

Village of Schoharie – Employee Meeting Minutes - Approved

March 18<sup>th</sup>, 2026

**Presiding: Mayor Colleen Henry**

**Present:** Trustees Johnson, Palmer, Medak and DeGroff, Deputy Clerk/Treasurer Debby Byrne, Code Enforcement Officer David Knoop, DPW Doug Stinson III, OIC Jason Temple, Evan Trombly (FD) and Fire Chief Doug Stinson Jr.

**Excused:** Mike Harrington

**Employee Meeting:**

**Meeting brought to order:** By Mayor Henry at 6:40 PM

**Other:**

1. Review of Appointment Procedures:
  - a. A Zoning Board member was appointed without the Mayor being present at the last Board Meeting. The Mayor wants to make sure all procedures are followed. Under Village Law §3-301, the Mayor must, subject to Board of Trustee approval, appoint the following offices: Clerk/Treasurer, Assessor, Deputies, Village Justice and members of Boards of Commissions such as Planning Board and Zoning Board. Therefore, the Mayor made a Motion to approve Samanta Ballard to the Zoning Board.

**Motion** made by Mayor Henry, seconded by Trustee Palmer approved by majority vote. Trustee DeGroff abstained from the vote.

2. Review of Evening Star Bookkeeping.
  - a. There are still some issues regarding ESB that the Mayor would like to address. A meeting has been scheduled for March 23<sup>rd</sup> with Mayor Henry, Debra Byrne and Shreshth Mani.
3. Procedures for Public Hearings:
  - a. The Village Office received a protocol from our Attorney on the proper posting of Public Hearings. The Deputy Clerk made the Board aware that because of the new deadlines in the Times Journal, Ads must be sent in by the Friday before the next publication.
1. OIC Jason Temple
  - a. See attached Report.
  - b. Jason hired a new Crossing Guard to start on March 30<sup>th</sup>, 2026.
  - c. Jason spoke to Attorney Dave Brennan and the DA regarding property at 326 Main Street and updated the Mayor.
  - d. Trustee Medak asked how much of Jason's time is spent for Town Court as opposed to Village Court. Jason responded that 98% of his time is for Town Court matters and he spends an average of 4-5 hours every court date. The Village Board may abolish the office

of village justice with a resolution or local law abolishing the office. It is effective only upon the expiration of the current term of office of the village justice.

- e. Mayor Henry noted that there has not been an Audit done of the Justice records for 2025 and would like two volunteers to conduct an audit for 2026. Trustee's Medak and Palmer volunteered to do the audit. Trustee Palmer will reach out and find some dates for everyone to meet.

2. Code Enforcement - David Knoop

- a. See attached Report.
- b. Parrott House has an estimated opening date of June 2026. Right now, they have to amend the plans for the elevator to meet requirements and work on Fire Protection Plan.
- c. Officer Temple inquired about special venting for the new dispensary which opened on Main Street. The owners have said their neighbors have asked about the smell coming into their spaces. David will look into this.
- d. David is currently working on Driftwood apartments; there have been some FOIL requests that he is working on.
- e. Trustee Palmer stated that the Youth Bureau building is in need of repair. Dave will set up a time to inspect.

3. Fire Chief Doug Stinson Jr

- a. See attached Report.
- b. It's been a quiet month.
- c. Deed for old Fire Department lot should be settled according to the Attorney. The Village needs something to show DRI.

4. DPW – Doug Stinson III

- a. See attached Report.
- b. Mayor Henry reminded the Board that we need a new laptop for DPW.
- c. Mayor had a meeting with Civil Service, and more will be discussed in Executive Session.
- d. Doug put in a request for a Village phone to accept calls rather than using his personal phone. He noted that Ken Bernhardt and Billy Shroh are still getting calls from residents even though they are no longer working for the Village. Mayor said we have an extra phone and asked Doug to look into cost of setting that phone up for his use.
- e. Mayor and Office have been working on Forms 426, Mayor has been working on job titles, working supervisor's title will be going to Mike Kennedy as directed by Civil Service.

5. Mike Harrington – Lamont Engineers

- a. See attached Report.
- b. Mayor Henry had received an email from Mike Harrington stating he needs the Village to make a Motion allowing Lamont Engineers to go out to bid for the Fire suppression line needing to go in for the Parrott House which will impact Route 30 which must be dug up to place the line.

**Motion** made by Trustee Johnson seconded by Trustee Medak unanimously carried to approve Lamont Engineers going out to bid in April for the Parrott House Fire Suppression /new water line.

6. Other:
  - a. Trustee Johnson mentioned that Ben Oevering is currently looking for a new location for Town DPW headquarters.
7. Board entered Executive Session at 7:58 PM
8. Board Closed Executive Session at 8:55 PM with a Motion from Trustee Palmer seconded by Trustee DeGroff unanimously carried to close the meeting.
9. Adjournment

**Motion** made by Trustee Palmer, second by Trustee Johnson unanimously carried to adjourn meeting at 8:56PM.

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

March 18<sup>th</sup>, 2026  
Employee Session

## January 1<sup>st</sup>, 2026 – March 18<sup>th</sup>, 2026 Statistics

- 45 Traffic Tickets were issued during this period.
- 77 Calls for Service were responded to.
- 4 Arrests were made.
- 1 Auto Accident was reported.
- 1 Domestic Incident Report was filed.
- 12 Mutual Aid, Medical, or Fire Assists were provided.

## **No Major Incidents**

## **Department Activities and Updates**

- Continued transport services for the unhoused and MHL.
- Ongoing extra attention, assistance, and enforcement at the Main Street School Zone.
- Increased Pedestrian Safety Awareness and Education efforts have been implemented.
- A new Crossing Guard, Elizabeth Stinson, has been hired and will begin her duties on April 1<sup>st</sup>, 2026.
- Jeremy May was issued an appearance ticket for Criminal Contempt 2<sup>nd</sup>, Disobeying Court Order #2025-222. He is scheduled to appear in Village Court on 03/23/26 at 3:30 PM.

## **Lexipol/PoliceOne Training**

- The department is completing an updated Policy and Procedure Manual using the new Lexipol platform.
- Basic Life Support & AED training completed on 02/28/2026.
- Cyber security, EJustice and Flex training.

## **Grants**

- Law Enforcement Technology funding was approved by the State in May 2025. The department is awaiting the application announcement, which is expected sometime in April.
- The DCJS Office of Program Development and Funding is providing financial support for the purchase and replacement of critical equipment, though the timeline for Federal funding remains unknown.

## **Equipment**

- The department is currently waiting for the delivery of ballistic vests.
- The purchase of a Taser is being delayed at this time.

## Village of Schoharie

### Code Enforcement & Buildings Dept

March 18, 2026

- 1) Parrot House – Construction ongoing
  - a) Updated code plans from Lamont Engineers received – minor edits returned
  - b) Stair/elevator plans reviewed and returned with revisions needed to be corrected
  - c) Owner to provide stamped Fire Protection plans to satisfy minimum code requirements
  - d) Owner is targeting June 2026 project completion
- 2) Mainbridge Commons - Planning
  - a) Joint ZBA/Planning Board meeting held 3/12 to review updated project plans – phasing plan
    - i) Owner provided feedback/responses to ZBA concerns (density/screening/signage)
    - ii) Scheduled public hearing for ZBA Variances on project on 4/7
- 3) 295 Main Street (Taylor Block Bldg) - Construction ongoing
  - a) Interior renovation work has begun – flooring, ADA toilet(s), electrical upgrades, life safety items
  - b) Rough framing/electrical/plumbing complete – several issues noted that will need to be corrected
  - c) Schoharie Mercantile expected to relocate to tenant space Spring 2026 (target April '26)
- 4) CSD Housing Development at 157 Depot Lane – Planning
  - a) CSD Planning Board Meeting held on 3/17 w/ RSS, CSD, project team to formally start planning board review process
    - i) Site Plan Review required
    - ii) Special Use Permit required
    - iii) Area Variance required (ZBA)
  - b) Public Form held 3/6 for residents/community members to voice their support/concerns regarding the project and its impact on the community/Village
- 5) Old Stone Fort – Work on hold
  - a) Work resuming in Spring – will need to renew construction permit for 2026
- 6) Proposed Grow Structures at Guernsey's Nursery – No updates – no documents/applications received yet
- 7) Small projects/issues/complaints:
  - a) 118 Sunset Dr – foundation - letter being sent this week
  - b) 201 Bridge Street – foundation - letter being sent this week
  - c) 112 Shannon Ave – structure - letter being sent this week
  - d) Schoharie Library – porch – planned upgrades to exterior front porch
  - e) 303 Main St – new business – Farmhouse Artisans now Open
  - f) New Dispensary proposed for 443 Main St – now Open



Village of Schoharie

Schoharie Fire Department

Situational Report January 2026

03/18/2026

**1.) Calls**

- 15 EMS
- 08 Fire

**2.) Drills & Training**

- Held 4 NFPA best practice drills.
- We held our annual OSHA trainings in house.
- We held two BLS AHA CPR/AED training classes in house.

**3.) Education**

- One member is currently going through BEFO.

**4.) Fundraisers/Events**

- Upcoming Easter Egg Hunt on March 29<sup>th</sup> from 11am-3pm.
- May 21<sup>st</sup> will be the Memorial Day Parade and Open House at the Firehouse.

**5.) Near Misses/Major Incidents-**

- Nothing to report.

**6.) Apparatus/Equipment**

- Nothing to report.

**7.) Building and Grounds**

- Nothing to report.

**8.) Misc.**

- Nothing to report.

Village of Schoharie

Department of Public Works

March 18, 2026

- Water and sewer samples/reports have all been completed.
- We will send out the dodge 5500 to get repaired once we get some consistently nice weather.
- I had to order a new light bulb and assembly for the surface scatter at the water plant, the old part went bad and it has caused us some problems, this should also be here sometime next week [\$980]
- I talked to Tracey Road about swapping out the incorrect chipper blades they said come out anytime and I will drive out to do so.
- We believe we found out what's wrong with the vfd for influent pump 3 at the sewer plant. The panel that the electronics go in has fans and filters and the filters were dirty and clogged up, we haven't had a problem since cleaning the filters.
- We have found that the problem with tank 3B at the water plant was from a broken manual override on one of the valves for backwashing, the new part should be here sometime next week.
- The street sweeper has been sent to Alton Palmer's for electrical repairs and we are still waiting for him to finish that up.
- I have sent both chlorine pumps back for motherboard replacements.

Doug Stinson III

**Village of Schoharie  
Lamont Engineers Meeting Report**

**March 18, 2026, 6:30 PM**

1. Water Project Closeout
  - A. DN Tanks closeout expected to be finalized in May; I will contact them to coordinate the minor touch-up needed on the tank.
  - B. Related Item: Issued CSP Mining Permit
2. Planning Board Review Projects
  - A. Mainbridge Commons - Did Board decide on taking ownership of new sewers within project site? Note that Applicant has said a decision on this can wait.
  - B. Depot Lane Apartments – review starting soon (with Dave Brennan and Nan Stolzenburg)
3. WWTP Disinfection – Discuss status of needed work. Note the May 1 start of WWTP disinfection season.
4. Parrott House Fire Service – DOT application process moving along; DOH has given the OK to move forward but said they will need to review and approve the backflow preventer (this would be by Parrott House team). Bid process for Village piece can start next week.
5. DPW Garage - Wetlands were identified somewhere on the property by DEC; so, we'll need to have a focused review of project area done by our Wetland Consultant. This is scheduled for tomorrow.
6. WTP Valves – replacement valve options are still being investigated; if exact replacements are not used, this may require piping modifications (which may not be desirable).
7. WWTP Sludge Drying Bed Pole Barn – this is still in progress.
8. New Pool Building (DRI Project) – waiting on word from NYS



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