

Village of Voorheesville
Board of Trustees Workshop Meeting
MINUTES
March 24, 2026
DRAFT

Present: Mayor Rich Straut, Trustees Jack Stevens and Linda Pasquali, 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: Trustees Dick Berger and Kaitlin Wilson

Other Present: Nick Duncan, Justin Pincheon, Russ Sawyer, Ed Hampston, Kevin Jobin-Davis, Frank Papa

1. Call To Order & Pledge of Allegiance

Mayor Straut called the meeting to order at 6:03 p.m. At 7:00 p.m., the regular meeting was opened, and the Pledge of Allegiance was recited.

At that time, Mayor Straut recognized the attendance of Nick Duncan, who will be appointed as the newest Trustee on April 6, 2026. He also acknowledged Linda Pasquali for her more than twenty years of dedicated service to the Village of Voorheesville as Village Clerk-Treasurer.

Mayor Straut then read a proclamation, which will be preserved as a permanent record of the Village, honoring Trustee Dick Berger for his dedicated service. He stated that both the Board and he personally are very appreciative of Trustee Berger's work and efforts.

2. Memorial Day Celebration May 23 Discussion

Kevin Jobin-Davis and Ed Hampston, representing the Jim Nichols Fund, asked the Board to consider a fundraising partnership to support the cost of fireworks for the annual Memorial Day Celebration. They noted that fireworks costs continue to rise and suggested that a collaborative, recurring fundraising plan would benefit the Village. Trustee Stevens and Attorney Reilly volunteered to work with the Jim Nichols Fund to develop such a plan, with Mayor Straut participating as his schedule allows. A meeting is scheduled for April 2, 2026, at 8:30 a.m. at Village Hall, 29 Voorheesville Avenue. Mr. Jobin- Davis and Mr. Hampston also stated that the Jim Nichols Fund will continue to arrange and pay for a bouncy house, free for children, to be placed at the firehouse during the evening event. They usually secure high school volunteers by contacting the school for students seeking community service hours.

Justin Pincheon and Russ Sawyer of the American Legion reported that the liquor license had been signed by the Mayor and submitted for approval. The review period is 4 to 6 weeks, after which the license will be forwarded to DeCrescente. This year's parade theme will be the 250th celebration. Mayor Straut approved the use of his personal vehicle for the Grand Marshal. Outside agencies wishing to participate may contact Russ Sawyer at rhoyer@nycap.rr.com.

Mayor Straut noted that Sergeant Terraferma had requested a formal invitation to the parade to assist with staff scheduling, which was provided. A copy was shared with the American Legion. Mr. Pincheon asked that the western entrance to Circle Drive, near BSNB, be closed on the morning of the parade for the safety of marchers, as that location serves as a VIP gathering area. The Village DPW will notify residents and place a swing sign. The Public Safety Commissioner will arrange for an official to assist

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with traffic control. The Village agreed to reimburse the American Legion up to \$800 for food expenses, contingent upon submission of receipts. Mr. Pincheon also inquired about allowing track vehicles with rubber pads in the parade. After brief discussion, it was decided that only wheeled vehicles will be permitted. Brett Hotaling will arrange for stage setup for the remembrance ceremony and ensure access to electricity.

Frank Papa offered to assist with Memorial Day planning on behalf of the Rod and Gun Club and the Firehouse. He stated that Paul Duncan will arrange for a DeCrescente trailer for the firehouse event, and Jim Burns will handle the liquor license. Mr. Papa will provide Village Hall with a list of firehouse and auxiliary members for distribution of food and drink tickets.

Attorney Reilly reported that Kiwanis will hold its annual barbecue fundraiser on Friday evening in the Reilly Funeral Home parking lot, catered by Miller's BBQ.

Nick Duncan was assigned as the Village appointee for event coordination and distribution of volunteer food and drink tickets. Village Board members will meet at BSNB at 9:30 a.m. for the parade and will meet Sunday morning at 6:00 a.m. for street cleanup.

3. Building Dept Steve Mason

Steve Mason reported that he has received a site plan application from the property owner of 28 South Main Street, proposing the creation of an indoor recreation facility for golf and baseball. The applicant is scheduled to appear before the Board on April 7, 2026. He also noted that Atlas Copco is proceeding with construction and that the building is now fully enclosed.

4. Public Works Dept Brett Hotaling

I. Storage of Village Archives

Superintendent Hotaling informed the Board that the Voorheesville Public Library has requested the relocation of Village-owned historic archival documents to make space for anticipated construction. The boxes will be moved to the DPW building at 12 Altamont Road and stored in a climate-controlled room. The Village will also consider applying to the New York State Archives for future grant funding to establish a permanent home for these archival materials.

Superintendent Hotaling reported that DPW staff are currently conducting spring clean-up and repairing snowplow-related damage on private properties. He also noted that he has been in communication with Will Graham of Norfolk Southern regarding their water application and easements.

5. Public Safety Commissioner Doug Miller

Doug Miller reported that he spoke with Ryan Wood about public safety for Memorial Day and said both are satisfied with the proposed plan.

6. Trustee Jack Stevens

I. SemiQuincentennial – “Roots of Our Village”

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Trustee Stevens reported that he had spoken with Deputy Clerk- Treasurer Suzanne Hartmann, who will assist with contacting the school district to discuss an essay contest focused on the semi- quincentennial.

Trustee Stevens also proposed a 250th Anniversary project titled “Roots of Our Village,” intended to highlight the diversity of the American experience. Village Hall staff would create an online Google map where residents could “pin” the places their families come from, creating a visual representation of local diversity. Residents would also be invited to share brief stories about family origins, immigration journeys, homesteading, or traditions passed down through generations. Board members present expressed support for the project, and staff were directed to proceed.

7. Trustee Linda Pasquali

I. Water / Sewer Rates

Trustee Pasquali opened a discussion on raising water and sewer rates. She proposed increasing both the minimum water service charge and the sewer rate by \$20. Mayor Straut stated that it would be unrealistic and unsustainable not to include an annual increase. Board members present agreed that implementing yearly increases is in the best interest of the Village. It was agreed to direct the Village Attorney to prepare a resolution and to schedule a public hearing for April 28, 2026.

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

Motion Text: schedule a public hearings April 28, 2026. One hearing at 6:15 pm for a Local Law for Solicitor Permits, at 6:30 pm for a revised Local Law for Keeping of Chickens, and at 6:45 pm to increase the water and sewer rates.

Vote Record: All in favor, motion passed

II. Budget Transfer – Sidewalk Capital

Trustee Pasquali explained that the total cost of the Sidewalk Project was higher than anticipated, and final figures show a budget shortfall of \$63,705. She requested approval for a budget transfer in that amount from the general fund to the capital project line.

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

Motion Text: approve the budget transfer of \$63,705 to the capital fund for the sidewalk due to increase in the project with the funds to come from the fund balance

Vote Record: All in favor, motion passed

8. Village Attorney Richard Reilly

I. Non-Compliant Water User Resolution

Attorney Reilly distributed and reviewed a draft resolution authorizing Superintendent Hotaling to terminate water services. He also presented a draft letter to be provided to Dave Graham, property owner of 364 New Salem Road, outlining a proposed payment agreement for his water utility account.

Discussion included the requirement to notify any resident if the property is not owner- occupied, the need to schedule water terminations on Tuesdays rather than Fridays,

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and the recommendation to hand- deliver termination notices in addition to sending them by certified mail. Village Hall staff will confirm the status of certified notifications, and the DPW will review the final termination list. The Board will act on the resolution at its April 28, 2026 meeting.

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

Motion Text: authorize the Mayor to sign the letter to Dave Graham, 364 New Salem Rd, as presented

Vote Record: All in favor, motion passed

II. Robert Wright – Solid Waste & Recyclables Resolution & Contract

Attorney Reilly stated that Robert Wright was the lowest bidder at \$137,376 for Solid Waste and Recyclables and requested the Board authorize the Mayor and Village Attorney to finalize a contract for services for one year with annual extensions for four additional years.

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

Motion Text: approve Resolution 008 of 2026, Award of Bid-Solid Waste and Recyclables and authorize the Village Attorney to prepare and execute a one-year contract, renewable for up to four additional years.

Vote Record: All in favor, motion passed

Attorney Reilly distributed and reviewed a draft letter to School Superintendent Frank Macri requesting the Village's use of the elementary school parking lot for the Memorial Day celebrations scheduled for May 23, 2026. Board members present expressed support for sending the letter.

9. Mayor Rich Straut

I. Fee Schedule / Solicitors Permit / Property Use Permit

Mayor Straut noted that a draft Solicitor Law and permit, as well as proposed language regarding Village property use and corresponding permits, had been distributed at the March 11, 2026 meeting. He added that the Village Attorney is continuing to review and refine the proposed language. These matters will be considered at the April 28, 2026 Board of Trustees meeting, and Board members were asked to provide any questions or suggested edits directly to the Village Attorney.

II. Santore Fireworks & Night Sky Productions Contracts

Mayor Straut presented and reviewed two edited contracts for the fireworks display scheduled for May 23, 2026. He explained that the two contracts work together to provide a single 15- minute fireworks show for a combined total not to exceed \$6,250. The Village Attorney has made revisions, and Mayor Straut noted that he would be seeking authorization to sign the edited contracts.

However, during the broader discussion of the Memorial Day Celebration, it was agreed to continue discussions at the Fireworks Fundraising meeting on April 2, 2026, and then seek clarification from Santore Fireworks on how the parameters of the show are determined, including the number of fireworks, the length of the display, and overall structure. Following

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that clarification, and in consideration of fundraising plans, the Village will negotiate a final contract for an amount not to exceed \$10,000, with the show to begin at 9:15 p.m. instead of 9:00 p.m.

Motion Made by: Trustee Pasquali / Seconded by: Trustee Stevens
Motion Text: authorize contracts modified by the Village Attorney with Santore Fireworks and Night Sky Productions for a minimum of \$6,250 but not to exceed \$10,000.
Vote Record: All in favor, motion passed

III. Jared VanDerVeer - Vendor Permit

Mayor Straut presented a request from Jared VanDerVeer to operate his mobile ice cream vending business, Mr. Ding- a- Ling Ice Cream, from March 25 to October 15, 2026, between the hours of 10:00 a.m. and 9:00 p.m., on the side streets of the Village of Voorheesville. After brief discussion, Board members agreed to approve the request with the same conditions applied in 2025, including limiting Mr. VanDerVeer from using music disruptions such as the “hello” sound and requiring compliance with the Village’s noise ordinance.

Motion Made by: Trustee Stevens / Seconded by: Trustee Pasquali
Motion Text: issue a Vendor Permit to Jared VanDerVeer with the same conditions as applied in 2025, which are to limit Mr. VanDerVeer to not use music disruptions such as ‘hello’ and to abide by the noise ordinance. And further, not to idle for no more than 10 minutes while playing music.
Vote Record: All in favor, motion passed

10. Clerk and Treasurer Office Reports

I. Pay Abstract 10b, Vouchers 26-00617 to 26-00665, \$85,371.44

Motion Made by: Trustee Pasquali / Seconded by: Trustee Stevens
Motion Text: Approve abstract 10b for \$85,371.44 with budget transfers and amendments as presented
Vote Record: All in favor, motion passed

II. Draft Minutes for March 11, 2026

Motion Made by: Trustee Stevens / Seconded by: Trustee Pasquali
Motion Text:
Vote Record: All in favor, motion passed

11. Public Comment (15 minutes)

Michael Fields addressed the Board regarding his concerns with storm water runoff on his property. Superintendent Hotaling offered to visit on-site and will follow up with an additional visit with Frank Fazio.

12. Next Meeting Dates

Mayor Straut reviewed the following meeting dates:
April 6, 2026, Organizational Mtg 6:00 pm – Workshop, April 6, 2026, 6:30 pm
April 28, 2026, Workshop 6:00 pm & Regular 7:00 pm

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May 13, 2026, Workshop 6:00 pm

After a brief discussion, it was determined that there would not be a quorum available for the May 13, 2026, meeting. As a result, the meeting for May 13, 2026, was canceled.

13. Adjourn

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

Motion Text: Adjourn the meeting of March 24, 2026, at 8:08 pm

Vote Record: All in favor, motion passed

Respectfully submitted,

Barbara Maughan
Village Clerk
Approved: