

REGULAR MEETING  
DOLGEVILLE VILLAGE BOARD OF TRUSTEES  
MARCH 20, 2023

PRESENT:

MAYOR: Mary E. Puznowski  
TRUSTEES: Amanda Jaquay  
Amber Kraszewski  
Laura Madore-absent  
Kornel D. Martyniuk-absent

ATTORNEY: Brett Preston

RECORDING SECRETARY:

Tammy L. Chmielewski

ATTENDED: Donna DeLucco, Marilyn Williams, David & Sarah Jaquay, Matthew Wright, Philip Green and Chet Szymanski.

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.

**Appointment**  
**Resolution #26-2023**

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

Motion to appoint Police Officer Kyle Lesniak – Permanent Competitive, Civil Service transfer from Gloversville Police Department on 2/28/23 with 1 year of probation. Sec. Trustee Kraszewski. Ayes all.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski  
ABSENT: Trustees Madore, Martyniuk  
NAYS: None  
ADOPTED – March 20, 2023

**Appointment**  
**Resolution #27-2023**

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

Motion to appoint Carmelita Maddocks – Election Inspector, term to expire and the annual meeting 2023. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski  
ABSENT: Trustees Madore, Martyniuk  
NAYS: None  
ADOPTED – March 20, 2023

**Resignation**  
**Resolution # 28-2023**

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

Motion to accept the resignation of Police Officer Garth Joseph effective 3/10/23. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

**Approval of**  
**Meeting Minutes**

By Trustee Jaquay

Motion to approve and place on file the meeting minutes of February 20, 2023 with a correction – water reduction/repair s/b a new copper line installed – not galvanized. Sec. Trustee Kraszewski. Ayes all.

**Abstract of**  
**Audited Vouchers**  
**Resolution # 29-2023**

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

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

GENERAL	\$ 106,329.73
SEWER FUND	\$ 8,758.03
WATER FUND	\$ 3,711.55
TRUST & AGENCY FUND	\$ 1,291.28

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

**Village Engineer**

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

**Active Projects**

DEC Mohawk River Watershed Grants – Round 5

- A kick-off and scoping meeting was held with Bergmann Associates on March 14<sup>th</sup>.

Water Transmission Main Clearing

- Contacted NYSDEC to determine what permits might be needed (if any) to clear trees and create an access road along our water transmission main from Salisbury.

- Received an email earlier this month to let us know that they are working on a formal response.

Bridge NY (*no change*)

- Applications were submitted for the village-owned portions of the Beaver Brook Culvert and for the Dolge Ave Culvert. In past years, awards were made in March. However, this is an unusual second round of funding which would likely push the award date into this summer.

Beaver Brook Floodplain Study / LOMR (*no change*)

- Waiting on the final review of the proposed LOMR by FEMA which should be completed in early 2023.

Main Street Sewer Replacement Project

- The most recent schedule from our consultant is shown below:

Project Schedule Milestone Item	Schedule Date
Survey (Round 1)	August 2022
Preliminary Design (50%)	August - December 2022
Survey (Round 2)	October 2022
SEQR Draft Resolution Submission	December 2022
SEQR Resolution Adopted	January 2023
SEQR Coordinated Review and Completion	January - March 2023
Final Design (Including Contract Documents & BOD Report)	December 2022 - July 2023
Permits & Approvals	July - August 2023
Bidding Services	September 2023
SPDES Notice of Intent	September 2023
Construction	October 2023 - May 2025

- Additional funding sources are being sought as we work towards a completed design. It appears that WIIA funds cannot be used for the project to co-fund with the STAG money, but SRF funds from NYS can be used (low to 0% interest loans).

Halloween Flood Event (404 Mitigation Program) DR4472

- All property appraisals have been received and forwarded to DHSES.
- Hazardous material surveys were received by the Village on March 15<sup>th</sup>.
- A meeting with our DHSES representative is scheduled for March 22<sup>nd</sup> at 2:00 PM to discuss the next steps for the project.
- Key dates for the project:
  - o the project must be completed by June 17, 2024.
  - o a property must be demolished, removed, and the site restored within 90 days of the acquisition of the property by the Village.

EPA Lead and Copper Rule Changes

- The Village will need to provide an inventory of all service lines to the local DOH by October 16, 2024.
- Additional guidance from NYSDOH was received by the Village on March 14<sup>th</sup>.
- We will be scheduling a demonstration with a contractor to evaluate different methods of determining the composition of buried service line materials as required for the inventory.

#### Halloween Flood Event (FEMA)

- The most recent updates from FEMA are below:
  - o PN130882 - Emergency Protective Measures – This project has been completed.
  - o PN130884 - Fink Storm Water Drainage System – Landowner agreements for construction continue to be the final item remaining before this project can be obligated. I am continuing to work with DHSES to plan around missing landowner agreements. However, this project was recently funded through the \$1.7 trillion federal funding package. It also appears that the BIL funding may be used to fund other drainage-related projects in the Village.
  - o PN130885 - North Main Street Sewer, Water Distribution and Storm Drainage Reconstruction – This project was obligated early last week. The work is being incorporated into the larger Main Street Sewer Reconstruction Project as there is overlap between the two.
  - o PN130886 - North Main Street Roadway Reconstruction – This project has been obligated.
  - o PN130890 - Village Wide Debris Removal – This project has been completed.
  - o PN153162 - Management Costs – Pending for the obligation or withdrawal of all the projects to be sent to the CRC.
- DHSES is requesting that the Village to continue to prepare the back-up paperwork required for PN153162 - Management Costs.

#### Federal BIL Funding

- A kick-off meeting was held on March 13<sup>th</sup> with EPA to discuss the STAG funding received for the Main Street Sewer Rehabilitation Project and the Fink Creek Replacement Project.

#### NYS Parks Grant

- A project meeting was held on March 13<sup>th</sup> with Saratoga Associates.
- Saratoga will prepare two bid packages from the original project: one for the splash pad and one for the basketball courts. These are project elements that we either have funding in-hand for or can fund with additional community grants. Completing these portions of the overall project will show NYS Parks that we are making progress on the project and increase our chances of receiving a grant/project extension.

#### NY Forward Grant

- The Village of Dolgeville received \$2.25 million at an awards ceremony in Cooperstown on March 2<sup>nd</sup>.

#### Sanitary Sewer Collection System Investigation, Phase II (EPG #105559)

- A final report for this project is nearly complete.

#### WWTP Concrete Deterioration Repairs (*no change*)

- A couple of small “punchlist” items remain for the contractor to complete this spring once the weather is acceptable.

#### WTP Spillway Failure Repairs (*no change*)

- I completed and submitted the NYSDEC / ACOE Joint Permit Application for this project on May 19, 2022.
- We have received a permit from the NYSDEC and confirmation that the project falls under the Nationwide Permit from ACOE.
- I will be preparing a bid package for the project this month that can be used to solicit bids from specific contractors. The work is considered

to be emergency repair work and will not be subject to the full public bid process.

Village Water Tower and Industrial Park Utilities (*no change*)

- The IDA is funding a Preliminary Engineering Report for the wastewater treatment plant to evaluate and document any impacts that the Industrial Park users may have on the existing facility and what improvements will need to be made to accommodate the Industrial Park users. Continuing to coordinate information along with Amy and Neal.

**DPW Project List**

- ACOE Study of the East Canada Creek (*no change*)
- Repair / replacement of 4 major creek culverts throughout Village
- Vehicle acquisition / replacement
- Co-funding sources for Main Street Paving / ADA Compliance Project
- DPW Garage Construction Grants
- Greenway Extension Grants (Main Street to Gehring Tricot)
- Beaver Brook and Thresher Brook Floodplain, FEMA (*no change*)
- Army Corps of Engineers, East Canada Creek (*no change*)
- 2<sup>nd</sup> Street Drainage Improvements (*on hold*)

**WTP / Water Distribution System Project List**

- Siding Repairs at Rear of WTP
- Grant Funded Study / Hydraulic Model in 2023/2024
- Water Transmission Main Mapping / Grants
- NYSDOH Disinfection Byproducts (*on hold*)

**WWTP / Collection System Project List**

- Phosphorous Removal Limits Changing, 1.0 (EPG)
- Incorporate Video/Condition Assessment into GIS / HOCCPP System
- Main Street Sanitary Sewer Project / Financing, EFC

**ARPA Project List**

- Primary Tank Concrete Repairs (completed)
- WTP Instrumentation (completed)
- MH Inspections (completed)
- WTP Disinfection Byproducts
- 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 (Weston and Sampson)
- Van Buren Street Ice Jam / Flooding; ACOE Design and Permitting

**General**

- Brownfields Opportunity Area Project w/ IDA

***Village Engineer  
Monthly Report***

By Trustee Kraszewski

Motion to approve and place on file the March 2023 Village Engineer report as submitted. Sec. Trustee Jaquay. Ayes all.

## **Public Comment**

Donna DeLucco would like to be on the list of election inspectors for the Village of Dolgeville. Donna is trained by Herkimer County.

Marilyn Williams – requesting the electrical boxes at Plowe Park be checked before Violet Festival. The village will also look into upgrading the system once they remove some trees. Dave and Phil will do a walk-thru with Marilyn to discuss details.

Marilyn Williams – at the last Dolgeville Forward meeting there were conversations/concerns on how the grant monies would be disbursed and who would be overseeing the funds. The village was awarded \$ 2,250,000 – Moving the Village of Dolgeville Forward. There will be an article in the Violet Festival Booklet explaining various grants throughout the village.

Trustee Kraszewski received the same questions and explained the Village Board will have oversight on all monies, this program has a different process now.

## **Department Heads**

### **D.P.W.**

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

Sewer mains on North Main Street between 170 and Green Street flushed two weeks ago.

Stewarts Shops – temporary sewer repair (outside contractor). The entire lateral will be replaced this year.

Complaint – Wrights gas station – snow covering sidewalks and possible vehicle/traffic violation.

Sidewalk law – Village Attorney will clarify penalty/re-levy questions and report back to the Board.

Dave/Michele working on a second general phone line to comply with alarm system.

### ***Phone Account Admin. Authorization Resolution # 29A-2023***

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

Motion authorizing Village Clerk be assigned as a second authorized admin to the phone account to make changes as needed. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski  
ABSENT: Trustees Madore, Martyniuk

NAYS: None  
ADOPTED – March 20, 2023

***North Main Street  
Demo Update***

Dave will get pricing for demo equipment. It was also suggested village employees do the work (demo) after hours and weekends as overtime and use this toward our in-kind services submittals.

***D.P.W. Monthly Report***

By Trustee Kraszewski  
Motion to approve and place on file the March 2023 D.P.W. report as submitted. Sec. Trustee Jaquay. Ayes all.

**Code Enforcement**

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

***Sidewalk Law - Snow  
And Ice Maintenance***

The Board feels the current law is sufficient and will start an informational campaign and compliance program at the beginning of the winter season to ensure public safety.

Baker Street – 30 days per court.

Send a letter to 178 West State Street Ext. – building permit has expired.

***Code Enforcement  
Monthly Report***

By Trustee Jaquay  
Motion to approve and place on file the 2/19-3/19/23 Code Enforcement report as submitted. Sec. Trustee Kraszewski. Ayes all.

**WWTF**

***WWTF Monthly Report***

By Trustee Jaquay  
Motion to approve and place on file the 2/16/23 – 3/15/23 WWTF report as submitted. Sec. Trustee Kraszewski. Ayes all.

***Army Corp. of Engineers  
East Canada Creek  
Streambank Stabilization  
Update – 3/20/23 email***

I am pleased to let you know that, as our hydraulic modeling of East Canada Creek continues through our U.S. Army Corps of Engineers Floodplain Management Services program, we have also now received funding to conduct a determination that providing streambank stabilization is in the Federal interest. The potential project would be under our Continuing Authorities Program, Section 14, which allows for USACE to build projects of up to \$10,000,000 with a 65% Federal/35% non-Federal funding match. The criteria for such a determination is that the cost of

relocating the public infrastructure at risk, in this case the wastewater treatment plant, is less than constructing streambank stabilization. We anticipate confirming this determination by September 30. After that we would conduct a more in-depth planning study that would be approved internally at USACE without needing to seek Congress' specific authorization because of its small size.

## **Water Plant**

### ***Siding***

Request Neal get quotes to install siding.

### ***Water Monthly Report***

By Trustee Jaquay

Motion to approve and place on file the 3/20/23 water report as submitted. Sec. Trustee Kraszewski. Ayes all.

## **Police Department**

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

### ***FTO Class***

Officer Perkins will be attending a 4 day FTO class at Little Falls Police Department at no cost to the Village on 3/28 - 4/5/23, this will be in lieu of the Delhi training that would have cost \$ 250.00.

### ***New Police Car***

The car is in for up-fitting at JPJ Electronics Communication Inc. and will be ready in 3-4 weeks.

### ***Civil Service List***

Chief has exhausted the current civil service list for patrolman.

### ***Holiday Rollover Request Resolution # 29B-2023***

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

Motion to approve Chief of Police Matthew Wright's request to rollover his 2022-2023 remaining holidays to the 2023-2024 fiscal year. Sec. Trustee Kraszewski. Ayes all.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

### ***Police Monthly Report***

By Trustee Jaquay

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

## **Treasurer**

### ***Expenditures, Encumbrances, and***



***Appropriations***

By Trustee Kraszewski

Motion to place on file the Statement of Expenditures, Encumbrances, Appropriations for the period ending 2 months-up to 2/20/23. Sec. Trustee Jaquay. Ayes all.

***Balance Sheet***

N/A

**New Business**

***Check Reconciliation Resolution***

N/A

***Payroll Certification Resolution # 30-2023***

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

WHEREAS, Michele Weakley hereby submits for certification the following payroll period of 1/21/23-2/3/23 in the amount of \$ 28,741.19 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

***Payroll Certification Resolution # 31-2023***

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

WHEREAS, Michele Weakley hereby submits for certification the following payroll period of 2/4/23-2/17/23 in the amount of \$35,018.60 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

***Payroll Certification Resolution # 32-2023***

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

WHEREAS, Michele Weakley hereby submits for certification the following payroll period of 2/18/23-3/3/23 in the amount of \$29,583.46 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of

Trustees.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

***Tentative 2023-2024***

***Budget***

***Resolution # 33-2023***

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

Total to be raised in taxes \$ 1,077,424.00

Town of Manheim Rate - \$ 24.009839 per 1000

Town of Oppenheim Rate - \$ 36.614989 per 1000

Motion to accept and receive the 2023-2024 Tentative budget as presented. Sec. Trustee Kraszewski. Ayes all.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

***Budget Workshop***

A budget workshop is set for April 3<sup>rd</sup> @ 5:15 following the Annual Meeting.

***Munibilling Software***

***Resolution # 34-2023***

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

Motion to accept the proposal from Munibilling for water/sewer software billing services as presented. The term of the contract is 5 years. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

***Herkimer County***

***Humane Society***

***Seized Dogs Sheltering***

***Agreement***

***Resolution # 35-2023***

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

Motion authorizing Mayor Mary E. Puznowski sign the agreement with Herkimer County Humane Society as presented.

The terms of the agreement will end Five (5) years after the date signed. Sec. Trustee Kraszewski. Ayes all.

AYES: Trustees Jaquay, Kraszewski, Mayor Mary E. Puznowski

ABSENT: Trustees Madore, Martyniuk

NAYS: None

ADOPTED – March 20, 2023

**Attorney**

Village Attorney Brett Preston came before the Board on the following:

***De-Annexation Request***

The village received a request from Richard & Amy VanPelt of 173 Park Road to de-annex from the Village of Dolgeville. Village Attorney will send a letter to the VanPelt's.

***209 Hopson Road  
Water Line Repair***

Village Attorney will send a letter this week to 209 Hopson Road.

**Future Meetings**

Special Meeting – March 22, 2023 @ 6:00 p.m. – Village Hall.

Annual Meeting – April 3<sup>rd</sup> at 5:00 p.m. – Village Hall.

Budget Workshop – April 3<sup>rd</sup> at 5:15 p.m. – Village Hall.

**Adjournment**

By Trustee Kraszewski

Motion to adjourn regular meeting at 8:12 p.m. Sec. Trustee Jaquay. Ayes all.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Village Clerk