

REGULAR & ANNUAL MEETING, TOWN OF RANDOLPH, January 7, 2026

A regular & annual meeting of the Town Board of the Town of Randolph, County of Cattaraugus and the State of New York was held at the Municipal Building, 72 Main Street, Randolph, NY on the 7th day of January 2026.

PRESENT:	Tim Beach	----- Council Member
	John Hale	----- Council Member
	Loni Nagle	----- Council Member
	Bob Learn	----- Council Member
	Cody Uhl	----- Superintendent of Highways
	Gretchen Hind	----- Clerk

ABSENT:	Dale Senn	----- Supervisor
	Bridget Marshall	----- Attorney

OTHERS PRESENT: Jeff Greeley – Town Justice; Harry Uhl, Mike & Alyssa Lundsten, Aubrey Shipherd.

ORGANIZATIONAL MEETING

Deputy Supervisor Beach called the organizational meeting to order.

OATHS OF OFFICE

Clerk Hind performed the Oaths of Office for incoming Elected Officials.

ANNUAL AGREEMENTS

RESOLUTION 1-2026

INVESTMENT POLICY

On a motion of Councilman Hale, seconded by Councilmember Nagle the following resolution was

ADOPTED	Ayes	4	Beach, Hale, Learn, Nagle
	Nays	0	

Resolved that the Investment Policy be approved as presented:

INVESTMENT POLICY

The objectives of the investment policy of this Local Government are to minimize risk, to ensure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds in:

Certificates of Deposits issued in a bank or trust company authorized to do business in New York State:

Savings Accounts or Money Market Accounts held in a bank or trust company authorized to do business in New York State.

The following banks are designated by the Town of Randolph as official depositories.
Community Bank & NYCLASS

Guideline 2. All purchases of a) supplies or equipment which will exceed \$20,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant of GML 103.

Guideline 3 All estimated purchases of :

- * Less than \$20,000 but greater than \$10,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- *Less than \$10,000 but greater than \$5,000 requires an oral request for the goods and oral/fax quotes from 2 vendors.
- * Less than \$5,000 does not require proposals or quotations.

All estimated public works contracts of:

- * Less than \$35,000 but greater than \$20,000 require a written RFP and fax/proposals for 3 contractors.
- * Less than \$20,000 but greater than \$10,000 require a written RFP and Fax/proposals from 2 contractors.
- * Less than \$10,000 does not require proposals or quotations.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- a) Emergencies
- b) Sole source situations
- c) Goods purchased from agencies for the blind or severely handicapped
- d) Goods purchased from correctional facilities
- e) Goods purchased from other governmental agencies
- f) Goods purchased at auction

Guideline 7. Where a written request for proposal is required the written request along with the written/fax quotes and vendors or oral/ fax quotes from vendors, and documentation of the estimate of the cumulative amount of the items of supply or equipment needed in a given fiscal year shall be vouchered with the invoice supporting the purchase activity.

Guideline 8. This policy shall be reviewed annually by the Town board at its organizational

TOWN BOARD MEETING

January 7, 2026

4 | Page

meeting or as soon thereafter as is reasonably practicable.

Councilman Learn entered at 7:34PM

RESOLUTION 3-2026

TOWN OFFICIALS TRAINING

On a motion of Councilman Hale, seconded by Councilmember Nagle the following resolution was

ADOPTED Ayes 4 Beach, Hale, Learn, Nagle

Nays 0

Resolved that Town Officials are authorized to attend training session connected to their position as allowed by the contractual budgeted amount and shall submit an expense voucher for process. The Town will pay expenses from each respective appropriation.

RESOLUTION 4-2025

OFFICIAL APPOINTMENTS

On a motion of Councilman Hale, seconded by Councilmember Learn the following resolution was

ADOPTED Ayes Beach, Hale, Learn, Nagle

Nays 0

Resolved that the following appointments be accepted as presented:

Official Newspaper (Post-Journal)

Official Depositories (Community Bank & NYCLASS)

Building Inspector (Tim Poitras) Deputy Hwy. Superintendent (Patrick Oyer), Deputy Clerk 1 (Shelby Jones), Deputy Clerk 2 (Cara Priest) Tax Collector (Gretchen Hind), Deputy Tax Collector (Shelby Jones & Cara Priest), Court Clerk (Julie Greeley), Deputy Court Clerk (), Town Historian (Nancy Olneiziak) \$350/yr., Official mileage rate (IRS rate), Deputy Supervisor (Tim Beach), Town Attorney (Bridget McCue/Marshall \$7200 per year), Dog Control Officer (Samantha Smith), Sample Hill Custodian (Cody Uhl), Registrar – Gretchen Hind, Deputy Registrar- Shelby Jones; Marriage Officer – Gretchen Hind

Regular meeting night is to be the second Wednesday of the month. The Budget meeting in November is to be held on the first Wednesday after the election, Organizational meeting first Wednesday of January not falling on a holiday.

RESOLUTION 5-2026

2026 EMPLOYEE SALARIES

On a motion of Councilman Hale, seconded by Councilmember Learn the following resolution was

ADOPTED Ayes 4 Beach, Hale, Learn, Nagle

Nays 0

Resolved that the salaries be approved as follows:

Hourly

Shelby Jones \$ 20.60 Deputy Clerk

TOWN BOARD MEETING

January 7, 2026

5 | Page

Cara Priest	\$ 19.00	Deputy Clerk 2
Julie Greeley	\$ 25.91	Court Clerk Records
Deputy Court Clerk		
Library Aides x6	\$ 16.00	
Jason Almeter	\$ 21.63	
Steven Sheldon	\$ 21.63	
Jeremy Ling	\$ 25.03	
Ken Miller	\$ 27.81	
Pat Oyer Jr.	\$ 29.25	
Clay Weaver	\$ 23.18	
Jacob Zachar	\$ 21.63	
Brett Payne	\$ 24.40	
Cleaners	\$ 16.00	

Salary

Mary Johnson	\$22,066.72	<i>Library Technician</i>
Julie Greeley	\$29,652.16	<i>Court Clerk</i>
Jason Beaver	\$74,108.50	<i>Water/Sewer Superintendent</i>
Gretchen Hind	\$10,562.88	<i>Water/Sewer Clerk</i>
Gretchen Hind	\$ 1,385.35	<i>Registrar</i>
Cody Uhl	\$ 2,121.80	<i>Water Stipend</i>
Tim Poitras	\$ 8,487.20	<i>Code Enforcement</i>
Cody Uhl	\$ 500.00	<i>Sample Hill Sexton</i>
Historian	\$ 350.00	
Dog Control Officer	\$ 4,193.13	<i>Dog Control</i>

Elected Official

Supervisor	\$ 4,764.50
Justice	\$22,349.97
Town Board (4)	\$ 1,369.62
Town Clerk	\$51,943.93
Highway Superintendent	\$63,430.49

RESOLUTION 6-2026

TOWN OF RANDOLPH APPOINTED BOARDS

On a motion of Councilman Beach, seconded by Councilmember Hale, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Hale, Learn, Nagle
 Nays 0

- **ZONING BOARD OF APPEALS**

TOWN BOARD MEETING

January 7, 2026

6 | Page

Zoning Board has a vacant Alternate position TBD.

- **PLANNING BOARD**

Resolved that Tom Congdon be reappointed to the Planning Board for a five-year term expiring 12/31/2029; One vacant five-year term and one vacant alternate for a one-year term Positions TBA.

There being no further annual organizational business, the organizational meeting was closed.

Supervisor Senn entered the meeting.

REGULAR MEETING

Supervisor Senn called the meeting to order with the Pledge of Allegiance.

RESOLUTION 7-2026

MEETING MINUTES

On a motion of Councilmember Nagle, seconded by Councilmember Learn, the following resolution was

ADOPTED	Ayes	5	Beach, Senn, Hale, Learn, Nagle
	Nays	0	

Resolved that the Board approves the meeting minutes from December 10, 2025 as submitted.

REPORT OF TOWN OFFICIALS

TOWN JUSTICE

Justice Greeley provided the Board notification that his records for 2025 are ready to be audited. Justice Greeley requested Cara Priest be appointed as the Deputy Court Clerk. He also requested a budget amendment transferring leftover court records wage from 2025 to deputy court clerk wage for 2026.

RESOLUTION 8-2026

BUDGET MODIFICATION

On a motion of Councilmember Learn, seconded by Councilmember Hale, the following resolution was

ADOPTED	Ayes	5	Beach, Senn, Hale, Learn, Nagle
	Nays	0	

We resolve to increase the 2026 General Fund Justice expenditure budget by \$500. This will come from fund balance and increase the account A1110.1D – Deputy Court Clerk – Personal Serv.

RESOLUTION 9-2026

HIRE DEPUTY COURT CLERK

TOWN BOARD MEETING

January 7, 2026

7 | Page

On a motion of Councilmember Beach, seconded by Councilmember Learn, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Hale, Learn, Nagle
 Nays 0

Resolved that the Board authorizes hiring Cara Priest as Deputy Court at \$18 per hour.

PUBLIC PARTICIPATION

Alyssa Lundsten, Owner of Main Street Munchkins Daycare, along with Aubrey Shipherd and Mike Lundsten, discussed a potential grant for construction upgrades at the old Inkley Pharmacy Building she purchased to house her daycare. She stated that the town was in a daycare dessert. The grant would allow them to remodel the building. They could potentially hire between 15-20 people. They are looking for a Municipal Fiscal Sponsor and asking the town to be the applicant as a non-profit. After much discussion and support from the board, Attorney Marshall is to investigate if it is legal for the Town to do so and report back to the board on her findings.

CODE ENFORCEMENT

2 permits issued in December 2025 for \$75.

RACDC- NO REPORT

Monthly Report of the Supervisor – The December 2025 Financial Report was submitted to the Board from BLB.

CLERK

Clerk Hind submitted the monthly report for December 2025 to the Board. The local shares were Town-\$218.00; Supervisor - \$91.80.

SUPERINTENDENT OF HIGHWAYS – Highway Superintendent Uhl provided a report for December 2025.

WATER/SEWER

No report

SAMPLE HILL

No activity.

HISTORIAN

The 2025 Historian report was submitted to the Board.

ASSESSORS

December 2025 was submitted to the Board.

COMMUNICATIONS – AOT Annual Meeting information was shared.

TOWN BOARD MEETING

January 7, 2026

8 | Page

OLD BUSINESS

Bi-Centennial – Meeting are held the 3rd Wednesday of each month at 6:30.

NEW BUSINESS

RESOLUTION 10-2026

HEALTH INSURANCE

On a motion of Councilmember Learn, seconded by Councilmember Hale, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Hale, Learn, Nagle
 Nays 0

Resolved that the Town Employee Health Insurance change to Univera Gold 1 effective 2/1/2026.

AUDIT OF TOWN BOOKS

The Audit of the Clerk and Justice books will be February 11th at 7:00 pm. The Town Audit with Treasurer/Bookkeeper is TBA.

RESOLUTION 11-2026

LED LIGHT CONVERSION – MUNICIPAL BUILDING

On a motion of Councilman Learn, seconded by Councilman Nagle, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Hale, Learn, Nagle
 Nays 0

Resolved that the Town authorizes awarding the Municipal Building LED Lighting Upgrade Project to VT Power for \$16,000.

RESOLUTION 12-2026

AUCTIONS INTERNATIONAL CONTRACT

On a motion of Councilman Beach, seconded by Councilman Learn, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Hale, Learn, Nagle
 Nays 0

Resolved that the Town authorizes Supervisor Senn to sign the contract with Auctions International.

RESOLUTION 13-2026

CATTARAUGUS COUNTY CONTRACT – SWAN SITE SPACE

On a motion of Councilman Beach, seconded by Councilwoman Nagle, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Hale, Learn, Nagle
 Nays 0

Resolved that the Town authorizes Supervisor Senn to sign the contract with Cattaraugus County for Senior Wellness and Nutrition site space.

Highway Superintendent discussed the multiple issues he is experiencing with the bucket truck.

RESOLUTION 14-2026

AUTHORIZE PURCHASE OF BUCKET TRUCK

On a motion of Councilmember Learn, seconded by Councilmember Beach, the following resolution was

ADOPTED Ayes 5 Senn, Beach, Learn, Hale, Nagle
 Nays 0

Resolved that the Board authorizes Superintendent Uhl to purchase a bucket truck in the amount not to exceed \$30,000.

RESOLUTION 15-2026

ADOPTING A REPLACEMENT BUILDING & ZONING PERMIT FEE SCHEDULE

On a motion of Councilmember Learn, seconded by Councilmember Hale, the following resolution was

ADOPTED Ayes 5 Senn, Beach, Learn, Hale, Nagle
 Nays 0

WHEREAS, the Town Board of the Town of Randolph adopted a Permit Fee Schedule by resolution on **December 9, 2015**; and

WHEREAS, the Town Board finds that the existing permit fees no longer reflect the actual administrative, inspection, and professional review costs incurred by the Town; and

WHEREAS, the Town Board desires to update and modernize the Permit Fee Schedule to align more closely with fees charged by comparable municipalities throughout New York State, including the establishment of permit application fees for large-scale commercial solar energy systems; and

WHEREAS, the updated Permit Fee Schedule provides for reasonable application fees while preserving the Town's authority to require escrow deposits for engineering, legal, environmental, planning, fire safety, and SEQRA review costs;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Randolph hereby adopts the **Permit Fee Schedule (Replacement)** as presented, effective immediately upon adoption; and

BE IT FURTHER RESOLVED, that the Permit Fee Schedule adopted on **December 9, 2015**, together with any amendments thereto, is hereby **repealed and superseded in its entirety**; and

BE IT FURTHER RESOLVED, that the Town Clerk is directed to post and make available the updated Permit Fee Schedule and to take all actions necessary to implement this resolution.

This Permit Fee Schedule replaces and supersedes all prior permit and application fee schedules of the Town of Randolph. Fees are established to recover administrative, inspection, and review costs consistent with practices of other New York State municipalities. Unless otherwise stated, all fees are non-refundable and payable at the time of application.

Applicants are responsible for all professional review costs (engineering, planning, legal, environmental, fire safety, and inspection) through escrow, in addition to the fees listed below.

I. Zoning Board of Appeals / Planning Board Applications

Special Use Permit (SUP)

Application Fee: **\$50.00**

Area Variance

Application Fee: **\$150.00**

Use Variance

Application Fee: **\$150.00**

Site Plan Review

Application Fee: **\$250.00**

(Plus required escrow for professional review)

Subdivision Review

Minor Subdivision: **\$300.00**

Major Subdivision: **\$500.00**

(Plus required escrow for professional review)

II. Building Permits

Residential Building Permit

\$.15 per square foot

Minimum fee: **\$75.00**

Commercial / Industrial Building Permit

\$.18 per square foot

Minimum fee: **\$150.00**

Accessory Structures (garages, sheds, barns)

\$.10 per square foot

Minimum fee: **\$50.00**

Decks/Porches

\$.10 per square foot

Minimum fee: **\$25.00**

Roof

\$50.00

Pool

\$25.00

Demolition Permit

Residential: **\$50.00**

Commercial: **\$100.00**

***Window Replacement Permit**

Residential: **\$50.00**

Commercial: **\$100.00**

**Permit required when:*

- *Window replacement that changes the opening size or alters structural features*
- *Any work that affects fire egress, structural framing, or changes opening dimensions*

Siding Replacement Permit:

exempt - work must comply with applicable building and energy codes

III. Certificates and Inspections

Certificate of Occupancy / Compliance

Residential: **\$50.00**

Commercial: **\$100.00**

Reinspection Fee (when required)

\$50.00 per inspection

IV. Sign Permits

Permanent Sign

\$75.00

Temporary Sign

\$25.00

V. Solar Energy Systems

Residential / Small-Scale Solar Energy Systems

(Accessory systems serving a single residence or farm) - Permit Application Fee: **\$100.00**

Large-Scale / Commercial Solar Energy Systems

(Including community solar and utility-scale projects) - Permit Application Fee: **\$5,000.00**

1MW; \$2,500.00 for each additional MW.

- **Escrow Deposit Required:** Amount to be established by the Town to cover engineering, legal, environmental, planning, fire safety, and SEQRA review costs. Escrow shall be replenished as necessary.

Permit application fees are separate from and in addition to escrow deposits and do not include inspection, public hearing, or consultant costs.

VI. Fire Inspections and Fire Safety Review

Fire Inspection (Commercial / Industrial / Multi-Family)

Initial Inspection: **\$50.00**

Reinspection (if required): **\$25.00**

Fire Safety Review for Energy or Utility Facilities

(Solar, battery energy storage, wind, telecommunications, or similar infrastructure) –

Application / Review Fee: **\$250.00 (12-month Moratorium on Battery energy storage)**

(Plus required escrow for professional and fire code review)

VII. Wind Energy Conversion Systems (Windmills)

Residential / Small Wind Energy System

Permit Application Fee: **\$150.00**

Commercial / Utility-Scale Wind Energy Facility

1% of cost

Minimum fee: **\$3,500.00**

Required escrow for engineering, legal, environmental, aviation, and SEQRA review

VIII. Telecommunications Facilities

Telecommunication Towers and Antennas

(New help or substantial modification) - Permit / Application Fee: **\$2,500.00**

- Required escrow for engineering, legal, RF, visual, and SEQRA review

Co-location on Existing Towers

- Permit Application Fee: **\$750.00**

VI. Other Permits

Home Occupation Permit

\$50.00

Temporary Use Permit

\$50.00

Zoning Verification Letter

\$25.00

Generator

Residential: **\$25.00**

Commercial: **\$50.00**

Tents

One-time use: **\$1.00**

Seasonal: **\$5 per month**

Camping (Section 10.8)

\$10/180 days

VII. General Provisions

1. No application shall be accepted or processed without payment of the required fee.
 2. The Town may require escrow deposits sufficient to cover the reasonable and necessary costs of professional review.
 3. Each separate structure or tower requires a separate permit.
 4. Failure to maintain required escrow balances may result in suspension of application review.
 5. The Town Board may waive or reduce fees for municipal, governmental, or not-for-profit projects where legally permissible.
 6. This fee schedule may be amended from time to time by resolution of the Town Board.
-

Supersession: This Permit Fee Schedule supersedes all prior permit fee schedules of the Town of Randolph.

FINES

Failure to obtain a required permit is a violation of the Town of Randolph Zoning Ordinance and is an offense, punishable by:

1. First offense, a fine of not exceeding \$350.00 or imprisonment for a period not to exceed six (6) months or both for conviction of a first offense.
2. Conviction of a second offense, both of which were committed within a period of five (5) years, is punishable by a fine not less than \$350.00 nor more than \$700.00 or imprisonment for a period not to exceed six (6) months, or both.
3. Conviction for a third or subsequent offense, all of which were committed within a period of five (5) years, is punishable by a fine of not less than \$700.00 nor more than \$1,000.00 or imprisonment for a period not to exceed six (6) months, or both.
4. Each week's continued violation shall constitute a separate additional violation.

RESOLUTION 17-2026

SCHEDULE PUBLIC HEARING – LOCAL LAW 1-2026: A LOCAL LAW IMPOSING A MORATORIUM ON BATTERY ENERGY STORAGE SYSTEMS AND DATA CENTERS

On a motion of Councilperson Beach, seconded by Councilperson Hale, the following resolution was

ADOPTED	Ayes	5	Beach, Senn, Hale, Learn, Nagle
	Nays	0	

Resolved that the Board schedule a Public Hearing to hear all those in favor or against proposed Local Law 1-2026: A local law imposing a moratorium on battery energy storage systems and data centers for February 11, 2026 at 7:30PM.

RESOLUTION 18-2026

BUDGET MODIFICATIONS & TRANSFERS

On a motion of Councilperson Beach, seconded by Councilperson Hale, the following resolution was

ADOPTED	Ayes	5	Beach, Senn, Hale, Learn, Nagle
	Nays	0	

Resolved that the Board authorizes the following budget modifications & transfers:

General Fund

Budget Transfers:

\$662 FROM A1990.4 – SPECIAL ITEMS – CONTINGENT

\$662 TO A5132.4 · GARAGE – CONTRACTUAL EXP

\$1,075 FROM A1990.4 – SPECIAL ITEMS – CONTINGENT

\$1,075 TO A7110.4 · PARKS – CONTRACTUAL

Budget Modifications:

We resolve to increase the General Fund Town Wide 2025 expenditure budget by \$61,886 due to the use of ARPA Funds for the Playground Project. This will increase accounts A3989.49 – OTHER PUBLIC SAFETY – ARPA and A4089 – ARPA REVENUE.

Highway Fund

TOWN BOARD MEETING

January 7, 2026

15 | Page

Budget Transfers:

\$23,819 FROM DA5130.1 · MACHINERY – PERSONAL SER.
\$23,819 TO DA5142.1 · SNOW REMOVAL – PERSONAL SERV.
\$3,896 FROM DA5130.1 – MACHINERY – PERSONAL SER.
\$3,896 TO DA9060.8 – HOSPITAL & MEDICAL – HEALTH INSURANCE BUYOUT

Water Fund

Budget Transfers:

\$101 FROM SW9060.8 · EMPLOYEE BENEFITS- HOSP. & MED.
\$101 TO SW9189.8 · EMPLOYEE BENEFITS – CLOTHING ALLOW.

\$1 FROM SW9730.6 · OTHER DEBT – PRINCIPAL – WEEDEN RD
\$1 TO SW9730.7 · OTHER DEBT – INTEREST – WEEDEN RD

Sewer Fund

Budget Transfers:

\$557 FROM SS8120.1 · SEWER COLLECTION – PERSONAL SER
\$557 TO SS8110.1 · SEWER ADMIN – PERSONAL SERV.

Budget Modification:

We resolve to increase the Street Light 2025 expenditure budget by \$1,549. This will increase accounts SL5182.4 – STREET LIGHTING – CONTRACTUAL and APPROPRIATED FUND BALANCE.

RESOLUTION 19-2026

AUDIT OF BILLS

On a motion of Councilman Hale, seconded by Councilmember Learn, the following resolution was

ADOPTED Ayes 5 Beach, Senn, Hale, Learn, Nagle
 Nays 0

ABSTRACT #13

General Fund	No. 316-327	\$71,742.62
Street Lighting District		1,939.74
Refuse District		300.00
Debt District		0
Snow Removal		0
Highway Fund	No. 242-258	71,879.68
Sewer CAPITAL PROJECT	No. 31-32	21,080.10
Sewer Fund	No. 121-126	4,323.29
Water Fund	No. 201-213	8,670.15

ABSTRACT #1

General Fund	No. 1-8	\$43,650.02
Street Lighting District		0
Refuse District		
Debt District		0
Snow Removal		0
Highway Fund	No. 1-2	55,110.00
Sewer CAPITAL PROJECT	No.	0
Sewer Fund	No. 1	6,250.00
Water Fund	No. 1	18,750.00

With no further business, on a motion from Councilman Beach, seconded by Councilman Hale the meeting was adjourned at 8:40PM. Carried unanimously.

 Gretchen A. Hind, RMC/CMC, Town Clerk