

# VILLAGE OF WASHINGTONVILLE

## BOARD OF TRUSTEES – MEETING MINUTES

December 1, 2025 – 7:00 PM

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**Members: Mayor Tom DeVinko, Deputy Steve Presser (Absent), Trustee Vernon Coleman, Trustee Donna Jacaruso & Trustee Susan Walski**

**Attorney: Chris Pavlacka**

**Village Deputy Clerk: Michelle Reif**

### **1. Call to Order**

The meeting was called to order at 7:00 PM.

Trustee Steve was absent and returning from vacation.

Public comment was opened for agenda items.

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### **2. Resolution 12-186 – Edmonds Building Department Software Upgrade**

- The Village is upgrading the Building Department from a standalone, outdated PC-based program to the cloud-based Edmonds software.
- The new system will integrate with water, sewer, and financial systems; deposits will automatically post to finance.
- The upgrade is budgeted for FY 2026–2027.
- Implementation discussions begin this week; estimated installation time is **6 months to 1 year**.
- Other municipalities are still using BAS; Edmonds is viewed as more efficient.
- Edmonds will provide training and assistance with setup.

**Resolution passed.**

- **vote: Donna – Yes; Vernon – Yes; Mayor DeVinko-Yes; Susan – Yes; Steve – Absent.**

**Resolution passed 4–0–1.**

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### **3. Building Inspector Position Discussion**

- The Board is considering either continuing the IMA on an as-needed basis or hiring a new part-time Building Inspector.
- No job posting has been issued.

- Engineer Jimmy Far was previously approved for commercial work but does minimal inspector-related duties.
- Jimmy also serves Planning and Zoning and is paid hourly.
- Several projects are expected to come before the Board.

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#### **4. Resolution 12-188 – Removal of Pat Mitchell from the Board of Ethics**

- A review was conducted of the previous resolution, which directed a letter to be sent requesting Pat Mitchell's resignation.
- Confusion had arisen because the resolution wording referenced "remove," though the intent at that time was only to send a letter.
- Pat verbally agreed to resign but never submitted a written resignation.
- A certified letter outlining reasons for removal was sent; Pat had 10 days to respond but replied only on the day of this meeting.
- Questions were raised by the public about due process, transparency, and the implications of removing an Ethics Board member.
- The Board stated:
  - The Ethics Board exists by Village Code, not statute.
  - Village Code sets forth removal procedures and does not require a public hearing.
  - Removal was not done "at whim" and there was due cause.
  - The letter sent to Pat is a foilable document.
- The Board confirmed that the 10-day window was not a legal requirement but an opportunity for the member to respond.

**Roll-call vote: Donna – Yes; Vernon – Yes; Mayor DeVinko-Yes ; Susan – Yes; Steve – Absent.**

**Resolution passed 4–0–1.**

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#### **5. Board Vacancy**

- The Board of Ethics is intended to be a five-member board but currently includes a Village employee.
- If removal is finalized, the Village will seek a new member.

#### **6. Sewer Facility Fees & Local Law 4 of 2025**

##### **Board Discussion**

- Board is verifying SBL numbers, contacting residents, and reviewing historical practices.
- Sewer plant was built in 1972; properties over 150 ft from the main were previously not required to connect.
- Facility fees were updated in 2013; originally fees were only for capital costs, not operations.

- Current fee structure is based on covering historic sewer plant debt.

## **Fee Discrepancy Research**

Properties not charged facility fees since 2012 include:

- Two lots on East Main St. where a restaurant burned down
- Vacant lot at 7 Whistle Post
- Larson property on Brotherhood Plaza Drive
- Separate lot behind 65 E. Main St.

Research is ongoing.

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## **7. Stonehill Senior Apartments PILOT Agreement**

- Existing PILOT was 25 years; proposal is to extend it for 10 years.
- Rents and improvements are largely outside Village control.

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## **8. General Announcements**

- Bristol Potomac paving and curb work completed.
- Whoville event set for Saturday, including fire truck parade and Santa at EJ Square.
- South Street sewer lines continue to operate under property-owner easements.
- Village responsible for grinder pump maintenance; residents responsible for maintaining safe access areas.
- North Street underground survey reviewed; follow-up call planned.
- Woodfield Park and Bernadette & Route 94 water main areas scanned for breaks.
- Bernadette drainage issue being addressed with NYS DOT's new regional director.
- Structural engineer evaluated Village Hall second floor prior to Thanksgiving; report pending.

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## **9. Sewer Line Maintenance & Easement Issues**

- Some referenced properties lack formal easements or fall outside Village boundaries.
- Village responsible sewer lines & grinder pumps easement agreement are in the building file
- Owners must report issues promptly.

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## **10. Vacant Lots & Facility Fees**

- Historical research underway regarding previously charged facility fees on vacant parcels.
- Finance department evaluating long-term implications.

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## **11. New Water Meters**

- **410 meters** installed to date.

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## **12. Washingtonville School District**

- Annual request submitted to use school parking areas for weekends and special events.

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## **13. Archival Records**

- Bids received for archival reorganization.
- Michelle has been attending NYS archiving training.
- Plan: catalog, barcode, and store records offsite until eligible for disposal.

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## **14. Technology Update**

- All PCs and laptops were upgraded or replaced with Windows 11.

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## **15. Orange County Mobile DMV**

- Event for December 2 was cancelled due to weather.

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## 16. Building Department Report

- 9 building permits issued.
- 8 CO and CCs issued.
- 1 violation written, none remediated.
- No municipal searches.
- 1 fire safety inspection.
- No property maintenance inspections paid.
- Total revenue for last two weeks: **\$1,553**.

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## 17. Grants

- Waiting for G&G to identify grants for capital needs.
- Received Green County Bank grant application.

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## 18. Water Billing

- Last day to pay the quarter's water bill: **December 2**.
- Late notices will be mailed December 15.
- Re-levy with 5% penalty on January 15, 2026 on all unpaid water & sewer bills.

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## 19. Resolutions

### Resolution 12-185 – Volunteer Board Handbook (Final Version 11/18/25)

- Adopted 4–0–1.

### Resolution 12-186 – Edmonds Software Purchase

- Not to exceed \$35,000.
- Installation estimated 6–12 months.
- First payment in FY 2026–2027.
- Adopted 4–0–1.

### Resolution 12-187 – Stone Hill PILOT Agreement

- Adopted 4–0–1.

## **Resolution 12-188 – Removal of Pat Mitchell**

- Adopted 4–0–1.

## **Resolution 12-189 – Public Hearing (Dec. 15 at 7 PM)**

- Re-codification of *Local Law No. 6*.
- Village never formally adopted 2015 updated code; online code was outdated.
- Hearing will incorporate all local laws from late 2014 through present.
- Adopted 4–0–1.

## **Resolution 12-190 – Budget Transfers**

- Adopted 4–0–1.

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## **20. Public Comment**

- Request to clean out flow pipe due to silt buildup threatening pickleball courts.
- Police tape remains at dog park; needs removal.
- Question about why asphalt used on Sarah Wells Trail was not used for Tallman repairs.
- Board explained Tallman's asphalt contains wax requiring curing before striping.
- Questions about micro seal application; uncertain.
- Railroad historic sign will be completed this winter; omitted from last year's list.
- Clarification on Woodfield water pipe condition/investigating
- DPW is preparing for snow.
- Concerns raised about last year's plowing technique causing property damage.
- Discussion about board member attendance at Planning/Zoning meetings.
- Water levels last read at "27."
- Last year's suspension of outside water sales reviewed.
- Water tank repairs pending budget identification; grant writers reviewing options.
- Considering adopting speech-to-text tools for meeting transcription, been using AI apps for several months.

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## **21. Illicit Dumping & Sewer Notifications**

- Letters sent regarding illegal stormwater dumping.
- Additional letter recommended about sewer misuse by new residents.
- Building inspectors reminded us to check for grease interceptors.
- Illegal dumping reported in Vern Allen parking lot.

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## **22. Video Views & Adjournment**

- Last meeting video received ~50 views.
- A 13-year-old meeting video has 5,500 views.
- Motion to adjourn made and seconded.
- Meeting adjourned with well wishes for the holidays.