

Village of Voorheesville
Board of Trustees Workshop Meeting
MINUTES
February 11, 2026

Present: Mayor Rich Straut, Trustees Richard Berger (6:08 pm), Sarita Winchell, Jack Stevens and Kaitlin Wilson (6:08 pm), Attorney Richard Reilly, Building Inspector/Code Enforcement Officer Steve Mason, DPW Superintendent Brett Hotaling, Public Safety Commissioner Doug Miller, Treasurer Francine Rychcik, and Clerk Barbara Maughan

Absent: Executive Assistant to the Mayor Linda Pasquali

Other Present: Brendan Kennedy, John Winchell (7:00 pm)

1. Call To Order & Pledge of Allegiance

Mayor Straut called the Meeting to order at 6:03 pm and the Pledge of Allegiance was recited. Mayor Straut presented Trustee Winchell with a Proclamation and flowers to thank her for her service to the Village of Voorheesville.

2. BST 2024-2025 Audit Presented by Brendan Kennedy

Brendan Kennedy stated that the Village of Voorheesville is in the top five percent for internal financial controls and deserves an "A" rating. He recommended that an audit of this scope be conducted every two to three years, with consideration for a more focused audit annually in the interim.

3. Building Dept Steve Mason

Steve Mason updated the Board on work being performed at the Serenity subdivision. He stated that a new tenant has been proposed for the space previously occupied by the Old Goat wood shop and will appear before the Planning Board in April with a proposal.

4. Public Works Dept Brett Hotaling

Brett Hotaling reported that Mayor Straut visited the DPW building at 12 Altamont Rd and agreed that the garage floor is in poor condition. He explained that the flooring is an old epoxy surface with chipping and visible water beneath it. The initial quote received is in the range of \$14,000 to \$15,000. Board members supported proceeding with obtaining additional quotes.

5. Public Safety Commissioner Doug Miller

Doug Miller reported that he is working to arrange a meeting with local municipalities, schools, and emergency response personnel to discuss the longer train lengths and how to respond when roads are blocked. He also noted he is working with Frank Papa on the 2027 Fire Convention.

6. Trustee Richard Berger

Trustee Berger reported that volunteers at the firehouse have formed a committee to plan for the future purchase of a fire truck. Members are developing a list of desired specifications, and the ordering window is approximately two years out. Mayor Straut suggested that slightly used equipment could also be considered to reduce cost and delivery time.

7. Trustee Jack Stevens

Village of Voorheesville

Board of Trustees Meeting – February 11, 2026

Trustee Stevens noted that he is continuing to work on ways for the Village to celebrate the 250th anniversary. He will reach out to the school district to determine whether they have ideas, ongoing projects, or interest in collaborating with the Village.

8. Trustee Sarita Winchell

I. 2026-2027 Budget Calendar Proposal

Trustee Winchell provided and reviewed the 2026-2027 budget calendar. The Village Clerk will present a tentative budget to the Board of Trustees at the March 24, 2026 meeting. The public hearing will be held April 15, 2026. Final revisions and adoption are scheduled for April 28.

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

Motion Text: Adopt the budget calendar as presented, with the hearing to be published in the newspapers April 2 and April 9, and the hearing scheduled for April 15.

Vote Record: All in favor, motion passed.

Trustee Winchell presented for discussion the use of Vendor Permits and whether there are inconsistencies. Board members discussed the use and application at length.

9. Trustee Kaitlin Wilson

Trustee Wilson said she did not have anything for the Board at this time.

10. Village Attorney Richard Reilly

I. Solid Waste and Recyclables Draft Specifications

Attorney Reilly presented the Solid Waste and Recyclables bid specification document for review. He said he would work with the Clerk's office to release the bid, obtain submissions, and conduct the bid opening.

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

Motion Text: Approve the bid specification for Solid Waste and Recyclables as presented.

Vote Record: All in favor, motion passed

11. Mayor Richard Straut

I. Annual Village Policy Review

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

- Capital Assets
- Code of Ethics
- Cyber Breach
- Gift and Donation
- Investment
- Records Management
- Sales or Offer of Merchandise
- Language for Health Insurance Contribution Rates in the Employee Handbook

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

Motion Text: Approve the list of policies as have been presented.

Village of Voorheesville
Board of Trustees Meeting – February 11, 2026

Vote Record: All in favor, motion passed

- II. Creighton Manning – Sidewalk Project, Supplemental Work Agreement, \$14,883.15
Mayor Straut presented and reviewed the proposal made by Creighton Manning in a supplemental working agreement for the sidewalk project, for an amount not to exceed \$14,883.15

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

Motion Text: Authorize the proposal made by Creighton Manning in a supplemental working agreement for the sidewalk project for an amount not to exceed \$14,883.15.

Vote Record: All in favor, motion passed

- III. OPRHP Municipal Parks and Recreation Grant (Nichols Park)

Mayor Straut presented and reviewed a Letter of Commitment written to the Office of Parks, Recreation and Historic Preservation for a grant application for work to be completed in Nichols Park. Mayor Straut explained that the letter had been previously signed in order to meet the application deadline.

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

Motion Text: Approve the grant application and execution of any grant documentation to the Office of Parks, Recreation and Historic Preservation for the Environmental Bond Act for the Municipal Parks and Recreation Grant Program, and to ratify the Mayor's signature on the Letter of Commitment.

Vote Record: All in favor, motion passed

- IV. Resignation of Trustee Winchell

Mayor Straut announced that he had received a letter of resignation from Trustee Winchell, indicating her desire to have her resignation effective at the end of business on Friday, February 13, 2026.

- V. Appointment of Trustee to Fill Vacancy

Mayor Straut said he would be appointing Linda Pasquali to the vacancy created by the resignation of Sarita Winchell.

- VI. Jill Norray – Vendor Permit

Mayor Straut presented and reviewed a Vendor Permit application submitted by Jill Norray.

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

Motion Text: Approve the Vendor Permit application made by Jill Norray.

Vote Record: All in favor, motion passed

- VII. Anthony Berghela – Outdoor Music Entertainment Permit

Mayor Straut presented and reviewed the Outdoor Music Entertainment Permit made by Anthony Berghela. Board members discussed and agreed to exclude the dates of the Village Memorial Day Celebration event and Fall Fest due to concerns with parking and pedestrian safety.

Village of Voorheesville
Board of Trustees Meeting – February 11, 2026

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

Motion Text: Approve the Outdoor Music Entertainment Permit made by Anthony Berghela with the stipulation to exclude the dates of the Village Memorial Day Event Celebration, which is a Saturday event, and the Firehouse Fall Fest.

Vote Record: All in favor, motion passed

12. Clerk and Treasurer Office Reports

- I. Pay Abstract 9a, Vouchers 26-00518 to 26-00559, \$184,786.42

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

Motion Text: Approve abstract 9a for \$184,786.42 as presented

Vote Record: All in favor, motion passed

- II. Pay Abstract 8c, Voucher 26-00509, \$247.90

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

Motion Text: Approve abstract 8c for \$247.90 as presented

Vote Record: All in favor, motion passed

- III. Budget Transfers

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

Motion Text: Approve the budget transfers as written as Resolution 5 of 2026

Vote Record: All in favor, motion passed

- IV. Cash Report – January 2026

Treasurer Rychcik presented the January 2026 Cash Report.

- V. Draft Minutes January 27, 2026

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

13. Public Comment (15 minutes)

- I. Krina Cozart, Salem Hills Park Association

Krina Cozart addressed the Board as a representative of the Salem Hills Park Association. She proposed signage that would serve as a bulletin board for the Salem Hills neighborhood. The signage would provide a hub for distributing information to residents, such as garage sale announcements and other events. She stated that the park association would cover all costs, and the sign is proposed to be installed by the sidewalk, just after the bridge, on Village property. It was discussed that because the signage would be on Village property, it would need to be a donated gift and the Village would "own" the sign. Approved media and language to be posted on the bulletin board were discussed, and it was agreed that all posted materials would require approval from the Village Board of Trustees. Steve Mason noted that no permits would be required and that the maximum size would be 20 square feet. Krina Cozart will work with the park association on the specifications as discussed, and a proposal will be submitted for approval.

Village of Voorheesville

Board of Trustees Meeting – February 11, 2026

Tom Mensching addressed the Board to discuss a proposal to contribute a “gift” to a public park, such as a plaque, in memory of his late wife, Alice. Mr. Mensching provided an application explaining what he and his daughter would like to propose. He also thanked Trustee Winchell for her service on the Board of Trustees.

14. Next Meeting Dates

Mayor Straut reviewed the following meeting dates:

- I. Workshop, February 24, 2026, 6:00 pm – Regular, February 24, 2026, 7:00 pm
After a brief discussion, and due to the lack of a quorum, the Board decided to move the February 24 Workshop and Regular meeting to February 23, 2026.
- II. Workshop, March 11, 2026, 6:00 pm
- III. Workshop, March 24, 2026, 6:00 pm – Regular, March 24, 2026, 7:00 pm


15. Adjourn

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

Motion Text: Adjourn the meeting of February 11, 2026, at 8:11 pm

Vote Record: All in favor, motion passed

Respectfully submitted,


Barbara Maughan

Village Clerk

Approved: 3/11/2026