

November 12, 2025

Deputy Mayor Richardson called the meeting to order at 6:02pm with the pledge of allegiance.

Attendees:

Mayor

Keith Bush -Arrived at 6:05pm

Trustees

Dawn Ashline

Linda Nortz

Lloyd Richardson

April Hayes -Absent

Staff

Betsy Boliver, Clerk

Liz Jones, Deputy Clerk

Charlene Moser, Treasurer

Brandon DeLong, Village Maint.

Also in attendance: Casandra Buell from Lewis County Planning Department

Floor/Discussion:

Casandra Buell gave a brief zoning update as to where the Village stands with the process of establishing a zoning law. The village board set a public hearing date to consider the proposed local law for January 14, 2026 at 6:00pm at the Croghan Fire Hall. All the required paperwork has been filled out and is ready to be submitted to the Lewis County Planning Board for review. Casandra recommends advertising to fill openings on the Zoning Board of Appeals that will be needed once a zoning law is in place.

A Resolution introducing the Proposed Local Law establishing a zoning law was moved by Trustee Ashline and seconded by Trustee Richardson, all in favor. The adopted Resolution will be included at the end of these minute proceedings.

Maintenance Report:

Brandon reported there was recently a pipe burst on Fire Hall Street, but it has been repaired. Garbage cans and tables have all been picked up at the park; and the ice rink is prepared for the winter. Brandon and Travis have all the plows out and ready to go. They are currently clearing the water main of brush and trees using a mini excavator from Nikitch. He reported that leaf pickup went well; Barry Briot drove the truck on Friday and Harry Nortz drove on Saturday. Tillie Kuhl will assist the Village with installing the Christmas lights the week of Thanksgiving. There seems to be an issue with people dumping garbage off in the field behind the sewer plant. The board discussed locking up access going forward after discussing with property owners who have a right-of-way through there.

Trustee Richardson briefly discussed the sewer bed media replacement project. He is reaching out to Brett at Barton & Loguidice Engineering to see how many inches actually need replacing rather than replacing the entire bed as a cost-saving measure. He also mentioned NYS found the Village wastewater reporting was not in compliance earlier this year but appears to have been miscalculated.

Treasurer's Report:

The treasurer's report was included in the board's packet. Charlene reported that the 2024 NYSWIMS reimbursement was finally received in the amount of \$5,000. Casandra Buell recently reported to Charlene that the 2nd reimbursement for 2025 NYSWIMS should be arriving in the coming weeks for the same amount. A resolution was presented to amend the Budget for Fiscal Year 2025-2026 to increase the expenditure amount by \$10,000 due to the NYS reimbursement. This resolution will also be included at the end of these minute proceedings.

Motion by Trustee Ashline and seconded by Trustee Nortz to adopt Resolution 2026-1 "Amend 2025-2026 Budget". All in favor.

Charlene distributed the Village relevy list that was submitted to the Lewis County Treasurer's office. Property owners have until 11/26/2025 to pay their unpaid tax, after that they will be relevied onto their 1/1/2026 County/Town tax bill. There were a total of 18 properties and a total of \$9,670.36 being submitted for relevy.

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

Clerk's Report:

Motion by Trustee Ashline and a second by Trustee Nortz to approve the minutes of the October 8, 2025 meeting. All in favor.

The August 13, 2025 minutes stated that "a motion was made" to accept the Final Zoning Commission Report when in fact a Resolution was adopted. Resolution #8-13-2025 Accepting the Report of the Zoning Commission for the Village of Croghan will also be included at the end of these minute proceedings.

Motion by Trustee Richardson and seconded by Trustee Ashline to amend the minutes of August 13, 2025. All in favor.

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

Betsy presented an Employer Participation Resolution for the Employee's Retirement System. This resolution allows the Village of Croghan to participate as an employer in the New York State and Local Employees' Retirement System (ERS) and approves inclusion of its officers and employees in such system.

Motion by Trustee Ashline and seconded by Trustee Nortz to adopt the Resolution to Elect to Participate in the NYS ERS. All in favor.

An "Exemption Questionnaire" was received from Lewis County Real Property inquiring about any property tax exemption changes. The board discussed what is currently offered by the village and decided to make no changes for the upcoming tax year.

Today was the deadline to apply for the temporary part-time maintenance position for snow removal assistance this winter. An application was received from Marcus Hills and Glenn Olmstead. Both applicants were qualified and approved for our call list.

Motion by Trustee Ashline and seconded by Mayor Bush to offer the job to both applicants. All in favor.

Mayor's Report:

Keith covered the responsibilities of the maintenance workers in regard to snow cleanup. A water improvement project memo from Brett McVoy from Barton & Loguidice was also included in the board's packet. A copy of this memo is included at the end of these minute proceedings.

Trustee Reports:

Discussions were had for any edits to the Employee Handbook, Rules of Procedure, and Code of Ethics. Edits will be made for December's organizational meeting.

Motion to adjourn by Trustee Richardson and a second by Trustee Nortz at 8:55pm. All in favor.

Respectfully submitted,

Betsy Boliver

RESOLUTION NO. 11-12-2025

**A RESOLUTION INTRODUCING PROPOSED LOCAL LAW NO. 1 OF THE YEAR 2026
ESTABLISHING A ZONING LAW IN THE VILLAGE OF CROGHAN**

WHEREAS, the Village of Croghan Board of Trustees deems it necessary and desirable to establish a Village of Croghan Zoning Law for the purpose of promoting the health, safety, and general welfare of the community; and

WHEREAS, the proposed Local Law, known as "Proposed Local Law No. 1 of 2026," seeks to establish zoning regulations, inclusive of the zoning map and permitted uses table, which includes the following Articles:

- Article 1. General Provisions
- Article 2. Zoning Districts
- Article 3. Use Regulations and Dimensional Standards
- Article 4. Site Plan Review
- Article 5. Special Use Permit
- Article 6. Design Standards
- Article 7. Supplemental Standards
- Article 8. Development Guarantees
- Article 9. Nonconformities
- Article 10. Administration and Enforcement
- Article 11. Zoning Board of Appeals
- Article 12. Amendments
- Article 13. Consultant Fees; Escrow Accounts
- Article 14. Definitions

WHEREAS, the proposed Local Law is subject to the provisions of the New York State Environmental Quality Review Act (SEQRA); and

WHEREAS, a preliminary environmental assessment has been conducted, and it has been determined that the proposed action is a Type I action under SEQRA; and

WHEREAS, the Village of Croghan Board of Trustees has reviewed the proposed action and has determined to act as the "Lead Agency" for purposes of the environmental review; and

WHEREAS, in its capacity as Lead Agency, the Village of Croghan Board of Trustees has prepared and reviewed all three parts of the full Environmental Assessment Form (EAF) to analyze the potential environmental impacts of the proposed action; and

WHEREAS, the EAF and all other relevant information related to the proposed action have been thoroughly reviewed and considered by this Board; and

WHEREAS, based on this environmental review, the Board has determined that the proposed action will not result in any significant adverse environmental impacts for the reasons detailed in the attached Notice of Determination of Significance, which is based on the findings in the EAF; and

WHEREAS, pursuant to 6 NYCRR Part 617, the SEQRA regulations, a Negative Declaration must be issued when the Lead Agency determines that the action will not have a significant adverse environmental effect.

WHEREAS, in accordance with the Municipal Home Rule Law, the proposed Local Law must be on the desks of all Village Board members for a period of at least seven (7) days before a public hearing may be held; and

WHEREAS, it is the intent of the Board to hold a public hearing to consider the proposed Local Law and solicit public input.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. Proposed Local Law No. 1 of 2026 is hereby introduced, and a copy is placed on the desks of all Village of Croghan Board of Trustees members.
2. The Village of Croghan Board of Trustees hereby declares itself the "Lead Agency" for purposes of the environmental review of the proposed Local Law under SEQRA.
3. The Village of Croghan Board of Trustees, as the Lead Agency, has prepared and reviewed the required Full Environmental Assessment Form.
4. The Village of Croghan Board of Trustees hereby adopts the attached Notice of Determination of Significance and issues a Negative Declaration for the proposed zoning law, map, and use table. The Board finds that the action will not have a significant adverse environmental impact and that an Environmental Impact Statement (EIS) will not be required.
5. The Village of Croghan Clerk is hereby directed to publish a notice of public hearing to be held on **January 14, 2026 at 6:00pm** at the **Croghan Fire Hall** to consider the proposed Local Law, in accordance with all legal requirements.
6. The Village of Croghan Clerk is further directed to refer the proposed Local Law to the Lewis County Planning Board for review and comment, pursuant to General Municipal Law §239-m.
7. The Village of Croghan Clerk is authorized and directed to file the negative Declaration with all required agencies and publish it in the Environmental Notice Bulletin, as required by law.
8. All interested parties are invited to appear at the public hearing and be heard.

Dated: November 12, 2025

Moved by: Trustee Ashline

Seconded by: Trustee Richardson

Vote: All in favor

VILLAGE OF CROGHAN CLERK'S CERTIFICATION I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Village of Croghan Board of Trustees at a meeting held on November 12, 2025.

Betty Tabolt Blower

RESOLUTION 2026-1
Amend 2025-2026 Budget – November 12, 2025

Introduced by Treasurer Charlene Moser

WHEREAS, The Village of Croghan has received notice that the second NYSWIMS reimbursement will be \$10,000.00. This information was not available during the budget planning phase. To cover this revenue and the additional expenditure of lifeguard wages, a budget amendment is needed as follows:

THEREFORE, be it RESOLVED that the Treasurer is instructed to amend the Budget for Fiscal Year 2025-2026 to increase the revenue for account code A-2350 Youth Recreation Services, Other Governments from \$7,000.00 to \$17,000.00, an increase of \$10,000.00. This action will increase the total Revenue for the General Fund to \$416,808.00.

Be it further RESOLVED that the Treasurer is instructed to amend the Budget for Fiscal Year 2025-2026 to increase the expenditure amount for account code A-7145.1 Joint Recreation Personal Services by \$10,000.00 from \$29,000.00 to \$39,000.00. This action will increase the total Expenditures for the General Fund to \$416,808.00

Now, Therefore Be It RESOLVED, that this resolution take effect immediately.

RESOLUTION # 8-13-2025
ACCEPTING THE REPORT OF THE ZONING
COMMISSION FOR THE VILLAGE OF CROGHAN

WHEREAS, the Village of Croghan Board of Trustees, pursuant to Article 7 of the New York State Village Law, appointed a Zoning Commission on May 29, 2024 to study and recommend zoning regulations for the Village; and

WHEREAS, the Zoning Commission has conducted its work, held public meetings and hearings, considered public input, and prepared a final report including recommendations and supporting materials; and

WHEREAS, the Zoning Commission submitted its final report to the Village Board of Trustees on August 13, 2025;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Village of Croghan Board of Trustees hereby formally accepts the final report of the Zoning Commission adopted July 31, 2025.

Section 2. The Board of Trustees extends its appreciation to the members of the Zoning Commission for their service and contributions to this important planning effort.

Section 3. Pursuant to Village Law § 7-710, subsection 5, the appointed Zoning Commission shall cease to exist as a separate body upon adoption of this resolution by the Village Board of Trustees accepting the commission's final report.

Section 4. The Village Clerk is directed to retain a copy of the final report in the Village records and make it available for public inspection.

Approved and adopted by the Village of Croghan Board of Trustees this August 13, 2025.

Moved by: Trustee Ashline

Seconded by: Trustee Richardson

Vote: All in favor

VILLAGE OF CROGHAN CLERK'S CERTIFICATION I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Village of Croghan Board of Trustees at a meeting held on August 13, 2025

Betsy Taboet Beaver



New York State and Local Retirement System

110 State Street, Albany, New York 12244-0001

Please type or print clearly
in blue or black ink

Received Date

Employer Participation
Resolution – Employees'
Retirement System (ERS)Employer
Location Code

4 0 4 9 6

At a meeting of the * Village Board of Trustees of the Village of Croghan held at Croghan, New York,
on November 12, 20 25, Trustee Dawn Ashline
(person) offered the following resolution:

"BE IT RESOLVED: that the * Village Board of Trustees of the Village of Croghan does hereby elect to participate as an employer in the New York State and Local Employees' Retirement System and approves inclusion of its officers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing the same."

**** The effective date of participation, which will be designated by NYSLRS, cannot be prior to the date this resolution is "filed" with the Comptroller. Documents mailed by the United States Postal Service registered or certified mail return receipt requested or express mail and ultimately received by the Retirement System will be considered received as of the postmark date.**

STATE OF NEW YORK,)
COUNTY OF Lewis) SS:

I, Betsy Tabolt Boliver, clerk of the * Village Board of Trustees of the
Village of Croghan of the State of New York, do hereby certify that I have
compared the foregoing with the original resolution passed by such Village board, at a legally
convened meeting held on the 12th day of November, 20 25 on file as part of
the minutes of such meeting, and that the same is a true copy thereof and the whole of such original. I further certify that the full
Village board consists of five members, and that 4 of such members were
present at such meeting and that 4 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand
and the seal of the

Village of Croghan
(name of employer)

on this 12th day of November, 20 25

Betsy Tabolt Boliver
(signature of clerk)

(Seal)

* Legislative body.

The resolution must be adopted by the legislative body and be approved by any other body or officer required by law to approve resolutions of such legislative body.



Memo To: Village of Croghan Board

Date: November 12, 2025

From: Anthony Young, P.E.
Brett McVoy, P.E.
Kyle Nichols, I.E.

Project No.: 2864.001.001

Subject: Board Update

1. Water Improvements Project:

Budget

- Total Project Budget: \$9,900,000

Project Funding

- Drinking Water State Revolving Fund (DWSRF)
 - **\$5,197,000 - 0% Interest Financing**
- Water Infrastructure Improvement (WIIA)
 - **\$5,000,000 grant - Awarded**
- Bond Anticipation Note (BAN)
 - **Closed on February 12.**

Project Schedule

- Town of New Bremen District Formation: Jun 2025 – Sep 2025 **(complete)**
- Design: Jan 2025 – Jan 2026
- BAN: Feb 2025 **(complete)**
- Easements: Nov 2025 – Jan 2026
- EFC Financing: Dec 2025
- Regulatory Agency Review: Jan 2026 – Mar 2026
- Bid: Apr 2026
- Construction: May 2026 – May 2027

Activity Completed in the Last Month and Current Activities

- Intermunicipal Agreement draft has been prepared by Village Attorney and will be sent to the Town of New Bremen's attorney for review.
- Extent of clearing for the transmission main soil borings was reviewed, and Village staff will handle it in-house

Upcoming Activities

- Soil borings to be conducted by CME Associates. These should begin within 2-3 weeks
- Intermunicipal Agreement approval between Village of Croghan and Town of New Bremen Water District No. 1.

Action Items

- **None.**