

Village of Voorheesville
Board of Trustees Workshop Meeting
MINUTES
January 14, 2026
DRAFT

Present: Mayor Rich Straut, Trustees Richard Berger, Sarita Winchell, Jack Stevens and Kaitlin Wilson, Attorney Richard Reilly, Building Inspector/Code Enforcement Officer Steve Mason, DPW Superintendent Brett Hotaling, Public Safety Commissioner Doug Miller, Executive Assistant to the Mayor Linda Pasquali, Treasurer Francine Rychcik, and Clerk Barbara Maughan

Absent: None

Other Present: Steve Schreiber, Frank Papa, Sean Mulkerrin, Tim Blake (7:45 pm)

1. Call To Order & Pledge of Allegiance

Mayor Straut called the Meeting to order at 6:01 pm and the Pledge of Allegiance was recited.

2. Building Dept Steve Mason

Steve Mason reported that work at Atlas Copco is moving forward well and that they are working to close up the building. He said Serenity Development broke ground and added that CT Male will conduct site inspections for the project. He said that he is aware of two runs now by the new train run by Norfolk Southern and that there have been no issues to date. He said there will be a new house on School Road, which is being constructed by Biernacki builders.

3. Public Works Dept Brett Hotaling

Brett Hotaling reported that a tree had fallen on the DPW building causing damage to the roof. He said that he is working to get quotes for repair and the incident has been reported to the Village insurance carrier. He said the elementary school has asked for access to the firehouse as a 'safe spot' in case of emergencies. Attorney Reilly recommended an Intermunicipal Agreement be put in place. Doug Miller said he would look into this further with the school superintendent.

4. Public Safety Commissioner Doug Miller

Doug Miller said he would stay in touch with Frank Papa on coordination of the 2027 Fire Convention and public safety matters.

Mayor Straut asked Commissioner Miller to set up a meeting with the towns of Guilderland and New Scotland to talk through concerns and set procedures with emergency vehicle response during longer times the roads are blocked by Norfolk Southern trains. He would like to have representatives for Albany County sheriff and ambulance invited. Mayor Straut offered to host the meeting at Village Hall.

5. Trustee Richard Berger

I. Firehouse, Alex Sapienza – New Member

Trustee Berger presented Alex Sapienza as a new member for the Voorheesville Volunteer Fire Department. Mayor Straut confirmed with Trustee Berger that Mr. Sapienza is a resident of the Village and background checks were completed.

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Motion Made by: Trustee Stevens / Seconded by: Trustee Wilson

Motion Text: Approve the election of Alex Sapienza as a new member of the Voorheesville Fire Department.

Vote Record: All in favor, motion passed

II. Firehouse Installation Banquet – February 21, 2026

Trustee Berger announced that the annual Firehouse Installation banquet will be held February 21, 2026, and added that invitations with more information will be distributed. Mayor Straut announced that he will not be able to be in attendance for the swearing in of officers. After a brief poll, it was decided to have the Village Clerk perform the swearing in.

6. Trustee Jack Stevens

Trustee Stevens reported that he will be attending the Voorheesville Running and Cycling Club to be held February 15, 2026, and will report back to the Board on 2026 events planned.

7. Trustee Sarita Winchell

I. Capital Project Review

Trustee Winchell provided a Capital Project Review report and reviewed the document with the Board.

8. Trustee Kaitlin Wilson

BBB Techs Statement of Work

Trustee Wilson said she was seeking Board approval the new scope of work with BBB Techs. After a brief discussion it was decided to review the contract details and revisit the matter at the January 27, 2026 meeting.

9. Village Attorney Richard Reilly

I. 1846 Mosher Map

Attorney Reilly presented a draft Deed of Gift to transfer ownership of the 1846 Mosher Map from the Village of Voorheesville to the Voorheesville Public Library.

Motion Made by: Trustee Winchell / Seconded by: Trustee Berger

Motion Text: Authorize the Mayor to sign the Deed of Gift transferring ownership of the 1846 Mosher Map from the Village of Voorheesville to the Voorheesville Public Library

Vote Record: All in favor, motion passed

10. Mayor Richard Straut

I. Village Policy Annual Review

All Village policies were presented as a document for review. Notes for each review were as follows:

Policies that don't require additional review or are amended with motions for simple edits:

- Credit Card-there are no changes to the policy but it was noted that a motion is needed to update the authorized users as initially established at the annual organizational meeting.

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Motion Made by: Trustee Winchell / Seconded by: Trustee Berger

Motion Text: Authorize the use of the Village of Voorheesville credit cards per the Credit Card Policy by the Village Treasurer and the Superintendent of Public Works.

Vote Record: All in favor, motion passed

There was further discussion on this and a second motion was made:

Motion Made by: Trustee Winchell / Seconded by: Trustee Berger

Motion Text: Amend the previous motion to include the Village Clerk, Village Deputy Clerk Treasurer, and DPW Assistant Superintendent as additional authorized users of the Village of Voorheesville credit cards per the Credit Card Policy.

Vote Record: All in favor, motion passed

- Domestic Violence – no change
- Drug, Cannabis and Alcohol-no updates or edits are required to the policy but the footnote reference to the NYS DOL pamphlet should be confirmed.
- Employee Handbook-updates to the Salary Statement Form to change the title reference from Clerk Treasurer to Treasurer and to add the Workplace Violence Report Form.

Motion Made by: Trustee Winchell / Seconded by: Trustee Stevens

Motion Text: Authorize update to the Salary Statement Form changing the title reference from Clerk Treasurer to Treasurer and to add the Workplace Violence Report Form

Vote Record: All in favor, motion passed

- Freedom of Information – No change
- Non-Discrimination Based on Reproductive Health – no change
- Purchasing – a one page table summarizing the rules for purchasing is added as an appendix. No change in policy.
- Sexual Harassment-updates to the Sexual Harassment Report Form were discussed.

Motion Made by: Trustee Wilson / Seconded by: Trustee Winchell

Motion Text: Update the Sexual Harassment Report form to require submission of the form to be made to the Village Clerk and/or Mayor with correction to email addresses from .com to .gov.

Vote Record: All in favor, motion passed

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- Utility Procedure-this policy is no longer relative to Village services.

Motion Made by: Trustee Winchell / Seconded by: Trustee Berger

Motion Text: Rescind the Utility Procedure Report Policy originally adopted September 27, 1994

Vote Record: All in favor, motion passed

- Water System Fees Hardship – no change
- Workplace Violence-updates to the Workplace Violence Report Form were discussed.

Motion Made by: Trustee Stevens / Seconded by: Trustee Winchell

Motion Text: Update the Workplace Violence Report form to require submission of the form to be made to the Village Clerk and/or Mayor with correction to email addresses and the addition of language similar to the heading of the Sexual Harassment Complaint Form.

Vote Record: All in favor, motion passed

Policies requiring additional review and will be presented for approval Feb 11, 2026-

- Capital Assets
- Code of Ethics
- Cyber Breach
- Gift and Donation
- Investment
- Records Management
- Sales or Offer of Merchandise

II. CT Male Proposal – WWTP UV Installation, Construction Phase - \$19,300.00

Mayor Straut presented and reviewed a proposal received from CT Male that included a scope of work for the construction phase of the Wastewater Treatment Plant UV Installation project.

The revised allocation of the already approved \$395,000 budget total is:

| | |
|----------------------|----------------------------------------|
| Construction cost | \$331,000 |
| Engineering | \$ 44,200 (this includes the \$19,300) |
| Grant Administration | \$ 6,000 |
| Contingency | <u>\$ 13,800</u> |
| Total | \$395,000 |

Motion Made by: Trustee Berger / Seconded by: Trustee Winchell

Motion Text: Authorize the scope of work for the construction phase of the Wastewater Treatment Plant UV Installation as proposed by CT Male for an amount not to exceed \$19,300.

Vote Record: All in favor, motion passed

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- III. CT Male Proposal – Salem Hills Infiltration Elimination Project USDA Grant Administration - \$8,800

Mayor Straut presented and reviewed a proposal received from CT Male that included a scope of work for grant administration oversight of the Salem Hills Infiltration Elimination Project USDA grant.

Motion Made by: Trustee Stevens / Seconded by: Trustee Winchell

Motion Text: Authorize the scope of work for the grant administration oversight of the Salem Hills Infiltration Elimination USDA grant application as proposed by CT Male for an amount not to exceed \$8,800.

Vote Record: All in favor, motion passed

- IV. Celebrating America 250th

Board members discussed briefly a suggestion to celebrate the nation's 250th anniversary with a special Village activity. Trustee Stevens offered to research viable opportunities for the Board's consideration.

- V. Lori Ryan, Coldwell Banker – Vendor Permit Application

Mayor Straut presented and reviewed a Vendor Permit Application received from Lori Ryan of Coldwell Banker. There were no concerns with the request nor any conditions placed by the Board on the application.

Motion Made by: Trustee Stevens / Seconded by: Trustee Berger

Motion Text: Approve the Vendor Permit Application submitted by Lori Ryan of Coldwell Bankers

Vote Record: All in favor, motion passed

- VI. Pro Housing Application Data Collection

Mayor Straut briefly reviewed anticipated steps to complete the application for the Village of Voorheesville to qualify as a Pro Housing Community designation by the New York State of Opportunity Homes and Community Renewal.

- VII. Village Property - Voorheesville Ave

Mayor Straut said an individual approached him to ask whether the Village would sell property owned by the Village on Voorheesville Ave. The matter was discussed and the consensus of the Board was that the sale of the property would not be in the best interest of the Village.

11. Clerk and Treasurer Office Reports

- I. Pay Abstract 8a, Vouchers 26-00437 to 26-00489, \$353,613.75

Motion Made by: Trustee Berger / Seconded by: Trustee Stevens

Motion Text: Approve abstract 8a for \$353,613.75 as presented

Vote Record: All in favor, motion passed

- II. Approve Draft Minutes December 16, 2025

Motion Made by: Trustee Stevens / Seconded by: Trustee Berger

Motion Text: Approve the minutes of December 16, 2025, as presented

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Vote Record: All in favor, motion passed

III. Budget Transfers

Motion Made by: Trustee Winchell / Seconded by: Trustee Wilson

Motion Text: Approve the budget transfers as written in Resolution 1 of 2026

Vote Record: All in favor, motion passed

12. Public Comment (15 minutes)

I. Frank Papa, Fire Convention

Frank Papa reviewed the progress to date with organization of a fire convention to celebrate the 125th anniversary of the firehouse September 17-19, 2027. The firehouse will be making requests for financial support of the event from Albany County and from the Village of Voorheesville. There will be a dinner Thursday night, a Mardi Gras parade on Friday night at 6pm and a Muster on Saturday with the annual Fall Festival to follow in the afternoon behind the firehouse.

Sarita Winchell, Resignation

Trustee Winchell announced her resignation as Trustee and said that her last meeting would officially be February 11, 2026. She would like to see the outside audit presented to the Board prior to her leaving. The Mayor, Trustees and staff expressed their gratitude to Trustee Winchell.

Altamont Rd / Domorrow Dr Street Light

Trustee Berger recommended a streetlight be installed at the crosswalk at Altamont Rd / Domorrow Dr over to the school because there is not sufficient lighting at that location for safe pedestrian crossings.

13. Next Meeting Dates

Mayor Straut reviewed the following meeting dates:

- I. Workshop, January 27, 2026, 6:00 pm – Regular, January 27, 2026, 7:00 pm
- II. Workshop, February 11, 2026, 6:00 pm
- III. Workshop, February 24, 2026, 6:00 pm – Regular, February 24, 2026, 7:00 pm

14. Adjourn

Motion Made by: Trustee Stevens / Seconded by: Trustee Wilson

Motion Text: Adjourn the meeting of December 16, 2025, at 8:04 pm

Vote Record: All in favor, motion passed

Respectfully submitted,

Barbara Maughan
Village Clerk
Approved: