

REGULAR MEETING
DOLGEVILLE VILLAGE BOARD OF TRUSTEES
FEBRUARY 13, 2024

PRESENT:

MAYOR: Mary E. Puznowski
TRUSTEES: Craig A. Eggleston
Amanda Jaquay
Laura Madore
Vacancy

ATTORNEY: Karl Manne

RECORDING SECRETARY:

Tammy L. Chmielewski

ATTENDED: Kerry Foster, Robert Dyer, William Reynolds, Philip Green, Marilyn Williams, Neal Winkler, David and Sarah Jaquay, Chet Szymanski, Matthew Wright, Amber Kraszewski, Frederick DeLucco, Donna DeLucco.

Mayor Mary E. Puznowski at Village Hall called this Regular Meeting of the Dolgeville Village Board of Trustees to order at 6:00 p.m. The Pledge of Allegiance recited.

**Resignation – Trustee
Resolution # 179-2024**

The following resolution offered by Trustee Jaquay sec. Trustee Madore. Ayes all.

Motion to accept the resignation of Trustee Amber Kraszewski effective February 11, 2024. Sec. Trustee Madore. Ayes all.

AYES: Trustees Eggleston, Jaquay, Madore

NAYS: None

ADOPTED – February 13, 2024

**Deputy Treasurer
Contract
Resolution # 180-2024**

The following resolution offered by Trustee Eggleston sec. Trustee Jaquay. Ayes all.

Motion to approve the contract for Deputy Treasurer Amber Kraszewski as presented. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Eggleston, Jaquay, Madore

NAYS: None

ADOPTED – February 13, 2024

**Appointment
Deputy Mayor**

Mayor Mary E. Puznowski appoints Craig Eggleston as Deputy Mayor. Term to expire at Annual Meeting 2024.

Approval of Meeting Minutes

By Trustee Jaquay

Motion to approve and place on file the meeting minutes of January 8, 16, 25, 2024. Sec. Trustee Eggleston. Ayes all.

Abstract of Audited Vouchers Resolution # 181-2024

The following resolution offered by Trustee Jaquay sec. Trustee Madore. Ayes all.

RESOLVED, that the Clerk be and hereby authorized to sign the Abstract of Audited Vouchers - February 1, 2024 from the following funds for the amount specified:

GENERAL	\$ 408,095.63
SEWER FUND	\$
WATER FUND	\$
TRUST & AGENCY FUND	\$

AYES: Trustees Eggleston, Jaquay, Madore

NAYS: None

ADOPTED – February 13, 2024

Abstract of Audited Vouchers Resolution # 182-2024

The following resolution offered by Trustee Jaquay sec. Trustee Eggleston. Ayes all.

RESOLVED, that the Clerk be and hereby authorized to sign the Abstract of Audited Vouchers - February 13, 2024 from the following funds for the amount specified:

GENERAL	\$ 37,520.85
SEWER FUND	\$ 142,705.83
WATER FUND	\$ 6,063.28
TRUST & AGENCY FUND	\$ 187.83
CAPITAL FUND	\$ 4,171.13

AYES: Trustees Eggleston, Jaquay, Madore

NAYS: None

ADOPTED – February 13, 2024

Village Engineer

Village Engineer Chet Szymanski came before the Board on the following:

Active Projects

IDA Elevated Water Storage Tank

- The (IDA) has engaged engineers from Wright-Pierce to complete the design and permitting of the proposed elevated water storage tank at the southern end of the village. We are working to coordinate a kick-off meeting for the project where we will tour the project site and the village water treatment plant. This meeting will likely be within the week of February 19th.

DEC Mohawk River Watershed Grants – Round 5

- A public forum was held on February 7th to discuss the project plans. A follow-up team meeting is scheduled for February 14th.

Main Street Sewer Replacement Project

- Awaiting an updated schedule from our B&L on the project status.
- B&L is finishing their internal review of the drawings prior to sending them to EFC for their review.
- Per a discussion between Amy Mower and our DEC representative, B&L will also be sending a set for review directly to DEC.
- Obtained SAM.gov login credentials for the village related to the STAG grant award this past month.
- **Fink Creek Flood Mitigation project – FY-23 Technical Correction Approved - \$ 5,000,000.**

Halloween Flood Event (404 Mitigation Program) DR4472

- Project delays have been seen due to extended DHSES review time.
- Since any project expenditures must be made 90 days prior to the period of performance date (June 17, 2024), we are going to complete a project extension request for an additional 90 days. The extension request is due to DHSES by February 29th.
- Revised project schedule is as follows:
 - ****Closings****
 - (originally November 27, 2023) January 22, 2024: Abatement Start
 - February 12, 2024: Demolition Start
 - (originally December 22, 2023) March 8, 2024: All Abatement Complete (Substantial Completion)
- Demolition of structures will occur by OCSWA as they are cleared, though we only have their services until late winter / very early spring.
- Additional key dates for the project:
 - the project must be completed by June 17, 2024.
 - a property must be demolished, removed, and the site restored within 90 days of the acquisition of the property by the Village.

Halloween Flood Event (FEMA)

- The Fink Creek Project was obligated two months ago. The project budget obligated is smaller than the requested budget, however the obligated budget can be expanded as further investigation of the conduit is completed. Since this project falls under “large project” FEMA rules, the actual project costs will be reimbursed (withholding the local share).
- RFQs for this project are due back to Village Hall on February 12th, 2024 with an award anticipated at the March 2024 Board Meeting.

Timmerman Street Water and Sewer Extension

- We are still awaiting NYSDOH approval for the water main extension for this project.

Water Meters

- Two quotes were received for water meters this past month: a quote from Blair Supply (Zenner meters) and Ti Sales (Neptune meters).

- We are currently evaluating the quotes, awaiting some clarifications from the suppliers, and are planning to have a recommendation for award ready for the meeting on February 13th.

Bridge NY Applications

- Bridge NY applications for the Beaver Creek Culvert (approach section) at Main Street and the Ransom Street culvert were submitted for review this past month.

Beaver Brook Floodplain (Letter of Map Revision, LOMR)

- Attended a meeting w/ FEMA on January 18th, 2024 to discuss the progress on the Beaver Brook Floodplain LOMR project.
- After the meeting, FEMA shared a map viewer titled "Herkimer LOMR Update Dec 2023" made available to us on arcgis.com.
- The map includes the following layers for review:
 - o Updated LOMR: The latest version to be submitted for processing.
 - o Draft LOMR (superseded): Presented in late 2022 but needed adjustments.
 - o Preliminary (effective for Beaver Brook and Fink Creek): Digitized effective mapping from 12/13/2019, to be revised by the LOMR.
- Notification will be provided when the team begins processing the LOMR, including estimated issuance and effectiveness dates.
- Finalized GIS layers will be available once the LOMR is ready to be issued.
- The previous Herkimer countywide preliminary maps (dated 12/13/2019) will not proceed, and a new study will begin soon.
- A kick-off meeting for the new Herkimer countywide study is planned for March.

General

- EPA Lead and Copper Rule Changes (deadline of October 16, 2024)
- Brownfields Opportunity Area Project w/ IDA
- NY Forward Projects

DPW Project List

- Repair / replacement of 4 major creek culverts throughout Village
- Vehicle acquisition / replacement planning
- Co-funding sources for Main Street Paving / ADA Compliance Project
- DPW Garage Construction Grants (CHIPS?)
- Greenway Extension Grants (Main Street to Gehring Tricot)
- 2nd Street Drainage Improvements (*on hold*)
- Van Buren Street Erosion / Streambank Protection
- Water Transmission Main Clearing

WTP / Water Distribution System Project List

- Siding Repairs at Rear of WTP
- Water Transmission Main Mapping (after water service data collection, before access road clearing)
- Preliminary Engineering Report for System {needed for future grant applications}
- Village Water Tower and Industrial Park Utilities

WWTP / Collection System Project List

- Phosphorous Removal Limits Changing, 1.0 (EPG)
- Incorporate Video/Condition Assessment Into GIS / HOCCPP System
- WWTP Study / Proposed Upgrades for IDA Project

ARPA Project List

- Primary Tank Concrete Repairs (completed)
- WTP Instrumentation (completed)
- MH Inspections (completed)
- WTP Disinfection Byproducts (*on hold*)
- WTP Spillway (completed)
- **WTP and WWTP Preliminary Engineering Reports (WWTP to be completed by IDA)**
- Miscellaneous Collection System Repairs

Creeks and Flood Prevention

- East Canada Creek Sediment / Hydraulics; Dam Removal
- Van Buren Street Ice Jam / Flooding; ACOE Design and Permitting
- Beaver Brook Floodplain Study / LOMR – New County Flood Maps?
- ACOE East Canada Creek – Erosion and WWTP Protection (*on hold, waiting for NYSDEC*)

Village Engineer Monthly Report

By Trustee Jaquay

Motion to approve and place on file the February 2024 Village Engineer report as submitted. Sec. Trustee Eggleston. Ayes all.

Inter-Municipal Sharing Agreement for Engineering Services between the Village of Dolgeville and The City of Little Falls Resolution # 183-2024

The following resolution offered by Trustee Jaquay sec. Trustee Eggleston. Ayes all.

Motion authorizing Mayor Mary E. Puznowski sign the inter-municipal sharing agreement for engineering service between the Village of Dolgeville and the City of Little Falls as presented. Sec. Trustee Eggleston. Ayes all.

AYES: Trustees Eggleston, Jaquay, Madore

NAYS: None

ADOPTED – February 13, 2024

Public Comment

Kerry Foster Salisbury Ridgeriders

Kerry Foster – Salisbury Ridgeriders came before the Board on the following:

Kerry is requesting the Village sign an agreement to allow use of the Greenway Trail to the Salisbury Ridgeriders.

The Village Attorney will review the agreement as presented and advise the Village Board how to proceed.

Kerry Foster will be placed on the March board meeting agenda.

156 South Main Street

What is the status update of 156 South Main Street? Mayor Puznowski – we own the property and we are working with the GMVLB to have it demolished. Mayor will contact GMVLB this week.

178 West State Street

What is the status of 178 West State Street? Village will check with codes to see if there is a new owner.

Department Heads

Water Plant

Water Plant Operator Neal Winkler came before the Board on the following:

***Drinking Water Source
Protection Program
(DWSP2)
Resolution # 184-2024***

The following resolution offered by Trustee Jaquay sec. Trustee Eggleston. Ayes all.

Motion to accept and participate in the Drinking Water Source Protection Program (DWSP2) as presented and offered by NYSDEC and NYSDOH. Sec. Trustee Eggleston. Ayes all.

AYES: Trustees Eggleston, Jaquay, Madore

NAYS: None

ADOPTED – February 13, 2024

***Water Meter Bid Award
Resolution # 185-2024***

The following resolution offered by Trustee Jaquay sec. Trustee Eggleston. Ayes all.

Motion to award the Water Meter contract to Ti Sales in the amount of \$ 31,485.66. Sec. Trustee Eggleston. Ayes all.

AYES: Trustees Eggleston, Jaquay, Madore

NAYS: None

ADOPTED – February 13, 2024

The Village will check HUD money, Fund Balance or Capital Reserve accounts for funding. The above meters will be used for Phase I to garner studies to set rates and eventually get meters for all users. The study is anticipated to last for 3-6 months. The study will include businesses and homeowners.

***East Timmerman Street
Development – Caulfield***

The Village will set up a meeting to discuss expense recovery options for East Timmerman Street development.

Water Monthly Report

By Trustee Jaquay

Motion to approve and place on file the February 13, 2024 water report as submitted. Sec. Trustee Eggleston. Ayes all.

WWTF

WWTF Monthly Report

By Trustee Jaquay

Motion to approve and place on file the January 12, 2024 – February 7, 2024 WWTF report as submitted. Sec. Trustee Eggleston Ayes all.

Police Department

Chief of Police Matthew Wright came before the Board on the following:

Lexipol Annual Renewal

Board approved annual contract renewal.

Village Hall Security

Chief Wright is working on making the village office more and secure, including security door handles. Working on fire system quotes and security camera quotes.

Violet Festival Route Change

Chief Wright is working with Violet Festival – Crystal Napier to change the Run for the Violets race route.

Lexis Nexis Fee Changes

Fee changes include increases from \$ 3.00 - \$ 10 & \$15.00.

Military Surplus 1033 Program

The Village has been approved for the military surplus 1033 program.

Additional Officer Request

Chief Wright is requesting an additional Full Time Police Officer and an Investigations Officer. Chief Wright will submit figures in the budget for consideration.

Incident Reporting System

Chief Wright is looking into switching incident reporting systems – RMS management system (currently have SJS). The new system (Civic Eye) has a one-time start-up fee of \$ 8,250.00 and yearly subscription of \$ 7,000. The current SJS system is – free.

Police Monthly Report

By Trustee Jaquay

Motion to approve and place on file the February 2024 Police report as submitted. Sec. Trustee Eggleston. Ayes all.

D.P.W.

D.P.W. Superintendent David Jaquay came before the Board on the following:

Freightliner Issues

The Freightliner truck is being diagnosed and Superintendent Jaquay will keep the Board updated on the trucks availability for service.

D.P.W. Monthly Report

By Trustee Jaquay

Motion to approve and place on file the 2024 D.P.W. report as submitted. Sec. Trustee Eggleston. Ayes all.

Code Enforcement

Code Enforcement Officer Philip Green came before the Board on the following:

State Census Report

The 2023 State Census report completed.

Code Enforcement Monthly Report

By Trustee Jaquay

Motion to approve and place on file the 1/15/24 – 2/19/24 Code Enforcement report as submitted. Sec. Trustee Eggleston. Ayes all.

Planning Board

N/A

Treasurer

N/A

New Business

Check Reconciliation

N/A

Unemployment Acct. 3100	*953	No report/update
Balance -		
Sewer Savings 3092	*792	No report/update
Helterline Park 3084	*784	No report/update
Sewer Waste Hauling 3076	*405	No report/update
General Savings 3035	*482	No report/update
Water Fund 3050	*490	No report/update
Spohn's Disposal 3043	*187	No report/update
Trust & Agency 8225	*807	No report/update
D.P.W. Motorized Equip. 3068	*788	No report/update
General Fund 8233	*315	No report/update
Water & Sewer 8349	*320	No report/update
E.D.R.L.F. 8330	*448	No report/update
Police Vehicle 3118	*500	No report/update

NYS Affordable Housing	8322	*598	No report/update
Water Capital Reserve	3027	*844	No report/update
Money Mkt. Public Fund NE	3842		No report/update

***Payroll Certification
Resolution # 186-2024***

The following resolution offered by Trustee Jaquay sec. Trustee Eggleston. Ayes all.

WHEREAS, Kathleen Prestopnik hereby submits for certification the following payroll period of 1/6/24-1/19/24 in the amount of \$ 32,961.77 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Eggleston, Jaquay, Madore
NAYS: None
ADOPTED – February 13, 2024

***Payroll Certification
Resolution # 187-2024***

The following resolution offered by Trustee Jaquay sec. Trustee Eggleston. Ayes all.

WHEREAS, Kathleen Prestopnik hereby submits for certification the following payroll period of 1/20/24-2/2/24 in the amount of \$ 27,384.27 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Eggleston, Jaquay, Madore
NAYS: None
ADOPTED – February 13, 2024

***Violet Festival-
Approved***

The Violet Festival Committee is requesting the annual permission for the Violet Festival – June 7-9, 2024 from the Village of Dolgeville – Permission granted.

D.P.W. will submit the State DOT permits for the parade.

***Herkimer County Hazard
Mitigation Plan 2023
Resolution # 188-2024***

The following resolution offered by Trustee Jaquay sec. Trustee Eggleston. Ayes all.

WHEREAS, the Village of Dolgeville recognizes the threat that natural hazards pose to people and property within Village of Dolgeville; and

WHEREAS, the Village of Dolgeville has prepared a multi-hazard mitigation plan, hereby known as Herkimer County Hazard Mitigation Plan 2023 in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Herkimer County Hazard Mitigation Plan 2023 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Village of Dolgeville from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Village of Dolgeville demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Herkimer County Hazard Mitigation Plan 2023.

NOW THEREFORE, BE IT RESOLVED, that the Village of Dolgeville hereby adopts the Herkimer County Hazard Mitigation Plan 2023. This plan, approved by the community, may be edited or amended after submission for review, but will not require the community to re-adopt any further iterations. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years.

AYES: Trustees Eggleston, Jaquay, Madore

NAYS: None

ADOPTED – February 13, 2024

***Dolgeville-Manheim
Public Library
Annual Report***

Place on file the 2022 NYS Annual Report.

***Sewer Bill Request
18 Sullivan Street***

The Village will deny the request from 18 Sullivan Street - due to the lateral is the responsibility of the homeowner.

Water/Sewer Request

A request from 39 Dolge Avenue for a temporary renovation disconnect of water/sewer. The Village approved the disconnect request.

Summer Intern

The Village will work with the City of Little Falls and Herkimer County to get a summer intern to work on village records management.

Attorney

Village Attorney Karl Manne came before the Board on the following:

Cell Tower Update

No cell tower updates at this time.

Executive Session

By Trustee Jaquay

Motion to enter executive session at 8:17 p.m. to discuss personnel. Sec. Trustee Eggleston. Ayes all.

By Trustee Madore

Motion to adjourn executive session at 8:35 p.m. and reconvene regular meeting. Sec. Trustee Jaquay. Ayes all

Future Meetings

Regular Meeting – March 18th @ 6:00 p.m. – Village Hall.

Adjournment

By Trustee Jaquay

Motion to adjourn regular meeting at 8:36 p.m. Sec. Trustee Madore. Ayes all.

_____ Mayor

_____ Village Clerk