

REGULAR MEETING
DOLGEVILLE VILLAGE BOARD OF TRUSTEES
AUGUST 21, 2023

PRESENT:

MAYOR: Mary E. Puznowski-absent
TRUSTEES: Craig A. Eggleston
Amanda Jaquay
Amber Kraszewski
Laura Madore

ATTORNEY: Karl Manne

RECORDING SECRETARY:

Tammy L. Chmielewski

ATTENDED: Chet Szymanski, Philip Green, Matthew Wright, David Jaquay, Louis Romano.

Deputy Mayor Amber Kraszewski 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

Village Attorney

Resolution # 106-2023

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

Motion to accept the resignation of Brett Preston – Village Attorney effective August 11, 2023. Sec. Trustee Madore. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

Resignation/Retirement

SPO/Police Officer

Resolution # 107-2023

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

Motion to accept the resignation/retirement of Police Officer Shannon Davies effective August 1, 2023. Sec. Trustee Madore. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

Appointment

Village Attorney

Resolution # 108-2023

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

Motion to appoint Karl Manne – Village Attorney to replace current Village Attorney Brett Preston who resigned August 11, 2023. The rate of pay is \$ 18,000/Yr. Term will expire at the Annual Meeting 2024. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

**Appointment
Temp. Treasurer
Resolution # 109-2023**

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

Motion to appoint Kathy Prestopnik Temp. Treasurer per Civil Service. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

**Appointment
Police Department
SPO - DCS
Resolution # 110-2023**

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

Motion to appoint Cecil Jones – SPO – DCS at a rate of \$ 49,645.00/Yr. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

**Approval of
Meeting Minutes**

By Trustee Jaquay

Motion to approve and place on file the meeting minutes of July 17, 2023. Sec. Trustee Madore. Ayes all.

**Abstract of
Audited Vouchers
August 7, 2023
Resolution # 111-2023**

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 from the following funds for the amount specified:

GENERAL	\$ 6,932.19
SEWER FUND	\$ 7,399.95
WATER FUND	\$ 4,239.20
TRUST & AGENCY FUND	\$ 281.50

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

**Abstract of
Audited Vouchers
August 21, 2023
Resolution # 112-2023**

The following resolution offered by Trustee Madore 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	\$ 17,388.74
SEWER FUND	\$ 6,506.11
WATER FUND	\$ 5,825.72
TRUST & AGENCY FUND	\$ 348.59

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

Village Engineer

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

Active Projects

DEC Mohawk River Watershed Grants – Round 5

- Bi-weekly meetings have continued with the Village Consultant (Bergmann).
- Waiting for the final list of homes that will be included in the buyout.
- Field work is completed. The survey should be ready within the next week.
- Needs coordination with B&L re: stormwater management facilities planned for portions of North Main Street.

Water Transmission Main Clearing

- Suggested construction details were received from Dave Gasper at NYSDEC.
- Permitting for this project is on hold until 2024.

NYSDOT Main Street Projects

- Route 29 Bridge Replacement
 - o Bid: Fall 2024
 - o Construction: Spring 2025
- Beaver Brook Bridge Replacement
 - o Bid: April 2024
 - o Construction: Late 2024
- NYSDOT is committed to restoration of the Main Street corridor after the sewer project as funding becomes available to them.

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.

ACOE East Canada Creek – Erosion and WWTP Protection

- The conference call on June 14th centered around streambank protection for Van Buren Street and a determination of the cost/benefit of a project at the WWTP to determine if the Corps can assist.
- A follow-up meeting to the June 14th site visit to discuss flood protection / mitigation at the WWTP has not yet been scheduled.

Main Street Sewer Replacement Project

- WIIA Application was submitted on August 11th.
- Additional funding for the project could come from FEMA or a subsequent round of STAG.
- Environmental review for current STAG awards is underway.
- A project and funding matrix provided by our consultant has been attached to this update. Construction dates will be pushed out based on funding availability.

Halloween Flood Event (404 Mitigation Program) DR4472

- Draft construction documents were received from our consultant on August 15th. The documents cover both hazardous material abatement and demolition.
- Closing documents for real estate transactions are being prepared.
- Cost and scope information not yet received from Oneida-Herkimer County Solid Waste Authority.
- Working on a schedule for remediation and demolition to meet the deadlines, below.
- 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.

Halloween Flood Event (FEMA)

- The most recent updates from FEMA are below:
 - o I removed the obligated and completed projects from this summary.
 - o PN130884 - Fink Storm Water Drainage System – Attended two meetings from our FEMA and DHSES representatives along with our consultant in the past two weeks. The DDD (Damage Description and Dimensions) was rewritten for the project with the current team and has now been sent to the FEMA CRC (Consolidated Resource Center) for their review.
 - 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 continue to prepare the back-up paperwork required for PN153162 - Management Costs.

- Project completion deadline extension requests have been submitted but responses have not yet been received.

Federal BIL Funding (*no change*)

- 2023 EPA funding guidance documents were received on April 19th. Our consultant has started preparing the items needed by EPA to move the grant funding forward. Completing environmental review for the projects will be the first step in the process of receiving funds through the program.
- I have reached out to our consultant for an update on their progress.

NYS Parks Grant

- Bids were due on Thursday, July 6th for the basketball court project. No bids were received.
- Direct contact was made with multiple contractors over the past month with no quotes received.
- **Village will request a meeting with Saratoga Associates and NYS Parks – advise how to proceed.**

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.

WWTP Study / Proposed Upgrades for IDA Project

- Met with the IDA and their engineers on July 19th. The project is still continuing though has been lagged due to grant funding and the tenant's timeline.

WTP Spillway Failure

- I finalized the contract with National Building and Restoration Corp. (NBRC) and it is now fully executed.
- The contractor intends to start work in the first week of September.
- I have been reviewing submittals and retuning them to the contractor as I receive them.
- Village staff have completed a large amount of piping and set-up work at the reservoir so that we may bypass the reservoir for the project.
- I will be collecting additional design information at the reservoir while it is dewatered to help prepare for future projects.

EPA Lead and Copper Rule Changes (due October 16, 2024)

- GPS equipment has been set up and our inspector is ready to begin. We anticipate inspections starting within the next two weeks.

General

- Brownfields Opportunity Area Project w/ IDA

DPW Project List

- Repair / replacement of 4 major creek culverts throughout Village
- Vehicle acquisition / replacement
- Co-funding sources for Main Street Paving / ADA Compliance Project (NY Forward?)
- DPW Garage Construction Grants (CHIPS can be applied here)
- Greenway Extension Grants (Main Street to Gehring Tricot)
- Beaver Brook and Thresher Brook Floodplain, FEMA (*no change*)
- 2nd Street Drainage Improvements (*on hold*)
- Van Buren Street Erosion / Streambank Protection

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}

WWTP / Collection System Project List

- Phosphorous Removal Limits Changing, 1.0 (EPG)
- Incorporate Video/Condition Assessment Into GIS / HOCCPP System

ARPA Project List

- Primary Tank Concrete Repairs (completed)
- WTP Instrumentation (completed)
- MH Inspections (completed)
- WTP Disinfection Byproducts (*on hold*)
- WTP Spillway (current)
- **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

***Village Engineer
Monthly Report***

By Trustee Jaquay

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

**GPO Federal Credit
Union – Parking Lot**

GPO was unavailable for tonight’s meeting but is interested in discussions to purchase the village owned parking lot adjacent to their property. GPO will be at the next regular meeting to discuss their options.

Public Comment

N/A

Department Heads

Police Department

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

New Officer Intro.

Chief Wright introduced our new Full Time Patrolman – Louis Romano to the Village Board.

***Officer Reimbursement
Agreement
Resolution # 113-2023***

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

Motion to approve negotiated reimbursement request from the Village of St. Johnsville in the amount of \$ 2,500.00 for the training of officer Pate (recently hired). Sec. Trustee Madore. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

Car Issues

Village needs to look into replacing a car (possible purchase or lease program).

Full Time Officer

The village is looking to hire a full time patrolman.

Police Monthly Report

By Trustee Jaquay

Motion to approve and place on file the August 2023 Police report as submitted. Sec. Trustee Eggleston. Ayes all.

Code Enforcement

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

Court Appearances

Court is rescheduled for next month.

Village will need to hire a separate attorney for local court appearances.

Code Enforcement Monthly Report

By Trustee Jaquay

Motion to approve and place on file the July 17, 2023 – August 21, 2023 Code Enforcement report as submitted. Sec. Trustee Madore. Ayes all.

D.P.W.

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

Hydrant

Hydrant on Route 29 was stripped and replaced. The village will be monitoring the area for activity.

DPW Fire Alarm

Village Treasurers will contact carrier to activate system. Village Board needs this off the list before the next meeting.

D.P.W. Monthly Report

By Trustee Jaquay

Motion to approve and place on file the August 16, 2023 D.P.W. report as submitted. Sec. Trustee Madore. Ayes all.

Water Plant

Water Monthly Report

By Trustee Jaquay

Motion to approve and place on file the August 2023 water report as submitted. Sec. Trustee Eggleston. Ayes all.

WWTF

WWTF Monthly Report By Trustee Madore
Motion to approve and place on file the August 2023 WWTF report as submitted. Sec. Trustee Eggleston. Ayes all.

Planning Board N/A

Treasurer N/A

Expenditures, Encumbrances, and Appropriations N/A

Balance Sheet N/A

Accounting Software Quotes

Village received quotes for new accounting software:

	Implementation	Annual Fees
Edmunds -	\$ 16,750.00	\$ 12,500.00
Harris Local Gov. -	\$ 24,290.00	\$ 5,175.00
Brisbane-Accufund -	\$ 19,600.00	\$ 8,088.00

Accounting Software Resolution # 114-2023

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

Motion to award bid to Harris Local Government as presented on condition ARPA funds are available. Sec. Trustee Madore. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

Executive Session

By Trustee Jaquay

Motion to enter executive session @ 7:22 p.m. to discuss personnel. Sec. Trustee Madore. Ayes all.

By Trustee Jaquay

Motion to adjourn executive session @ 7:40 p.m. and reconvene regular meeting. Sec. Trustee Madore. Ayes all.

Old Business

Sewer Rate Increase No updates.

North Main Street Update Home buyouts are moving forward and in the attorneys' hands. The process could take anywhere from 3-4 months.

***New York Forward
Grant Update***

One decision made is the Village of Dolgeville will not have to come up with the 25% matching funds on any village (public) approved projects.

New Business

***Check Reconciliation
Resolution # 115-2023***

By Trustee Jaquay

Motion to place on file the check reconciliations as presented. Sec. Trustee Madore. Ayes all.

Unemployment Acct. 3100 Balance - \$ 36,295.82	*953	4/3/23-7/2/23
Sewer Savings 3092	*792	No report/update
Helterline Park 3084 Balance - \$ 3,552.31	*784	4/3/23-7/2/23
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 Balance - \$ 662.81	*187	4/3/23-7/2/23
Trust & Agency 8225	*807	No report/update
D.P.W. Motorized Equip. 3068 Balance - \$ 29,408.40	*788	4/3/23-7/2/23
General Fund 8233	*315	No report/update
Water & Sewer 8349	*320	No report/update
E.D.R.L.F. 8330 Balance - \$ 149,178.15	*448	5/1/23-7/2/23
Police Vehicle 3118 Balance - \$ 9,701.91	*500	4/3/23-7/2/23
NYS Affordable Housing 8322 Balance - \$ 47,778.39	*598	5/1/23-7/2/23
Water Capital Reserve 3027	*844	No report/update
Money Mkt. Public Fund NE 3842		11/1/22-7/31/23

Balance - \$ 40,737.48

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

***Payroll Certification
Resolution # 116-2023***

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

WHEREAS, Michele Weakley hereby submits for certification the following payroll period of 7/8/23-7/21/23 in the amount of \$ 40,554.83 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

***Payroll Certification
Resolution # 117-2023***

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

WHEREAS, Michele Weakley hereby submits for certification the following payroll period of 7/22/23-8/4/23 in the amount of \$ 36,377.77 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

***PESH Inspection
Village Hall***

The village received 5 violations:

Employer did not evaluate the workplace to determine the presence of factors which may place employees at risk of workplace violence. ***Village will review after site inspection (8/8/23) with workers' comp. carrier.***

The employer failed to provide information and training on the risks of workplace violence in the workplace.

The employer provided employees with workplace violence prevention training in January 2023, but the training did not include specific Village of Dolgeville risk factors and measures employees can take to protect themselves. ***Village will create site specific instructions for workplace violence. Village will review after site inspection with workers' comp. carrier.***

The employer did not use SH 900 and SH 900.1 Logs of Work-Related Injuries to complete the 2020, 2021, 2022 logs (the village mistakenly used OSHA 300) PESH agreed these forms are the same in format and acceptable. *Village Clerk will re-do forms information on the correct PESH forms. Completed 7/25/23.*

The employer entered an employee's name on the SH-900 Log and did not enter "privacy case" in the space normally used for the employee's name. *Village Clerk will re-do forms information on the correct PESH forms. Completed 7/25/23.*

The employer did not keep a separate SH 900 Log for each establishment that is expected to be in operation for one year or longer. *Village Clerk will re-do forms information per department on the correct PESH forms. Completed 7/25/23.*

***Workplace Violence
Prevention Policy
Statement
Resolution # 118-2023***

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

**VILLAGE OF DOLGEVILLE WORKPLACE VIOLENCE
PREVENTION POLICY STATEMENT**

Appendix 1

VILLAGE OF DOLGEVILLE is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against **VILLAGE OF DOLGEVILLE** employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2, 27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore

NAYS: None

ADOPTED – August 21, 2023

Water/Sewer Off

Water/Sewer off at 5 Wolf Street until further notice (fire).

Attorney

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

Cell Tower Update

No additional information. The new Village Attorney will check for updates.

Future Meetings

Please Note Change: Regular Meeting – Tuesday - September 26, 2023 @ 6:00 p.m. – Village Hall

Adjournment

By Trustee Jaquay

Motion to adjourn regular meeting at 8:05 p.m. Sec. Trustee Eggleston. Ayes all.

_____ Mayor

_____ Village Clerk

