

Mayor Bush called the meeting to order at 6:03pm with the pledge of allegiance.

**Attendees:**

**Mayor**

Keith Bush

**Trustees**

Dawn Ashline

Linda Nortz

Lloyd Richardson -Absent

April Hayes -Absent

**Staff**

Betsy Boliver, Clerk

Liz Jones, Deputy Clerk

Charlene Moser, Treasurer

Brandon DeLong, Village Maint.

Travis Waldron, Village Maint.

Also in attendance: Paul Shephard, Brett McVoy Mary Anne Kaputa, and Craig Kaputa.

**Floor/Discussion:**

Mary Anne Kaputa from Adirondack Operations presented information on how to assess and mediate mold issues. The ice rink roof is in disrepair causing a leak into the warming room. Mary Anne recently examined the warming roof and found some mold in the insulation above the ceiling tiles. She found no active mold, just spores that can be mediated with insulation and ceiling tile replacement. She sees no concerns opening up the warming room once these minor issues are addressed and has recommended a dehumidifier to prevent mold issues in the future.

Brett, of Barton & Loguidice engineering firm, distributed a memo updating the board on the water improvement project; this memo is included at the end of these minutes proceedings. He also reported that Ian Gilbert is actively working with Tim Farley on drafting an IMA for the water project and will be presented soon. Brett pointed out that Brandon and Travis have cleared the transmission main so Croghan should be on the schedule soon. Drawings were submitted to DOT on October 1<sup>st</sup>, but he has not heard back from them yet. These project drawings won't be ready for the board until early 2026 along with a construction contract, as long as everything stays on track.

Paul Shepard from RACOG reported on all the training opportunities available. The next RACOG meeting will be on January 22, 2026 at 6:00pm at the Castorland Fire Hall. Tug Hill Commission has a metrocount available to analyze traffic patterns, accident data, historical data, etc. The counter can only be placed in non-plowing months on roads that are managed by the Village. Traffic safety concerns and solutions can be submitted to Chris Barboza. They also help with grants and adding / updating traffic signs.

**Maintenance Report:**

Brandon and Travis reported that the breaker on the lift station on Fire Hall Street keeps tripping; they are looking into why this is happening. The Christmas lights were installed with the help of Tilly Kuhl. They are hoping to find lights on sale after Christmas to replace some of the ones in disrepair. Trustee Nortz suggested checking with Naturally Lewis on available grant money for

Christmas decorations. The ice rink is currently being flooded and if the weather cooperates, it should be ready soon. The booster pump at the water plant burnt out and has been replaced.

Discussion was had about purchasing a light material bucket; Mayor Bush had quotes readily available. Charlene confirmed there are funds available in the budget for snow removal equipment. **Motion** by Trustee Ashline and seconded by Trustee Nortz to approve the purchase of an 84-inch bucket. All in favor.

It was brought to the Village Board's attention that the village tree was not lit this year. Trustee Ashline will contact Maple and Mistletoe Committee or Lion's Club to see if in the future they want to handle it. Lastly, the Maintenance Department reported that the lift station standby generator was full of water. They replaced the oil filter and added fresh oil; however, it still wouldn't start. Mayor Bush is getting quotes to replace it if needed. Trustee Nortz thinks we may be able to get assistance through NYS Hazard Mitigation, Lewis County Planning would be the ones to contact regarding this. Paul Shephard stated that DHSES also provides grants for those types of things.

#### **Treasurer's Report:**

The treasurer's report was included in the board's packet. Charlene discussed two budget transfers. **Motion** by Trustee Ashline and seconded by Trustee Nortz to make the necessary transfers. All in favor.

Charlene reported that there are 23 sewer invoices and 26 water invoices delinquent from 2025. She invoiced the ball teams for the 2025 ball season on 12/1/2025. County league was charged for two tournaments; church league was charged for just games. She is currently working on next year's budget and if the board is thinking about any projects or repairs for the fiscal year of 6/1/26-5/31/27, to please let her know.

**Motion** by Trustee Ashline and seconded by Trustee Nortz to accept the treasurer's report. All in favor.

#### **Clerk's Report:**

**Motion** by Trustee Nortz and a second by Trustee Ashline to approve the minutes of the November 12, 2025 meeting. All in favor.

**Motion** by Trustee Ashline and seconded by Trustee Nortz to pay the bills. All in favor.

Betsy distributed a memo from Lewis County Board of Elections confirming the recent election results. Trustees receiving the most votes were Dawn Ashline, April Hayes, Mitch Robinson, and Robyn Goff. Keith Bush received most votes for Mayor. Also distributed were two applications that have been submitted to fill the position of temporary laborer for snow removal. Applications were received from Bill Bush and Brayden Monnat. Both applicants were qualified and approved for our call list.

**Motion** by Trustee Ashline and seconded by Trustee Nortz to approve both applicants. All in favor for Brayden Monnat. Mayor Bush abstained from voting for Bill Bush. Motion carried.

The Food Pantry lease is up for renewal. **Motion** by Trustee Nortz and a second by Trustee Ashline to raise the rent to \$1,400.00 per year. All in favor.

A letter was shared from Michael Young as Chairman of the Town/Village of Lowville Recreation Board thanking the Village of Croghan for hosting the swim portion of their Summer Recreation Program.

The Board was given the final copies of the Rules of Procedure and Employee Handbook for the upcoming year. These will be made available to employees going forward. **Motion** by Trustee Ashline and a second by Trustee Nortz to adopt the current Rules of Procedure and Employee Handbook. All in favor.

Discussion was had on establishing a Zoning Board of Appeals. **Motion** by Trustee Ashline and seconded by Trustee Nortz to establish a shared Zoning Board of Appeals with the Town of Croghan. Mayor Bush will discuss details of sharing a board with Larry Boliver, Town of Croghan Supervisor.

**Mayor's Report:**

Mayor Bush discussed the ice rink roof replacement and reviewed the submitted quote from Kenneth Kamprich. **Motion** by Trustee Ashline and seconded by Trustee Nortz approving the quote and moving forward with replacement.

It was decided that the village will advertise an ice rink monitor to be available from 12:00-7:00pm on days the rink is open. Ice rink hours were set with open skate from 9:00am-7:00pm and hockey from 7:00pm-10:00pm. From 9:00am-12:00pm children must have a parent or guardian present as a monitor will not be present and the warming room will not be open; however, bathrooms will be available.

Mayor Bush appointed Betsy Boliver as Registrar and Records Management Officer for a two-year term, and Elizabeth Jones as Deputy Clerk and Charlene Moser as Budget Officer for a one-year term. All in favor.

**Motion** by Trustee Nortz and seconded by Trustee Ashline to go into executive session at 8:07pm to discuss personnel details.

The Board exited executive session and returned to open session at 8:32pm.

**Trustee Reports:**

Trustee Nortz discussed the Proposal for Codification Services for the Village. This process would log all local laws into a digital database at the County's expense. **Motion** made by Trustee Nortz and seconded by Trustee Ashline to approve the codification service.

**Motion** to adjourn by Trustee Ashline and a second by Trustee Nortz at 8:35pm. All in favor.

Respectfully submitted,

Betsy Boliver