

Dawn Ashline, April Hayes, and Kylea (Robyn) Goff were sworn in as newly elected Trustees. Oath of Office was signed. Mitch Robinson is also a newly elected Trustee, he was sworn in earlier in the day and oath of office was signed.

Keith Bush was sworn in as newly elected Mayor. Oath of Office was signed.

Mayor Bush called the meeting to order at the Croghan Fire Hall at 6:06pm with the pledge of allegiance.

**Attendees:**

**Mayor**

Keith Bush

**Trustees**

Dawn Ashline

April Hayes

Mitch Robinson

Kylea Goff

**Staff**

Betsy Boliver, Clerk

Liz Jones, Deputy Clerk

Charlene Moser, Treasurer

Brandon DeLong, Village Maintenance

Travis Waldron, Village Maintenance

Also in attendance: Tom Kalamas, Carolyn Schneeberger, Jerry Schneeberger, Steve Monnat, Lloyd Richardson, Linda Nortz, Connie Noftsier, Paul Shephard, Casandra Buell, Jeanne Duffany, Tillie Kuhl

**Motion** by Trustee Ashline and seconded by Trustee Hayes to open the public hearing on the Proposed Zoning Law Adoption. All in favor.

**Floor/Discussion:**

Casandra Buell from the Lewis County Planning Department informed the board there was a slight change on the Proposed Zoning Map after a recent subdivision by Grand Slam Safety on Bridge Street. Grand Slam Safety is currently located in the industrial park; however, the subdivision is mostly residential. The Planning Department is in the process of updating the map and will send the Village a copy as soon as it's prepared.

Lloyd Richardson delivered his CHIPS files and village keys. The Board thanked him and Linda Nortz for their years of service as Trustees and presented them with departure gifts.

A question was raised from the floor regarding whether any properties would be grandfathered in under the proposed action. It was also inquired why the proposed Zoning Law limited residential properties within the commercial business zone on Main Street. Casandra Buell explained that the goal of the committee in developing the proposed laws was to preserve businesses, community character, and storefronts for commercial use. This law would only apply to first floor commercial properties, and anything already established as residential is grandfathered in.

Anything preexisting throughout the village is grandfathered in. She also noted, a variance can be filed at any time for those that are not.

Legislator Tom Kalamas shared that Brookfield Renewable committed to a \$9,000 donation for fencing at the Village ballfield. He informed the Board he is actively looking for other funding options.

Casandra pointed out that anytime there are grants available, they will always reach out. Recently someone reached out looking for a grant for the Croghan Dam as it needs repair. DEC is funding studies on it so a plan can be made going forward. This study could take up to a year, but they will keep us updated.

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. The Local Government Conference will be held in April at Turning Stone where you will find lots of training for everyone.

### **Maintenance Report:**

Brandon and Travis reported that the ice rink is up and running, and that Mitch Robinson and Pat Nortz got the Zamboni fixed. The furnace at the rink kept quitting until Monnats repaired the blower. Replacement of the 25-year-old furnace was recommended. Front tires have been ordered for the dump truck. Snow removal is going well; however, parked cars on Main Street are an issue. The Board discussed and determined that the DPW will begin issuing a ticket as a final warning, and upon the next offense, the vehicle will be towed. Brandon will laminate the tickets and begin tracking offenders. He will also get prices from the County for "No Overnight Parking" signs. They have reached out to Phil from Koester Associates but have yet to receive a call back. Confirmation is needed from Phil to ensure the fiber optic cable is compatible with the alarm system. Brandon informed the Board that he broke the DPW cell phone during a fall. **Motion** made by Trustee Ashline to buy a new phone with a protector, seconded by Mayor Bush. All in favor.

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

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

Charlene reported that there are 32 water bills past due and 23 sewer. Past due village tax bills have been relieved onto the 1/1/2026 County/Town taxes so the village will be getting their money soon. W2 and W4 forms were distributed to all village employees. There is a meeting scheduled with the Beaver Falls Water District on February 9, 2026. Charlene distributed the Beaver Falls Water District charge for 2026 and explained her calculations. The charge will be higher but after three water breaks and dumping the water tower this past year this is to be expected.

As work begins on next year's budget, Charlene asked that anyone with anticipated needs please inform her. Trustee Ashline said she is currently talking with someone who is looking for grants for the rink bathrooms. The Village will need to come up with 10% of the cost and asked this to be budgeted.

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

**Clerk's Report:**

**Motion** by Trustee Robinson and a second by Trustee Ashline to approve the minutes of the December 10, 2025 meeting. All in favor.

A last-minute bill came in for Monnat & Sons Plumbing for the ice rink furnace in the amount of \$968.07 and was asked to be included on this month's abstract.

**Motion** by Trustee Robinson and a second by Trustee Ashline to pay the bills, including the late one. All in favor.

Betsy distributed a memo for NYS Sexual Harassment Training. All employees are asked to complete this annually and should be submitted no later than February 11, 2026. If training was completed at an alternate place of employment, a certificate of completion can be submitted.

The Local Government Conference is being held on April 21, 2026, and offers several training sessions for clerk and registrar. Betsy has requested Board approval to attend. **Motion** by Trustee Ashline and a second by Trustee Hayes approving Betsy to attend training. All in favor.

In order to be eligible for funding in the event of a natural or disaster, the Village must pass a resolution adopting the 2025 Lewis County Multi-Jurisdictional Hazard Mitigation Plan.

**Motion** by Trustee Ashline and seconded by Trustee Hayes adopting Resolution No. 1-2026 "The 2025 Lewis County Multi-Jurisdictional Hazard Mitigation Plan". All in favor.

**Mayor's Report:**

Mayor Bush reported that the Croghan Fire Department would like to reserve the ice rink on August 21<sup>st</sup>-23<sup>rd</sup> for their 150<sup>th</sup> anniversary. The celebration will include live bands, food trucks, and an open house.

Trustees were each assigned responsibilities to help with village tasks and issues. Trustee Hayes will oversee Parks and Recs, all reservations will be directed to her. Trustee Robinson will oversee Wastewater and Water. Trustee Ashline will oversee Buildings and Grounds, while Trustee Goff takes care of Streets/CHIPS. Mayor Bush appointed Trustee Ashline as Deputy Mayor.

Obtaining .gov emails for Board members and staff was discussed. Paul Shephard informed the Board that is something that is included in our RACOG membership and he will let Mickey know to move forward with this task.

An application was submitted by Matthew Knight as a temporary laborer for snow removal.

**Motion** by Trustee Ashline and seconded by Trustee Hayes to approve Matthew Knight as a temporary laborer for snow removal. All in favor.

Applications were also submitted to fill the position of ice rink monitor. The Board selected Skyler Ayers and Aubrin Lee. Trustee Ashline agreed to call references.

**Motion** by Trustee Robinson, seconded by Trustee Hayes, to approve both applicants contingent upon positive reference checks. All in favor.

Discussion was had about the ice rink roof replacement. Trustee Hayes let Kenneth Kampnich know the color choice in December but has not received a start date. She will contact him and update the board.

Mayor Bush advised Brandon and Travis to get the warming room put back together and opened for the season. The warming room will not be open unless a monitor is present. Hockey parents are willing to monitor during hockey hours.

There being no further comments, a **motion** was made by Trustee Ashline and seconded by Trustee Robinson to close the public hearing at 7:33pm.

Mayor Bush briefed the Board on his conversation with the Town of Croghan Supervisor, Larry Boliver, regarding a joint Zoning Board of Appeals (ZBA) and Planning Board. Casandra discussed the resolutions and IMAs needed to pass the Proposed Zoning Laws.

**Trustee Reports:**

Trustee Ashline purchased Christmas lights on sale to replace some of the old ones. She reported that Maple & Mistletoe will take over the Village tree lighting. She has had no luck finding a Village Historian and suggested posting something on the Village Facebook page. Lastly, Trustee Ashline wants to plan a spring tour of the village properties for new board members.

**Motion** to adjourn by Trustee Robinson and a second by Trustee Ashline at 8:01pm. All in favor.

Respectfully submitted,

Betsy Boliver