid-April.
- Informal Assessment Reviews on March 14 & 28 were very successful with a total of 34 property owners attending. The Assessing Team was able to meet with property owners to correct/verify property information and further explain reassessments. Everyone who submitted an Informal Assessment Review Application, whether in-person or not, will be notified of the Assessor's determination the first week of May. Those still not satisfied with their assessment can grieve it with the Board of Assessment Review at the Town Hall on June 7 from 4:00 PM to 8:00 PM. The required form, RP-524, is available online, at the Assessor's Office, and at the Town Hall.
- The Assessing Office has corresponded with several property owners about their assessments, tax bills, and exemptions.
- There were eight property transfers in February. You can find more information about these sales here:

<https://www.cattco.org/real-property-and-gis/sales>

Thank you.

**END OF REPORT**



Tammy

## Perrysburg Town Court

Hon. Lori A. Dankert  
Town Justice

10460 Peck Hill Road  
PO Box 244  
Perrysburg, NY 14129  
Phone : 716-532-4910  
Fax - 716-532-4910

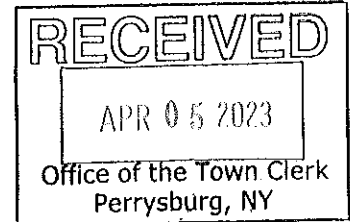
DATE: April 4, 2023

TO: Dennis Parker, Town Supervisor  
Town Board Members

FROM: Hon. Lori A. Dankert



SUBJECT: Monthly Report of the Justice Court



This letter is to inform you of my monthly report totals for the month of March 2023.

Please note that this is a breakdown of CLOSED and reported cases to the Office of the State Comptroller for March 2023. This list DOES NOT include new cases assigned for the current month, dismissed cases, or repaired/dismissed tickets.

**Vehicle and Traffic Law - 22 cases**  
**Penal Law - 1 cases**  
**Animal Control - 1 cases**  
**Total Reported to State Comptroller - \$3721.00**

If you have any questions, please feel free to contact me.

/lad

cc: File

## **Town Clerk/Tax Collector Report for April 10, 2023 Board Meeting**

### **Town Clerk Report**

The Town Clerk collected \$983.25 for the month of March. \$347.05 was the town portion paid to the Supervisor.

The Town Clerk's office will be closed Monday, April 24 & Tuesday, April 25<sup>th</sup> as I will be attending the NYS Town Clerk Conference

### **Tax Collector Report**

For the month of March, the Tax Collector received \$92,190.57 in taxes and \$1,815.68 in interest payments. The Cattaraugus County Treasurer was paid a final payment of \$142,108.40 and unpaid taxes have been returned to the Treasurer's office.

Account#	Account Description	Fee Description	Qty	Local Share
	Certified Copies	Certified Copies	5	50.00
	Marriage License	Marriage License	1	9.50
	town share	\$10.00	10	6.00
		\$5.00	5	1.50
		30.00	16	28.80
		<b>Sub-Total:</b>		<b>\$95.80</b>
A1411	E-Z Pass Sales	E-Z Pass	2	50.00
		<b>Sub-Total:</b>		<b>\$50.00</b>
A2544	Dog Licensing	Female, Spayed	12	48.00
		Female, Unspayed	5	50.00
		Male, Neutered	12	48.00
		Male, Unneutered	2	20.00
		<b>Sub-Total:</b>		<b>\$166.00</b>
A2590	Building Permit	Building Permit	1	35.00
		<b>Sub-Total:</b>		<b>\$35.00</b>
A2770	Misc	Misc	1	0.25
		<b>Sub-Total:</b>		<b>\$0.25</b>
<b>Total Local Shares Remitted:</b>				<b>\$347.05</b>
Amount paid to:	County Share			568.70
Amount paid to:	NYS Ag. & Markets for spay/neuter program			45.00
Amount paid to:	State Health Dept			22.50
<b>Total State, County &amp; Local Revenues:</b>		<b>\$983.25</b>	<b>Total Non-Local Revenues:</b>	
			<b>\$636.20</b>	

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Tamara A Utley, Town Clerk, Town of Perrysburg during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

_____	_____	_____	_____
Supervisor	Date	Town Clerk	Date

**Analysis of Collections  
by transactionDate**

<u>Date</u>	<u>Qty</u>	<u>Taxes collected</u>	<u>Interest paid</u>	<u>Penalty paid</u>	<u>Overpayment</u>	<u>Daily total collected</u>	<u>Total overall collections</u>
3/1/23	2	6,421.12	128.42	0.00	0.00	6,549.54	6,549.54
3/2/23	1	1,957.55	19.58	0.00	0.00	1,977.13	8,526.67
3/3/23	1	1,609.02	32.18	0.00	0.00	1,641.20	10,167.87
3/4/23	2	3,428.83	60.05	0.00	0.00	3,488.88	13,656.75
3/7/23	2	609.46	12.19	0.00	0.00	621.65	14,278.40
3/8/23	1	860.19	17.20	0.00	0.00	877.39	15,155.79
3/9/23	3	3,485.67	69.71	0.00	0.00	3,555.38	18,711.17
3/10/23	4	5,637.63	112.74	0.00	0.00	5,750.37	24,461.54
3/13/23	2	1,341.83	26.84	0.00	0.00	1,368.67	25,830.21
3/15/23	4	5,496.83	109.93	0.00	0.00	5,606.76	31,436.97
3/16/23	3	2,064.40	41.29	0.00	0.00	2,105.69	33,542.66
3/17/23	3	5,908.36	118.17	0.00	0.00	6,026.53	39,569.19
3/20/23	1	1,965.52	39.31	0.00	0.00	2,004.83	41,574.02
3/21/23	1	3,424.26	68.49	0.00	0.00	3,492.75	45,066.77
3/22/23	1	6,543.90	130.88	0.00	0.00	6,674.78	51,741.55
3/24/23	4	9,850.92	197.02	0.00	0.00	10,047.94	61,789.49
3/25/23	1	5,378.11	107.56	0.00	0.00	5,485.67	67,275.16
3/27/23	8	12,253.47	245.07	0.00	0.00	12,498.54	79,773.70
3/28/23	2	3,106.28	62.12	0.00	0.00	3,168.40	82,942.10
3/29/23	1	1,621.06	32.42	0.00	0.00	1,653.48	84,595.58
3/30/23	5	2,983.37	59.66	0.00	0.00	3,043.03	87,638.61
3/31/23	3	5,253.73	105.07	0.00	0.00	5,358.80	92,997.41
<b>03/23</b>	<b>55</b>	<b>91,201.51</b>	<b>1,795.90</b>	<b>0.00</b>	<b>0.00</b>	<b>92,997.41</b>	<b>92,997.41</b>

**Analysis of Collections  
by transactionDate**

<u>Date</u>	<u>Qty</u>	<u>Taxes collected</u>	<u>Interest paid</u>	<u>Penalty paid</u>	<u>Overpayment</u>	<u>Daily total collected</u>	<u>Total overall collections</u>
4/1/23	1	989.06	19.78	0.00	0.00	1,008.84	94,006.25
04.23	1	989.06	19.78	0.00	0.00	1,008.84	94,006.25
<b>Totals:</b>	56	92,190.57	1,815.68	0.00	0.00	94,006.25	94,006.25

DOG FEES CHARGED PER TOWN/CITY  
CATTARAUGUS COUNTY

TOWN/CITY	SPAY	UNSPAY	Residents (2020 Census)		# Licensed Dogs
Allegany	\$ 10.00	\$ 20.00	7024		741
Ashford	\$ 8.50	\$ 16.50	2110		560
Carrolton	\$ 7.00	\$ 15.00	1372		
Cold Spring	\$ 5.00	\$ 15.00	1915		
Conewango	\$ 5.00	\$ 13.00	1917		
Dayton	\$ 7.00	\$ 17.00	1718		446
East Otto	\$ 6.00	\$ 15.00	1173		
Ellicottville	\$ 5.00	\$ 15.00	1259		112
Farmersville	\$ 7.00	\$ 15.00	1202		
Franklinville	\$ 10.00	\$ 20.00	2826		
Freedom	\$ 7.00	\$ 15.00	2425	(add'l \$5 first year fee)	
Great Valley	\$ 13.00	\$ 30.00	1850	(total for 3/yr license)	
Hindsdale	\$ 10.00	\$ 20.00	2195		
Humphrey	\$ 5.00	\$ 15.00	727		
Ischua	\$ 10.00	\$ 15.00	779		
Leon	\$ 8.00	\$ 15.00	1390		
Little Valley	\$ 6.00	\$ 18.00	1682		327
Lyndon	\$ 6.00	\$ 13.00	680		
Machias	\$ 10.00	\$ 20.00	2111		
Mansfield	\$ 3.50	\$ 10.50	758		
Napoli	\$ 6.00	\$ 18.00	1178		
New Albion	\$ 10.00	\$ 20.00	1958		
Olean (City)	\$ 15.00	\$ 25.00	13941		
Olean (Town)	\$ 10.00	\$ 20.00	1801		
Otto	\$ 10.00	\$ 20.00	694		
Perrysburg	\$ 5.00	\$ 13.00	1678		443
Persia	\$ 8.00	\$ 20.00	2510		412
Portville	\$ 10.00	\$ 15.00	3532		600
Randolph	\$ 5.00	\$ 15.00	2168		
Red House			29		
Salamanca (City)	\$ 16.00	\$ 28.00	5918		
Salamanca (Town)	\$ 8.00	\$ 15.00	580		
South Valley			287		
Yorkshire	\$ 9.00	\$ 18.00	3839		
AVG	\$ 10.28	\$ 20.56			

Town of Perrysburg  
Budget Modification  
4/10/23

**General Fund**

Budget Modification

Modify 2023 adopted budget by increasing Revenue Line A3800 State Aid JCAP Grant by \$18,260 and Increasing Expenditure Line A1110.2 Justices Equipment by \$18,260

*To reflect JCAP grant awarded to town*

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