

Town of Conewango Board Meeting - March 11, 2026

Present: Councilman Hubbard, Councilman Studley, Supervisor McGuire, Councilman Pitts and Councilman Finch

Call to Order - The meeting was called to order at 7:01 PM.

Review of last month's meeting minutes: Motion to accept made by Councilman Studley and seconded by Councilman Finch passed all ayes.

Correspondence

- **Prosecuting Attorney Resignation:** Kelly Balcom resigned as Town Prosecutor, effective March 31, 2026. The Board formally recognized her resignation with a **motion made by Supervisor McGuire and seconded by Councilman Finch, passed by all ayes.**
- **Rutledge Cemetery Donation:** The Rutledge Rural Cemetery Association sent a thank-you note for the town's \$6,200 donation and continued support.
- **Randolph After Prom:** The 34th annual After Prom will be held on Sunday, May 3, 2026, Donations are requested for gift certificates, monetary contributions, and prizes.

Department Head Reports

- **Building Code Officer:** Issued two permits (one fee-exempt for Conewango Fire Hall), handled nine calls, and performed five inspections. Suggested adding a \$20 permit fee for fencing, to be considered town wide.
- **Dog Control Officer (Samantha Smith):** One dog redemption in February 2026.
- **Assessor:** No report.
- **Justice Department (Judge Callen):** Audit checklist completed. Judge Kalan can attend next month's meeting for the full audit.
- **Town Clerk:** February 2026 revenue was \$525, with the town's portion being \$500.50, from two building permits, one dog fine, two certified copies, and two dog licenses.
- **Supervisor:** Financials provided by Doreen Mayhew (formerly Baggett, Laredo, and Baggett). General ledgers and bank reconciliations match.

Unfinished Business / Action Items from Last Meeting

- **Justice Audit Date:** The Justice Audit was set for April 8, 2026, during the board meeting. **Motion made by Supervisor McGuire and seconded by Councilman Studley passed with all ayes.**
- **Investment Choices:** Discussion on investment firms for the town's funds. Epic Fund was present to give a presentation and take question regarding their program.
 - **Yield:** ~3.54% (net of fees).
 - **Safety:** S&P rated AAA; investments are in U.S. Treasuries and government-guaranteed securities.
 - **Liquidity:** Daily access to all funds with no minimums or transaction limits.

- **Benefit:** Pooled investments provide better rates than individual banks.
- **Local Law 1 of 2026 (Dog Law):** The Department of State accepted Local Law 1 of 2026 on March 2, 2026, making it an official local dog law.
- **Dog Census Update:** No update received from Sam. The town needs to clarify if farm dogs are exempt from licensing under the new law.
- **Assessor Assistant Title (Kelly McClain):**
 - The non-competitive title for the assessor's assistant is not yet been found that can be approved by Civil Service. The Association of Assessors is researching a solution.

New Business

- **Financial Strategy & Investments**
 - Currently the town's funds in savings accounts are earning negligible interest.
 - Decision: The Board approved **Resolution 7-2026** to join the EPIC Fund. **Motion made by Supervisor McGuire and seconded by Councilman Studley passed with roll call vote all ayes.**
 - Action: Transfer funds from Cattaraugus County Bank to the EPIC Fund.
- **Credit Card Payments:**
 - **Vendors:** CSG Fort vs. Evalon.
 - **Fee:** Both offer a 3% customer-paid fee on a long-term contract.
 - **Hardware:** CSG Fort requires a purchased reader (\$200–\$1,500); Avalon provides one free, with options to rent or buy a second.
 - **Key Factor:** CSG Fort claims superior AI fraud protection. The decision is on hold pending a formal proposal and confirmation of compatibility with the Unified Justice Court System.
- **Town Historian:** Supervisor McGuire appointed Nikki Wright as Town Historian. The Board acknowledged the appointment.
- **AUD Extension:** An extension was filed and accepted for Doreen Mayhew to generate the annual financial report, expected by the end of next month.
- **Budget Transfers (Resolution 8-2026):**
 - \$495 transferred from Contingency into Supervisor Contractual Account.
 - \$200 transferred from General Repair Construction into Brush and Weed Contractual (Highway Fund). **Motion made by Supervisor McGuire seconded by Councilman Studley, roll call vote all ayes.**
- **Prosecutor Appointment:** Judge Brown's appointment of Jessica Ungaro as prosecuting attorney, effective April 1, 2026, was acknowledged and approved by the Board. **Motion made by Supervisor McGuire and seconded by Councilman Studley passed by all ayes.**

Community Comments and Concerns

- **Cowens Corners Road & Clear Creek Erosion:** A new erosion spot is threatening the road. The Highway Superintendent will be asked to monitor it.
- **After Prom Donation:** Board members agreed to make a personal donation towards the Randolph After Prom event.

Payment of Claims

- The bills were approved for payment. **Motion made by Supervisor McGuire and seconded by Councilman Finch passed by all ayes.**

Audit of Bills

General Warrant #3-2026: Vouchers # 43 – 64: Totaling \$ 14,608.94

Highway Warrant #3-2026: Vouchers # 15-19: Totaling \$ 8,123.24

Next Steps

- Supervisor McGuire:
 - Consult with attorneys re: townwide fence permit
 - Finalize EPIC Fund transfers.
 - Obtain a formal proposal from CSG Fort for credit card payments.
 - Confirm credit card vendor compatibility with the Unified Justice Court System.
 - Clarify farm dog licensing exemptions.
 - Follow up with the Association of Assessors on the assessor assistant title.
 - Look into Municipal Electric and Gas Alliance for lowering electric rates.
- Highway Superintendent:
 - Monitor creek erosion at Collins & Conewango.
- Board:
 - Conduct the Justice Audit at the April 8, 2026, meeting.
- Clerk:
 - Contact NY Archives to schedule records inventory/retention assessment

Meeting Adjourned at 8:28 PM – Motion by Councilman Finch

Respectfully Submitted,

**Jennifer McGuire
Conewango Town Clerk**