

Village of Schoharie – Employee Meeting Minutes Approved

June 17th, 2026

Presiding: Mayor Colleen Henry

Present: Trustees Johnson, Palmer, DeGroff and Medak, Deputy Clerk/Treasurer Debby Byrne, Code Enforcement Officer David Knoop, OIC Jason Temple, Fire Chief John Borst III and DPW Doug Stinson III

Excused: Mike Harrington from Lamont Engineers

Employee Meeting:

Meeting brought to order: Mayor Henry at 6:26 PM

Mayor announced that Doug Stinson III has received his water License and is currently working on his sewer licenses.

1. OIC Jason Temple

- a. See attached Report. There were four additional tickets written out today after the report was submitted plus two additional calls.
- b. There was a minor incident at the Parade, a fight took place at the NBT parking lot.
- c. OIC Temple stopped a couple of kids racing around Shannon Ave
- d. A community event for Summer Reading program was held. The Village Police attended and gave out handouts.
- e. OIC Temple is waiting on bike helmets to give out.
- f. OIC Temple has spoken to parents and children regarding e-bikes. Under 16 years of age, they cannot ride on the streets. Mayor may want to talk to the Mayor of Middleburgh to see how he is handling this situation.
- g. Police Department and Fire Department were dispatched to a call on Waterbury Road. Frank Kennedy assisted David Danner on Waterbury Road where he was pinned under a hay bale.

2. DPW – Doug Stinson III

- a. See attached Report.
- b. 2015 Truck is back in the shop.
- c. Doug is waiting on a quote from Smith Controls for mainframe replacement. He is thinking it will be around \$3,600-\$4,000 to replace.
- d. Mayor Henry questioned getting cyber security. OIC Temple said we already have security in place.
- e. Doug reported that military banners are all up.

Motion made by Trustee Johnson, seconded by Mayor Henry, unanimously carried to approve the purchase of Smith Controls for a new mainframe.

3. Mike Harrington – Lamont Engineers

- a. See attached Report.
- b. Mike requested a Motion to sign Tweedie Bid
- c. Still waiting on the water valves.
- d. In regard to the pool building, Mayor sent out letters to Esperance, Wright and Schoharie to meet regarding the pool. According to Jan, the kiddie pool will not survive another season.
- e. DPW garage, discussion will take place at the next work session.

Motion made by Mayor Henry seconded by Trustee DeGroff unanimously carried to approve the signing of the Tweedie Bid for the Parrott House fire suppression project.

4. Code Enforcement - David Knoop

- f. See attached Report.
- g. Parrott House is in good shape. Targeting July for opening. Fire Protection Service Line

5. Fire Chief John Borst

- a. See attached Report.
- b. Internal hub operation training.
- c. Maintenance Night is held once a month.
- d. Training with neighboring departments is held monthly.
- e. Truck 1423 has alignment issues.
- f. Truck 1422 – fuel pump repairs needed.
- g. Overhead door is still having issues.
- h. Looking for quotes for organizers to securely store equipment in truck beds.

6. Other:

- a. Next Workshop meeting is on June 25, 2026, at 4:40PM
- b. Motion needed to approve Resolution 9-2026 approving the final Justice Audit for Fiscal year 2025 for Judge James Bryant.

Motion made by Mayor Henry seconded by Trustee Palmer unanimously approved the final Justice Audit for Fiscal year 2025 for Judge James Bryant.

- c. Revised Employee Handbook is up for approval. Motion needed to be approved.
- d. FYI – 14 new part-time , temporary employees will be added to the Village payroll and entered into the payroll system for the pool. The employee handbook will affect these employees.

7. Adjournment

Motion made by Trustee Palmer, second by Trustee DeGroff unanimously carried to adjourn meeting at 7:58PM.

Respectfully Submitted,
Debra Byrne
Deputy Village Clerk/Treasurer



Schoharie Police Department



Lieutenant Jason A. Temple
219, 300 Main Street
Officer in Charge
Schoharie, N.Y. 12157

P.O. Box

Phone: 518-295-8566
Fax: 518-295-8501
Dispatch: 518-295-8114

June 17th, 2026 Employee Session

Statistics: January 1, 2026–June 16th, 2026

- 63 traffic tickets were issued during this period.
- 187 calls for service were handled.
- 6 arrests were made.
- 5 auto accidents were reported.
- 2 domestic incident reports were filed.
- 22 mutual aid, medical, or fire assists were provided.

Major Incidents: None Reported

Department Activities and Updates

- Additional attention, assistance, and enforcement remained in place in the Main Street school zone.
- Trespass complaint and charges to be filed from incident at Schoharie Schools.
- Advising parents and youth E-Bike/Scooters operators of NYS laws regarding operation on roadways.
- Received 200 ice cream coupons for Summer Safety Program.

Training and Compliance

- Ejustice TAC/ORI audit completed.

Community Events

- The Memorial Day Parade on 05/21/2026 at 1800; assisted by Sheriff's Office: Minor incidents prior and after parade.
- LogJammin VI event at Wayward Lane Brewery: No problems or traffic issues within the Village.
- Summer Reading Kick-Off at Schoharie Free Library on 06/18/2026.
- Community Fest at Schoharie Schools on 06/24/2026.
- Schoharie Schools Graduation Ceremony on 06/27/2026

**Village of Schoharie
Lamont Engineers Meeting Report**

June 17, 2026, 6:30 PM

1. Water Project Closeout

The minor touch-ups on the tank are done. DN Tanks closeout paperwork is all that is left. Once done, the Village will owe DN Tanks \$5,000 (this had already been drawn down from EFC). I will let Debby know when she can send the check.

2. Planning Board Review Projects

A. Mainbridge Commons - Discuss taking ownership of new sewers within easements on project site. Note that site design may be changing somewhat, so there is still no big hurry on this. No updates yet on revised design.

B. Depot Lane Apartments – waiting on first full drawing submission. Nothing received yet.

3. WWTP Disinfection – Disinfection season is underway; status of temporary and permanent improvements?

4. Parrott House Fire Service – Waiting on Dave Brennan's review of contract documents, but contract documents are essentially ready for the Mayor's signature. Note that Notice of Award was signed; we still need Agreement and the Notice to Proceed signed.

5. DPW Garage – We have clearance on wetlands, but we still need to develop a strategy for moving forward (re: Zoning Law, SHPO, and Flood Elevation). – Need to set a meeting. Is there a relationship with the Town Highway Garage project?

6. WTP Valves – Have the two valves arrived yet?

7. WWTP Sludge Drying Bed Pole Barn – this is still in progress; consider folding into an overall WW project?

8. Pool Building Project – project was not selected by DRI, but I understand that the Village still wants to look at accessibility improvements? Start with meeting with David Knoop?

9. WWTP Project PLUS Updates – This was re-submitted again (with Debby's help). It is a very generic wastewater project that can be better defined by pending studies. Related to this, I have provided Jesse LaVigne of RCAP with system information.

Village of Schoharie
Department of Public Works

June 16, 2026

- Water and sewer samples/reports have all been completed.
- The dodge 5500 was sent out and repaired but upon return there was noise coming from the engine bay so we sent it back and they are looking into it now.
- I am now listed as the main operator at the water plant for DOH.
- The main computer at the water plant that controls the plant itself needs to be replaced as its been obsolete for 15 years and can no longer get parts for it, that being said if it does break we would need to have someone at the plant every 4 hours at least until its fixed, which could take up to two weeks.
- I'm going to be working on putting up banners hopefully tomorrow.
- I'm hoping to get the water meters read by the end of the week so we can get the bills sent out

Doug Stinson III

Village of Schoharie

Code Enforcement & Buildings Dept

June 17, 2026

- 1) Parrot House – Construction ongoing
 - a) Awaiting updated stair/elevator plans & details from Lamont Engineers
 - b) Fire Protection plans received/reviewed/returned - updates & clarifications needed
 - c) Elevator work has commenced, tile/wood flooring ongoing, insulation nearly complete, interior drywall/finishing ongoing, fire protection ongoing.
 - d) No significant updates
- 2) Mainbridge Commons - Planning
 - a) Mainbridge Commons team transitioning to new firm for Engineering & Construction Management
 - b) No significant updates
- 3) CSD Housing Development at 157 Depot Lane – Planning
 - a) Awaiting responses and formal document submission from CSD project team
 - b) No significant updates
- 4) DPW Garage
 - a) Upcoming workshop discussion to discuss strategy – date TBD
- 5) Small projects/issues/complaints:
 - a) Attended Blenheim Gilboa Annual Emergency Action Plan Review in early June (6/3)
 - i) Updated policies for 'Red Book' will be dropped off when finalized
 - b) Several new roofing, decks & fencing permits with warmer weather - +/- 9 new projects this month
 - c) Birches/Mainbridge lots – parking – adjacent property owner reports that vehicles continue to park and fire access road
 - d) 293 Main St – restaurant – Main Street Deli updates complete and inspection completed
 - e) 118 Sunset Dr – foundation – owner still working to mitigate flood risk per engr. recommendations
 - f) 201 Bridge Street – foundation - County to contact owners to review options regarding the upcoming planned bridge replacement project at Schoharie Creek
 - g) Library – front porch – inspection performed to confirm code compliance and repairs needed
 - h) Bridge Street – new build – met w/ contractor and performed code inspection. List of code violations/deficiencies - issues have been corrected & final inspection completed (Contractor to follow-up with Village re: new water meter)

Monthly Village Employees Meeting Fire Department

- Emergency Responses
 - 29 total incidents -
 - 9 fires, 12 EMS assists, 3 fire alarms, 2 service call
- Training Activities
 - 5 monthly drills conducted
 - 2 specialized trainings – NYS “Battery Emergencies and Electrical Storage Systems”; Railroad Crossing and Rail Safety
 - Mutual aid drill with LifeNet medical air ambulance
- Personnel
 - New Members – 3 applicants accepted (1 junior)
 - Resignations – 1, moving out of the area
 - Recruitment/Retention Efforts – Recruitment yard signs within village; public visibility via pool pump-out, school “fun run”, Memorial Day Parades
- Apparatus
 - Chief command truck – four-wheel drive (4WD) serviced
 - Tanker 1441 – leaf spring replacement (5/19 to ?)
 - Mini-pumper 1423 – upcoming front end alignment
 - Trucks 1461 and 1461 - upcoming regular service
- Finance Overview
 - FY24 FEMA grant for automatic chest compression device
 - \$17K advance payment requested from FEMA; 5% SFD match
 - FY25 FEMA grant for capnography (carbon dioxide measurements) equipment due by 06/22/2026

DOCUMENT 00520.1

CONTRACT AGREEMENT

THIS AGREEMENT, made this 9th day of June, 2026, by and between Village of Schoharie, hereinafter referred to as the OWNER, and Tweedie Construction Services, Inc., hereinafter referred to as the CONTRACTOR:

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed that:

1. The CONTRACTOR shall furnish all materials and supplies, equipment, and labor and other services necessary in conformance with these contract documents for the following:

Contract No. 1 – Parrott House Fire Service

Construct 4" DIP Fire Service including tapping saddle and valve, appurtenances, site preparation, and limited site restoration. Additive Alternate No. 1.1 is also included in award (to increase service size to 6").

2. COMPLETION OF WORK. The Contractor shall commence the work covered by this contract within fifteen (15) calendar days after the date of receipt of the Notice to Proceed and shall reach Substantial Completion of the same within **45** calendar days unless the period for completion is extended as provided for in the General Conditions. Final Completion shall be achieved within **60** calendar days after the Notice to Proceed.
3. CONTRACT, UNIT PRICE. The Owner shall pay the Contractor for the performance of said work, subject to additions or deductions provided herein, the amount of sixty-two thousand ten dollars and no/100 (\$62,010.00) in conformity with the bid schedule in Document 00410.1.

4. The Contract Documents include the following:

- (a) 00100 - Notice and Instructions to Bidders (1 page)
- (b) 00410.1 - Bidder's Proposal (2 pages)
- (c) 00430.1 – Bid Security (1 page)
- (d) 00440.1 – Bidder's Qualification Statement (3 pages)
- (e) 00480.1 – Non-Collusive Bidding Certification (1 page)
- (f) 00520.1 - Contract Agreement (2 pages)
- (g) 00650.1 – Certificate of Insurance (1 page)
- (h) 00670.1 – Certificate of Owner's Attorney (1 page)
- (i) 00700 – General Conditions (3 pages)
- (j) 00800 – Supplementary Conditions – Insurance Requirements (2 pages)
- (k) 00820 – Special Conditions (21 pages)

- (l) 00824 – Supplementary Conditions – NYSDOL Contract Requirements and Wage Rates (63 pages)
- (m) 00860 – Drawings as identified (3)
- (n) Technical specifications as listed in the Table of Contents, herein
- (o) Addenda: **None**

5. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions and in such amounts as required by the Contract Documents.
6. This contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate, on the date first above written.

OWNER:

Village of Schoharie

By Colleen M. Henry
Colleen Henry, Mayor

(SEAL)

ATTEST:

Jackie Black
Name Jackie Black
Title Secretary

CONTRACTOR:

Tweedie Construction Services, Inc.

By Donald Tweedie

Name Donald Tweedie

Title President

Employer Identification No. 42-1565064

END OF DOCUMENT

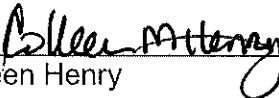
DOCUMENT 00680.1

NOTICE TO PROCEED

TO: Tweedie Construction Services, Inc. DATE: June 17, 202690 Crystal Creek Rd.Project: Parrott House
(Village portion)Walton, NY 13856

Contract No. 1 – Parrott House Fire Service

You are hereby notified to commence WORK in accordance with the Agreement dated June 9, 2026 on or before June 22, 2026, and you are to complete the WORK within 60 consecutive calendar days thereafter. The date of final completion of all WORK is therefore August 24, 2026.

Owner: Village of SchoharieBy 
Colleen HenryTitle Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by

Contractor Tweedie Construction Services, Inc.

this the _____ day of _____, 2026.

By _____

Title _____

Employer Identification
Number _____

END OF DOCUMENT

JEFFERY PALMER, TRUSTEE
PETER JOHNSON, TRUSTEE
SAL MEDAK, TRUSTEE
BECKY DEGROFF, TRUSTEE

PO BOX 219
SCHOHARIE, NY 12157-0219
E-MAIL: villscho@midtel.net



COLLEEN M. HENRY, MAYOR

DEBRA BYRNE, DEPUTY
CLERK/TREASURER

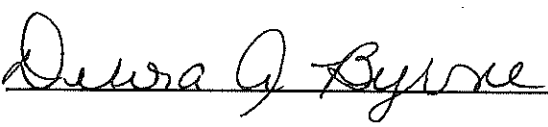
518-295-8500
(FAX) 518-295-8501
TDD NUMBER 1-800-662-1220

Resolution 9-2026

Resolution 9-2026 to approve the final Justice Audit for Fiscal Year ending 12/31/2025 for Judge James Bryant.

This Resolution was moved by Mayor Henry ; seconded by Trustee Palmer and passed unanimously by the Board at its June 17th, 2026, Board Meeting.

Certified 
300 Main Street, Village of Schoharie New York

 6/18/2026

Debra A Byrne, Schoharie Village Deputy Clerk/Treasurer