

REGULAR MEETING
DOLGEVILLE VILLAGE BOARD OF TRUSTEES
NOVEMBER 17, 2025
6:00 P.M.

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

ATTORNEY: Karl Manne

RECORDING SECRETARY: Tammy L. Chmielewski

ATTENDED: Mr. & Mrs. Thompson, Ken & Carla Sweet, Amber Kraszewski, Neal Winkler, Andrew Drumm, Noelle Gridley, Mr. Timian, and granddaughter.

Deputy Mayor Brian Randall 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 October 20, 2025, and November 5, 2025. Sec. Trustee Gridley. Ayes all.

***Abstract of
Audited Vouchers
Resolution # 163-2025***

The following resolution offered by Trustee Dyer sec. Trustee Williams. 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
OCTOBER 20, 2025

GENERAL FUND	\$ 22,198.40
SEWER FUND	\$ 2,259.68
WATER FUND	\$ 2,875.53
FINK CREEK	\$ 1,052.50
MAIN STREET SEWER	\$ 6,182.79
CENTER PARK	\$ 88.50

ABSTRACT OF AUDITED VOUCHERS
OCTOBER 27, 2025

TRUST & AGENCY \$ 12,617.57

ABSTRACT OF AUDITED VOUCHERS
NOVEMBER 3, 2025

GENERAL FUND	\$ 13,668.88
SEWER FUND	\$ 42,448.62
WATER FUND	\$ 8,542.71
FINK CREEK	\$ 206.50
MAIN STREET SEWER	\$ 706.47
CENTER PARK	\$ 590.00
NY FORWARD	\$ 3,800.00

ABSTRACT OF AUDITED VOUCHERS
NOVEMBER 10, 2025

TRUST & AGENCY \$ 11,040.21

AYES: Trustees Dyer, Gridley, Williams

NAYS: None

ADOPTED – November 17, 2025

Village Engineer

Active Projects

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

- Construction drawings and specifications have been finalized for bidding and are currently under review by the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) and the Department of State (DOS). The project team anticipates issuing the project for public bid prior to January 1, 2026, pending agency approvals.
- All prior comments have been addressed in the bid set, including my comments from a review this past month such as: updates to drawing title blocks, clarification of the accessible route, inclusion of tree protection measures, and designation of a laydown/staging area. Ventilation and fire protection design have been reviewed with Saratoga Associates; ventilation is provided where necessary, and sprinklers are not anticipated to be required under current building code classification (A-3 use), though final confirmation from code enforcement is pending.

- Revised bid manual documentation was received from OPRHP on November 7, and Saratoga Associates is coordinating integration of the latest prevailing wage, advertisement language, and required contractor registration guidance per Labor Law Section 220-i. OPRHP confirmed MWBE documentation is not required for the Parks grant component; however, DOS MWBE requirements remain in place and will be included.
- All EPF-funded base bid elements remain part of the construction scope (pavilion, splash pad, site lighting, terraced seating, parking, and improvements), with invoicing expected to apply EPF funds first, followed by DOS NY Forward. Alternate items such as the kitchen (Alternate 2) will be supported under the NY Forward grant only.
- A pre-bid walkthrough is tentatively planned following bid advertisement, and all stakeholders will be notified once dates are confirmed – including DOS and OPHRP staff.

Main Street Sewer Replacement Project

- Significant construction progress occurred over the past month. Installation of the sewer main and lateral connections on North Main Street has been completed. Final restoration efforts, including roadway box-out and curb installation, have advanced steadily, with paving now the primary focus.
- Work Change Directive #4 was authorized by the Village to cover time and materials (T&M) for paving labor and equipment. NYSDOT is supplying the asphalt materials. The paving schedule is being assessed daily based on weather and surface temperature, with current indications showing favorable subgrade and compaction conditions. Barring significant precipitation, paving is expected to be completed by the end of next week.
- Immediately following paving, sidewalk and curb installation will resume with JJP, allowing restoration work to continue without delay.

The next Zoom progress meeting is scheduled for November 24, with the following in-person meeting

planned for December 10.

Water Meter Replacement Project – GIGP Grant

- Progress continues the Village’s planning and coordination efforts related to the Green Innovation Grant Program (GIGP) Water Meter Project. A project strategy meeting was held on October 16 with Village staff and Syracuse University’s Environmental Finance Center to review implementation logistics, budgeting, and procurement pathways. Key items discussed included in-kind match opportunities, curb box rehabilitation needs, installation challenges, and the required documentation for submittals.
- On October 22, an inquiry email was sent to Mark Howard at EFC to clarify several pre-contract and procurement-related issues. These included:
 - Eligibility of in-kind services performed prior to contract execution (e.g., curb box repairs, internal engineering, and administrative time),
 - The potential for sole-source procurement of Neptune meters and installation through Ti-Sales (given the Village’s existing standardization and prior installations),
 - Requirements for M/WBE, SDVOB, and EEO compliance, and
 - Recommended contingency levels for budget and schedule submissions.

No response has yet been received from EFC, and follow-up is planned.

- Meanwhile, Village staff have begun compiling a list of known defective curb boxes, as these may need to be addressed ahead of meter installation (but we need to clarify when we can start this work as we may need to wait until the grant agreement is signed so that the work can be considered “in-kind” services and the Village would get credit towards the project). Coordination with DPW for repairs will be critical, as proper valve operation is necessary for many residential installations. Field data collection on installation types is also underway to better define bid items and cost estimates.
- A draft project schedule and budget will be developed once EFC provides feedback.

IDA Water Storage Tank Project

- The Village Board adopted Resolution #153-2025 on October 20, 2025, formally declaring its intent to serve as Lead Agency under the State Environmental Quality Review Act (SEQRA) for the Manheim Business Park Water Storage Tank Project. This action initiates a coordinated environmental review process for the proposed 500,000-gallon water storage tank and associated waterline improvements, which are intended to enhance the Village's public water supply infrastructure.
- The project remains in the final design phase. A 90% design review was completed on October 9 with Wright-Pierce and Village stakeholders. Following the Board's action on the 20th, Wright-Pierce began coordinating with involved agencies and circulating the Lead Agency coordination letter, Full Environmental Assessment Form (EAF), and supporting documentation in accordance with SEQRA regulations.
- The New York State Department of Health (DOH) has confirmed receipt of the September submission and is currently reviewing the plans and specifications. DOH has indicated that any significant design changes will require resubmission, including an updated geotechnical report and an amended Preliminary Engineering Report.
- As of early November, Wright-Pierce has followed up with DOH multiple times to expedite the review process. Pending feedback from the DOH, the next steps include preparation of a resolution for a negative declaration, targeted for presentation at the next Village Board meeting.

Wastewater Compliance – Gehring Tricot

- In early November, the Village received a formal acknowledgment letter from NYSDEC Region 6 regarding the color pass-through events associated with

Gehring Tricot Corporation's industrial discharge. The letter summarized observations made between October 9 and 16, 2025, including the visible discharge plume from the Village's WWTP outfall into East Canada Creek and the timeline of Gehring's operations and sampling results.

- The issue remains ongoing, and coordination continues with Amy Mowers and CT Male Associates to investigate the source and identify appropriate corrective actions.

WTP and WWTP Deed Research

- This month, I also assisted the Village with deed research related to the Wastewater Treatment Plant (WWTP) and Water Treatment Plant (WTP) properties. The effort focused on verifying current property boundaries, easements, and historical transfers.

Village Engineer Monthly Report

By Trustee Williams

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

Public Comment

Police Department

Public comment period included Police department hours of coverage, staffing concerns, scheduling, budgeting, car operations, State troopers, 911 dispatches, wages, full time/part time officers.

The village agreed to table the current situation and discuss it further at a special meeting.

Department Heads

WRRF

WRRFF Monthly Report

By Trustee Dyer

Motion to approve and place on file the October 16, 2025 – November 13, 2025, WRRF report as submitted. Sec. Trustee Gridley. Ayes all.

Water Plant

Water Plant Operator Neal Winkler came before the Board with the following:

Live Inspection of Finished Water Storage Tanks

Resolution # 164-2025

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

Motion to approve the quote through Ti-Sales (Advanced Tank & Infrastructure Solutions, LLC) for a live inspection of the finished water storage tanks at the water plant ROV inspection \$ 3500.00 and diver inspection and sediment removal \$ 5,750.00. Sec. Trustee Gridley. Ayes all.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – November 17, 2025

Water Monthly Report

By Trustee Williams

Motion to approve and place on file the November 17, 2025 water report as submitted. Sec. Trustee Dyer. Ayes all.

Police Department

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

2020 Dodge Durango

The Village received a letter from the Dolgeville Central School dated 10/31/25 regarding the:

“A: Provision of a Special Patrol Officer:

A-9 – The Village Dolgeville is not obligated or required to provide an assigned Dolgeville Police Department assigned patrol car for District SPO, by may, at the full expense to the Village of Dolgeville.”

Due to previous discussions regarding this matter and the vehicle is no longer needed for public purposes. The Village is voting to sell at auction the 2020 Dodge Durango VIN # 1C4RDJFG3LC443154 and the proceeds will be used to outfit the new 2025 Dodge Durango.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – November 17, 2025

***2020 Dodge Durango Sale
Resolution # 165-2025***

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

Motion to sell at auction the 2020 Dodge Durango VIN # 1C4RDJFG3LC443154 and the proceeds will be used to outfit the new 2025 Dodge Durango. Sec. Trustee Williams. Ayes all.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – November 17, 2025

Police Monthly Report

By Trustee Williams

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

Code Enforcement

N/A

D.P.W.

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

***School Salt Loading/
Usage & Billing***

The Village Board approved to help the school load salt if someone is available and they call ahead. The school will keep a separate spreadsheet and be billed monthly for salt usage through the village treasurer's office.

Village Hall Roof Quote

Superintendent called 6 contractors for quotes and received one quote from Lawrence & Sons Construction, LLC in the amount of \$ 18,500.00. The Board advised superintendent to submit a purchase for signatures.

D.P.W. Monthly Report

By Trustee Gridley

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

Planning Board

N/A

Treasurer

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

Spectrum Phone Conversion

Spectrum phones are installed, and we need to finalize all lines and cancel Enterprise back to February 2025.

Tax Grievance

The next tax grievance hearing is early January (virtual).

***Aflac-Self Pay
Resolution # 166-2025***

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

Motion to turn over employee Aflac deductions to direct self-pay billing. Sec. Trustee Dyer. Ayes all.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – November 17, 2025

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

By Trustee Williams

Motion to place on file the Statement of Expenditures, Encumbrances, Appropriations for the period ending 10/31/25. Sec. Trustee Gridley. Ayes all.

Balance Sheet

By Trustee Williams

Motion to place on file the Balance Sheet for the period ending 10/31/25. Sec. Trustee Gridley. Ayes all.

Old Business

Solar on Earth

Place on hold.

New Business

Check Reconciliation

N/A

Center Park Restoration - 5441	No report/update
D.P.W. - 3068	No report/update
Economic Development - 8330	No report/update
Fink Creek - 5458	No report/update
General Fund - 8233	No report/update
General Fund Savings – 5177	No report/update
Helterline Park – 5185	No report/update
Housing Rehabilitation – 8322	No report/update
Main St. Sewer Improvements – 5466	No report/update
N. Main St. Homes – 5474	No report/update
Police Vehicle – 3118	No report/update
Sewer Savings – 5193	No report/update
Spohn’s Disposal – 3043	No report/update
Trust & Agency – 8225	No report/update
Unemployment – 5201	No report/update
Waste Water Savings – 5219	No report/update
Water/Sewer – 8349	No report/update

Water Capital Reserve – 5227	No report/update
Water Fund Savings – 5235	No report/update

***Payroll Certification
Resolution # 167-2025***

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

WHEREAS, Amber Kraszewski hereby submits for certification the following payroll period of 10/11/25-10/24/25 in the amount of \$54,638.11 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 – November 17, 2025

***Payroll Certification
Resolution # 168-2025***

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

WHEREAS, Amber Kraszewski hereby submits for certification the following payroll period of 10/25/25-11/7/25 in the amount of \$44,041.30 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 – November 17, 2025

***Herkimer County Tax
Re-levy 2025-2026
Resolution # 169-2025***

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

WHEREAS, members of the Village Board of Trustees of the Village of Dolgeville, New York, have compared the forgoing statement of unpaid taxes for the year 2025-2026, and find the same to be true and correct.

WHEREAS, the amount of \$ 82,802.46 be re-levied to Herkimer County as submitted, and

THEREFORE, further be it resolved that the report of Tammy L. Chmielewski, Collector for the Village of Dolgeville, New York, for the year 2025-2026, be approved and the unpaid list be turned over to the County Treasurer for collection.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – November 17, 2025

***Fulton County Tax
Re-levy 2025-2026
Resolution # 170-2054***

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

WHEREAS, members of the Village Board of Trustees of the Village of Dolgeville, New York, have compared the forgoing statement of unpaid taxes for the year 2025-2026, and find the same to be true and correct.

WHEREAS, the amount of \$ 18,801.56 be re-levied to Fulton County as submitted, and

THEREFORE, further be it resolved that the report of Tammy L. Chmielewski, Collector for the Village of Dolgeville, New York, for the year 2025-2026, be approved and the unpaid list be turned over to the County Treasurer for collection.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – November 17, 2025

Temporary Water Off

18 Lamberson Street & 110 North Helmer Avenue.

***Clerk's Vacation and
Holiday Office Closings***

Place on file.

Attorney

Village Attorney Karl Manne came before the Board with the following:

***72 South Main Street
Water/Sewer Request***

A response letter was sent to 72 South Main Street.

***Downtown Revitalization
BAN - \$ 750,000.00
Resolution # 171-2025***

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

Motion to approve and authorize Attorney Karl Manne to prepare BAN paperwork for submittal to Community Bank in the amount of \$ 750,000.00 for the Downtown Revitalization project as required. The full resolution will be submitted at the next regular meeting. Sec. Trustee Dyer. Ayes all.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – November 17, 2025

***Water Meter Installation
BAN - \$ 225,000.00
Resolution # 172-2025***

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

Motion to approve and authorize Attorney Karl Manne to prepare BAN paperwork for submittal to Community Bank in the amount of \$ 225,000.00 for the Water Meter Installation project as required. The full resolution will be submitted at the next regular meeting. Sec. Trustee Dyer. Ayes all.

AYES: Trustees Dyer, Gridley, Randall, Williams

NAYS: None

ADOPTED – November 17, 2025

Please note: Water Meter installation is a grant and reimbursable at 75%.

Future Meetings

Regular Meeting December 15, 2025 @ 6:00 p.m. – Village Hall.

Adjournment

By Trustee Williams

Motion to adjourn regular meeting at 6:59 p.m. Sec. Trustee Gridley. Ayes all.

_____ Mayor

_____ Village Clerk