

**Village of Voorheesville**  
**Board of Trustees Workshop Meeting**  
**MINUTES**  
**January 27, 2026**

**Present:** Trustees Richard Berger, Sarita Winchell, Jack Stevens and Kaitlin Wilson, Attorney Richard Reilly (6:08 pm), 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:** Mayor Rich Straut

**Other Present:** None

**1. Call To Order & Pledge of Allegiance**

Deputy Mayor Berger called the Meeting to order at 6:06 pm and the Pledge of Allegiance was recited.

**2. Building Dept Steve Mason**

Steve Mason reported on progress being made by Atlas Copco and by Serenity Subdivision.

**3. Public Works Dept Brett Hotaling**

Brett Hotaling had no new updates for the Board.

**4. Public Safety Commissioner Doug Miller**

Doug Miller made positive comments on the snow removal efforts made by DPW during this latest storm.

**5. Trustee Jack Stevens**

Trustee Stevens updated the Board on a recent Voorheesville Running and Cycling Club meeting and he presented several preliminary ideas for the 250<sup>th</sup> Celebration. His suggestions include banners, 250<sup>th</sup> anniversary candy bars, 250 words essay contest, frisbees and/or umbrellas. Trustee Winchell suggested planting a tree.

**6. Trustee Sarita Winchell**

**I. Employee Handbook-Health Insurance Contributions**

Trustee Winchell presented and discussed recommendations for making changes to the Employee Handbook, specifically language regarding employee contribution rates for health insurance and the term Defined Benefit Contribution. Board members will consider the recommendations, and the matter will be brought back for approval in February.

**7. Trustee Kaitlin Wilson**

**BBB Techs - Microsoft 365 Restructure**

Trustee Wilson reviewed the statement of work submitted by Timothy Blake of BBB Techs for the Microsoft365 Tenant Restructure. She also recommended that the Village consider entering a provider agreement with BBB Techs starting in June 2026.

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

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**Motion Text: Approve the Statement of Work from BBB Tech for an amount not to exceed \$9,700 with the condition the estimated timeline be updated.**

**Vote Record: All in favor, motion passed**

**8. Village Attorney Richard Reilly**

Attorney Reilly updated the Board on the status of the easement for the turnaround on Pleasant St, which he is working on with Steve Mason and Brett Hotaling.

**9. Deputy Mayor Berger**

I. Condolences to the Families of Karen Curren, Toddeen Saba and Shirley Seyboth

Deputy Mayor Berger expressed on behalf of the Board condolences to the families of Karen Curren, Toddeen Saba and Shirley Seyboth.

II. 2027 Fire Convention Budget

A written request from Tom Cascone for financial assistance to be used in support of the 2027 Fire Convention was discussed. The Board agreed to support the request and table the discussion until January 2027.

III. Resolution- Approve 2025 LOSAP (Length of Service Award Program) Certified Points

Deputy Mayor Berger presented and reviewed: a LOSAP 2025 Points Certification signed by Fire Chief Cascone; a Status Report of Member Attendance for 2025; and a Resolution to approve the list of volunteer firefighters and points earned.

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

**Motion Text: Approve Resolution No. 002 of 2026, which includes a list of the 2025 LOSAP points earned by firefighters, and is certified by Thomas Cascone, Fire Chief.**

**Vote Record: Deputy Mayor Berger abstained from the vote. Trustees Winchell, Wilson and Stevens voted in favor, motion passed**

IV. Resolution- Appoint Election Inspectors

Deputy Mayor Berger presented and reviewed a resolution to update the Election Inspectors. Tom Jones had notified the Village Clerk that he would not be available on the date of the election and Christine Badger has been appointed.

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

**Motion Text: Approve Resolution No. 003 of 2026, appointing Christine Badger as an Election Inspector for the March 2026 Village election.**

**Vote Record: All voted in favor, motion passed**

V. Alliance Laundry Systems, Purchase of Washer Extractor & Drying Cabinet

The Board reviewed the proposal received from Alliance Laundry Systems for \$19,934. Attorney Reilly noted that part of the terms and conditions with Alliance requires the Village to obtain Fire and Theft insurance, naming Alliance as "Loss Payee".

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

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**Motion Text: Authorize purchase of UniMac washer-extractor, drying cabinet, and hoses rack, with delivery and installation as presented by Alliance Laundry Systems in their quote dated December 1, 2025 for \$19,934.00**

**Vote Record: All in favor, motion passed**

VI. Firehouse Installation Banquet – February 21, 2026, 5:00 pm

Deputy Mayor Berger made note of the Firehouse Installation Banquet scheduled for February 21, 2026, at 5:00 pm.

Deputy Mayor Berger reported that there had been multiple false alarms for fires resulting from restaurant patrons at local restaurants vaping in locations. He said false alarms occur three to four times a week and even sometimes two times in one day. Each alarm involves the suiting up and response of a volunteer fire crew. Steve Mason asked for a report on alarm and response history and offered to address the problem with business owners. He also said that smoke alarms could be switched out with heat detector alarms to help minimize the false alarms.

**10. Clerk and Treasurer Office Reports**

I. Pay Abstract 8b, Vouchers 26-00495 to 26-00517, \$30,979.76

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

**Motion Text: Approve abstract 8b for \$30,979.76 as presented**

**Vote Record: All in favor, motion passed**

II. Resolution- Budget Transfers

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

**Motion Text: Approve the budget transfers as written in Resolution 004 of 2026**

**Vote Record: All in favor, motion passed**

III. Cash Report – December 2025

Treasurer Rychcik presented the December 2025 Cash Report, which had been approved by Trustee Winchell.

IV. Approve Draft Minutes January 14, 2026

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

**Motion Text: Approve the minutes of January 14, 2026, as presented**

**Vote Record: All in favor, motion passed**

Village Hall Furnace Failure

Executive Assistant Pasquali reported to the Board that the Village Hall building heat exchanger for the furnace had failed to operate properly during the weekend of January 24, causing the office to be without heat. Temporary space heaters have been put into place and quotes are being obtained to ascertain the best course of action. The Board agreed that with below freezing temperatures predicted for the foreseeable future that it was in fact an emergency.

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

**Motion Text: Authorization for Superintendent Hotaling to proceed with the replacement of the furnace from the best reputable vendor.**

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**Vote Record: All in favor, motion passed**

**11. Public Comment (15 minutes)**

There were no public comments made.

**12. Next Meeting Dates**

Deputy Mayor Berger reviewed the following meeting dates:

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

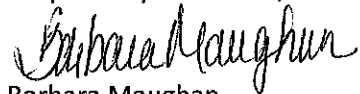
**13. Adjourn**

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

**Motion Text: Adjourn the meeting of January 27, 2026 at 7:20 pm**

**Vote Record: All in favor, motion passed**

Respectfully submitted,



Barbara Maughan

Village Clerk

Approved: February 11, 2026