

Town of Nichols  
Regular Board Meeting Minutes  
March 24, 2026 – 6:00 PM  
Town Hall, 139 Roki Blvd, Nichols, New York

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Call to Order, Pledge of Allegiance, Roll Call

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

Present: B. Cushman, R. Cole, Brenda Fay-Pelotte, L. Tinney

Absent: J. Ladd Yost

Others Present: Mike Shotwell, Matt Freeze, Ray Thetga, Jr., Bill Middleton, Valerie Platt, Robert Nugent, Cathy Westfall, Harold Hall

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Approval of Minutes and Financials

Meeting Minutes – March 10, 2026

Motion made by Councilperson R. Cole, seconded by Councilperson B. Fay-Pelotte to approve March 10, 2026, minutes.

Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent

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

Motion carried

Financials – February 2026

Motion made by Councilperson L. Tinney, seconded by Councilperson R. Cole to approve the financials.

Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent

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

Motion carried

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Public Comments - None

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**Department Reports**

Supervisor – B. Cushman

- Court clerks in Albany requested Judge Grinage and Mary Caldwell attend the annual conference.  
Motion by Supervisor B. Cushman to approve attendance at a cost of \$946 plus \$100 registration fee per person; seconded by Councilperson B. Fay-Pelotte.  
Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent  
(Cole-Aye; Tinney-Aye; Cushman-Aye; Yost-Absent; Fay-Pelotte-Aye)
  - Motion carried Letter received from NYS DOT acknowledging receipt of the Town's correspondence, follow-up in progress.
  - NYSEG follow-up letter has been posted on the Town website; additional letters will be sent to residents.
  - Residents expressed appreciation.
- 

Highway – Jeff Blow

- Crews addressing minor snow events, brush cutting on Cole Hill, and frozen driveway pipes.
- Truck #103 requires engine replacement; approximately \$3,200 already spent on diagnostics/work.
- Replacement truck quotes range from \$60,000–\$70,000. Tracey Road Equipment offers turnkey options; delivery timeline approximately one year.

- New Volvo truck expected August 2026 (budgeted).
- Department recommends retaining Truck #102.

Truck Purchase:

Motion by Supervisor B. Cushman to order truck from Tracey Road Equipment for \$350,650.00 for 2027 delivery; seconded by Councilperson B. Fay-Pelotte.

Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent

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

Motion carried

- Roki Blvd: Shoulder work and pipe opening underway; potential hydroseeding to follow.

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Buildings & Grounds – Ray Thetga Jr.

- Class A Cleaning completed floor waxing and offered annual buffing service; Board will consider it in the future.
- HVAC service contract expires in July; updated quotes to be obtained.

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Sewer & Water – Bob Nugent

- Sampler received no additional updates.

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Code Enforcement – D. Chrzanowski / M. Shotwell

- M. Shotwell to begin training at end of April.
- Final inspection completed at Wilkins property.

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Library – E. Deretz

- Carriage house demolition underway; structural review to be conducted.

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Fire Commissioners

- No report.

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**New Business**

1. Resolution #6-2026 – Contract Policy – Tabled- pending wording revisions.
2. Resolution #7-2026 – LGS-1 Retention & Disposition Schedule

**No. 7-2026 \*\*CERTIFIED COPY OF ADOPTED RESOLUTION\*\* ADOPTED: 3/24/2026**

ADOPTION OF THE RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)

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At a regular meeting of the Town Board of the Town of Nichols, Tioga County, New York, held at the Town Hall, 139 Roki Boulevard, Nichols, New York on March 24, 2026, at 6:00 PM, there were:

PRESENT: Supervisor B. Cushman, Councilperson; Councilperson B. Fay-Pelotte; Councilperson L. Tinney, and Councilperson R. Cole

Being all of the members of the Town Board.

WHEREAS, the Town of Nichols is required to follow legal retention requirements for records in accordance with New York State law; and

WHEREAS, the Retention and Disposition Schedule for New York Local Government Records (LGS-1) is issued pursuant to Article 57-A of the Arts and Cultural Affairs Law and establishes the legal minimum retention periods for local government records;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Nichols hereby adopts the Retention and Disposition Schedule for New York Local Government Records (LGS-1) for use by all officers of the Town in legally disposing of valueless records listed therein; and

BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

- a. Only those records described in the Retention and Disposition Schedule for New York Local Government Records (LGS-1) shall be disposed of after they have met the minimum retention periods described therein.
- b. Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond the established legal minimum periods shall be disposed of.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Motion by Councilperson L. Tinney, seconded by Councilperson R. Cole.

Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent  
(Cole-Aye; Tinney-Aye; Cushman-Aye; Yost-Absent; Fay-Pelotte-Aye)  
Motion carried

This resolution was thereupon declared duly adopted.

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3. RFP – Town Hall Mechanical/Electrical Improvements

Proposals received:

- o LaBella-\$31,063
- o Larson Engineering – \$22,300
- o CPL – \$105,270
- o Design Build – \$18,650

Discussion held regarding vendor experience and location.

LaBella has prior experience with the building and conducted a site visit.

Concerns raised regarding Design Build's proposal scope and fee structure.

L. Travis will follow up with Design Build for clarification.

4. Security Keypads -Tabled.

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**Old Business**

1. Horton Road Turnaround

Supervisor Cushman consulted Highway, Fire, and EMS.

No action taken; concern noted regarding precedent.

2. Town Hall Room 2 Renovation

Invoice received from Casey Clark.

RMV Contracting registered with NYS; bid submitted at \$6,000.

Motion to approve RMV Contracting and authorize Supervisor to sign agreement made by Councilperson L. Tinney, seconded by Councilperson R. Cole.

Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent

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

Motion carried

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## Committee Reports - None

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### Voucher Approval

Motion by Councilperson R. Cole, seconded by Councilperson L. Tinney to approve vouchers for General, Highway, Sewer, and Water funds.

- Funds: General, Highway, Sewer & Water \$145,461.02
  - General \$83,858.76
  - HIGHWAY \$25,737.79
  - S/W \$35,833.17
  - Library \$31.30

Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent

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

Motion carried

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### Public Comments

Bill Middleton – Horton Road

- Expressed concern regarding lack of turnaround.
- Noted historical poor condition of the road and recent improvements.
- Indicated road may be blocked to vehicles.
- Supervisor reiterated prior discussions; residents may pursue further communication with the Board.
- Liability concerns discussed if road access is restricted.

Additional discussion:

- Consideration of digital signage purchase for Buildings & Grounds.
  - April meeting absences noted (Councilperson Tinney & Yost).
  - Procurement policy discussion: handling of low bids when vendor is not on approved registry.
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### Adjournment

Motion to adjourn made by Supervisor B. Cushman, seconded by Councilperson B. Fay-Pelotte.

Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent

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

Motion carried

Meeting adjourned at 7:13 PM.

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Motion carried

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