

**Village of Voorheesville**  
**Board of Trustees Workshop Meeting**  
**MINUTES**  
**March 11, 2026**

**DRAFT**

**Present:** Mayor Rich Straut, Trustees Richard Berger, Linda Pasquali, Jack Stevens and Kaitlin Wilson, 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:** None

**Other Present:** Sean Mulkerrin, Steve Schreiber, Dave Graham

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

Mayor Straut called the Meeting to order at 6:00 pm and the Pledge of Allegiance was recited.

At 6:00 pm a Show Cause hearing was opened to receive statements from residents on why their water service should not be terminated due to their failure to remit the past due balance on their 2024 and 2025 water utility accounts.

Dave Graham of 364 New Salem Rd appeared before the Board. After some discussion the Board agreed to direct the Village Attorney to work with the resident to develop a payment plan, which will be hand delivered by Superintendent Hotaling. The contact information on file on the account was confirmed. There were no other appearances made. Attorney Reilly will prepare and present to the Village the next step for 'no compliance'.

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

**Motion Text: Close the Show Cause hearing**

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

At 6:15 pm, a Show Cause hearing was opened to receive statements from residents regarding why their water service should not be terminated following the discovery of an illegal water line connection in March 2025 and their subsequent failure to comply. There were no appearances made. Attorney Reilly will prepare and present to the Village the next step for 'no compliance'.

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

**Motion Text: Close the Show Cause hearing**

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

At 6:30 pm, a Show Cause hearing was opened to receive statements from residents regarding why their water service should not be terminated due to their failure to schedule an appointment for a new water meter, despite multiple notifications issued from February to May 2025. There were no appearances made. Attorney Reilly will prepare and present to the Village the next step for 'no compliance'.

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

**Motion Text: Close the Show Cause hearing**

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

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**2. Building Dept Steve Mason**

Steve Mason updated the Board on progress with construction at Atlas Copco.

**3. Public Works Dept Brett Hotaling**

I. Village Hall Roof Repair

Superintendent Hotaling presented three quotes he obtained for work to be done to repair the leaking rubber roof at Village Hall, 29 Voorheesville Ave. Of the three quotes received, Grace Roofing was the lowest at \$5,000. The other two quotes for the same scope of work were \$6,700 and \$11,275.

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

**Motion Text: authorize the purchase of services and materials from Grace Roofing to repair the rubber roof at 29 Voorheesville Avenue, and to authorize the Mayor and/or Superintendent Hotaling to execute any related documents, for an amount not to exceed \$5,000.**

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

II. 2005 International Dump Truck

Superintendent Hotaling asked the Board to declare the 2005 International Dump Truck as surplus equipment so that the vehicle could be sold at auction.

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

**Motion Text: declare the 2005 International Dump Truck as surplus and approve for auction**

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

Brett Hotaling reported to the Board that he has been in communication with Will Graham at Norfolk Southern regarding a 2-inch water service line tap proposed by Norfolk Southern at S Main St. He said he relayed to Will Graham that the Village would prefer an 8-inch line to be installed that would run under the tracks over to School Road. The work would also include the installation of a fire hydrant. The plan includes one meter and two pits—one serving the train station and one serving JC Pops. All costs for the water line installation would be the responsibility of Norfolk Southern. Mr. Hotaling said that on behalf of the Village he has also been working on elimination of any future potential fees associated with the Village line crossing the tracks.

**4. Public Safety Commissioner Doug Miller**

Doug Miller spoke on potential issues with Wi-Fi security vulnerabilities. For the Memorial Day Events on May 23, Mr. Miller will plan for EMS services.

**5. Trustee Richard Berger**

Trustee Berger reported that a team has been assembled to investigate the future purchase of a fire truck and the team is currently visiting other fire houses to view current equipment and to ask questions.

Trustee Berger confirmed that Electric City Horns is agreeable to perform at the Memorial Day Celebration May 23 from 6:00 pm to 9:00 pm for \$1,800.

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**6. Trustee Jack Stevens**

Trustee Stevens reported that he spoke with a representative at NYCOM and was able to confirm that if there was any training involved as part of the 2027 Fire Convention, because training would be a benefit to residents, then it would be appropriate for the Village to contribute \$15,000 towards the 2027 Fire Convention event. It was confirmed that the ‘muster’ fits in the definition of a benefit to the residents.

Mr. Stevens reported that he has tried a few times to reach the school about an essay competition as part of recognition of the 250<sup>th</sup> celebration of the United States. To date he has not had much success but he will continue different options.

**7. Trustee Linda Pasquali**

I. 2026-2027 Budget Calendar

Trustee Pasquali proposed to change the budget calendar so that the public hearing would occur on April 6, 2026 at 6:15 pm.

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

**Motion Text: change the public hearing from April 15, 2026 to April 6, 2026**

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

**8. Trustee Kaitlin Wilson**

I. BBB Techs – Microsoft 365 Transition Progress

Trustee Wilson reported that BBB Techs is moving forward with the Microsoft 365 Transition and a meeting with staff will be scheduled the week of March 16, 2026.

Trustee Wilson said the Helderberg to Hudson running event is scheduled to occur April 11, 2026.

**9. Village Attorney Richard Reilly**

I. 1846 Mosher Map – Deed of Gift

Attorney Reilly presented a revised Deed of Gift with alternate language to allow for potential future ownership and care of the 1846 Map from the Village of Voorheesville to the Voorheesville Public Library. More specifically, instead of if the Library no longer wished to maintain the map it would be returned to the Village. The new language allows unrestricted ability to find an institution who will be able to preserve, protect and provide access to the map.

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

**Motion Text: to approve the revised language authorizing the Library the unrestricted ability to find an institution to assume ownership should the Library choose to seek a new home for the 1846 Mosher Map**

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

**10. Mayor Richard Straut**

I. Resolution – Pro Housing Community

Mayor Straut presented and reviewed the modified Pro Housing Community resolution. After a brief discussion the Board members agreed to table a vote on the resolution and to review the modifications.

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II. Albany County Youth Development Program Grant Award

Mayor Straut presented and reviewed notification received from Valerie Johnson at the County of Albany Department for Children, Youth and Families of approval for 2026 funding of the Village summer program allocation of \$4,500.

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

**Motion Text: authorize acceptance of the grant funds allocated from Albany County Department for Children, Youth and Families in the amount of \$4,500 and authorize the execution of documents related to the acceptance of grant funds**

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

III. Zachary Hayes – Outdoor Music Entertainment Permit

Mayor Straut presented and reviewed an Outdoor Music Entertainment request made by Zachary Hayes on behalf of Blackbird Tavern at 42 S Main St. It was noted that Blackbird Tavern offered to donate 25% of sales made on May 23, 2026 to the Voorheesville Fire Department. It was noted that the Tavern would have limited access to their parking lot at certain times during the day.

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

**Motion Text: approve the Outdoor Music Entertainment permit request by Zachary Hayes for 42 S Main St for the year of 2026**

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

IV. Meghan Henderson – Vendor Permit

Mayor Straut presented and reviewed a Vendor Permit request made by Meghan Henderson to operate a food truck on May 23, 2026. It was noted that Ms. Henderson has operated a food truck at the same event annually and acknowledged in her application the need to close in honor of the military remembrance ceremony that typically starts at approximately 11:00 am.

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

**Motion Text: approve the Vendor permit request by Meghan Henderson**

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

V. Village Fee Schedule

Mayor Straut presented and reviewed a draft Solicitor Use Law and application as well as language for Village Property Use and application. It was agreed to continue work on the draft language and to schedule a Public Hearing for Solicitor Use Permit April 28, 2026 at 6:15 pm. After a brief discussion on the Keeping of Chickens Law and an Open Burn Law, the Board agreed to establish a public hearing for all three matters.

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

**Motion Text: schedule a public hearing for April 28, 2026 at 6:15 pm for a Solicitor Use Law, modification of the Keeping of Chickens Law and an Open Burn Law**

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

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### VI. Tom Mensching Gift Donation

It was clarified that the gift donation would be a consideration during the renovation of Nichols Park, which is at this time dependent on award of grant funds. Mr. Mensching will consider options of park gifts to honor his late wife and make a proposition in the future.

### VII. 2025 LOSAP Points and Service Credit

Mayor Straut presented and reviewed the 2025 LOSAP Points and Service Credits.

## 11. Clerk and Treasurer Office Reports

### I. Pay Abstract 10a, Vouchers 26-00583 to 26-00616 for \$53,446.45 with Budget Transfers

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

**Motion Text: pay abstract 10a for \$53,446.45 with the budget transfers**

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

### II. Cash Report – February 2026

Treasurer Rychcik presented the February 2026 Cash Report.

### III. Draft Minutes February 11, 2026 and February 23, 2026

Trustee Stevens noted a correction to the minutes of February 11, 2026 and Mayor Straut noted a correction to the minutes of February 23, 2026.

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

**Motion Text: approve the minutes of February 11, 2026 and the minutes of February 23, 2026, as corrected**

**Vote Record: All in favor, motion carried.**

## 12. Public Comment (15 minutes)

Steve Schreiber addressed the Board to ask about the Quiet Zone project. Attorney Reilly responded that there are no changes since last reported and plans are proceeding to start construction in the late summer, early fall of 2026.

Ms. Maughan requested approval to purchase playground equipment for the Scotch Pine Park as presented in the Albany County Municipal Park Improvement Initiative in June of 2025.

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

**Motion Text: authorize the purchase of playground equipment for the Scotch Pine Park for an amount not to exceed \$15,000**

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

## 13. Next Meeting Dates

Mayor Straut reviewed the following meeting dates:

- I. March 18, 2026 - Village Election, 12:00 pm – 9:00 pm, 12 Altamont Rd
- II. March 24, 2026 - Workshop, 6:00 pm / Regular, 7:00 pm
- III. April 6, 2026 - Organizational Meeting, 6:00 pm / Budget Hearing 6:15 pm / Workshop 6:30 pm
- IV. April 28, 2026 - Public Hearings 6:00 pm / Workshop, 6:15 pm / Regular, 7:00 pm

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**14. Adjourn**

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

**Motion Text: adjourn the meeting at 7:07 pm**

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

Respectfully submitted,

Barbara Maughan

Village Clerk

Approved: