

REGULAR MEETING  
DOLGEVILLE VILLAGE BOARD OF TRUSTEES  
OCTOBER 16, 2023

PRESENT:

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

ATTORNEY: Karl Manne

RECORDING SECRETARY:

Tammy L. Chmielewski

ATTENDED: Neal Winkler, Donna DeLucco, Chet Szymanski, Philip Green, Matthew Wright, David & Sarah Jaquay.

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.

**Approval of  
Meeting Minutes**

By Trustee Kraszewski

Motion to approve and place on file the meeting minutes of September 27, 2023. Sec. Trustee Jaquay. Ayes all.

**Abstract of  
Audited Vouchers  
Resolution # 134-2023**

The following resolution offered by Trustee Jaquay sec. Trustee Kraszewski. 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             | \$ 96,695.85 |
| SEWER FUND          | \$ 10,980.49 |
| WATER FUND          | \$ 21,345.99 |
| TRUST & AGENCY FUND | \$ 192.23    |

AYES: Trustees Eggleston, Jaquay, Kraszewski

NAYS: None

ABSENT: Trustee Madore

ADOPTED – October 16, 2023

**Village Engineer**

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

***NYSDEC Watershed  
Update – 10/2/23***

Place letter dated 10/2/23 on file.

***North Main Street  
Professional Services –  
RFQ - Hazardous Materials  
Remediation  
Resolution # 135-2023***

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

Motion to go out for Professional Services - RFQ – Hazardous Materials Remediation – North Main Street. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski

NAYS: None

ABSENT: Trustee Madore

ADOPTED – October 16, 2023

***RFQ Design Services  
Main Street Sewer  
Improvements – STAG  
Monies  
Resolution # 136-2023***

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

Motion to go out for RFQ Design Services – Engineer for the Main Street Sewer Improvements – STAG monies. Sec. Trustee Jaquay. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski

NAYS: None

ABSENT: Trustee Madore

ADOPTED – October 16, 2023

***Categorical Exclusion  
& Extraordinary (CATEX)  
Issued – Main Street  
Sewer Improvements  
Project – EPA Website***

The Village of Dolgeville’s CATEX project is available to the public at EPA’s website: <https://cdxapps.epa.gov/cdx-enepa-ll/public/action/nepa/search>.

The project location description is: North and South Main Street (NYS Route 167), Dolge Avenue, Baker Street, Elm Street, Green Street and Helmer Avenue.

***NYSDEC Mohawk River  
Basin Program Grant Ext.  
Request – C01223GG***

**Resolution # 137-2023**

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

Motion authorizing Mayor Mary E. Puznowski sign the NYSDEC Mohawk River Program Grant Extension request – C01223GG. Sec. Trustee Kraszewski. Ayes all.

AYES: Trustees Eggleston, Jaquay, Kraszewski

NAYS: None

ABSENT: Trustee Madore

ADOPTED – October 16, 2023

***Tentative Schedule for  
North Main Street  
Homes Demolition***

October 18th: Bid Docs Prepared

October 20th: Invitations to Contractors for their Bids

October 26th: Prebid Meeting

November 10th: Bids Due to Village

November 15th: Award at Special Board Meeting

November 27th: Abatement Start

December 22nd: All Abatement Complete (Substantial Completion).

***East Timmerman St.  
Extension – Users Fees***

The Village will discuss a billing system (user fees) to recover expenses to extend the water/sewer on East Timmerman Street. Village engineer and Village Attorney will work together on a proposal for board review.

***Notice to Proceed  
Center Park Basketball/  
Pickle ball Court***

Per email 10/16/23 – Saratoga Associates issued a Notice to Proceed to Central Paving to start construction on the basketball/pickle ball court for the Center Park Grant.

**Active Projects**

DEC Mohawk River Watershed Grants – Round 5 (*no change*)

- Bi-weekly meetings have continued with the Village Consultant (Bergmann).
- Waiting for the final list of homes that will be included in the buyout.
- Survey has been completed by Bergmann and is being coordinated with B&L for their portions of projects which may impact the site.

NYS DOT Main Street Projects (*no change*)

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

#### ACOE East Canada Creek – Erosion and WWTP Protection

- A conference call with ACOE occurred on September 28<sup>th</sup> at 9:00 AM to discuss this project.
- ACOE's next step would be to secure funding for a preliminary engineering study for the protection of the WWTP.
- This project would be a long-term lead and, while we may find other avenues to protect the WWTP in the meantime, the Village will continue discussions with ACOE as they move the project forward. It's possible that the NYSDEC will be able to provide the cost-share (approx. \$500k) for the preliminary study.

#### Main Street Sewer Replacement Project

- Environmental review for current STAG awards is underway.
- Awaiting an update from the project team as of today, October 12, 2023.

#### Halloween Flood Event (404 Mitigation Program) DR4472

- Closing documents for real estate transactions are being prepared.
- A meeting was held with the Oneida-Herkimer County Solid Waste Authority on October 2<sup>nd</sup> to discuss the scheduling and cost for home removal. Notes from this meeting are included at the end of this report.
- Working on a schedule for remediation and demolition to meet the deadlines, below, but ideally most of the work would be completed this winter.
- Tentative schedule for hazardous material remediation:
  - October 18th: Bid Docs Prepared
  - October 20th: Invitations to Contractors for their Bids
  - October 26th: Prebid Meeting
  - November 10th: Bids Due to Village
  - November 15th: Award at Special Board Meeting
  - November 27th: Abatement Start
  - December 22nd: All Abatement Complete (Substantial Completion)
- 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 most recent updates from FEMA are below:
  - I removed the obligated and completed projects from this summary.
  - PN130884 - Fink Storm Water Drainage System – The most recent update in the FEMA Grants Portal shows that the project is pending EHP review. It has made it through a number of steps since the revised DDD was submitted on August 24, 2023 with the most recent history note dated September 28, 2023.
  - 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.
- A new set of time extension request letters have been sent to DHSES since our last meeting.

#### Federal BIL Funding

- The next step is environmental review of the Main Street Sanitary Sewer Project. The has submitted the documents required by EPA showing that the project falls under a “categorical exclusion” from the lengthy environmental review process because of the replace-in-kind nature of the project.

#### NYS Parks Grant

- Construction contract has been signed and Saratoga has begun receiving submittals from Central Paving.
- No schedule has been received as of October 12, 2023 but it is expected by the end of the day tomorrow.

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

- I have been assisting the IDA in grant administration for the project over the past month. We have been seeking an extension of the grants awarded through EFC.

#### WWTP Study / Proposed Upgrades for IDA Project (*no change*)

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

#### WTP Spillway Failure

- This project has been completed and the final payment application has been received and submitted for this board meeting.

#### Logging in Watershed

- Logging on privately-owned land adjacent to village-owned land, both within the village watershed, has created a disruption of the slow sand water filtration process at the WTP due to increased turbidity caused by clay-bearing sediment from the logging activities.
- A letter was sent from the Village to the DEC on September 29, 2023 with a response received on October 2, 2023. Both letters are on file with the Village.
- The Village will need to keep thorough records of additional labor, materials, and equipment required to address the issues at the WTP caused by this event.

#### **General**

- EPA Lead and Copper Rule Changes (due October 16, 2024)
- Brownfields Opportunity Area Project w/ IDA

#### **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 (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
- 2<sup>nd</sup> 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}

#### **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
- Beaver Brook Floodplain Study / LOMR – New County Flood Maps?

***Village Engineer  
Monthly Report***

By Trustee Kraszewski

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

***GPO Federal Credit  
Union – Village  
Parking Lot***

Adam Copeland came before the Board on the following:

Adam is following up on the discussion of GPO purchasing the adjacent village parking lot.

The Village has determined it is needed for public purpose. Discussion included GPO granting an easement. GPO suggested keeping the way it is (they plow, and maintain the lot). GPO could submit a purchase offer (\$ 1.00), get an appraisal, if the property is sold by GPO the proposed area would revert back to the village.

The Village requested GPO's legal department submit a proposal to the Village for consideration and attorney review.

The Village will not make a decision tonight – 10/16/23

**Public Comment**

N/A

**Department Heads**

**WWTF**

***WWTF Monthly Report***

By Trustee Jaquay

Motion to approve and place on file the 10/21/23 – 10/11/23 WWTF report as submitted. Sec. Trustee Kraszewski. Ayes all.

**Water Plant**

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

***Halo Sampling***

Third quarter samples were over putting our quarterly average at 58.78 (below avg. of 60). The next sampling is scheduled for second week of November.

***Training***

Neal and David Jaquay will attend free technical assistance training to protect drinking water on October 25<sup>th</sup>. Training for Hydrant and Valve Maintenance on November 8<sup>th</sup>.

Neal is looking for assistance in notifying landowners about owning property in the Village watershed, up to and including restrictions.

***Water Service Line Inspections Update***

Inspection update as of 10/14/23 to include 186 homes inspected and 11 curb stops located.

***Water Monthly Report***

By Trustee Kraszewski

Motion to approve and place on file the October 16, 2023 water report as submitted. Sec. Trustee Jaquay. Ayes all.

**Police Department**

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

***Bullet Proof Vest Grant***

The Village received \$ 2,550.00 from the vest grant program.

The Village also received reimbursement for former officer vest in the amount of \$ 935.00.

***Vehicle Sale***

The Village will contact Collar City Auctions to conduct an equipment/vehicle sale.

The Village is working with the school to purchase a car (school) for the SPO position.

***E.R.P.O.***

The Village is working with Herkimer County Attorney's office on E.R.P.O. cases possibly on a per diem basis.

***Shared Services  
Herkimer County***

The County will be setting up meetings for shared services including Police Departments. The Mayor and Chief will attend upcoming meetings.

***Police Monthly Report***

By Trustee Jaquay

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

**Code Enforcement**

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

***Yearly Inspections***

Phil will start yearly inspections.

***Code Enforcement  
Monthly Report***

By Trustee Kraszewski

Motion to approve and place on file the September 18, 2023 – October 15, 2023 Code Enforcement report as submitted. Sec. Trustee Jaquay. Ayes all.

**D.P.W.**

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

***Equipment Meeting***

Dave would like to set up a special meeting to discuss D.P.W. equipment needs.

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

By Trustee Jaquay

Motion to approve and place on file the October 12, 2023 D.P.W. report as submitted. Sec. Trustee Kraszewski. Ayes all.

**Planning Board**

N/A

**Treasurer**

N/A

***Expenditures,  
Encumbrances, and  
Appropriations***

N/A

***Balance Sheet***

N/A

**Old Business**

***Comp Alliance  
Recommendations  
Workplace Injury Losses  
And Safety Inspection  
Update***

Case # 2023-08-01 – Completed 09/27/23

Case # 2023-08-02 – Completed 09/27/23

Case # 2023-08-03 – WWTP - Pending

Case # 2023-08-04 – Completed 10/16/23

Case # 2023-08-05 – Completed 10/16/23

Case # 2023-08-06 – The lift is currently out of service (ineligible to be certified). The Village will remove lift from the garage.

Case # 2023-08-07 – Completed 10/16/23

**New Business**

***Check Reconciliation  
Resolution # 138-2023***

By Trustee Kraszewski

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

Unemployment Acct. **3100**

\*953 No report/update



|   |      |                  |
|---|------|------------------|
| Sewer Savings <b>3092</b>                         | *792 | No report/update |
| Helterline Park <b>3084</b>                       | *784 | No report/update |
| Sewer Waste Hauling <b>3076</b>                   | *405 | No report/update |
| General Savings <b>3035</b>                       | *482 | No report/update |
| Water Fund <b>3050</b>                            | *490 | No report/update |
| Spohn's Disposal <b>3043</b>                      | *187 | No report/update |
| Trust & Agency <b>8225</b>                        | *807 | No report/update |
| D.P.W. Motorized Equip. <b>3068</b>               | *788 | No report/update |
| General Fund <b>8233</b><br>Balance - \$ 3,240.81 | *315 | 12/1/22-8/31/23  |
| Water & Sewer <b>8349</b>                         | *320 | No report/update |
| E.D.R.L.F. <b>8330</b>                            | *448 | No report/update |
| Police Vehicle <b>3118</b>                        | *500 | No report/update |
| NYS Affordable Housing <b>8322</b>                | *598 | No report/update |
| Water Capital Reserve <b>3027</b>                 | *844 | No report/update |
| Money Mkt. Public Fund NE <b>3842</b>             |      | No report/update |

AYES: Trustees Eggleston, Jaquay, Kraszewski, Madore  
NAYS: None  
ADOPTED – October 16, 2023

***Payroll Certification  
Resolution # 139-2023***

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

WHEREAS, Michele Weakley hereby submits for  
certification the following payroll period of 9/16/23-9/29/23 in  
the amount of \$ 43,710.04 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 – October 16, 2023

***Brownfield Opportunity  
Area Designation***

The Village of Dolgeville Brownfield Opportunity Area Designation (BOA) has been approved effective October 4, 2023 – NYS Dept. of State.

The BOA nomination is a comprehensive planning tool and strategy to revitalize the Village’s downtown and waterfront along the East Canada Creek.

***Delinquent Water/Sewer  
And Shut-Off List***

Outstanding water/sewer rents in the amount of \$ 14,881.68. We still have 21 customers on the shut-off list.

**Attorney**

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

***Cell Tower Update***

The judge is working on making some decisions.

***Executive Session***

By Trustee Jaquay

Motion to enter executive session at 7:28 p.m. to discuss personnel and request David Jaquay attend. Sec. Trustee Kraszewski. Ayes all.

By Trustee Jaquay

Motion to adjourn executive session and reconvene regular meeting at 8:16 p.m. Sec. Trustee Kraszewski. Ayes all.

**Future Meetings**

Regular Meeting – November 20<sup>th</sup> @ 6:00 p.m. – Village Hall.

**Adjournment**

By Trustee Jaquay

Motion to adjourn regular meeting at 8:16 p.m. Sec. Trustee Kraszewski. Ayes all.

\_\_\_\_\_ Mayor

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