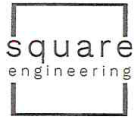


September 24, 2025

A Capital Water Project Workshop was held at 6pm prior to the regular scheduled monthly meeting. Matt Zarbo with Square Engineering went over the prior, current and future steps of the capital water project. See outline below:



Square Engineering D.P.C.
1385 Hertel Ave, Buffalo, NY 14216
716-208-4534 | mzarbo@squareeng.com

**Village of Cassadaga Water Project Update
September 24, 2025**

1. Recap of Water Project Development

- a. Trustee directly reached out inquiring about progressing a water project (Early 2024)
- b. Board Approved allocating funds for a water study
- c. Late January/Early February – Met with Sam at his shop to briefly understand water issues
- d. 2/28/24 Board Meeting – First Introduction to the Board
 - i. Presentation on our Team, available funding, and general project procedure
 - ii. Discussed the WIIA grant program (noting 60% grant) as the target program
 - iii. Discussed RFQ process and timing to complete Study/grant programs
 - iv. Started the following the meeting, with an agreement to follow
- e. 5/22/24 Board Meeting – Draft Preliminary Engineering Report Presentation
 - i. Our agreement was official approved on this date, although PER work was completed
 - ii. Presentation discussed:
 1. Existing Conditions
 2. Proposed Improvements
 3. Estimated Capital Cost
 4. Capital Debt and Possible Rate Increases – Discussed a Future Water Rate between \$500 and \$600 per year (this would be an increase of \$100-\$200 per year)
 5. Next Steps and Funding applications to be submitted
 - iii. \$9,500,000 Bond Resolution adopted by Board
- f. 3/26/25 – Municipal Solutions provided via email.
 - i. \$9.5 million project with \$5M WIIA, \$1,748,007 of 0%, and the loan remainder at 1/3 subsidized interest
 - ii. \$8.6 million project with \$5M WIIA, \$1,748,007 of 0% and the loan remainder at 1/3 subsidized interest
- g. 3/26/25 Board Meeting – Board Approved Design Contract and to move forward with current services
 - i. Provided Board with one page Form E project Budget

2. Progress Update (Provided at 9/10 Board Meeting)

- a. Survey
 - i. Field work has begun
 - ii. Office mapping underway



- b. Soil Borings
 - i. Borings for water main and new treatment building completed.
 - ii. Testing indicated some corrosive soils in the area (for ductile iron pipe). Will likely utilize PVC in areas or for the whole project.
 - iii. Awaiting geotechnical report for new treatment building
- c. Groundwater Investigations
 - i. Test well drilled in early August
 - ii. Preliminary water quality testing indicated the water could be higher iron and manganese, which would require sequestration. Existing building is already equipped for this. We plan to complete further testing to verify.
 - iii. Early indications are that this should be a new viable well location, but the hydrogeologists does recommend possible looking at other (privately owned) properties due to high iron. More to come.
- d. Design
 - i. Plans have been progressed based on aerial photography and publicly available data.
 - ii. Awaiting survey to progress design further and meet with Sam in the field.
- e. Next Steps
 - i. Progress design
 - ii. Further groundwater testing/evaluations
 - iii. Set up meeting with Sam once survey is received

3. Financial Discussion

- a. Projected Project Cost: \$8,600,000 to \$9,500,000*
- b. Funding Received to Date
 - i. 60% Grant Up to \$5M
 - ii. \$1,748,007 in 0% Interest
- c. Pending Applications
 - i. NYS CDBG Grant – Possible \$2 M
 - ii. Additional 0% Interest – Remainder of Loan
- d. Review of Current and Potential Funding
- e. Review of Engineering Expense and Discussion on Future

The regular meeting of the Village of Cassadaga was held on September 24, 2025, at 7:08PM, with Mayor William Dorman presiding. Trustees present included Cindy Flaherty, Danna DuBois, Cathy Cruver, and Bill Astry. Also present was Clerk Annette McChesney. Absent were Deputy Clerk Roxanne Astry, Attorney Joe Calimeri, and Superintendent of Public Works Sam Alaimo.

RESOLUTION # 143

APPROVAL OF MINUTES

A motion was made by Trustee Astry to approve the minutes of September 10, 2025, seconded by Trustee Flaherty. VOTE: 5 AYES, 0 NAYS.

RESOLUTION # 144

APPROVAL OF AGENDA WITH REVISIONS

Per Trustee DuBois, Chief Robert Frank will not be able to attend this evening. She will present the request for approval for the purchases the fire department would like to make under New Business #3. A motion was made by Trustee Cruver to approve the agenda with revisions, seconded by Trustee Flaherty. VOTE: 5 AYES, 0 NAYS.

GUESTS: Rudy Abersold-Putnam Rd, John Sipos-Village Historian, Matt Zarbo-Square Engineering for Water Project, Nancy Wickmark-Pettit Pl, Braden Carmen-Observer, Michaela Lemelin-Dale Dr, Ray Guzman-Dale Dr, Randy Carlson-Burnham Rd, Lori Brockelbank-Davey Resource Group (Tree Inventory Grant)

Nancy Wickmark – she is on a committee to fill the open mayor and two trustee seats in the village; and she will be running as a write in candidate for mayor and current Mayor Bill Dorman will be running as a write in candidate for one of the trustee positions, she feels if they are elected this will be good synergy and they will continue with the current momentum in the village

Michaela Lemelin - she questioned who was running the facebook page, Trustee Flaherty stated she posts events etc. on there, Ms. Lemelin was concerned because she said she has been blocked, and her comments have been removed from posts and that should not be allowed to happen and is unacceptable on a public page

Lori Brockelbank- Village Tree Committee Member - she spoke on a current \$1,000.00 grant opportunity that is available to the village since they have been a member of Tree City USA for 5 years, however they need to also be a member of the NYS Urban Forestry Council (who awards the grants) at a cost of \$100 for membership

RESOLUTION # 145

APPROVAL TO JOIN NYSUFC

A motion was made by Trustee Cruver to spend \$100.00 from A.8560.400 Shade trees contractual fund line to join the NYS Urban Forestry Council, seconded by Trustee DuBois. VOTE: 5 AYES, 0 NAYS.

Lori Brockelbank- Davey Resource Group Representative – they have completed the Tree Inventory and Community Forest Management Plan under the Urban Forestry Grant the village was awarded. They found 627 trees and vacant sites within the village right of way with 89% fair or good. The village has a great ratio of species as well. Whereas most things depreciate over time the trees actually appreciate. They did find

that around 41% of newer plantings are in conflict with wires so they want to make sure that all future planting locations are considered more carefully. She also spoke on the spotted lantern fly that has been seen in areas of NY, they eat everything and also secrete a honeydew substance which creates black mold and causes plants, trees, etc to die off, there is no chemical treatment. She will do a formal presentation on the tree inventory and future plantings at a later date with a public hearing

John Sipos – Historian – he stated that on September 14, 1814, Francis Scott Key was inspired by the raising of the flag to write a song that eventually became our national anthem, at that time the American Flag had 15 stars & stripes. He also commended the organizers of the Annual Cassadaga Fire Department's Installation Banquet he attended this past weekend, it was so well organized, and so well done. He took pictures and wrote an article for the paper, see below:



Cassadaga Volunteer Fire Department Holds Installation Banquet for 2025

By John Sipos, Cassadaga Village Historian

CASSADAGA-The Cassadaga Volunteer Fire Department held its 2025 installation banquet at the Cassadaga Fire Hall in the village.

The volunteer fire department was organized in 1924 shortly after the village was incorporated, and is in its 101st year of serving the village. Volunteers have served this community and protected it for over 101 years now. Vice president of the fire department Dan Russell served as the master of ceremony, and welcomed all to the banquet. Russell then introduced those seated at the head table, and the many visitors and guests. Following the pledge of allegiance to the American Flag, a moment of silence was held for the 5 Cassadaga Fire Department members "who answered their last call of duty," and for the 72 firefighters who died in the line of duty in 2024 throughout the U.S. and the 63 already in 2025.

Special guests included Cassadaga Village Deputy Mayor William Astry and his wife Roxanne who is the Deputy Clerk, Cassadaga Village Clerk and Department Member Annette McChesney and husband Gordy, Cassadaga village trustee Danna DuBois, who is also the fire department president, and friend Andy Hastings, Cassadaga Village historian and life members John Sipos and his wife Susan. Sipos is also on the Stockton Town Board. Also included were bordering chiefs Roger Salhoff and his friend Chloe from Stockton, Stockton EMS Captain Betty Catanese and husband Jeremy, Chief Tom Kolassa and his wife Janice from Sheridan, Chief Andy Montague and his wife Stacey from Forestville, assistant chief Bill Avis and his wife Jackie from Lily Dale, and Assistant Chief Andy Anderson and his wife Megan from Sinclairville. Honorary Life Members from Pine Bush Fire Department Bob Morgenthaler, Frank Garvey Sr., Wilbur and Donna Meyers, and Retired FDNY Firefighter Anthony Barruso and his wife Antoinette were introduced. Present from the Chautauqua County Office of Emergency Services were Fire Coordinator Noel Gutman and his wife Jennifer, 1st Battalion Chief Mike Keddie and his wife Penny, and HazMat Coordinator and department BOD president Christopher Wichlacz and his wife Tammie who is also a department member. At the head table introduced by Vice President Dan Russell, with his wife Becky, were Senator George Borrello of the 57th District, who spoke of helping others, and said he is here today to say thank you to all the volunteers, and Lisa Vanstrom Administrative Assistant and Chautauqua County District 15 Legislator, Laura Logan and husband Richard, Danna DuBois and boyfriend Andy Hastings, Debbie Johnson and daughter-in-law Brittney. Also introduced Chief Robert Frank Sr. and his wife Becky, 1st assistant chief Donald Minnich, 2nd assistant chief Christopher Frank, Captain David Dunlap, and Lieutenant David Muscato. From the Chautauqua County Sheriff's Office was the Chautauqua County Sheriff James Quattrone,

Village historian John Sipos gave the invocation and blessing prior to the meal. The meal was catered by Super Duper Catering. The refreshment attendants were Nicole Burrige and Ashley Zambotti. The DJ was Anthony Barruso. A special thanks was extended to the many who set up the tables that morning, and to the banquet committee for organizing the evening's banquet.

Following the meal, the department chief told of the 237 calls this year and the number of hours, and the number of hours of training totaling 2667 hours. 7 new members were accepted into the department. A special thank you was extended to the Ladies Auxiliary by Laura Logan, and flowers were given to Auxiliary members by Katie Russell, Aurora Frank and Madison Frank. Perk Newell spoke for the Ladies Auxiliary and this group of 36 is very valuable to the fire department for their dedication. The following were recognized for their years of service with the fire department: Joshua Newark for 10 years of service, 2nd Assistant Chief Donald Minnich for 10 years of service, Fire Police Captain Andy Hastings for 10 years of service, Danielle Newark for 20 years of service, and Stanley Zembryski for 40 years of service.

The top ten responders in 2024 were Debbie Johnson, Patricia Mangine, Dimmer Shaw, Andy Hastings, Mike Lehen, Archie Colton, Danna DuBois, Bob Frank, Dan Russell, and Teresa Penhollow. Line officers recognized were 1st Assistant Donald Minnich, 2nd Assistant Christopher Frank, Captain David Dunlap, and Lieutenant David Muscato. The John R. Pattison Rookie Firefighter of the Year award was presented to Patricia Mangine. Anthony Borruso was awarded Honorary Lifetime Member of the Fire Department. Borruso was a member of the New York City Fire Department for 29 years, retiring in July 2024, and served as the DJ in Cassadaga for several years.

A special thank you to the banquet committee for putting together this event, including Courtney Logan for helping with the flowers and the crew for setting up tables and chairs in the morning.

The Cassadaga Volunteer Fire Department is definitely a very important part of the Cassadaga Village.

Caption for the photograph: At the Cassadaga Volunteer Fire Department installation banquet for 2025, Cassadaga Deputy Mayor William Astry gave the oath of office to the incoming officers. Shown are Deputy Mayor William Astry giving the oath of office to Laura Logan incoming Secretary, Dan Russell incoming Vice President, Danna DuBois incoming President, and Debbie Johnson incoming treasurer. Photograph by John Sipos

ATTORNEY JOE CALIMERI REPORT – Absent

MAYOR DORMAN'S REPORT – No Report

CLERK MCCHESENEY'S REPORT

- She and Deputy Mayor Bill Astry had an hour long zoom meeting with the State Comptroller's Cybersecurity Auditors on 9/16, they anticipate about 3-4 more months before they can wrap up the village audit, they have some mandatory training throughout this time as well. They pointed out four areas that they will be focusing on, and the village board will have a chance to review and ask questions and/or make corrections once they have a preliminary report available
- Cheryl with Baghat & Laurito-Baghat (the independent auditors) was there on 9/18 for about 4 hours conducting field work, they do not have a tentative completion date just yet
- Deputy Clerk Astry came in on 9/16 and she and Clerk McChesney were able to finish entering all of the data into the yearly State Comptroller's Audit, she is just waiting to hear back from the accountant to see if she needs to make any adjustments (journal entries) prior to submitting it's due by 9/28
- She has received numerous water and tax bill payments from the late notices that she sent out and should have the total unpaid water and tax bill amounts by the next meeting
- She sent in the Report for Personnel Change for all of the seasonal workers and also received her yearly payroll certification from the county
- Sam Alaimo came in and went over the numbers for Frisbee Road paving/repairs, CHIPS should cover most but he may be into his streets budget by quite a bit, it depends on how it all turns out

DEPUTY CLERK ASTRY'S REPORT-Absent

OLD BUSINESS

1. **BATHHOUSE AT BEACH** – Per Trustee Astry he should be able to wrap up last few touch ups/repairs in the next couple weeks, he did notice the bathroom doors were both propped open on Tuesday so he stopped and closed them, they were locked, as they should be, but someone must have gotten them open somehow, Trustee Flaherty will check the cameras. Trustee DuBois stated that she and other residents have noticed a gentleman around town staying on the park benches or the bus stop area, not necessarily related but just something to take note of
2. **WATER PROJECT** – See updates above under Capital Water Project Workshop, also the board discussed approving closing on the short-term finance package

RESOLUTION # 146

APPROVAL TO CLOSE ON OCTOBER 16TH

A motion was made by Trustee Astry to approve closing on short-term financing for the capital water project on October 16, 2025, seconded by Trustee Flaherty. VOTE: 5 AYES, 0 NAYS.

3. FRISBEE & LAKEVIEW ROAD UPDATES

- Trustee Astry reported that Frisbee Road was resurfaced today, and the road is now 30' wide as it should be instead of 28', the Town of Stockton is going to assist with filling and completing the shoulders with gravel. Trustee DuBois asked why Frisbee was striped before it was paved, he explained because they were already doing the other ends of the road its easier than stopping, but they will be back to re-stripe once it's ready

4. CASSADAGA LAKES ASSOCIATION (CLA) UPDATES

- Nancy Wickmark reported that the DEC had come back with questions on their beaver dam removal applications, they worked with the consulting firm to answer those questions and make any changes as requested, and they are hoping to hear back by the end of next week if the permits are granted

5. LIST OF ALL VILLAGE EQUIPMENT W/ AGE & CONDITION

- Trustee Astry stated No Report, but Trustee DuBois questioned how Clerk McChesney supplied a list of equipment to the auditors, Clerk McChesney stated she took the insurance list and the fixed asset list and sent that in, but it's not a 100% compilation, Trustee DuBois would like copies since it's been 10 months and she still hasn't received the list yet

6. NY FORWARD/GRANT COMMITTEE UDATES

- Nancy Wickmark reported that they had a developer come out from Buffalo and meet with them to discuss the potential project for Senior Living & Early Childhood Center on the property behind Cassadaga Shurfine, the owner of the property has stated that he is willing to sell. The grant committee now has a member from the Town of Pomfret as well; this is crucial since the project will actually be located in the Town of Pomfret and they can speak to their zoning, utilities, etc. The NY Forward Grant application needed more than a concept; it needed a commitment which is what the committee is hoping to have next time they apply

7. ZONING REWRITE REVIEW

- Attorney Joe Calimeri is reviewing, will be late in the fall

8. 72 Lakeview Avenue

- Clerk McChesney stated she has no updates from the Code Enforcement Officer, Trustee Flaherty will reach out to him

NEW BUSINESS

1. BUDGET ADJUSTMENT A.7310.100 BEACH STAFF

- Clerk McChesney reported that the beach staff budget was under by \$1,786.14, Trustee Flaherty thought this could be due to extra lifeguards needed due to 89 kids signing up for swim lessons which is great, discussion was had on which budget lines to take from

RESOLUTION # 147

APPROVE BUDGET ADJUSTMENT

A motion was made by Trustee Flaherty to Increase A.7310.100 Youth Personnel (Beach Staff) and decrease A.7270 Band Concerts by \$500.00 and decrease A.7310.420 Repairs at Beach by \$1,286.14, seconded by Trustee Cruver. VOTE: 5 AYES, 0 NAYS

2. APPROVE BUDGET LINE TO PAY DAVEY INVOICE

- Discussion was had on what fund line to use to pay the 1st Davey Resource invoice received by the village for the tree inventory and management plan, this will need to be paid first by the village and then the monies will be reimbursed by the DEC, who awarded the grant, after all documentation has been sent in and the project is complete, the board would like to increase the fund line for shade tree contractual and decrease the fund line for landscape maintenance, once funds are reimbursed this will be reversed so that both accounts are back to the initial budget amount

RESOLUTION # 148

APPROVE BUDGET ADJUSTMENT & PAY INVOICE

A motion was made by Trustee DuBois to Increase A.8560.400 shade trees contractual by \$3,910.00 and decrease A.5110.110 landscape maintenance by \$3,910.00 to pay Davey invoice, seconded by Trustee Cruver. VOTE: 5 AYES, 0 NAYS

3. APPROVE FIRE DEPARTMENT PURCHASE REQUESTS

- Fire department requested approval to purchase pagers for \$4,912.06 and truck mounts for new Amkus Tools for \$1,880.60 out of their equipment budget. They also requested approval to purchase 1 set of turn out gear for \$4,372.00 out of their gear budget.

RESOLUTION # 149

APPROVE PURCHASES ABOVE

A motion was made by Trustee Cruver to approve purchasing equipment as requested above for a total of \$6,792.65, seconded by Trustee DuBois. VOTE: 5 AYES, 0 NAYS

RESOLUTION # 150

APPROVE PURCHASES ABOVE

A motion was made by Trustee Astry to approve purchasing gear as requested above for a total of \$4,372.00, seconded by Trustee Cruver. VOTE: 5 AYES, 0 NAYS

SUPT. OF PUBLIC WORKS: SAM ALAIMO REPORT – Given by Trustee Astry

- He reported that Sam and Bianca have been busy the last two weeks prepping Frisbee Road for paving, picking up brush, and mowing grass

TRUSTEE ASTRY REPORT – No Report

TRUSTEE FLAHERTY'S REPORT

- She, Bob Reuther, Nancy Wickmark, Roxanne Astry and Mark Kimbrowicz are meeting with Benjamin Bidell · Revitalization Specialist at NYS Department of State Office of Planning, Development & Community Infrastructure, tomorrow

- She is also meeting with the Northern Chautauqua Community Foundation on Friday at 10:30am to discuss the grant application and the beach gazebo repairs, can Trustee Astry please attend, he will
- If anyone has any upcoming events, please let her know asap
- She would like to decorate Ames Common for fall for less than a hundred dollars from the budget like she did last year, the board agreed
- She will not be in town to attend the next board meeting
- The Citizens for a Better Cassadaga will meet on October 9th @7pm at the Library, she encourages residents to volunteer and get involved, they have an important partnership with the village
- She also mentioned the three openings the village currently has 1 on the Ethics Board, 1 on the Planning Board and 1 Alternate on the Zoning Board of Appeals, these are also great ways to get involved in the community

TRUSTEE CRUVER'S REPORT

- She mentioned that Senator Borrello was holding a town hall meeting tonight at the same time as the workshop, she would like to attend the next one to keep apprised on what's happening at the state level and how it could affect the village
- She wanted to make sure all of the equipment is ready for leaf pickup scheduled for October 6th, Trustee Astry confirmed that it is, residents voiced concerns over their piles being continuously missed last time pickups took place, they had to hire someone to remove them, Trustee Cruver assured them that unless you are notified of an issue with your pile it should be picked up
- She was looking for update on eta from the attorney for the zoning document that was taken care of under old business
- She was glad to see Frisbee Road progress
- She was following up on 41 High Street driveway complaint, Per Trustee Astry, Sam has a plan to cut and patch the driveway

TRUSTEE DUBOIS' REPORT

- She gave updates on the fire hydrant inspections completed by department members; the Chief has spoken with Sam about the 4 hydrants they have bagged as needing repairs/maintenance
- She is very happy to report that the ambulance has not had any issues since it was put back in service on 8/20, the ambulance replacement committee is still looking into options though, and since the article ran, the department members have had numerous politicians reach out to see if they can offer assistance, the committee hopes to have a recommendation by the next meeting
- She gave Cassadaga Volunteer Fire Departments' monthly Report for August 2025 as follows:
 - o EMS Calls - 22
 - o Fire Calls – 1
 - o MVA Calls – 5
 - o Alarm Activation - 0
 - o Service Calls – 2
 - o Single Company - 0
 - o Mutual Aid Given - 7

- o Mutual Aid Received – 7 (Ambulance OOS 8/14-8/20)
- o Total Calls - 30
- o Total Man Hours 176.5
- She wanted to double check, after the yearly report was read at the last meeting, to make sure a motion had been brought forth and voted on for Wilson Endurance Sports’ events next year, it was confirmed that it had taken place at a prior meeting and was passed
- She has read through the County Contract for ambulance services that Clerk McChesney provided her, it is valid as is through 2027
- She also read through the ISO report from 2020 that Clerk McChesney provided her and believes the village is due for another inspection this year or at least fairly soon, she had concerns on some of the scores for the fire department training records and the water supply/hydrants, she would like to go through all of the deficits and make corrections anywhere possible as this affects the insurance rates for the village as well as homeowners
- She discussed reviewing the Comprehensive Plan and looking at each section to see- is it appropriate, has something changed, or does it need a major overall. A few things she noted were: the lack of speed control - where are the signs, funding for big purchases - there is no future planning, code compliance-fire hydrant maintenance, Promote Cassadaga-who is doing that, Per Trustee Flaherty she thinks a lot of these items are being addressed by the NY Forward Grant Committee, Per Nancy Wickmark, Planning Board Chair they will review the Comprehensive Plan by mid-end of October after they have read the board’s recommendations, but even after it is revised it is up to the board to implement the plan itself
- Rudy Abersold questioned why the fire hydrants were tagged out of service- Per trustee Astry this is a joint operation between the fire department and the DPW, they are required to use a food grade grease on the fire hydrants and the road salt breaks that down, Trustee DuBois remembers the hydrants used to be flushed and had maintenance twice a year at Easter break and right before school started, she and Trustee Cruver would like to see that be on the schedule of important things that need to be done annually

RESOLUTION # 151

APPROVAL OF FINANCIAL STATEMENTS

A motion was made by Trustee Cruver to approve the financial report for September 24, 2025, seconded by Trustee Flaherty. VOTE: 5 AYES, 0 NAYS.

GENERAL FUND 9/24/2025	\$	379,743.70
WATER FUND 9/24/2025	\$	94,211.35
RESERVE CVFD EQ.	\$	38,733.79
RESERVE DPW EQ.	\$	22,521.05
RESERVE WATER REPAIRS	\$	50,428.29
RESERVE FOR DEBT SERVICE	\$	362,863.95

**RESOLUTION # 152
APPROVAL OF BILLS AND PAYROLL**

A motion was made by Trustee DuBois to approve bills & payroll as follows, seconded by Trustee Cruver VOTE: 5 AYES, 0 NAYS.

PAYROLL General Fund, 09/23/2025	cks: 6239-6246	\$	8,140.02
PAYROLL Water Fund, 09/23/2025	cks: 6239-6246	\$	2,181.11
ABSTRACT Sept. 24, 2025, General Cks: 10490-10496		\$	7,652.77
ABSTRACT Sept. 24, 2025, Water Cks: 10490-10496		\$	2,327.21

RESOLUTION # 153

Being no further business, Trustee Flaherty moved to adjourn, seconded by Trustee Astry at 8:31. PM. VOTE: 5 AYES, 0 NAYS

Respectfully Submitted,

Annette McChesney, Clerk Treasurer