

Town of Conewango Board Meeting June 10, 2026

Meeting Called to Order at 7:02 PM

In Attendance: Supervisor McGuire, Councilmen Studley, Hubbard, Finch & Pitts, Clerk McGuire

Correspondence

- **Cattaraugus County Planning Board Annual Dinner:** The 65th annual dinner will be held on July 29th in Machias
- **G&G Grant Administration Contract:** G&G, the grant administrators for the awarded salt shed barn project, submitted a contract for comprehensive grant administration services.
 - **Purpose:** To ensure compliance with NYS DEC requirements and successful project completion. **Compensation:** \$125 per hour for grant administration, reporting, and reimbursement requests.
- **Rutledge Cemetery Complaint:** A resident reported mud, ruts, and a recently cut tree at Rutledge Cemetery before Memorial Day weekend, assuming the town was responsible.
 - **Town Response:** The Town sympathized with the resident's experience but clarified that the Rutledge Cemetery Association manages the cemetery, not the town.
- **NYS AG and Markets Inspections:**
 - Phoenix Humane Society of Greater Cattaraugus shelter inspection passed with no unfavorable findings. Dog Control Officer inspection was favorable with no problems found. Noted 24 dogs seized for the town since the last inspection.

Department Head Reports

- **Highway Superintendent:** No report provided
- **Building Code Officer:** Issued 1 permit, observed 2 violations, completed 3 final inspections, and issued 2 Certificates of Occupancy, generating \$125 in revenue. Fielded 14 calls.
- **Dog Control Officer:** No report
- **Assessor (Roxanne):**
 - Assisting taxpayers with Enhanced STAR exemptions.
 - Board of Assessment Review met on June 4, 2026.
 - Will be on vacation from June 9th to 13th; Kelly will be available.
- **Justice (Honorable Kalan Brown):**
 - During May, 2 cases were resolved (both traffic).
 - Several other cases were deferred to June.
 - One after-hours arraignment was performed.
 - Collected \$293 in fines.
- **Clerk:**
 - Total revenue for the month was \$215, with \$177.26 allocated to the town.
 - Revenue sources: 1 building permit, 1 dump ticket, 5 registered fees for death certificates, 2 fishing licenses.
 - Applied to the New York Department of State for a notary commission; awaiting commission ID to order seal/stamp.
- **Supervisor:**

- Financials were reviewed by Doeren Mayhew Advisors, matching bank records and are on file in the clerk's office.

Unfinished Business

- **Salt Shed Project Bidding:** A recent court ruling (last Thursday) prohibits the use of cooperative bidding (piggybacking) from Sourcewell for construction projects, stating it's not allowed by law for "actual construction stuff," only for buying products.
 - **Impact:** The project may need to be advertised for bid, requiring a full bidding process and legal paperwork.
 - The grant is still secured.
- **Dog Census Update:**
 - Roxanne (Assessor) can provide a printout of residential residents for a mailer.
 - The clerk is getting an update to older clerk software, which may allow printing postcards directly.
- **Credit/Debit Card Payment Machines:**
 - Machines have been received.
 - Dates have been provided to the representative to schedule final software setup and operationalization.
 - The service is close to being offered.
- **Add Third Person to Bank Account:** The Supervisor McGuire and Councilman Finch need to coordinate a time to go to the bank to add a third signatory to the bank account.

Community Concerns

- **Paving Communication & Materials:** Concerns were raised regarding recent paving work.
 - **Communication:** Residents received insufficient notification about the paving schedule.
 - **Materials:** "Bank-run gravel" with large rocks was used for road shoulders instead of screened gravel, despite thousands spent on blacktopping.
 - **Shoulder Responsibility:** The town is responsible for shoulders (roughly 25 feet from the centerline), and requests were made for the Highway Superintendent to address inclines and bumps.
- **Dirt Road Surface work:** Resident stated that the highway department did a great job!

New Business

- **Annual Audit:** The annual audit has been submitted to the state and accepted. It is now available on the website and a copy is at the town office.
- **Supervisor Audit:** Can now be scheduled for next month 7/15/2026.
- **2027 Budget:**
 - Department heads are encouraged to review current spending and anticipate needs for next year.
 - Budget papers will be distributed earlier this year (before end of July) to allow for proper allocation of funds to specific lines (e.g., training, municipal dues) instead of drawing from general "contractuals."
- **G&G Contract Motion:**

- **Motion:** Made by Councilman Studley to sign the contract with G&G for grant administration.
- **Seconded by:** Councilman Pitts.
- **Vote:** All in favor (Aye). No opposition or abstentions
- **Budget Transfers (Resolution 11-2026):**
 - **Transfers:**
 - \$549 from contingency to tax collector contractals.
 - \$465 from contingency to building contractals.
 - \$74 from contingency to garage contractals.
 - **Motion:** Made by Supervisor McGuire to move Resolution 11-2026 forward for budget transfers as requested.
 - **Seconded by:** Councilman Finch.
 - **Roll Vote:**
 - Councilman Pitts: Aye, Councilman Finch Aye, Councilman Studley Aye, Councilman Hubbard Aye, Supervisor McGuire Aye.
 - **Vote:** Approved 5-0.

Audit of Claims

- **Motion:** Made by Councilman Studley to audit the claims.
- **Seconded by:** Councilman Hubbard.
- **Vote:** All in favor (Aye). No opposition or abstentions recorded

General Warrant # 6 -2026	Vouchers 104-121	Totaling \$ 5,656.06
Highway Warrant #6-2026	Vouchers 45-55	Totaling \$ 96,721.76

Adjournment

- **Motion** to adjourn made by Councilman Finch at 7:48 pm