

VILLAGE OF SCHOHARIE
Employees Meeting/Workshop – July 20, 2022

Meeting called to order @ 6:30PM in the Village Hall at 300 Main Street.

PRESENT: Mayor Caza, Trustees: Johnson, Palmer, Medak, and Robinson-Bullock, DPW Ken Bernhardt, Codes Enforcement Officer Doug Stinson, OIC Jason Temple, Fire Chief Marty Pierce, Dan Smith, Mike Harrington from Lamont Engineers, and Deputy Clerk/Treasurer Debby Byrne

Excused : Clerk/Treasurer Leslie Price

1) Mike Harrington from Lamont Engineers:

- a) See attached Report
- b) Mike presented the Board with a Map which was previously done on the Downtown Parking Lot.
- c) Scott Danner on Waterbury Lane called Mike and said he wanted a survey done. He has an issue which Ken will be discussing.
- d) Mike presented two Letters of Agreement for the Mayor to sign. One Letter is the Agreement for Engineering Services for WWTP SPDES Compliance Assistance and one Letter of Agreement for Engineering Services for the Schoharie Sidewalk Project at Bridge Street and Main Street.

Motion made by Trustee Johnson seconded by Trustee Medak unanimously carried to approve the Mayor signing two Letter of Agreement from Lamont Engineers.

- e) Mike asked the Board if they wanted him to look into the James McFee property concerns. Mayor Caza would like Mike and Ken Bernhardt to talk to Mr. McFee and explain the project to him.

2) DPW Superintendent Ken Bernhardt

- a) See attached Report
- b) Ken asked the Board to explain the Policy on paying employees who leave for Fire calls. There does not seem to be anything in the Employee Handbook specifically addressing this situation. The Board will look into this and if needed, create a new Policy to be added to the Handbook. Mayor Caza is OK with any hours that have been paid but would like Ken to stress that going forward there may be changes.
- c) Ken would like a letter to be included in the next Water/Sewer Invoice explaining that DPW will need to be changing meters and will need access to properties. The Board agreed to this. Mayor Caza suggested that any homeowner that receives a sizeable increase in their water bills because of accurate readings be offered a payment plan.
- d) Ken informed the Board that he has spoken to Scott Danner and told him that a proper fence needs to be put in for his cattle grazing near Village property. Ken explained that the cattle could contaminate the Village water supply. The Board agrees that a fence needs to be put in place and if not, further serious action could be taken.
- e) Ken's report does state that the crosswalk signs were ordered but have not come in yet. The signs did arrive the evening of July 20th.
- f) Ken requested permission to order a new salter apron chain. Ken submitted two quotes. The Board agreed to this purchase.
- g) Ken asked if there was any Grant money available for various projects DPW has lined up including building a salt shed. Mayor suggested he contact Shane Nichols at the County Office to direct the Village on obtaining Grant money. The Mayor would like to inquire to see if building a salt shed would be covered under CHIPS money.
- h) Pavement by NBT bank has been done. Curb stops and signage will be placed on the parking lot as well as paint lines for parking. Mayor Caza asked if the tree can be trimmed in order to place a bench. Mayor also suggested the signage say, "Municipal Parking" and "No overnight Parking".

3) Code Enforcement Officer Doug Stinson

- a) See attached Report
- b) Trustee Johnson asked if the Village Police would look into the trucks leaving the quarry with their loads uncovered. Jason said he will go up to Cobleskill Stone and discuss this with them.
- c) Mayor Caza wanted to follow up after the “active shooter” incident at the County building. Mayor Caza would like the Village to be included in all communication and was concerned that the Pool was opened at the time with people. Jason will be talking with Bruce Baker to make sure the Village Police are involved in all communications going forward.

4) Code Enforcement Doug Stinson

- a) See attached Report
- b) Doug highly recommends that the Village Board review the Dental Project site. Doug is impressed with the work being done and feels the Board would be also.
- c) Doug has received a number of calls from Jeremy May stating he is working to make improvements needed.
- d) Doug also complimented the work being done at 117 Shannon Avenue and informed the Board that they are looking into other properties in the Village to improve and renovate.
- e) Doug does have a webinar set up for Codes 360. Trustee Cody Robinson-Bullock will lead this project and get together with Doug to show him the Village online Codes.
- f) Trustee Johnson is concerned about the other building on Main Street which is for sale. The owners have not yet moved out and there seems to be more items collecting on the porch and property. Doug will investigate and issue a citation is warranted.

5) Fire Chief Doug Stinson

- a) See attached Report
- b) Utilities at the Fire Department are running high. Doug has put bids out for propane companies. A makeup heater may also need to be installed in the Fire Department. Doug is getting quotes for this also.
- c) Doug presented an Invoice for gear from Morris-Croker for \$18,442.20 and \$5,081.93 which the Board approved payment.
- d) Trustee Johnson and Medak will be meeting with the Fire Department along with Ben Oevering from the Town to go over finances.

6) Other

- a) Trustee Medak asked that all Department Heads submit their proposed budgets as soon as possible.
- b) Fire Chief Marty Pierce asked the Board to update the Emergency Evacuation Plan which has not been updated since 2011. Mayor Caza asked that he submit a list of names of who would be involved. Mayor would like Marty to proceed starting with the County Emergency Management.
- c) Trustee Johnson attended a Board of Supervisors meeting where NYPA made a presentation on EV charging stations.
- d) There is a signed Agreement with Schoharie County for Broadband, Wi-Fi which will be coming soon.
- e) Trustee Johnson and Trustee Palmer will be talking to the new NYPA Rep regarding lighting next Friday.
- f) County Planning Board is losing two people and the Village of Schoharie will be losing its representation. Trustee Johnson would like to meet with Town Supervisor Alan Tavenner about assigning a Village resident to the County Planning Board.
- g) Trustee Johnson also informed the Board that there should be a Trail meeting set up very soon as the location of the Trail may have to be changed.

Motion made by Mayor Caza second by Trustee Johnson unanimously carried to enter into Executive Session at 8:25 PM.

Motion made by Mayor Caza seconded by Trustee Johnson unanimously carried to come out of Executive Session at 9:52 PM

Motion made by Trustee Robinson-Bullock seconded by Trustee Palmer unanimously carried to adjourn meeting at 9:53 PM

Respectfully Submitted,

Debra Byrne

Approved

Lamont Engineers, P.C.

Village of Schoharie
Water System Improvements Project
Meeting Report – July 20, 2022

I. Project Update

- A. DN Tanks is slowly getting organized. Today, they provided us with their first batch of submittal information for their proposed materials and products.
- B. CSP remains reluctant to share blasting information, so I have suggested that DN Tanks contact Peter Gray directly.
- C. The preparation work at the tank site is not expected until mid-August now.
- D. We have received the tank building permit from the Town CEO.

II. Next Steps

- A. Lamont to review material and product submittals from DN Tanks as they arrive.
- B. CSP and DN Tanks will be developing a site-specific safety plan to address CSP access requirements.
- C. DPW staff to continue the baseline water quality testing of spring supply (for Clean-Flo aeration system design). We may need to modify data collection to include water entering the WTP.
- D. Lamont still needs to draft an engineering contract amendment to cover our ongoing services. As a reminder, our work started with an initial contract amount that was only a portion of the total amount budgeted. This will be pushed to August now.

III. Other Projects

- A. WWTP Compliance Schedule – Update from Rebecca Mitchell at DEC (she has replaced Kevin O’Connor in this area). Discuss proposed contract.
- B. Bridge/Main St. Sidewalk Curb Ramps – We have started our work and have estimated the costs to complete the design. We will review design with Ken before submitting to DOT. Discuss proposed contract.
- C. Downtown Parking Lot: Review of Sue Anacker’s research results.
- D. WTP/Holding Pond Property Survey – Sue Anacker to research on County system

Village of Schoharie
Schoharie Fire Department
Situational Report
06/15/2022 – 07/20/2022

Calls 21EMS and 6 Fire

Drills and Training:

Worked with hydrants, Tankers and water supply. Two firefighters finishing up academy(IFO). Two Nationally Certified Fire and Emergency Service Instructors.

No Major Incidents

No Near misses

Building and Grounds:

Nothing to report.

Apparatus:

Met with Truck Committee and Trustees Sal Medak and Peter Johnson to discuss replacement of light truck fleet.

Tanker is back with most repairs complete, still needs to go for suspension work.

Equipment: Ordered second set of 18 SCBA bottles due to expiration.

Village of Schoharie
Codes Enforcement Officer
Situational Report
06/15/2022 – 07/20/2022

New Permits:

124 Main St. for shed and repair, 277 Main St. for shed, 161 Prospect St. for repair, renovation, 199 Orchard St. for shed.

Inspections:

Inspected Dental Project, Issued Temp CO for 1st phase of construction. Inspected 161 Prospect St, Inspected 277 Main St.,

Complaints/ Enforcement:

July 18th court date for Jeremy May has been postponed for a reschedule at the request of village attorney. Waiting for a new date and time to be issued by the court.

Spoke with new owners of 117 Shannon Ave in reference to making repairs without proper permit. I am currently assisting them with the permitting process.

APPROVED



SCOHARIE POLICE DEPARTMENT



Lieutenant Jason A. Temple
Officer in Charge

P.O. Box 219, 300 Main Street
Schoharie, N.Y. 12157
Phone: 518-295-8566
Fax: 518-295-8501
Dispatch: 518-295-8114

July 20th, 2022 Employees Work Session

To Date:
52 UTTs
152 Calls for Service
3 Arrests (Traffic Misdemeanors)
4 Property Damage Auto Accidents
2 Domestic Incident Reports

Unit 952: New parts ordered. In contact with Larosa's Auto. Delay due to backorder of Setina equipment and parts.

Citizen Advisory Board: Met 06/29/22. All went well. New member of the Board: Becky Degroff. Next meeting scheduled for September 21, 2022 @ 0930. See attached.

Community Events: 07/09/22 Lily Festival @ Lily Park
07/09/22 Fire Fighter Funeral @ Langen's
07/18/22-07/22/22 Day Camp

Received 100 donated Stewart's ice cream coupons and ordered Bike Helmets donated by Martin Harding and Mazzotti Law Firm to promote bicycle safety. Spoke to Doug Stinson for possible Police & Fire event.

Received "See Be Seen!" educational materials. In process of distribution to school and Main Street businesses to promote pedestrian safety.

Lexipol Updates: Virtual meeting with LEXIPOL. In process updating 14 policies and adding 1 new policy "Wellness Program" to align with national best standards.

Central Arraignment Part: I met with Sheriff Stevens and signed a Memorandum of Agreement between The Schoharie County Sheriff and The Schoharie Village Police Department. The intent of the agreement is to allow use of the Schoharie County Correctional Facility for holding arrestees who require an arraignment in Schoharie County. The New York State Police and Village of Cobleskill Police Department are also on board. See attached.

MEMORANDUM OF AGREEMENT

Between

THE SCHOHARIE COUNTY SHERIFF

And

LOCAL AND STATE POLICE AGENCIES

POLICY: Establish an agreement between the Schoharie County Sheriff's Office (hereinafter "SCSO") and all local and state police agencies, hereinafter referred to as "Police", operating within Schoharie County allowing the Police to utilize the Schoharie County Correctional Facility (hereinafter, "SCCF") when approved.

INTENT: The intent of this agreement is to allow use of SCCF by the Police for holding arrestees who require an arraignment in Schoharie County.

AGREEMENT: The SCSO agrees to accept arrestees in custody of the Police to be temporarily housed within the SCCF and to safely, and securely, maintain custody of these individuals under the terms and conditions of this Agreement.

PROCEDURE: The following terms and conditions shall remain in effect for the duration of this agreement:

1. SCSO reserves the right to refuse admittance to any arrestee for any reason. SCSO and SCCF will refuse Youthful and Juvenile Offenders as these matters will not be handled by the Central Arraignment Part (hereafter, "CAP").
2. All arrestees shall be screened for mental health, medical needs and/or impairment that would require supervision. This screening will be done by the Arresting Agency using the State of New York Commission of Correction Office of Mental Health Suicide Prevention Screening Guidelines (form 330ADM) and the SCSO Arrestee Checklist. Completed screening forms should be faxed to SCCF at (518) 295-2284 followed up with a phone call to an on duty supervisor at SCCF at (518) 295-2264 to confirm acceptance of arrestee for pre-arraignment detention. This must be completed before a determination is made of whether custody will be transferred to the Sheriff. A copy of these forms will be provided to each agency that signs this agreement and will also be available to the SCCF. A secondary screening form will be completed by the SCSO Booking and Medical staff prior to assuming custody.
3. No arrestee will enter the SCCF unless the District Attorney's Office is consulted with and validated with a recommendation as to monetary bail, pre-trial services or release on conditions.

order of protection, the arresting agency must complete the SCCF provided "Requested for Order of Protection" form.

10. In the event of an incident (i.e., medical emergency/suicidal tendencies) that occurs after the arrestee has been screened and processed by booking staff, the SCCF will hold the subject and seek medical and/or mental health attention.
11. The Police may choose to hold an arrestee in their custody until the Centralized Arraignment Part is available if the arrest does not meet the requirements of this Agreement. If the Police elect to hold the arrestee, they must notify SCCF Sergeant at (518) 295-2264 of their intention to arraign the arrestee at the next scheduled arraignment time. The SCCF Sergeant will make the proper notifications to all parties needed to conduct the arraignment.
12. Prior to the end of his/her tour it is the responsibility of the arresting Police member to inform Police coming on duty that an arrestee was placed into the SCCF.
13. If an arrestee is released at arraignment, SC&SO will provide said arrestee with a phone call to obtain a ride. However, if the arrestee is unsuccessful in obtaining a ride, the arresting agency will be responsible for providing transportation for the arrestee or will be billed for a travel voucher.

Jon A. Joseph Schcharis Village Police Department 07/14/2022
Signature/Printed name of Authorized Arrestee, Town or Village Official Date

[Signature] 7/14/2022
Signature of Sheriff or Undersheriff Date