

October 8, 2025

Mayor Bush called the meeting to order at 6:01pm with the pledge of allegiance.

Attendees:

Mayor

Keith Bush

Trustees

Dawn Ashline

Linda Nortz

Lloyd Richardson

April Hayes

Staff

Betsy Boliver, Clerk

Liz Jones, Deputy Clerk

Charlene Moser, Treasurer

Travis Waldron, Village Maintenance

Also in attendance: Paul Shepard, Brandon Boyle, Jim Pierce, and Brett McVoy.

Floor/Discussion:

Representatives from Ti Sales, Brandon Boyle, and Jim Pierce, informed the board of an available upgrade to their current water meter reading software. They explained that the software currently being used is obsolete and issues may arise with compatibility in the near future. Neptune 360 is cloud-based and offers two-year storage. A quote for the software upgrade was submitted to the board to consider.

Paul Shepard from RACOG briefed the board on current programs, training, and upcoming meetings. Keith signed an "Intermunicipal Agreement To Form the River Area Council of Governments". The next RACOG meeting is scheduled on January 22, 2026 at 6pm at the Town of Wilna Municipal office.

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. Brett also provided recent resolutions and documents from the Town of New Bremen pertaining to the on-going project. The board was also informed that the transmission main easement needs to have a 10-12 foot wide path clear of trees and brush to allow for utv accessibility.

Motion by Trustee Ashline with a second by Trustee Hayes to impose a lateral restriction on parcels related to the water system improvement project within the Ag district. All in favor.

Resolution adopting this lateral restriction will also be included at the end of these minute proceedings.

Trustee Richardson proposed to Brett using their engineering services for assisting in the ongoing sewer bed media replacement project. Brett replied with interest. Trustee Richardson explained that he recently met with someone from the DEC regarding the sand replacement issue and they are willing to work with us. The board discussed possible cost saving solutions as there are no grants available.

Maintenance Report:

The Maintenance Report was included in the board's packet. Travis explained that a Frontier technician wanted to know if the village wanted a fiber optic line installed on the Croghan Reservoir Road. The board agreed it should be done and the line should be buried. Discussion was had on the pump not working at the Duflo lift station and it was decided that it should be replaced. Some properties have grease traps that require emptying, the board is going to look into this topic more and possibly increase the rate for these parcels.

Treasurer's Report:

The treasurer's report was included in the board's packet. Charlene reported that past due notices were sent out and a couple more properties were added to the trickler list.

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

Clerk's Report:

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

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

Betsy confirmed with the board that the checking account audit review has been completed by the trustees. Copies of the employee handbook and rules of procedures were given to each trustee so that they may review and bring back any updates for the November board meeting.

Legislator Tom Kalamas sent a ballfield fencing update. He is still in the process of securing funding to make the needed repairs and is hoping to set up a meeting with village officials and fencing company in the near future.

The board discussed a possible temporary part-time maintenance position for snow removal assistance this winter. An ad will be placed in the journal.

It was decided that the purpose of the Village of Croghan Announcements Facebook page would remain "limited to announcements, including emergencies and information for the residents of this village as warranted by DPW, the Mayor, and the Village Board members" as stated on the account. A list of village contacts will be posted to the Facebook page for the public to utilize for questions or concerns.

A public hearing is the next step towards adopting the new zoning laws. **Motion** by Trustee Hayes and seconded by Trustee Ashline to set the public hearing for Wednesday, November 15, 2025 at 6:00pm. All in favor.

Mayor's Report:

Leaf pickup was discussed and the board agreed this is a great benefit to once again offer to the Village. The pickup date was set for October 31st, November 1st, and November 2nd. Travis will contact the Village of Lowville for use of their truck.

The American Legion has been having some drainage/septic issues. The village will help out where they can but per Local Law #1 of 1988, the Village is only responsible from tank to main line while the owner is responsible from tank to building.

Mayor Bush reported a bench in front of the Maple Museum has warped boards. The board agreed to replace them.

Trustee Reports:

Trustee Ashline discussed the RACOG meeting she attended and briefed the board on the topics covered.

Trustee Nortz reported she is still in the process of getting the village's local laws made available online.

Motion to adjourn by Trustee Richardson and a second by Trustee Nortz at 8:22pm. All in favor.

Respectfully submitted,

Betsy Boliver

Memo To: Village of Croghan Board

Date: October 8, 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 – Nov 2025
- BAN: Feb 2025 **(complete)**
- Easements: July 2025 – Nov 2025
- EFC Financing: Dec 2025
- Regulatory Agency Review: Dec 2025 – Mar 2026
- Bid: Apr 2026
- Construction: May 2026 – May 2027

Activity Completed in the Last Month and Current Activities

- NYSDOT comments were received on September 11 and have been addressed. Updated plans were sent back on October 1 for further review.
- Started correspondence with Village Attorney for easements
- Village Attorney began drafting Intermunicipal Agreement for Town of New Bremen Water District No. 1

Upcoming Activities

- Soil borings to be conducted by CME Associates. Portions of the transmission main will need to be cleared to allow for drill rig access.
- Intermunicipal Agreement between Village of Croghan and Town of New Bremen Water District No. 1 to be reviewed by Village and Town.

Action Items

- **NYSDAM Lateral Restriction Resolution**

Trustee: Dawn Ashline

Introduced the following resolution and moved its adoption: ^{2nd -} April Hayes

Village of Croghan Water System Improvements Project
Lateral Restriction - Conditions on Future Service

The Village of Croghan imposes the following conditions, on the management of the proposed improvements to the existing Village of Croghan Water District located along Bridge Street, Main Street, Fire Hall Street, Red Pine Lane, Mechanic Street, School Street, Bank Street, State Route 812, George Street, Pearl Street, Shady Avenue, Convent Street, William Street, and Kirschnerville Road including three backlot crossings between Fire Hall Street and Red Pine Lane, Bank Street and Shady Avenue, and William Street and Kirschnerville Road, as well as the transmission main replacement from the intersection of George Street and Pearl Street east to Croghan Reservoir Road, maps of which are attached to this resolution showing the boundaries of the agricultural district in relation to the parcels indicated:

- (1) The only land and/or structures that are within an agricultural district which will be allowed to connect to the Village's water system will be existing structures at the time of construction, future agricultural structures, and land and structures that have already been approved for development by the local governing body prior to the date of filing of the Notice of Intent by the municipality.

Land and structures that have been approved for development refer to those properties/structures that have been brought before a local governing body where approval (e.g., subdivision, site plan, special permit) is needed to move forward with project plans and the governing body has approved the action. If no local approval is required for the subdivision of land and/or the construction of structures, the municipality accepts the limitation under Public Health Law §1115 that defines a "subdivision," in part, as "any tract of land which is divided into five or more parcels." Water service will not be provided to more than a total of four residences, buildings and/or structures on any tract of land which has been divided into parcels after the date of filing of the NOI by the municipality, where no local approval is required and the land is located within a county adopted, State certified agricultural district.

- (2) If a significant hardship can be shown by an existing resident, the lateral restriction to the resident's property may be removed by the municipality upon approval by the Department of Agriculture and Markets (Department). It is the responsibility of the resident landowner to demonstrate that a hardship exists relative to his or her water supply and clearly demonstrate the need for public water service. The municipality shall develop a hardship application to be filed with the municipality, approved by the County Department of Health, and agreed to by the Department of Agriculture and Markets.
- (3) If it can be demonstrated to the Department's satisfaction that the landowner requested the county to remove his or her land from an agricultural district at the time of district review and the county legislative body refused to do so, lateral restrictions

may be removed by the municipality if the Department determines that the removal of the restriction for the subject parcel(s) would not have an unreasonably adverse effect on the agricultural district.

- (4) If land is removed from a county adopted, State certified agricultural district and the district has been reviewed by the county legislative body and certified by the Commissioner for modification, lateral restrictions imposed by the municipality are no longer in effect for the parcels of land that have been removed from the agricultural district.

Seconded by Trustee:

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Keith Bush, Mayor	VOTING <u>yes</u>
Lloyd Richardson, Deputy Mayor	VOTING <u>yes</u>
Linda Nortz, Trustee	VOTING <u>yes</u>
Dawn Ashline, Trustee	VOTING <u>yes</u>
April Hayes, Trustee	VOTING <u>yes</u>

The foregoing resolution was thereupon declared duly adopted.

Dated: 10/8/2025

I hereby certify that this resolution was adopted on 10/8/2025 and is recorded in the Meeting Minutes of the Village of Croghan Village Board.

Betty Fabolt Brewer
Village Clerk