

VILLAGE OF SCHOHARIE
Employees Meeting/Workshop – July 19, 2023

PRESENT: Mayor Caza, Trustees: Johnson, Medak, Palmer and Robinson-Bullock, Clerk/Treasurer Leslie Price, Deputy Clerk/Treasurer Debby Byrne, OIC Jason Temple, DPW Superintendent Ken Bernhardt, Codes Enforcement Officer, and Fire Chief Doug Stinson, and Ed Manchester

- 1) Officer in Charge (OIC), Lieutenant, Jason Temple
 - a) See Attached Report
 - b) St. Paul's cemetery has been secured since the last theft.
 - c) Trustee Robinson-Bullock received a call from a Village resident on Prospect Street regarding the kids on lawnmowers. OIC Temple gave an update on this incident and did speak to both the parents and the kids involved. OIC Temple feels as long as they are working, he does not have a problem with them.

- 2) Code Enforcement Officer, Doug Stinson
 - a) See Attached Report
 - b) Mayor Caza asked if the new software program is capable of producing a report on all Permits, both active and inactive, to include the Permit cost. Doug said it is and he will create this report for the Board Meetings in the future.
 - c) Doug would like to create a link on the Village website for people to fill out Permit requests. Clerk/Treasurer Price will help Doug with this.
 - d) Mayor Caza wanted to verify that the previous Code Enforcer Llyod Stannard is no longer needed and that everything is transitioned over to Doug at this point. Doug said everything is transitioned.
 - e) The Letter for distressed properties needs to be approved by Doug along with the list of homes. Trustee Johnson will send the letter to Leslie, and she will forward it to Doug and the Mayor.

- 3) Fire Chief, Doug Stinson
 - a) See Attached Report
 - b) Upcoming Fundraisers include a Covered Bridge Dinner, the theme will be a Hawaiian luau and the Annual car show which is part of the Village wide garage sale.
 - c) Trustee Johnson asked about the Employee Policy, according to Doug they have all been adopted.
 - d) Trustee Johnson also asked about the transfer of the Grand Street property. Doug said he should be hearing something from Colin Kennedy this week. Everything is on board to transfer the property he just wants to be assured that there is no liability to the Fire Department. Trustee Johnson asked Doug if he could have Colin Kennedy contact him directly.

- 4) DPW Superintendent, Ken Bernhardt
 - a) See Attached Report.
 - b) Mayor Caza and the Board approve of the Village DPW sharing services with Central Bridge Water District as long as Ken feels the work is appropriate. The Board trusts Ken's decision.
 - c) Mayor Caza suggested that Ken put the cost of a new laptop in the budget for next year. Mayor and Trustee Robinson-Bullock believe that Ken will need a new laptop in order to process any new software.
 - d) Mayor Caza and the Board approve of selling any unused vehicles. Trustee Palmer asked if Ken could piggyback on the County, Mayor Caza suggested that the County only does this maybe twice a year and suggested that Ken ask Les Foland from the Town of Schoharie, how he sells used equipment.

e) Ken informed the Board that Bernhard Rasmussen at 118 Hilgert Parkway, has a drain that runs into the Brook which has collapsed. Ken researched and found the Drain was not put in by the Village and is not on Village property. The Board does not feel that the Village is responsible for repair but did ask Ken if he could recommend someone to the Rasmussen's to do the work.

5) Mike Harrington, Lamont Engineers:

- a) See attached Report.
- b) Mike has received two more signed Easements for the Brookside project.
- c) The Parrott House owners extended the RFP deadline to the end of July.
- d) In regard to the Village Procurement Policy, Mike feels it was a good decision to put the Hilgert Parkway paving project on hold. Attorney Dave Brennan feels he needs to dig into this a little deeper.

6) Other:

- a) Mayor Caza informed the Board that the property on the corner of Prospect Street and Main Street, previously owned by the Wright Family has been signed over to the Village of Schoharie. The Deed has been signed and sent over to the County. The Mayor would like Clerk Price to get a tax map of the property and to create an Invoice for any unpaid expenses associated with this property. The Mayor noticed a cut-away for a driveway on the property and wants to verify if this is on the property or the neighbor's property.
- b) The Village Office received an Invoice from NFP for our insurance policy adding the new DPW truck to the policy and deleting the old one. Clerk/Treasurer Price would like a Motion to pay this Invoice.

Motion made by Trustee Robinson-Bullock second by Trustee Palmer unanimously carried to approve paying the NFP Invoice in the amount of \$192.00.

Motion made by Trustee Palmer second by Trustee Johnson unanimously carried to adjourn the meeting at 8:52PM.

Respectfully Submitted,

Leslie Price
Village Clerk/Treasurer

SCHOHARIE POLICE DEPARTMENT

Lieutenant Jason A. Temple

Officer in Charge

P.O. Box 219,300 Main Street

Schoharie, N.Y. 12157

Phone: 518-295-8566

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Dispatch: 518-295-8114

July 19", 2023

Employees Work Session

January-July 2023 Stats

60 Traffic Tickets

157 Calls for Service

2 Arrests

6 Auto Accidents

0 Domestic Incidents

Citizen Advisory Board: Next meeting scheduled 09/13/2023@ 0930 Christ the Shepard Lutheran Church.

Body Worn Cameras: Operational. Still working on some minor issues, Should be in service next week.

Lexipol: Policy and Procedure Manual updated 07/07/23. 37 NYS Mandated and best practice updates.

Community Events: Lily Fest 07/08/2023 1000-1500. All went well. Lt. Temple and Sgt Rossi worked the event.

Schoharie Valley Community Camp July 17\|-215, Due to the lack of volunteers the Village was asked by Missy Johnson for traffic control during day camper drop off and pickup. The village crossing guard is assisting.

Codes Enforcement
Report
Date: 07/19/2023

Transition/Cloudpermit: Public use of new system starting to increase. Feedback is mostly positive.

Complaints and Enforcement:

No new complaints.

Permits: New permit application for 110 Sunset Dr. in progress

New permit issued for Tea and Coffee Specialty Shop at 315 Main St.

Phase 2 of Dental Office Project Progressing as Normal

New Budget Requests

No Additional Equipment Requests, Existing Expense Budget is Sufficient.

ID Badge/Credentials, Village Health Benefits and retirement should be considered.

APPROVED



Village of Schoharie
Schoharie Fire Department

Situational Report
07/19/2023

06/22/ 2023 – 07/19/2023

1.) Calls

18 EMS and 07 Fire

2.) Drills & Training

Conducted 6 best practice drills on topics including tactical considerations for first arriving units, wildland search and rescue, engine company operations, primary and secondary search operations for structural fires, tanker/water operations, and pump operations.

3.) Education

One FF/EMT has completed Paramedic training, one FF/EMT has completed Advanced EMT, one FF has completed FF1 boot camp, one FF is currently in FF1 boot camp, one FF is currently in FF2 boot camp,

4.) Upcoming Fundraiser

Next Covered Bridge Dinner will be on 08/26

Annual Car Show, Cruise-In and Garage Sale Days will be Sept15th - Sep17th

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Village of Schoharie
Department of Public Works
July 19, 2023

- Did an inspection of the South End Drainage System. All good, flowing, seemingly no silt deposit buildups
- Still working on the last assignments to complete the IIA water operators license
- Started working on the LSLI due 10/16/2024. Info can be found at https://www.health.ny.gov/environmental/water/drinking/docs/service_line_inventory_guidance_lcr.pdf
- Was asked by the Central Bridge Water District Superintendent if we would help with our tractor and brush cutter to do some cleanup around their open water reservoir. Looking for Shared Services
- Laptop at the sewer plant needs to be replaced. I think it is probably about 7 or 8 years old, still using Windows 7

Procedure to sell unused vehicles:

Stirling Sweeper

2010 Dodge pickup

Incomplete stainless steel sander/salter

Crown Vic, old police car

Lamont Engineers, P.C.

Village of Schoharie
Water System Improvements Project

Meeting Report – July 19, 2023

I. Project Update

A. The new concrete tank structure is 99% complete, but all the site backfill, water main connection, and restoration work still remains. DN Tanks has moved on to other projects and is now mainly just coordinating with Tweedie to get him back to the site.

B. The Brookside easements were completed by Young Sommer and have been distributed by Lamont. Feedback from property owners has been generally positive.

C. Work on Contract 3 (Holding Pond Aeration Treatment) has slowed, as the aeration equipment is not expected to be delivered until mid-August.

D. DOH approval for the water main replacement on Brookside Place is expected this week (based on discussion with DOH yesterday).

II. Next Steps

- A. Coordinate execution and notarization of Brookside water main easements; turn over executed permanent easement documents to Young Sommer for electronic recording with County.
- B. Go out to bid on Brookside after permanent easements are executed.
- C. Continue construction work at Tank and at Holding Pond.
- D. Complete design work on Orchard St. water main replacement.
- E. Pending -- Revise Depot Lane ROW documents as needed, in conjunction with SCHA, Dave, and Peter Johnson. Thereafter, prepare similar documents for review by the County.
- F. Pending - Obtain work scopes and estimates for various long-term Depot Lane paving options. We are looking at either blacktop (as recommended by Dan Crandell) or oil and stone (as used on Town roads). I will assist Ken on this.
- G. Pending - Discuss overall Depot Lane implementation plan with Dan Crandell (re: potential County collaboration).

III. Other Projects

- A. Bridge/Main St. Sidewalk Curb Ramps – Hans has asked me about his contract, but we are still waiting on a schedule for the related drainage work at the Mainbridge property. Discuss next steps.
- B. Parrott House – We understand that contractor pricing was received
- C. Procurement Policy and Paving - Discuss

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