

Village of Schoharie – Employee Meeting Minutes

September 17, 2025

**Presiding: Mayor Colleen Henry**

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

**Excused:** Mike Harrington from Lamont Engineers.

**Employee Meeting:**

**Meeting brought to order:** By Mayor Henry at 6:29PM

1. OIC Jason Temple
  - a. See attached Report.
  - b. Jason attended a Zoom meeting with Motorola Flex, County Sheriff's IT Department and County Dispatch (911). Jason would like to see the Village use the County IT which he feels is much more secure and would save the Village money.
  - c. Trustee Medak asked when the Village Judge started, Jason said around May after Judge Kennedy retired. Mayor Henry asked for Jason's opinion on having only one Justice and Jason responded that he feels we need at least two Judges and two Clerks.
  - d. Trustee Medak reminded staff that he needs numbers for the 2026 Budget.
  
2. DPW – Anne Oevering
  - a. See attached Report.
  - b. Due to the drought, the reservoir is down about 3 feet.
  - c. In regard to the Cows on Waterbury Road, Peter Johnson spoke to DOH Rep Paul Koopman and he stated there was no issue. Anne would like to get that in writing from Paul Koopman, so the Village would not be liable. Trustee Johnson will get this in writing.
  - d. There are still two homes in the Village which have not given access to DPW to change the meters. Mayor asked Anne to give the house numbers to the Clerk's office, and we will have certified letters going out with the \$500.00 fine.
  - e. The influent pump that was previously ordered does not have a cord long enough to be able to use. Anne has unsuccessfully tried to order a new cord which has to be about 50 feet. The original pump was ordered from Siewarts however the company they ordered from is in transition and has not been able to help with this issue. Mayor Henry asked the Deputy Clerk to locate the original invoice and give her a copy. Both Anne and the Mayor will follow up with this situation. Mayor is also going to see if we can find a commercial electrician who would be able to safely move the outlet so the pump can work with the original cord.
  - f. Anne would like Trustee Medak to include the cost of a new pump to be put in the 2026 Budget so we will have a backup for future use.

- g. Invoice for Steve Myers needs to be sent out for the new water pipes put in for the home on Bridge Street. Anne will provide the information to the Deputy Clerk, and we will produce an invoice for this project.
  - h. Anne will be out of the area doing training for her water license. Mayor Henry reminded staff and Board that the daily expense rate is \$68.00 as per the Employee Handbook. Anne will return to work on Thursday, October 9, 2025.
3. Code Enforcement - David Knoop
- a. See attached Report.
  - b. Mayor Henry asked for an update on the leaning barn 112 Shannon Ave. Codes will be getting an update on that property soon.
  - c. Update for 201 Bridge Street; Codes Officer sees no improvement on the property since the letter went out. His next action is to start fines however he needs to talk to the Village Attorney first. There is an abandoned car in the driveway with California license plates and expired registration. Not sure if this belongs to the owners of 201 Bridge or the neighbor.
  - d. 199 Bridge Street is still vacant; no mail is being delivered and no forwarding address. Mayor was going to see if the County or Town has any contact information.
  - e. 445 Main Street started demo on the slab.
4. Fire Chief, Doug Stinson
- a. See attached Report.
  - b. The old fire siren may be able to be moved; however, it is a very expensive process. The old siren is linked to all systems. The Fire Department owns the siren, the County operates it, and the Fire Department pays for the electricity.
  - c. There have been an increase in overdoses recently. There is a new drug on the streets, cocaine laced with fentanyl and other drugs.
  - d. New York State laws are changing to allow Fire Departments to charge for EMS services, which could possibly provide funding for response and training stipends.
  - e. Discussions will take place with the Town regarding combining resources with other Fire Districts for mutual aid programs. Fire Department will be looking into funding opportunities. Trustee Johnson suggested they start with the County.
  - f. Fire Department will be requesting bids for the replacement of the fire hydrant at the station. Anne will look into the hydrant and confirm ownership. She will see if DPW can replace and maintain.
  - g. Chief Stinson asked for clarification in regard to the Fire Department filling swimming pools. At times it provides training for the Fire Department. The fee was \$150.00 however Doug is asking the Board to come up with a price and procedure.
5. Lamont Engineers
- a. Mike Harrington was excused, sent in email of summary.
  - b. The Water Project is slowly winding down and all remaining contracts (DN Tanks, Tech Industries and Robinson) should be able to be closed out over the next few months.
  - c. The DPW Garage needs to be repaired/rebuilt, and we should start getting bids. Ben Oevering will give the Mayor some names for construction. Mayor will also look into what is required for flood insurance.
6. The Mayor would like to make a Motion to accept Trustee Palmer and Trustee DeGroff as our Personnel Committee.

**Motion** made by Mayor Henry seconded by Trustee Johnson unanimously carried to approve accepting Trustee Palmer and Trustee DeGroff for Personnel Committee whose responsibilities include : advising on and recommending policies for compensation, benefits and staff; review applicants for hiring (the Board retains hiring practices); have responsibility in scheduling appropriate training-compliance; ensuring legal and policy compliance and sometimes acting as a sounding board for personnel issues before engaging the Board or the Mayor. The specific duties are outlined to not exclude the Village Board's leadership, but the overarching goal is to support a healthy, equitable and compliant work environment. The DPW staff and Pool staff are to first meet with their direct Supervisor, the Supervisor will then bring the issue to the personnel committee, if necessary, then to the Mayor. If the employee has an issue with their direct Supervisor, then they go to the Personnel Committee members. The Village Office staff will first meet with the Personnel Committee. Code Enforcement and Police will meet with the Mayor. The Fire Department will report to the Fire Department Committee and the Mayor. This will be adopted and placed in the Employee Handbook.

7. Adjournment

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

Respectfully Submitted,  
Debra Byrne  
Deputy Village Clerk/Treasurer

Approved



# Schoharie Police Department



P.O. Box

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

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

September 17<sup>th</sup>, 2025  
Employee Session

## January 1<sup>st</sup>, 2025 – September 16<sup>th</sup>, 2025 Stats

126 Traffic Tickets  
326 Calls for Service  
7 Arrests  
12 Auto Accidents  
4 Domestic Incident Reports  
36 Mutual Aid/Medical/Fire Assists

## ***No Major Incidents***

### **Citizen Advisory Board:**

Next meeting scheduled September 17<sup>th</sup>, 2025 @ 0930 Christ the Shepard Lutheran Church.

### **Motorola Flex:**

Meeting with Sheriff's IT Department, Dispatch & Motorola. Installation and Training TBA.

### **Community Events:**

August 22<sup>nd</sup> – SPA Summer Concert. *Traffic Control and Walking Beat.*

September 6<sup>th</sup> – Village Wide Yard Sale. *Traffic Control.*

### **Lexipol/PoliceOne Training:**

Firearms Training 09/18/2025.

### **Grants:**

Law Enforcement Technology funding was approved by the State in May 2025. Awaiting application announcement.

NYPA Flood Funding- Applied for two mobile AEDs for patrol units. (All Officers are BLS/AED Certified).

Village of Schoharie  
Department of Public Works

September 17<sup>th</sup>, 2025

- Follow up on truck...
  - 2015 Ram 5500...truck sent to T&T Body King and repaired, no further issues.
- Operator courses/Licensing
  - Water licensing... I will be attending the water class in Cortland the next 2 weeks. I will be available by text throughout the day; it may be a bit before I can respond. The week after that I will be in Lake George attending the Public Works Training School.
- Street Light Project
  - Lights are currently being installed, and they are making good progress.
- Waterbury Rd- cows in pasture of the creek side of road...Peter Johnson spoke to DOH Rep Paul Koopman, Paul states there is no issue, will be following up to have him put that in writing, will take the liability off the village.
- Labor Day Sewer issue- Grand St, thank you to Mike and Paul for coming in and addressing the problem.
- New residential water line installed on Bridge St
- New DO sensor ordered and installed.
- We need to order a new influent pump. The pump we have that Ken ordered previously, the cord is too short.
  - Replacement cord is not available.
  - Looking to see what the company will credit us towards the pump we have however we've yet to get an answer, they have been giving us and siewerts the run around because the company is changing hands.
  - We do have the option to add cord, however if we go that route, we need to install an explosion proof junction box, which would be just as costly as ordering a new pump.
- Multiple quotes received
  - Siewarts is the lowest at this point \$12,440.00 with a 90-day lead time.
  - USA Blue Book provided a quote of \$13,299.28 with an estimated arrival date of 11/25.
  - There's a company in NJ who shows they have the pump in stock online, looking to see if we can possibly purchase and pick up to cut down on the time we're waiting for the pump...wet weather season is coming and we are currently down a pump, so the sooner we can get a pump the better off we will be.
  - With lead times extended as far as they are, my recommendation is to purchase one pump now and budget for another to have on the shelf in case of emergency.
- Hydrant Flushing
  - We will be flushing hydrants the 2<sup>nd</sup> and 3<sup>rd</sup> week of October, looking at the 6<sup>th</sup> through the 17<sup>th</sup>.

## Village of Schoharie

### Code Enforcement & Buildings Dept

September 17, 2025

1. 300 Main Street Building Improvements – Work postponed
  - a) Exterior Masonry Repair/Improvements project planned through Town of Schoharie
  - b) Recent public bid resulted in lowest bidder higher cost than budget allows
2. Old Stone Fort – Work ongoing
  - a) 2<sup>nd</sup> floor framing and floor completed – exterior sheathing in process
  - b) Structural framing trusses placed & constructed
3. 445 Main Street – Building demolition complete
  - a) Certificate of Occupancy issued 8/16
  - b) Ice Cream stand open/operational - Restaurant application on hold awaiting DRI feedback
4. Parrot House – Construction ongoing
  - a) Commercial Kitchen fit out in progress
  - b) LULA Elevator cutsheet reviewed and approved
  - c) Code plan revisions needed to satisfy base NYS code requirements – still outstanding
  - d) Awaiting final stamped Fire Protection plans from Lamont Engineers
5. Mainbridge Commons
  - a) Planning Board meeting held 9/15 to review latest project updates
  - b) SEQR process nearing completion – motion made for Village Attorney & Engineer to draft a Negative Declaration for adoption by Planning Board (pending Public Input/Hearings)
6. Proposed Grow Structures at Guernsey's Nursery
  - a) CEO started CloudPermit documentation for Applications (Application to Expand or Grow Business & Building Permit Application) - uploaded initial plans for recordkeeping
  - b) Reviewed w/ Floyd post-meeting the need for additional plans & details, vegetation/screening plan, utility plans, connection details
  - c) Guernsey's is now working w/ Professional Engineers to draft Construction Documents to satisfy a building permit application and floodplain development application
  - d) Upcoming meeting/site visit w/ Engineers & Owner TBD
7. Crowing Hen Restaurant/Coffee
  - a) Walk-through performed at coffee shop/restaurant for inspection/life safety review
  - b) Confirmed no interior improvements - Exterior building sign permit application in progress
  - c) Coffee Shop open/operational
8. DRI Grant Initiative
  - a) Ongoing assistance w/ applicants to assist with questions and expectations w/ necessary steps for code plans / code review expectations



Village of Schoharie  
Schoharie Fire Department  
Situational Report August 2025  
09/17/2025

1.) Calls

- 23 EMS  
10 Fire

2.) Drills & Training

- Held 4 NFPA best practice drills.
- Had 2 simulated structure fire drills in Railroad Ave with Middleburgh Fire Department along with multiple other fire departments.

3.) Education

- 1 Member successfully passed her state certification test and is now a NYS certified Paramedic.
- 1 Current EMT is currently enrolled and attending Paramedic School.
- 1 Firefighter enrolled in EMT class at Montgomery County Sheriff's Department.

4.) Fundraisers/Events

- Planning going on for Christmas in Schoharie 2025.

5.) Near Misses/Major Incidents-

- We had a response to the double fatal motor vehicle accident on Rickard Hill. More details will be provided in Septembers report.

6.) Apparatus/Equipment

- Nothing to report

7.) Building and Grounds

- Nothing to report

8.) Misc.

- We will be requesting bids for the replacement of the hydrant at the station.
- The discussion has begun on the ability to bill for EMS response and motor vehicle accident response which could possibly provide funding for response and training stipends to be used for volunteer recruitment and retention.
- We welcomed two new members to the fire department. One with previous experience in fire and EMS.

Employee Meeting  
September 17, 2025  
Lamont Engineers

- The Water project is slowly winding down and I expect that all remaining contracts (DN Tanks, Tech and Robinson) should be able to be closed out over the next few months.
- Continue to help with the DRI Pool project as needed.
- Is the Board ready to discuss the DPW garage?