

Village of Schoharie – Regular Board Meeting Minutes

January 14, 2025

**Presiding:** Mayor Henry

**Present:** Trustees Johnson, Palmer, Medak and DeGross, Clerk/Treasurer Leslie Price, Deputy Clerk/Treasurer Debby Byrne, DPW Superintendent Ken Bernhardt, John Borst, Bob Tines, Liz Vedder, Diana Bell Jackson, Terry Wilbur, Heather Fretto, Michelle Borst, Patsy Nicosia from Times Journal and Josh Walther from the Mountain Eagle.

**Re-Organizational Meeting (Resolution 1-2025)**

Mayor Henry moved the Re-Organizational Meeting to be held after the January Board Meeting.

**Board Meeting**

**Meeting brought to order** by Mayor Henry at 6:36PM

**Pledge of Allegiance**

**1. Privilege of the Floor:**

**a. Michelle Borst.**

- i.** Michelle Borst and Heather Fretto presented to the Board an update on the Veteran Banner project for the Village of Schoharie. They presented the first banner to Doctor Luz on Veterans Day. Michelle has already received six more applications. Michelle and Heather are asking for approval from the Village Board to hang the banners. The Mayor and the Board approved of hanging the banners and Michelle and Heather will make arrangements with National Grid or Village DPW to hang the banners.

**2. Minutes**

- a.** December 3, 2024, Regular Board Meeting Minutes and December 18, 2024, Employee Meeting Minutes were previously distributed to the Board for their review.

**Motion** made by Mayor Henry, second by Trustee DeGross unanimously approved the December 3, 2024, Board Meeting Minutes as written.

**Motion** made by Mayor Henry second by Trustee DeGross approved by majority vote with Trustee Medak abstaining, to approve the Employee Meeting Minutes from December 18, 2024, as written.

**3. Bills and Bank Statements review and sign.**

**4. Abstracts and Bank Statements:**

- a. General \$ 228,561.36 (December 4, 2024 – January 14, 2025)
- b. Water \$ 54,629.91 (December 4, 2024 – January 14, 2025)
- c. Sewer \$ 35,983.66 ((December 4, 2024 – January 14, 2025)
- d. Pool \$ 2,930.42 (December 4, 2024 – January 14, 2025)

**Motion** made by Trustee Johnson, second by Mayor Henry, unanimously carried to approve paying the invoices and the approval of the Abstract Amounts.

**5. Incoming Correspondence:**

- a. NYSDEC sent a letter dated January 2, 2025, advising Cobleskill Stone Products that their completed application DEC ID #4-4342-0001/00019 will be under technical review for their DEC Permit. Mining will be within sixty feet of the new water tank. The Village will be planning an Informational Meeting regarding this topic.

**6. Outgoing Correspondence:**

- a. Fourth quarter 2024 Water and Sewer bills were mailed out.
- b. 2025 Village Tax Bills were mailed out.

**7. New Business:**

**a. Town and Village Fire Department Agreement**

- i. The Board needs to approve the 2025 Fire Department Town and Village Agreement. Trustee Medak asked if the Village has received the Town's portion for fire protection as listed in the 2025 Budget. Clerk Price said that we have not, but we usually receive it in February.

**Motion** made by Trustee Medak, second by Trustee Johnson unanimously carried to approve the 2025 Fire Department Town and Village Agreement.

- b. The Board needs to make Motions for the personnel changes to the Village Planning Board. Mike Ullman needs to be assigned to a new term replacing Russ Shaw's term which will end in 2027 and to reappoint David Knoop to another five-year term ending in 2029.

**Motion** made by Mayor Henry, second by Trustee Johnson unanimously carried to approve reappointing David Knoop to a five-year period ending in 2029.

**Motion** made by Mayor Henry, second by Trustee Palmer to unanimously carried to approve replacing Russ Shaw with Mike Ullman for the remainder of his term ending in 2027.

- c. Mayor Henry put together a fee schedule using information from the previous Code Enforcement Officer and based on conversations with the Board. Questions discussed were Permit fees for Food Vendors and changes to the fee schedule. Trustee Johnson wanted to review the Cloud Permit to see if they had a template on fees that the Board could review. Mayor Henry asked to table a Motion to approve the new fee schedule for the next Employees Meeting on January 15, 2025.
- d. The Board needs to appoint Attorney James Bryant to the Village Justice position formally held by Frederick Kennedy Sr and a Resolution needs to be made. Resolution Attached.

**Motion** made by Mayor Henry, second by Trustee Medak unanimously carried to approve Resolution 6-2025 appointing James Bryant to the Village Justice position formally held by Frederick Kennedy, effective January 14, 2025 through December 31, 2025.

- e. Mayor Henry discussed New York State Law §885, short term rental registry which needs to be implemented once the Mayor receives date of signage by Governor Hochul.

- f. Replacement of the Village Code Enforcement Officer has been discussed ; a candidate has been chosen and is currently taking certification classes. Once certification has been completed the Board will make an official announcement.
- g. The Village Board needs to approve two Resolutions, the first Resolution 2-2025, states that the Village adopt SEC-Driven continuing disclosure compliance procedures. Resolution attached. Resolution 3-2025 stating the Board of Trustees of the Village of Schoharie adopt Post-Issuance Tax Compliance Procedures. Resolution attached,

**Motion** made by Trustee Johnson, second by Trustee Medak unanimously carried to approve Resolution 2-2025 by a vote of 5-0 to adopt the SEC-Driven continuing disclosure compliance procedures. The vote is as follows:

Mayor Henry	Yea
Trustee Johnson	Yea
Trustee Palmer	Yea
Trustee Medak	Yea
Trustee DeGroff	Yea

**Motion** made by Trustee Johnson, second by Trustee DeGroff unanimously carried to approve Resolution 3-2025 by a vote of 5-0 to adopt the SEC-Driven continuing disclosure compliance procedures. The vote is as follows:

Mayor Henry	Yea
Trustee Johnson	Yea
Trustee Palmer	Yea
Trustee Medak	Yea
Trustee DeGroff	Yea

- h. DPW Superintendent Ken Bernhardt asked the Board to approve a Resolution adding Depot Lane to the Department of Public Works Highway Inventory. Resolution attached.

**Motion** made by Mayor Henry, second by Trustee Palmer unanimously carried to approve Resolution 4-2025 adding Depot Lane to the Department of Public Works Highway Inventory.

**8. Old Business:**

- a. SEQR Resolution 5-2025 needs to be presented to the Board and approved by the Board for Lead Agency Status, unlisted action and Negative declaration for the North Spur Canoe/Kayak access site. Resolution Attached.

**Motion** made by Mayor Henry second by Trustee Johnson unanimously carried to approve Resolution 5-2025 for Lead Agency Status, unlisted action and negative declaration for the North Spur Canoe/Kayak access site.

- b. Multi-Use Trail and Bridge Street Bridge Expansion; Village Attorney Dave Brennan is contacting on the Village's behalf the property owners of 201 Bridge Street to offer a fair market value as property is needed for the Village Trail and the Bridge Street Bridge Expansion Project.

**9. Other:**

- a. Trustee Palmer asked for an update on the Jeremy May project. Trustee Johnson spoke to the Attorney and sent additional photos to the Attorney. The Attorney will be filing a suit immediately. Mayor Henry will be looking for a new lawyer if this suit is not addressed immediately.

- b. Mayor Henry, Trustee DeGroff and Clerk/Treasurer Price, had a Zoom Meeting with NYPA. Things are moving along for financing the Project. There will be a Public Hearing after the February Board Meeting to inform residents of the purchase of the new LED lights from NYPA and the purchase of the assets (cobra head lights) from National Grid.

#### 10. MOTION to Adjourn.

**Motion** made by Trustee Palmer, second by Trustee DeGroff unanimously carried to adjourn Meeting at 8:06PM.

#### Open 2025 Re-Organizational Meeting at 8:08 PM

1. A copy of the Re-Organizational Meeting was handed to the Board and Employees.
2. Discussion: In the Clerk/Treasurer section Trustee Medak added 7 new paragraphs to the Clerk/Treasurer position. Clerk Price asked for the words "without extension" under the paragraph ---Annual Financial Reports (AFR) be removed. Trustee Medak said the Clerk has to ask permission for the extension. Clerk Price disagreed with this, and Mayor Henry read from NYS Office of the State Comptrollers site, that the Clerk/Treasurer can request an extension, and nowhere did it read that the Clerk/Treasurer needs board approval for the extension.
3. Trustee Medak requested that every purchase on credit cards be listed per budget line item. Currently, they are group together per line item. After discussion, it was decided to keep the process as is and make sure receipts for credit card charges are included with the weekly invoice list sent to the Board.
4. Re-Organizational Meeting is attached along with Motions Made.

**Motion** made by Mayor Henry, second by Trustee Palmer unanimously carried to approve the foregoing designations made by blanket **Resolution 1-2025**. Re-Organizational Meeting attached.

Respectfully Submitted,  
Leslie Price  
Village Clerk/Treasurer

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**New York State Department of Environmental Conservation  
Notice of Complete Application**

*Date:* 01/02/2025

*Applicant:* COBLESKILL STONE PRODUCTS INC  
PO BOX 220  
COBLESKILL, NY 12043-0220

*Facility:* SCHOHARIE QUARRY  
163 EASTERN AVE  
Schoharie, NY 12157

*Application ID:* 4-4342-00001/00019

*Permits(s) Applied for:* 1 - Article 23 Title 27 Mined Land Reclamation

*Project is located:* in SCHOHARIE in SCHOHARIE COUNTY

*Project Description:*

The applicant currently operates a 100-acre Life of Mine consolidated limestone quarry where blasting, crushing, screening, and washing are authorized. The applicant is proposing to excavate additional reserves in the northwest corner of the quarry, thereby modifying the reclamation plan. The modification will include blasting within approximately 100 feet of the Village of Schoharie's new water tank and a revised benching plan in the northwest corner of the quarry that will result in final benches at elevations of 732 feet and 776 feet amsl.

*Availability of Application Documents:*

Filed application documents, and Department draft permits where applicable, are available for inspection during normal business hours at the address of the contact person. To ensure timely service at the time of inspection, it is recommended that an appointment be made with the contact person.

*State Environmental Quality Review (SEQR) Determination*

Project is not subject to SEQR because it is a Type II action.

*SEQR Lead Agency* None Designated

*State Historic Preservation Act (SHPA) Determination*

The proposed activity is not subject to review in accordance with SHPA. The application type is exempt and/or the project involves the continuation of an existing operational activity.

*DEC Commissioner Policy 29, Environmental Justice and Permitting (CP-29)*

It has been determined that the proposed action is not subject to CP-29.

**New York State Department of Environmental Conservation  
Division of Environmental Permits**

NYSDEC Region 4 Headquarters  
1130 N Westcott Rd  
Schenectady, NY 12306  
(518) 357-2069



January 02, 2025

COBLESKILL STONE PRODUCTS INC  
PO BOX 220  
COBLESKILL, NY 12043-0220

Re: DEC ID # 4-4342-00001/00019  
SCHOHARIE QUARRY

Dear Applicant :

Please be advised that your application for a DEC permit(s) is complete and a technical review has commenced. Notice and the opportunity for public comment is required for this application. Enclosed is a Notice of Complete Application for your project. Please have the Notice published in the newspaper identified below once during the week of 1/6/2025 on any day Monday through Friday.

The official newspaper of the Town (City) of SCHOHARIE.  
Contact the Town (City) Clerk's office to confirm the official newspaper.

On the Notice of Complete Application, that information presented between the horizontal lines, on the enclosed page(s) should be published. Do not print this letter or the information contained below the second horizontal line. Please request the newspaper publisher to provide you with a Proof of Publication for the Notice. Upon receipt of the Proof of Publication promptly forward it to this office. You must provide the Proof of Publication before a final decision can be rendered on your application. You are responsible for paying the cost of publishing the Notice in the newspaper.

Notification of this complete application is also being provided by this Department in the NYSDEC Environmental Notice Bulletin.

This notification does not signify approval of your application for permit. Additional information may be requested from you at a future date, if deemed necessary to reach a decision on your application. Your project is classified major under the Uniform Procedures Act. Accordingly, a decision is due within 90 days of the date of this notice unless a public hearing is held, which may extend this time frame. If a public hearing is necessary, you will be notified.

If you have any questions please contact me at the above address or phone number above.

Sincerely,

MARANDA E WELCH  
Division of Environmental Permits

*Availability For Public Comment*

Comments on this project must be submitted in writing to the Contact Person no later than 02/07/2025 or 30 days after the publication date of this notice, whichever is later.

*Contact Person*

MARANDA E WELCH  
NYSDEC  
1130 N Westcott Rd  
Schenectady, NY 12306  
(518) 357-2446

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**CC List for Complete Notice**

Chief Executive Officer  
ENB

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

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



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COLLEEN M. HENRY, MAYOR

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LESLIE J. PRICE, CLERK AND  
TREASURER  
DEBRA BYRNE, DEPUTY  
CLERK/TREASURER

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

### RESOLUTION 2-2025

Resolution 2-2025 dated January 14, 2025, of The Board of Trustees of the Village of Schoharie, Schoharie County, New York adopting SEC-Driven Continuing Disclosure Compliance Procedures.

**WHEREAS** Securities Exchange Commission (SEC) Rule 15c2-12 (the "Rule") generally prohibits underwriters from purchasing or selling municipal securities unless the issuer of such securities has entered into a continuing disclosure obligation; and

**WHEREAS** the Village is an occasional issuer of municipal securities and thus has entered into continuing disclosure obligations (or will do so) from time to time; and

**WHEREAS**, Hodgson Russ LLP, as bond counsel to the Village, has prepared and has recommended that the Village adopt certain SEC-driven continuing disclosure compliance procedures; and

**WHEREAS** the Board of Trustees deems it to be in the best interest of the Village to adopt formal written procedures to help ensure continuing disclosure compliance, and to designate an official responsible for ensuring that such procedures are followed;

**RESOLVED** that such Schedule A will be placed in its entirety in the official records, files and minutes of the Village and adhered to going forward; and be it further

**RESOLVED**, that this Resolution shall take effect immediately upon its adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

**AYES:** 5  
**NOES:** 0  
**ABSENT:** 0

The Resolution was thereupon declared duly adopted.  
Certified January 15, 2025  
300 Main Street, Village of Schoharie New York

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Leslie J. Price, Schoharie Village Clerk/Treasurer





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

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PO BOX 219  
SCHOHARIE, NY 12157-0219  
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COLLEEN M. HENRY, MAYOR

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LESLIE J. PRICE, CLERK AND  
TREASURER  
DEBRA BYRNE, DEPUTY  
CLERK/TREASURER

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

RESOLUTION 3-2025

Resolution 3-2025 dated January 14, 2025, of The Board of Trustees of the Village of Schoharie, Schoharie County, New York adopting Post-Issuance Tax Compliance Procedures.

**WHEREAS** the Internal Revenue Service has issued regulations requiring issuers of tax-exempt obligations to certify on various forms that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

**WHEREAS** the Village is an occasional issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of the preferential tax status of those obligations; and

**WHEREAS** IT IS THEREFORE IN THE BEST INTEREST OF THE Village to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed; and

**WHEREAS** Hodgson Russ LLP, as bond counsel to the Village, has prepared and has recommended that the Village adopt comprehensive post-issuance tax compliance procedures;

**NOW THEREFORE, BE IT RESOLVED**, that the Village hereby adopts the comprehensive post-issuance tax compliance procedures that are attached hereto as "Schedule A" and resolves to be governed thereby; and be it further

**RESOLVED**, that such Schedule A will be placed in its entirety in the official records, files and minutes of the Village and adhered to going forward; and be it further

**RESOLVED**, that this Resolution shall take effect immediately upon its adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

**AYES:** 5  
**NOES:** 0  
**ABSENT:** 0

The Resolution was thereupon declared duly adopted.  
Certified January 15, 2025  
300 Main Street, Village of Schoharie New York

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Leslie J. Price, Schoharie Village Clerk/Treasurer

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JEFFERY PALMER, TRUSTEE  
PETER JOHNSON, TRUSTEE  
SAL MEDAK, TRUSTEE  
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COLLEEN M. HENRY, MAYOR

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LESLIE J. PRICE, CLERK AND  
TREASURER  
DEBRA BYRNE, DEPUTY  
CLERK/TREASURER

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

### RESOLUTION 4-2025

**Resolution 4-2025 to approve extending responsibility for Depot Lane to the Village of Schoharie Department of Public Works Highway Inventory approved by Motion at the January 14, 2025 Board Meeting.**

Certified January 15, 2025  
300 Main Street, Village of Schoharie New York

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Leslie J. Price, Schoharie Village Clerk/Treasurer

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

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PO BOX 219  
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COLLEEN M. HENRY, MAYOR

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LESLIE J. PRICE, CLERK AND  
TREASURER  
DEBRA BYRNE, DEPUTY  
CLERK/TREASURER

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

**RESOLUTION 5-2025**

**Resolution 5-2025 dated January 14, 2025, of The Board of Trustees of the Village of Schoharie Village Recreational Creek Trail SEQR Resolution for Lead Agency Status, Unlisted Action and Negative Declaration for the North Spur Canoe/Kayak Access Site.**

1. The Village of Schoharie has received funding from the Appalachian Regional Commission (through USDA) and from the NYS Department of State as part of their LWRP implementation Grant to construct a multiuse recreational trail to enhance connections between the Schoharie Creek and the existing sidewalk system in the Village and downtown for recreation and economic enhancement.
2. The Village has appointed an advisory committee, and hired a planning consultant, landscape architect/engineer, and attorney to assist them in this project.
3. The Village has formalized agreements with landowners to provide permanent easements for the trail, including those that are coincident with the already existing easements secured by the Village through Shaul lands and with Schoharie Valley Farms at the Creek.
4. Parking will be provided via an informal gravel parking lot on lands owned by Schoharie Valley Farms and with parking and access allowed via easement.
5. A second location on the Village-owned property on Letterman Lane will be used for grass-only parking.
6. Architects/Engineers have drafted concept plans showing the proposed location of the canoe/kayak launch as coincident over the dirt road same location as currently exists land. The Village is in the process of securing easements with Shaul Farms and Schoharie Valley Farms.
7. The application includes a concept map (Attached) and Part 1 of the Short Environmental Assessment Form.
8. Based on the information which has been submitted, The Village of Schoharie Village Board has determined that this application constitutes a project that requires permits from the Village (Floodplain Permit) as well as from NYS DEC and the USACOE.

**BASED ON THE FOREGOING, NOW BE IT RESOLVED THAT**

1. Village Board has reviewed the New York State Environmental Quality Review Act (SEQR) 6 NYCRR Part 617 and has determined that the proposed project is subject to SEQRA.

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

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



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COLLEEN M. HENRY, MAYOR

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TREASURER  
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CLERK/TREASURER

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518-295-8500  
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TDD NUMBER 1-800-662-1220

2. Pursuant to the applicable standards of SEQRA 6 NYCRR Part 617 (617.4 (5) (iii), the Village of Schoharie Village Board concludes that the application is an Unlisted action.
3. Pursuant to the applicable standards of SEQRA 6 NYCRR Part 617, the Village of Schoharie Village Board initiated a coordinated review. NYS DEC commented on the project but did not object to the Village being lead agency for SEQR. The Village hereby concludes that it is the appropriate agency to serve as and declares itself as lead agency for the environmental review of the proposed Unlisted action.
4. Pursuant to the applicable standards of SEQR 6 NYCRR Part 617, the Village of Schoharie Village Board has reviewed the SEAF Part 1, completed the SEAF Part 2 and identified no or small impacts as a result of this proposed action. The Village Board has further reviewed Part 3 and concluded that as there were no moderate to large impacts identified, completion of the Canoe/Kayak launch as proposed will not have any significant adverse environmental impacts. Thus, the Village Board of the Village of Schoharie hereby issues a negative declaration for this proposed project.
5. The Village Board authorizes the Village Clerk to file the negative declaration with the NYS DEC via use of the Environmental Notice Bulletin.

On a Motion by : Mayor Henry

And Seconded by : Trustee Peter Johnson

Vote of Resolution 5-2025	5	Ayes
	0	Nay
	0	Absent/Abstain

The Resolution was thereupon declared duly adopted.  
Certified January 15, 2025  
300 Main Street, Village of Schoharie New York

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Leslie J. Price, Schoharie Village Clerk/Treasurer

**VILLAGE OF SCHOHAIRE**

**RE-ORGANIZATIONAL MEETING**

January 14, 2025

**PRESIDING:** Colleen M Henry, Mayor

**PRESENT:**

**MEETINGS:** Regular Village Board meetings to be held on the 2<sup>nd</sup> **Tuesday** of each month at 6:30 p.m. at the Village Hall, 300 Main St. Schoharie.

Employee/Workshop Meetings to be held on the 3<sup>rd</sup> **Wednesday** of each month at 6:30 p.m. The Board of Trustees will conduct a work session on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month, 7:30AM, at the Village Hall, 300 Main Street, Schoharie NY 12157. Any other meetings may be called by the Mayor or any three (3) members of the Board, with notification to the public and Board members via posting on the front door of the Village Hall and to Board members via email . The Annual Re-organizational meeting is to be held in conjunction with either the Regular January Board meeting or the January Employees Workshop.

**BANK:** National Bank and Trust (NBT) and Bank of Richmondville are hereby declared the official depositories.

**NEWSPAPER:** None designated. The policy of the Board is to use the Times Journal and the Mountain Eagle for all publications, if possible.

**PAYROLL** new payroll rates start the 1<sup>st</sup> full pay period in the new fiscal year.

**CLERK/TREASURER:** Leslie J. Price as Clerk/Treasurer and Chief Fiscal Officer, term starting 1/1/2024 – noon 1/1/2028. Salary for fiscal 2025 to be \$42,139.96. The Clerk/Treasurer acts as liaison between the Board and Village residents, as well as between the Village Board and other parties doing business with the Village. The Clerk/Treasurer is authorized to collect Village taxes, collect water/sewer rents, buy and have printed necessary stationery, accept vouchers and claims, pay bills following approval/authorization by the Village Board, issue receipts, buy postage, materials and supplies for the operation of the Village office as necessary, and , the Clerk/Treasurer is responsible for training the Deputy Clerk/Treasurer in all functions handled by the Village Office. The Village Clerk/Treasurer is responsible for monitoring/amending the Village website. Authorized to have all legal notices printed, and is Records Management Officer.

In addition to the responsibilities and duties specified above, the Village Clerk/Treasurer has the following responsibilities and duties, and will implement the following procedures:

---Annual Financial Reports (AFRs) are required by State law to be submitted to the NYS Comptroller (OSC) 60 days after the close of the Village fiscal year. The Clerk/Treasurer will prepare and submit AFRs to OSC within the required 60 days following the close of the Village fiscal year. The Clerk will inform the Board if an extension is required.

---Budget transfers are sometimes needed to accommodate shortfalls in particular expenditure lines. When such transfers are required, the Clerk/Treasurer will notify the Board of such need, and will request approval for such transfers in advance. Transfers will only occur after Board approval.

---Budget lines and accounts will be "closed" for payment on the last business day of each month. Invoices arriving following the deadline will be carried over for payment to the following month. Budget vs Actual Reports will be presented to the Board a week before scheduled meetings and will reflect transactions completed by the end of the previous month. Vendors will be notified of this policy, and encouraged to submit invoices timely; exceptions, when necessary, will require advance Board approval.

---Detailed information on expenditures will be provided for all budget lines, e.g., Contractual expenditures will be identified as to what was purchased. Additionally, credit card purchases for all departments must be detailed as to what was purchased. Detailed information will be provided as separate monthly reports a week before the monthly meeting. Additionally, a Balance Sheet report will be provided showing account balances as of the end of the previous month.

---The Clerk/Treasurer will participate in preparation of the annual budget, providing necessary projected revenues and expenditures for the following fiscal year, as requested by the assigned Budget Officer.

---The Clerk/Treasurer will participate in, and provide to the Board of Trustees, all necessary books and records necessary to successfully complete a quarterly Village audit. The Board of Trustees, functioning as an Audit Committee, shall meet shortly after the end of each quarter to perform an audit and review of the Village books.

---The Clerk/Treasurer will create a detailed Manual of all functions and responsibilities performed by the Village Office, including reporting responsibilities, contact information, and procedures to complete each function. The completed Manual will be provided to the Board by June 30, 2025; additions and modifications to the Manual will be updated monthly.

**DEPUTY CLERK/TREASURER:** Debra Byrne appointed Full-time 1/1/2024 - noon 1/1/2028 as Deputy Clerk/Treasurer at the annual salary rate of \$33,253.24. Deputies are appointed public officers that possess the powers and perform the duties of the principal officer when requested by the principal officer or the Mayor or members of the Village Board, and in the absence or inability of the principal office holder to serve.

**MAYOR:** Salary for fiscal year 2025; the Mayor has elected not to take a salary for 2025.

**DEPUTY MAYOR:** Peter J. Johnson

**TRUSTEES:** Salaries for fiscal year 2025; the Board has elected not to take a salary for 2025.

**ASSESSOR:** Town of Schoharie Assessor by Local Law #3, 1986.

**ATTORNEY:** Young/Sommer LLC @ \$225.00 per hour

**POLICE CHIEF (Officer in Charge):** Officer-In-Charge salary is \$2,350 per month for fiscal year 2025.

**SPECIAL POLICE:** Mayor empowered to hire special police at a rate of \$24.00 per hour for fiscal year 2025. Total Budget for 2025 is \$28,005.00

**POLICE COMMISSIONER:** Mayor Henry assumes for 2025.

**CODE ENFORCEMENT OFFICER:** \$22.88 per hr. Annual in 2025 up to \$10,924.00.

**VILLAGE JUSTICE:** James M. Bryant, salary of \$10,400 for fiscal year 2025, paid monthly (\$866.67).

**ASSOCIATE VILLAGE JUSTICE:** Michael Breen, salary of \$25.00 per session, when services are required.

**MILEAGE** to be paid at current IRS allowed reimbursement rate. The rate for 2025 is \$0.70 per mile.

**SCHOOL CROSSING GUARD:** Robert Klingbeil appointed to serve at a salary of \$936.00 per month for ten months in 2025. (Reimbursed from SCS \$4,680)

**REGISTRAR OF VITAL STATISTICS:** Pamela Foland, Town Clerk appointed for fiscal year 2025. Fee basis. Deputy at discretion of Registrar.

**PUBLIC WORKS SUPERINTENDENT:** Kenneth Bernhardt appointed for fiscal year 2025 at a salary of \$74,321.80.

**ASSISTANT SUPERINTENDENT OF PUBLIC WORKS:** Michael J. Kennedy appointed at a base pay of \$30.53/Hr. OT \$45.80 per hr. for fiscal year 2025.

**DPW LABORER-EXPERIENCED:** Paul Liddle - \$25.24 per hr. OT \$37.86 per hr. for fiscal year 2025

**DAY LABORER:** Doug Stinson III appointed at \$19.00 per hr. for fiscal year 2025.

**WRITTEN INVESTMENT POLICY:** reviewed by Board and on the motion of Mayor Henry seconded by Trustee DeGroff, unanimously carried to accept policy with noted changes recommended by Audit & Control. (On file)

**CONFERENCES:** Village to join the N.Y. Conference of Mayors, the Schoharie County Village Officers Association, and the N.Y.S. Association of City & Village Clerks

**ZONING BOARD OF APPEALS:** Stipend \$25.00/meeting.

Appointed for the term ending on December 31 as follows:

Jessica Loden Kirby	2026
Kenneth Kio	2025
Joseph Mann	2028
Amy Foland	2028
Melissa Cooper	2027

**Motion** made by Mayor Henry, second by Trustee Palmer unanimously carried to approve reappointing Joseph Mann to another term on the Zoning Board.

**PLANNING BOARD:** Stipend \$25/meeting

Appointed for the term ending on December 31 as follows:

<b>Thomas Hitter-Chair</b>	<b>2026</b>
Timothy Repicky	2025
Mike Ullman	2027
Steven Babbit	2028
David Knoop	2024

The following Committees appointed by Mayor Henry to report at Board meetings for fiscal year 2025.

CABLE T.V. LIAISON	Medak
PARKS	Palmer
SIDEWALKS	DeGroff
FIRE DEPT.	Medak, Henry
LIGHTS	Henry, DeGroff and Price
GRANTS/E.D.	Johnson and Henry
ZONING & PLANNING	Johnson, Henry
YOUTH/REC.	DeGroff
CENSUS	Palmer
PROMOTIONAL	Johnson
ROADS	DeGroff
FLOOD	Palmer
SEWER/WATER	Medak
POLICE	Trustees

**RECREATION COMMISSION:** Janice Herrick, Trustee DeGroff

**Resolution 1-2025**

The foregoing designations made by blanket Resolution by Mayor Henry, seconded by Trustee Palmer, unanimously carried.

**IN ACCORDANCE WITH VILLAGE LAW,** Village taxes remaining unpaid, after diligent effort of the Clerk/Treasurer to collect them, to be transferred to the County Treasurer as of



November 15, 2025. Motion made by Trustee Medak , seconded by Mayor Henry, unanimously carried to approve.

**Motion to adjourn** made by Trustee Palmer, seconded by Mayor Henry, unanimously carried to adjourn @ 8:54 PM.

Respectfully submitted.

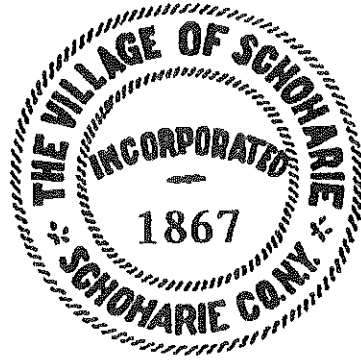
Leslie J. Price

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

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



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COLLEEN M. HENRY, MAYOR

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LESLIE J. PRICE, CLERK AND  
TREASURER  
DEBRA BYRNE, DEPUTY  
CLERK/TREASURER

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

**RESOLUTION 6-2025**

**Resolution 6-2025 to approve the appointment of James M. Bryant to the Village Justice position formally held by Frederick Kennedy effective January 14, 2025 and ending December 31, 2025.**

Certified January 15, 2025  
300 Main Street, Village of Schoharie New York

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Leslie J. Price, Schoharie Village Clerk/Treasurer