BOARD MEETING MINUTES
December 8, 2025

The Regular Town Board Meeting of the Town of Royalton was held on Monday, December 8, 2025, at the Royalton Town Hall, 5316 Royalton Center Road, Middleport, New York. Supervisor Brown called the meeting to order at 7:02 PM.

The following were present:

Supervisor	Jeffrey M. Brown
Town Clerk	Marie L. Little, MMC/RMC
Town Board Members	Lee Criswell, Bradley Rehwaldt, Joshua Walker, Carol Wittcop
Highway Superintendent	Shawn Zglinicki
Water/Sewer Superintendent	Brian Cummings
Other Attendees	See list attached

ADDITIONS OR CORRECTIONS OF THE MINUTES
There were no additions or corrections to the minutes as presented.

PUBLIC COMMENT – Agenda Items Only
There was no public comment regarding the agenda items to come before the board at this time.

COMMUNICATIONS / PETITIONS
Town Clerk Little read an update from Paul McGarvey, Town Engineer, on a resolution for a "No Cost Extension" issue for the WWTP Disinfection Project.

NEW BUSINESS

RESOLUTION 173-2025
SUPERVISOR'S REPORT
On a motion made by Councilman Rehwaldt, seconded by Councilwoman Wittcop, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to accept the Supervisor's Report for the month of November 2025.

RESOLUTION 174-2025
DOG SHELTER AGREEMENT – DIAMONDS IN THE RUFF
On a motion made by Councilman Walker, seconded by Councilwoman Wittcop, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to approve the Dog Shelter Agreement between the Town of Royalton and Diamonds In The Ruff and further resolve to authorize Supervisor Brown to sign this agreement, contingent on Attorney review and approval of the contract.

RESOLUTION 175-2025
PUBLIC HEARING – SOLAR AND BATTERY STORAGE MORATORIUM
On a motion made by Councilwoman Wittcop, seconded by Councilman Walker, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to call for a Public Hearing on January 12, 2026, 7:00 PM, to hear and consider information for a Local Law to extend the Solar and Battery Storage Moratorium for a period of nine (9) months.

RESOLUTION 176-2025
BUDGET AMENDMENTS
On a motion made by Councilwoman Wittcop, seconded by Councilman Rehwaldt, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolution to authorize the following Budget Amendments for the budget lines listed below to cover the shortfalls in these line items:

Water Department	TRANSFER $1,500.00	FROM:	SW-8310-190 – Safety Bonus
		TO:	SW-9089-800 – Clothing Allowance
	TRANSFER $ 500.00	FROM:	SS-8130-190 – Safety Bonus
		TO:	SS-9089-800 – Clothing Allowance
Royalton Court	TRANSFER $ 628.51	FROM:	AA-1110-200 – Court, Equipment
		TO:	AA-1110-400 – Court, Contractual
Supervisor	TRANSFER $ 250.00	FROM:	AA-1220-200 – Supervisor, Equipment
		TO:	AA-1220-400 – Supervisor, Contractual
Central Printing	TRANSFER $ 520.00	FROM:	AA-1670-400 – Central Printing, Contractual
Central Admin. Contractual		TO:	AA-1610-400 – Central Administration,
Records Mgmt.	TRANSFER $ 245.00	FROM:	AA-1460-400 – Records Mgmt., Contractual
		TO:	AA-1460-410 – Records Mgmt., Codification
Town Clerk	TRANSFER $ 350.00	FROM:	AA-1410-200 – Town Clerk, Equipment
		TO:	AA-1410-400 – Town Clerk, Contractual

RESOLUTION 177-2025
DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT
On a motion made by Councilman Criswell, seconded by Councilman Walker, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolution to authorize Highway Superintendent Zglinicki to appoint Dakoda Keyes as the Deputy Highway Superintendent.

RESOLUTION 178-2025
SNOW AND ICE CONTRACT w/NIAGARA COUNTY
On a motion made by Councilwoman Wittcop, seconded by Councilman Rehwaldt, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to authorize Highway Superintendent Zglinicki to sign the Snow and Ice Contract for Niagara County Roadways between the Town of Royalton and the Niagara County Commissioner of Public Works for a three (3) year agreement beginning October 1, 2025.

RESOLUTION 179-2025
WWTP DISINFECTION PROJECT – NO COST CHANGE ORDER
On a motion made by Councilman Rehwaldt, seconded by Councilwoman Wittcop, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved authorizing Supervisor Brown to execute a no-cost change order to extend the contract completion dates for STC Construction and Pinto Construction for the WWTP Disinfection Project.

RESOLUTION 180-2025
ROYALTON MOUNTAIN RIDGE CEMETERY CHAPEL REPAIR
On a motion made by Councilwoman Wittcop, seconded by Councilman Criswell, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to hire **Today's Windows & Siding, Inc**. to complete the siding and repair work on the chapel building at the Royalton Mountain Ridge Cemetery at a cost not to exceed $30,150.00. This contract will be contingent on the Attorney's review and approval of the contract.

There were three (3) quotes received for this project:

1. Today's Windows & Siding, Inc. $30,150.00
2. Roberts Roofing & Siding Co., Inc. $36,000.00
3. Cornelius Construction $41,500.00

RESOLUTION 181-2025
HIGHWAY DEPARTMENT – NEW PLOW TRUCK
On a motion made by Councilman Criswell, seconded by Councilwoman Wittcop, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to authorize Highway Superintendent Zglinicki to place an order for a new 2026 Plow Truck from the following vendors from the Onondaga County State Bid:

- Cives Corporation, dba Viking Cives (USA) - Plow Equipment $143,073.40
- Regional Intl. Corp – Truck Chassis $134,675.32

TOTAL $277,748.72

This purchase will be contingent upon the Attorney's review and approval of the contract.

RESOLUTION 182-2025
WOLCOTTSVILLE VOL. FIRE CO. – NEW JR. FIREFIGHTER
On a motion made by Councilman Rehwaldt, seconded by Councilman Criswell, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to approve Carson Flanders as a Junior Fireman for the Wolcottsville VFC.

RESOLUTION 183-2025
WOLCOTTSVILLE VOL. FIRE CO. – MEMBER RESIGNATION
On a motion made by Councilman Criswell, seconded by Councilwoman Wittcop, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to accept the resignation from Ty Nicometi as a member of the Wolcottsville VFC due to orders from his employer, the Lockport City Fire Department.

RESOLUTION 184-2025
YEAR END BOARD MEETING
On a motion made by Councilman Criswell, seconded by Councilwoman Wittcop, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to schedule the Year-End Board Meeting for Monday, 12/29/25 @ 5:30 PM.

RESOLUTION 185-2025
WORK SESSION – PERMANENT DATE CHANGE
On a motion made by Councilman Walker, seconded by Councilman Rehwaldt, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to change the date of the Town Board Work Sessions to the first Monday of each month at 5:30 PM beginning on January 5, 2026.

RESOLUTION 186-2025
CREATE RESERVE FUND – CODE ENFORCEMENT
On a motion made by Councilman Walker, seconded by Councilwoman Wittcop, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to create a Reserve Fund for the Code Enforcement Department (BB-3620-600).

RESOLUTION 187-2025
DEPUTY TAX COLLECTOR APPOINTMENT
On a motion made by Councilwoman Wittcop, seconded by Councilman Rehwaldt, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved that the Town Board hereby authorizes Lisa Menno, Tax Collector**,** to appoint Marie L. Little **as** Deputy Tax Collector**,** effective immediately, **for the sole purpose of assisting with preparations for the 2026 Tax Collection season only**.

RESOLUTION 188-2025
AUDIT OF CLAIMS
On a motion made by Councilman Criswell, seconded by Councilman Walker, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved that the Town Clerk be, and she hereby is authorized to draw a warrant upon the funds of the Supervisor for Abstract #12 for the year 2025 in the amounts of:

Fund Description	Fund	Expend Total
General Townwide	AA	$ 45,195.84
Town Outside	BB	$ 15,245.46
Highway Townwide	DA	$ 4,380.00
Highway Outside	DB	$ 93,471.76
Drainage Fund	SD	$ 1,850.23
Fire Districts Fund	SF	$ 0.00
Street Lighting Fund	SL	$ 1,904.33
Refuse and Garbage Fund	SR	$ 0.00
Sewer District Fund	SS	$ 2,582.72
Water District Fund	SW	$ 63,272.63
TOTAL OF ALL FUNDS		**$ 227,902.97**

ADDITIONAL ITEMS TO COME BEFORE THE BOARD

Highway Superintendent Zglinicki requested permission to look at used trucks on Auction International for his department.

RESOLUTION 189-2025
HIGHWAY DEPARTMENT – USED SERVICE TRUCK
On a motion made by Councilman Walker, seconded by Councilman Criswell, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to authorize Highway Superintendent Zglinicki to purchase a USED Service Utility Box Truck through another NYS Municipality through Auctions International at a cost not to exceed $40,000.00, contingent on Attorney approval of the contract to purchase.

Attorney Seaman requested an Executive Session for a Consultation with the Town Attorney regarding litigation issues.

A motion was made by Councilman Walker, seconded by Councilman Criswell, and carried unanimously to enter an Executive Session at 7:17 PM for a Consultation with the Town Attorney.

EXECUTIVE SESSION

Present: Supervisor Brown, Councilman Criswell, Councilman Rehealdt, Councilwoman Wittcop, Councilman Walker, Town Clerk Little, Attorney Thomas Seaman

A discussion ensued regarding the issues at hand.

There were no formal decisions made. There were no minutes taken.

A motion was made by Councilman Walker, seconded by Councilman Criswell, and carried unanimously to adjourn the Executive Session at 8:07 PM.

A motion was made by Councilman Rehwaldt, seconded by Councilwoman Wittcop, and carried unanimously to reconvene the Regular Board Meeting at 8:07 PM.

Discussion ensued regarding the installation of a new light for the Town Hall parking lot.

RESOLUTION 190-2025
TOWN HALL – LIGHT FOR PARKING LOT
On a motion made by Councilwoman Wittcop, seconded by Councilman Walker, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to authorize Supervisor Brown to contact National Grid to install a new light for the Town Hall parking lot.

RESOLUTION 191-2025
LOSAP REFUND CHECKS – VILLAGE OF MIDDLEPORT RESIDENTS
On a motion made by Councilwoman Wittcop, seconded by Councilman Walker, the following was

ADOPTED	AYES	5	Brown, Criswell, Rehwaldt, Walker, Wittcop	
	NAYS	0	None	MOTION CARRIED

Resolved to authorize the Supervisor's office to issue refund checks to the Village of Middleport residents who were improperly charged for the 2024 LOSAP Program.

There being no further information to come before this board, a motion was made by Councilman Walker, seconded by Councilwoman Wittcop, and carried unanimously that the Regular Board Meeting be adjourned at 8:17 PM

Respectfully submitted,

Marie L. Little, MMC/RMC

Marie L. Little, MMC/RMC
Royalton Town Clerk