

REGULAR MEETING
DOLGEVILLE VILLAGE BOARD OF TRUSTEES
OCTOBER 20, 2025
6:00 P.M.

PRESENT:

MAYOR: Mary E. Puznowski
TRUSTEES: Robert P. Dyer
Robert Gridley
Brian Randall
Marilyn Williams

ATTORNEY: Karl Manne

RECORDING SECRETARY:

Tammy L. Chmielewski

ATTENDED: Amy Mowers, Amber Kraszewski, David Jaquay, Philip Klosner, Andrew Drumm, Lloyd Hall, Charlotte Robotham, Sharon Baisley, Craig Eggleston

Mayor Mary E. Puznowski at Village Hall called this Regular Meeting of the Dolgeville Village Board of Trustees to order at 6:00 p.m. The Pledge of Allegiance recited.

***Approval of
Meeting Minutes***

By Trustee Williams

Motion to approve and place on file the meeting minutes of September 15, 2025. Sec. Trustee Randall. Ayes all.

***Budgetary Transfer
Resolution # 151-2025***

The following resolution offered by Trustee Randall sec. Trustee Dyer. Ayes all.

FROM: AO1640.100 Wages Central Garage \$ 10,000.00
TO: AO5110.100 Wages Street Maintenance \$ 10,000.00

FROM: FO8330.412 Reservoir \$ 3,000.00
TO: FO8340.400 Hydrants/Transmission Dist. \$ 3,000.00

FROM: FO8330.412 Reservoir \$ 5,000.00
TO: FO8340.412 Misc. Lead & Copper \$ 5,000.00

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

***Abstract of
Audited Vouchers
Resolution #152-2025***

The following resolution offered by Trustee Randall sec. Trustee Dyer. Ayes all.

RESOLVED, that the Clerk be and hereby authorized to sign the Abstract of Audited Vouchers from the following funds for the amount specified:

ABSTRACT OF AUDITED VOUCHERS
SEPTEMBER 15, 2025

TRUST & AGENCY FUND \$ 13,676.42

ABSTRACT OF AUDITED VOUCHERS
SEPTEMBER 22, 2025

GENERAL FUND \$ 101,760.68
SEWER FUND \$ 4,913.47
WATER FUND \$ 9,082.13
CAPITAL FUND \$ 83,999.80
NORTH MAIN ST. \$ 9,763.50
MAIN STREET SEWER \$ 74,236.30

ABSTRACT OF AUDITED VOUCHERS
SEPTEMBER 29, 2025

TRUST & AGENCY FUND \$ 11,287.49

ABSTRACT OF AUDITED VOUCHERS
OCTOBER 6, 2025

GENERAL FUND \$ 25,287.57
SEWER FUND \$ 3,978.63
WATER FUND \$ 4,424.92

ABSTRACT OF AUDITED VOUCHERS
OCTOBER 13, 2025

TRUST & AGENCY FUND \$ 11,752.64

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

Village Engineer

Active Projects

**Center Park Rehabilitation – EPF Parks Grant #EPF-182340
& NY Forward**

- The project team is finalizing plans and specifications with Saratoga Associates for bidding later this fall/winter after review by Department of State (DOS). All significant design elements have been advanced, with lighting and security scope nearing final selection. A construction start is anticipated in Spring 2026.
- A project update meeting was held on September 25 with Stefan Lutter of the NYS DOS to coordinate NY Forward funding with the EPF Parks grant. The project remains in good standing with both agencies. The Parks grant has an eligible completion deadline of December 31, 2026.
- Coordination is underway to ensure Carver Construction removes all stockpiled materials from Center Park before the contractor for this project mobilizes in spring, though it may be possible to coordinate material and storage yards once a Center Park contractor is brought onboard.
- The Village is also monitoring the status of two private NY Forward projects; should either not proceed, available funds may be reallocated to this public project.

Main Street Sewer Replacement Project

- A project progress meeting was held on September 30, 2025, with representatives from the Village, B&L, NYSDOT, and Carver Construction. Construction continues to move forward on schedule.
- Sewer and lateral installation from Stewart's to Slawson Street is complete. Work has progressed to Elm Street and will continue to the North Main Street tie-in this month.
- Paving of the disturbed section of the project is planned to be completed by Thanksgiving, weather permitting. A NYSDOT pre-paving meeting was conducted on October 9. DOT will assist with materials and delivery. Carver and NYSDOT are discussing revised trench widths and subbase needs, especially near curbs and drive lanes. Pricing adjustments to the contract are currently being discussed.
- Key outstanding submittals include sewer fitting details, MH-118, stormwater structures, and paving

mixes. Several change orders remain under review, including credit items.

- Coordination continues with NYSDOT on future phasing and with FEMA regarding Base Bid B elements, which must be completed by June 26, 2026.
- **Next Meetings:**
 - Zoom progress meeting: October 15 at 1:00 PM

Water Meter Replacement Project – GIGP Grant Award

- On October 8, the Village participated in the mandatory EFC Green Innovation Grant Program (GIGP) onboarding webinar. The project checklist and funding compliance requirements were outlined in detail.
- A local planning and implementation meeting is being held on October 16 at 10 AM. Representatives from Syracuse University and the EPA Water Technical Assistance Program will join Village staff to define scope, design strategy, and sequencing.
- All GIGP documentation is due to EFC by June 30, 2026, including the project schedule, SEQR/SHPO review, financial plans, and BABA-compliant procurement procedures.

IDA Water Storage Tank Project

- A 90% design review meeting was held with Wright-Pierce and Neal Winkler on October 9. The project continues to advance through final design with bidding this winter with construction starting immediately following as some elements of the project could be completed through the winter months.
- SEQR documentation has been prepared. A Full Environmental Assessment Form (EAF) and a resolution declaring the Village's intent to serve as SEQR Lead Agency are on the agenda for the October board meeting.
- Wright-Pierce will begin coordination with involved agencies upon adoption of the resolution.

Wastewater Compliance – Gehring Tricot

- Assistance continues in supporting the Village's investigation of color pass-through issues from Gehring Tricot. Coordination is ongoing with Amy Mowers and CT Male Associates to evaluate the situation and plan for corrective action.

***Village Engineer
Monthly Report***

By Trustee Randall

Motion to approve and place on file the October 2025 Village Engineer report as submitted. Sec. Trustee Gridley. Ayes all.

***Village of Dolgeville
Serving as Lead Agency
Under the (SEQRA).
For a Public Water Project
Known as the Water Storage
Tank Project
Resolution # 153-2025***

The following resolution offered by Trustee Williams sec. Trustee Gridley. Ayes all.

DECLARING THE VILLAGE OF DOLGEVILLE'S
INTENT TO SERVE AS LEAD AGENCY UNDER THE STATE
ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) AND
INITIATING COORDINATED REVIEW FOR A PUBLIC
WATER PROJECT KNOWN AS THE WATER STORAGE
TANK PROJECT

WHEREAS, the Village of Dolgeville (the "Village") is proposing to undertake the construction of a new 500,000-thousand-gallon water storage tank and related waterline (the "Project") to enhance the Village's public water supply system; and

WHEREAS, the Project is classified as an Unlisted action pursuant under the State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, the Village has determined that said Project is also subject to review and approval by other involved agencies under SEQRA Regulations; and

WHEREAS, the Village is a local agency with the principal responsibility for approving, funding, and implementing the Project; and

WHEREAS, the Village of Dolgeville intends to assume the role of Lead Agency for the purposes of SEQRA review for the Project; and

WHEREAS, the Village will notify all involved and interested agencies of its intent to act as Lead Agency and will provide them with the completed Part 1 of the Full Environmental Assessment Form (EAF) and other required documentation in accordance with 6 NYCRR §617.6(b)(3) for coordinated review;

NOW, THEREFORE, BE IT RESOLVED:

1. The Village of Dolgeville hereby declares its intent to serve as Lead Agency for the coordinated environmental review of the Project under SEQRA; and
2. The Project is classified as an Unlisted Action pursuant to SRF/WIIA/SEQRA regulations; and
3. The Villages' consulting engineer or other designated representative to circulate the Lead Agency coordination letter, Part 1 of the Full EAF, and any supporting documents to all involved and interested agencies for the purpose of coordinated review and Lead Agency designation; and
4. This resolution shall take effect immediately.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

Public Comment

The water tower after it is installed will be given to the Village of Dolgeville. The tower is necessary due to previous requests from the Department of Health (D.O.H.).

Department Heads

WRRF

WRRF Chief Operator Amy Mowers came before the Board with the following:

Non-Compliance Event

The non-compliance event is a result of low water pressure during the sampling process and the village was not notified by the lab within a timely manner in-order-to increase chlorine as needed.

Corrective action taken immediately and the lab assured the village the notification process will be enforced (their staff), and this will not happen again.

Pretreatment Program

Meetings, coordinated efforts, and pilot study review (D.E.C. approval) for additional pretreatment at Gehring Tricot is coming to a resolution.

Comp Alliance Inspection

The reported issues repaired. A response will go to our carrier by the end of November 2025.

WRRF Monthly Report

By Trustee Randall

Motion to approve and place on file the September 11, 2025 – October 15, 2024; WRRF report as submitted. Sec. Trustee Dyer. Ayes all.

Water Plant

Water Monthly Report

By Trustee Randall

Motion to approve and place on file the flow report 10/20/25 water report as submitted. Sec. Trustee Dyer. Ayes all.

Police Department

Officer-In-Charge Philip Klosner came before the Board with the following:

Part Time Patrolman

O.I.C. is requesting hiring Part Time Patrolman Chad Chapman 1-2 times per month to work in the evidence room and the streets as needed.

The Board asked where the funding is coming from since the current P/T budget line is getting low, and we still have 7-months until the end of the fiscal year? Board suggested taking a hard look where to cut the P/T budget.

O.I.C. is looking to use the overtime budget line to cover the costs.

O.I.C. must contact Herkimer County Personnel Steve Billings for approval before hiring and complete the required pre-hiring paperwork.

***Part Time Patrolman Hire
Resolution # 154-2025***

The following resolution offered by Trustee Williams sec. Trustee Dyer. Ayes all.

Motion to hire P/T Patrolman Chad Chapman with the above conditions. Sec. Trustee Dyer. Ayes all.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

Budget

The Village Board is requesting the police department take a hard look at all line items to ensure fiscal responsibility until the end of this year's budget:

1. Scheduling
 - a. Overlapping of shifts
 - b. Too many officers on (P/T and F/T)
2. Car Maintenance
 - a. Leaving vehicles running
 - b. Using local vendors for car maintenance
3. Miscellaneous

- a. Checking street light outages and reporting to National Grid so the village is not overpaying bills.

O.I.C. Klosner will meet with the Treasurer to go over budget financing.

2020 Dodge Durango Sale

The Village agreed to sell the 2020 Dodge Durango after the purchase of a 2025 Durango and use the proceeds to offset equipment (JPJ) needed for the new vehicle. The village did not budget for the expense of keeping a third vehicle.

The Police Department is now requesting the village keep the 2020 Durango as a buffer. O.I.C. Klosner submitted a handout of reasons why to keep the Durango.

2020 Dodge Durango Trial Period Resolution # 154A-2025

The following resolution offered by Trustee Randall sec. Trustee Gridley. Ayes all.

Motion to keep the 2020 Dodge Durango for a 30-day trial period and review handout as submitted by O.I.C. Philip Klosner. Sec. Trustee Gridley. Ayes all.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

Police Monthly Report

By Trustee Williams

Motion to approve and place on file the September 2025 Police report as submitted. Sec. Trustee Randall. Ayes all.

Code Enforcement

Code Enforcement Monthly Report

By Trustee Williams

Motion to approve and place on file the 9/15/25-10/20/25 Code Enforcement report as submitted. Sec. Trustee Gridley. Ayes all.

D.P.W.

D.P.W. Superintendent David Jaquay came before the Board with the following:

Plowe Park Update

Superintendent Jaquay submitted quotes/options for updating the electrical in Plowe Park. The electrical updates include the gazebo and ground units.

Water Shut Offs

An updated list of current water shuts was presented to the Village Board. Water connections/curb stops that need repairs were discussed.

2008 SU/TR Trailer

The Village decided to keep the 2008 SU/TR Trailer.

Tire Balancer

Superintendent Jaquay is requesting to purchase a tire balancer (state contract) in the amount of \$ 9,157.91. The contract includes training, 3 yr. warranty and calibrations after every use. A P.O. will be available for signatures.

Lead & Copper Update

The village has identified eighty (80) of the unknown services. An updated inventory will be completed in December 2025.

D.P.W. Monthly Report

By Trustee Randall

Motion to approve and place on file the October 2025 D.P.W. report as submitted. Sec. Trustee Gridley. Ayes all.

Planning Board

N/A

Treasurer

Village Treasurer Amber Kraszewski came before the Board with the following:

Malware

The Board was informed the village computers are complying and updated with a current malware program.

Project Financing

The current Federal shutdown could affect future payments for projects. The village will continue to make submittals. The village needs to be **extremely vigilant** on costs to ensure we stay within projected project costs. We were extremely fortunate to receive grant money and 0% financing on our projects.

Tax Grievance

Tax Grievance hearing set for October 27th @ 9:30 a.m.

BAN Request

Treasurer Kraszewski is requesting to set up two (2) BAN's. One BAN for water meter start up - \$ 500,000.00 and one BAN for NY Forward \$ 1,000,000.00; submittal for reimbursements will take 3-4 months.

D.O.T. Road Work

A quarterly meeting with D.O.T. is scheduled for October 21st. The village will request assistance with funding.

***Expenditures,
Encumbrances, and
Appropriations***

By Trustee Dyer

Motion to place on file the Statement of Expenditures, Encumbrances, Appropriations for the period ending 9/30/25. Sec. Trustee Williams. Ayes all.

Balance Sheet

By Trustee Dyer

Motion to place on file the Balance Sheet for the period ending 9/30/25. Sec. Trustee Williams. Ayes all.

Budgeting & Planning

The treasurer will meet and go over State Comptroller rule for budgeting and multiyear planning for department heads.

Old Business

Solar on Earth

Mayor Puznowski will contact Solar on Earth and try to negotiate a better rate.

New Business

***Check Reconciliation
Resolution # 155-2025***

By Trustee Williams

Motion to place on file the check reconciliations as presented. Sec. Trustee Randall. Ayes all.

Center Park Restoration - 5441	9/2/25-9/30/25
D.P.W. - 3068	7/1/25-9/30/25
Economic Development - 8330	9/2/25-9/30/25
Fink Creek Capital - 5458	9/2/25-9/30/25
General Fund Checking - 8233	9/2/25-9/30/25
General Fund Savings – 5177	9/2/25-9/30/25
Helterline Park – 5185	9/2/25-9/30/25
Housing Rehabilitation – 8322	9/2/25-9/30/25
Main St. Sewer Improvements Capital– 5466	9/2/25-9/30/25
N. Main St. Homes Capital – 5474	9/2/25-9/30/25
Police Vehicle – 3118	7/1/25-9/30/25
Sewer Savings – 5193	9/2/25-9/30/25
Spohn’s Disposal – 3043	7/1/25-9/30/25
Trust & Agency – 8225	9/2/25-9/30/25
Unemployment – 5201	9/2/25-9/30/25
Waste Water Savings – 5219	9/2/25-9/30/25
Water/Sewer – 8349	9/2/25-9/30/25

Water Capital Reserve – 5227	9/2/25-9/30/25
Water Fund Savings – 5235	9/2/25-9/30/25
North Main St. Waterfront Park – 5722	9/2/25-9/30/25
New York Forward – 6423	9/2/25-9/30/25

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

***Payroll Certification
Resolution # 156-2025***

The following resolution offered by Trustee Williams sec. Trustee Randall. Ayes all.

WHEREAS, Amber Kraszewski hereby submits for certification the following payroll period of 8/30/25-9/12/25 in the amount of \$55,265.13 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

***Payroll Certification
Resolution # 157-2025***

The following resolution offered by Trustee Williams sec. Trustee Randall. Ayes all.

WHEREAS, Amber Kraszewski hereby submits for certification the following payroll period of 9/13/25-9/26/25 in the amount of \$ 44,990.67 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

***Payroll Certification
Resolution # 158-2025***

The following resolution offered by Trustee Williams sec. Trustee Randall. Ayes all.

WHEREAS, Amber Kraszewski hereby submits for certification the following payroll period of 9/27/25-10/10/25 in the amount of \$ 47,076.82 be approved for payment from the appropriation authorized by the Village of Dolgeville Board of Trustees.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

Water Shut Off Request

Request to shut off water @ 713 Brockett Road.

Dolgeville Laundromat Request

The Dolgeville Laundromat is requesting an adjustment to their upcoming water bill.

Per the village attorney the village will decline the request.

Election Date Change Resolution # 159-2025

The following resolution offered by Trustee Williams, sec. Trustee Randall.

RESOLVED, the next village Election will be held on March 18, 2026, due to the third Tuesday of March falls on the seventeenth day of March. Sec. Trustee Randall. Ayes all.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – October 20, 2025

Village Election Resolution # 160-2025

The following resolution was offered by Trustee Randall sec. by Trustee Gridley.

WHEREAS, the next Village Election of Offices will be March 18, 2026, and

WHEREAS, the Board of Trustees must designate by resolution and publish the offices which are to be filled in such election and the terms thereof:

NOW THEREFORE BE IT RESOLVED;

Section 1. That the Board of Trustees designates the following offices as being vacant at the end of the current official year to be filled at the Village Election to be on March 18, 2026, for the following terms:

Trustees (2) – 4 Years

Mayor – (1) – 4 Years

Section 2. The Village Clerk is hereby directed to publish this resolution in the Times-Telegram newspaper.

Section 3. This shall take effect immediately.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None
ADOPTED: October 20, 2025

***Christmas on
Main Street***

The village is in discussions with Dolgeville Forward for the Christmas on Main Street celebration. The tentative date for the celebration is December 6, 2025.

***Dolgeville Masonic
Lodge
Donations for
Christmas Party for
Children***

The Dolgeville Masonic Lodge is looking for donations for the Christmas Party for Children.

Attorney

Future Meetings

Regular Meeting - November 17, 2025 @ 6:00 p.m. – Village Hall.

Adjournment

By Trustee Randall

Motion to adjourn the regular meeting at 8:00 p.m. Sec. Trustee Williams. Ayes all.

_____ Mayor

_____ Village Clerk