

Town of Nichols
Town Board Meeting Minutes
March 10, 2026

Call to Order, Pledge, and Roll Call

Meeting called to order at 6:00 PM by Supervisor B. Cushman
Pledge of Allegiance was recited.

Roll Call: Present: Supervisor B. Cushman, Councilpersons R. Cole, J. Ladd Yost, B. Fay-Pelotte,
L. Tinney

- Absent: None
- Others Present: Cheryl Hawkins, Matt Freeze, and Marcy Hill, Town Clerk

Approval of Minutes

Minutes: February 24, 2026

A motion by Councilperson B. Fay-Pelotte, seconded by Councilperson J. Ladd Yost to
approve the February 10, 2026, minutes as presented.

Vote: 5 Ayes, 0 Nay, 0- Abstain, 0 Absent

(Cole-Aye; Tinney-Aye; Cushman-Aye; Yost-Aye; Fay-Pelotte-Aye)

Motion carried

Public Comments –

Cheryl Hawkins – Town Resident

Ms. Hawkins expressed interest in the possibility of installing pickleball courts at Kirby Park. She was informed that Kirby Park is under the jurisdiction of the Village of Nichols and that the request would need to be brought before the Village Board. Ms. Hawkins stated she would follow up and attend a Village Board meeting to present the idea.

Ms. Hawkins also asked about the timeline for Moore Hill Road repaving. The Board noted that the project is expected to begin this year.

Dog Control Concerns:

Ms. Hawkins also raised concerns regarding ongoing issues with dogs running loose on Moore Hill Road, specifically involving two families. The homeowner stated they have been in contact with the Town's Dog Control Officer regarding the issue. The most recent incident occurred two days prior, involving a dog on the homeowner's porch.

New Business

Resolution #4-2026

Discussion was held regarding Resolution #4-2026, which pertains specifically to the grant referenced in the resolution.

Town of Nichols - Resolution No. 4-2026

CERTIFIED COPY OF ADOPTED RESOLUTION

ADOPTED: 3/10/2026

RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDS FROM THE NEW YORK STATE
OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION FOR THE CADY LIBRARY & CARRIAGE
HOUSE ROOF AND WINDOW RESTORATION PROJECT

WHEREAS, the Town of Nichols applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation under Title 9 of the Environmental Protection Act of 1993 for the purpose of funding the Cady Library & Carriage House Roof and Window Restoration Project; and

WHEREAS, the Town of Nichols has been awarded grant funding in an amount not to exceed \$153,623 for the above-referenced project; and

WHEREAS, the Town Board of the Town of Nichols wishes to formally authorize acceptance of said grant funding and execution of the required grant contract with the State of New York;

NOW, THEREFORE BE IT

RESOLVED, that the Town of Nichols is hereby authorized and directed to accept grant funds from the New York State Office of Parks, Recreation and Historic Preservation in an amount not to exceed \$153,623 for the Cady Library & Carriage House Roof and Window Restoration Project; and be it further RESOLVED, that the Town of Nichols is authorized and directed to agree to the terms and conditions of the State of New York Contract for Grants with the New York State Office of Parks, Recreation and Historic Preservation for the development of the project described in the grant application; and be it further

RESOLVED, that the Town of Nichols is authorized and directed to agree to the terms and conditions of any required deed of easement granted to the New York State Office of Parks, Recreation and Historic Preservation affecting title to real property owned by the municipality and improved by the grant funds, which may include a duly recorded public access covenant, conservation easement, and/or preservation covenant; and be it further

RESOLVED, that the Town Board hereby delegates signing authority to execute the Contract and any amendments thereto, any required deed of easement, and any other certifications required by the grant to the following municipal officials: Supervisor Barbara Cushman and/or Deputy Supervisor Brenda Fay-Pelotte.

ADOPTION:

Motion by: Councilperson R. Cole

Second by: Supervisor B. Cushman

Roll Call Vote:

Roseann Cole - AYE

Ladd Yost - AYE

LeAnn Tinney - AYE

Brenda Fay-Pelotte - AYE

Barbara Cushman - AYE

Resolution declared: Adopted

Resolution #5-2026

Town of Nichols - Resolution No. 5-2026

CERTIFIED COPY OF ADOPTED RESOLUTION

ADOPTED: 3/10/2026

The Board noted that Resolution #5-2026 does not change other existing provisions.

RESOLUTION TO AMEND RESOLUTION #1-2026

WHEREAS, the Town Board of the Town of Nichols adopted Resolution #1 of 2026, which included a section titled "Town Comptroller Services"; and

WHEREAS, the Town Board has determined that the title "Comptroller" should be corrected to "Accountant" to accurately reflect the contracted services;

NOW, THEREFORE, BE IT RESOLVED, that Resolution #1 of 2026 is hereby amended as follows:

The section previously titled:

TOWN COMPTROLLER SERVICES

is hereby amended to read:

TOWN ACCOUNTANT SERVICES

Appoint Local Government Support Services LLC, PO Box 2851, Liverpool, NY 13089, to provide the following services to the Town of Nichols:

Monthly bookkeeping, voucher review and support. Process payroll including payroll tax filing and depositing, W-2's and payroll reports through Simco. NYS Retirement reporting. Monthly reconciling and reporting. Annual 1099 preparation and filing. Closing the accounting records at year end from cash basis to modified accrual. Preparation of Annual Financial Report. Assistance with preparation of annual budget and complying with NYS Tax Cap filing.

- Contract Term: January 1, 2026 – December 31, 2026
- Fixed Fee: \$26,260 annually (\$6,565 per quarter)

Additional Services (if required):

- Senior Client Manager: \$165/hour
- Client Manager: \$105/hour
- Associate: \$85/hour

BE IT FURTHER RESOLVED, that all other provisions of Resolution #1 of 2026 shall remain in full force and effect.

ADOPTION:

Motion by: Councilperson R. Cole

Second by: Councilperson L. Tinney

Roll Call Vote:

Roseann Cole - AYE

Ladd Yost - AYE

LeAnn Tinney - AYE

Brenda Fay-Pelotte - AYE

Barbara Cushman - AYE

Resolution declared: Adopted

BoardDocs

The Town Clerk presented a proposal to the Town Board regarding the potential purchase and implementation of BoardDocs, a digital meeting management platform used by municipalities to organize meeting agendas, supporting documents, and official minutes.

The Town Clerk explained that the program would allow the Town to:

- Create and publish meeting agendas electronically
- Attach and store supporting documents in a centralized location
- Maintain organized records of meeting minutes
- Provide improved transparency and easier public access to meeting materials
- Streamline internal workflow for preparing and archiving meeting records

The Board discussed the potential benefits of the software, including increased efficiency in meeting preparation, better document organization, and enhanced accessibility for board members and the public.

The Board agreed to the purchase. The Town Clerk will move forward with the implementation of BoardDocs

Old Business

Renovations – Town Hall Room 2

The Board continues to wait for the contractor to comply with requirements from the New York State Department of Labor registry before work can proceed.

Supervisor Cushman suggested the possibility of hiring a temporary part-time employee for skilled labor such as carpentry work for certain projects. It was noted that a temporary employee could potentially work up to 26 weeks before becoming eligible for unemployment.

Council members discussed the idea further:

- LeeAnn Tinney noted the concept was new to her and had several questions regarding hiring procedures and payroll implications.
- Rose Cole stated that one downside would be ensuring the Town has projects ready and matches the individual's skill set to those projects.
- Brenda Fay-Pelotte noted the position would likely require carpentry skills.

Further discussion was held regarding how such a position might function and whether it could assist with projects such as Room 2 renovations.

Additional work discussed for Room 2 included:

- Refinishing the door
- Completing the platform
- Finishing the sign-in table

Ray Thetga Jr. will remove the doors for refinishing.

Councilperson Tinney requested additional information regarding the implications of hiring a temporary employee and whether such a person would be considered a Town employee if working on a per-diem basis.

The Board agreed to continue discussing the idea at a future meeting.

Public Comments (Second Opportunity)

Cheryl Hawkins

Ms. Hawkins stated she likes the idea of BoardDocs or similar technology to manage meeting materials. She shared that in her work she uses AI tools to assist with meeting minutes, including speaker-based transcription systems.

Adjournment

A motion by Supervisor B. Cushman to adjourn; seconded by Councilperson R. Cole

Vote: 5 Ayes, 0 Nay, 0 Abstain, 0 Absent

(Cole-Aye; Tinney-Aye; Cushman-Aye; Yost-Aye; Fay-Pelotte-Aye)

Motion carried

Meeting adjourned at 6:37 PM

Respectfully submitted,

Marcy Hill

Town Clerk

March 10, 2026