At the regular Meeting of the Village Board of Trustees
held June 11, 2025

Mayor Bucciferro called the meeting to order at 6:30 p.m.

PRESENT: Trustee Brown, Trustee Cook, Trustee Gray, Trustee Solotruck and Mayor Bucciferro

PRIVILEGE OF THE FLOOR

Mayor Bucciferro opened the privilege of the floor at 6:32p.m.
Jim Archibald, Senior Park Attendant; After working for the Village for 26 ½ years, will be retiring June 20th. Thanked all those that he has worked with over the years, especially Ryan Kedzior and Jim Marx for their leadership.
Sue Greene of 23 Washington Avenue; Concerned with the development of the vacant property on Livingston Avenue, which boarders her backyard; concerned with water runoff and fencing. Attended Planning Board meeting; was not notified properly regarding the Zoning Board of Appeals meeting held on May 27th. Trustee Brown stated that the only approval made at the Zoning Board meeting was the variance to the front footage; all other issues will go back before the Planning Board for approval at future meetings.
Mayor Bucciferro closed the privilege of the floor at 6:45p.m.

Mayor Bucciferro presented Andrew Boniewski with a proclamation, thanking him for his 36 years of service to the Village.
Mayor Buccieferro presented Jim Archibald with a proclamation, thanking him for his 26 years of service to the Village.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATION PLAN

Devin Bulger of LaBella Engineering provided the board with an overview of the policies required for the CDBG grant money related to the Municipal Facilities Project – Phase 2. Since the program is federal funds that pass thru the state, there are both federal and state provisions to comply with.

VILLAGE OF SCOTIA FAIR HOUSING PLAN

Devin reviewed the Fair Housing Plan with the board; required for CDBG funds.

RESOLUTION ADOPTING FAIR HOUSING POLICY AND DESIGNATING FAIR HOUSING OFFICER

WHEREAS, the Village of Scotia is committed to providing equal housing opportunities for all persons and ensuring that discrimination in housing on the basis of race, color, national origin, religion, sex, familial status, or disability is prohibited in accordance with federal and state fair housing laws; and
WHEREAS, the Village has prepared and reviewed a Fair Housing Policy outlining procedures to inform residents of their rights and to provide a mechanism for filing and addressing housing discrimination complaints; and
WHEREAS, it is necessary to designate a Village official to act as the Fair Housing Officer, responsible for implementing and overseeing fair housing activities in the Village;
NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Scotia hereby adopts the Fair Housing Policy as an official policy of the Village; and
BE IT FURTHER RESOLVED, that Deputy Clerk-Treasurer Teresa Norton is hereby designated as the Fair Housing Officer for the Village of Scotia, charged with administering the Fair

Housing Policy, coordinating public education and outreach, and receiving and forwarding fair housing complaints to the appropriate agencies; and
BE IT FINALLY RESOLVED, that the Village Clerk is directed to retain a copy of the Fair Housing Policy on file, post it publicly, and provide copies to relevant Village departments and staff.
Motion by: Trustee Cook
Seconded by: Trustee Solotruck
Vote: Ayes: Trustee Brown, Trustee Cook, Trustee Gray, Trustee Solotruck & Mayor Bucciferro
Noes: None
Abstentions: None

VILLAGE OF SCOTIA ADA TRANSITION PLAN AND ADA GRIEVANCE PROCEDURE
Devin reviewed the Scotia ADA Transition Plan and the ADA Grievance Procedure with the board; required for CDBG funds.

RESOLUTION ADOPTING ADA COMPLIANCE MEASURES AND DESIGNATING AN ADA COORDINATOR
WHEREAS, the Americans with Disabilities Act (ADA) requires that units of local government take specific steps to ensure access to programs, services, and facilities for individuals with disabilities; and
WHEREAS, the Village of Scotia has prepared and reviewed the following documents in furtherance of its compliance with the ADA:
ADA Transition Plan, outlining a strategy for identifying and removing physical barriers in public facilities;
ADA Grievance Procedure, to allow for the equitable resolution of complaints related to accessibility and discrimination; and
Designation of an ADA Coordinator to oversee compliance with the ADA and serve as the point of contact for accessibility matters;
NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Scotia hereby designates Deputy Clerk-Treasurer Teresa Norton as the ADA Coordinator for the Village of Scotia; and
BE IT FURTHER RESOLVED, that the Village Board hereby adopts the ADA Transition Plan and the ADA Grievance Procedure as official policies of the Village, to be implemented and maintained under the direction of the ADA Coordinator; and
BE IT FINALLY RESOLVED, that the Village Clerk is directed to retain copies of these policies on file, post them publicly, and distribute them to relevant Village departments for implementation and compliance.
Motion by: Trustee Solotruck
Seconded by: Trustee Brown
Vote: Ayes: Trustee Brown, Trustee Cook, Trustee Gray, Trustee Solotruck & Mayor Bucciferro
Noes: None
Abstentions: None

VILLAGE OF SCOTIA EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY AND EEO TITLE 6 COMPLAINT PROCEDURES

Devin reviewed the EEO Policy and EEO Title 6 Complaint Procedures; required for CDBG funding.

RESOLUTION ADOPTING AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY AND DESIGNATING AN EEO OFFICER

WHEREAS, the Village of Scotia is committed to ensuring equal opportunity in employment and maintaining a work environment free of discrimination, harassment, coercion, and intimidation; and

WHEREAS, the Village receives and administers funding from the U.S. Department of Housing and Urban Development (HUD) through programs such as the Community Development Block Grant (CDBG), which require compliance with federal equal opportunity laws, including Executive Order 11246, Title VI of the Civil Rights Act of 1964, and related guidelines established by New York State Homes and Community Renewal (HCR); and

WHEREAS, the Village has prepared an Equal Employment Opportunity (EEO) Policy to formalize its commitment to non-discriminatory employment practices and to outline expectations for Village personnel, contractors, and subrecipients on HUD- and CDBG-funded projects; and

WHEREAS, the EEO Policy establishes procedures for complaint handling, contractor compliance, recordkeeping, and policy enforcement in alignment with HUD and HCR requirements; and

WHEREAS, the Village Board finds it necessary to designate an EEO Officer to oversee the implementation of this policy and ensure ongoing compliance;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Scotia hereby adopts the Equal Employment Opportunity (EEO) Policy as presented on June 11, 2025; and

BE IT FURTHER RESOLVED, that Deputy Clerk-Treasurer Teresa Norton is hereby designated as the Equal Employment Opportunity (EEO) Officer for the Village of Scotia, responsible for administering the policy, responding to complaints, and coordinating contractor and staff compliance; and

BE IT FINALLY RESOLVED, that the EEO Policy shall be posted publicly, distributed to all Village staff and applicable contractors, and reviewed annually for potential updates, with any amendments brought before the Village Board for approval.

Motion by: Trustee Brown
Seconded by: Trustee Cook
Vote: Ayes: Trustee Brown, Trustee Cook, Trustee Gray, Trustee Solotruck & Mayor Bucciferro
Noes: None
Abstentions: None

REVIEW OF 2025-2026 FUNDING OPPORTUNITIES FOR VILLAGE OF SCOTIA PROJECTS

Devin Bulger of LaBella Engineering provided a listing of funding sources for projects identified as priorities to the Village. Since the Village received BOA Designation; application can be made for BOA Pre-Development Funds which covers soft costs only. Application for funds is due July 31st and requires a 10% match of Village Funds.

June 11, 2025

RESOLUTION THAT THE VILLAGE OF SCOTIA WILL SUBMIT AN APPLICATION FOR BOA PRE-DEVELOPMENT ACTIVITIES FUNDING

WHEREAS,
The Village of Scotia, New York, herein called the "Applicant", after thorough consideration, has hereby determined that certain work, as described in its application and attachments, herein called the "Project", is desirable; and

WHEREAS,
§970-r of the General Municipal Law authorizes State assistance to eligible parties for Brownfield Opportunity Areas Program grants by means of a State Assistance Contract (the contract); and

WHEREAS,
The Village of Scotia, New York deems it to be in the public interest and benefit to enter into a contract therewith.

NOW, THEREFORE, BE IT RESOLVED BY
The Scotia Village Board

1. That David Bucciferro, Mayor of the Village, is the representative authorized to act in behalf of all applicants in all matters related to State assistance under §970-r of the General Municipal Law for the Project. The representative is also authorized to: sign and submit the application; execute the contract; request payment advances and reimbursements; redistribute contract reimbursements as appropriate; submit Project documentation; and otherwise act for all applicants in all matters related to the Project and to State assistance;

2. That the Applicant intends to complete Pre-development Activities to develop Mohawk Avenue streetscape plans and designs necessary for the development of concepts identified and described within Envision Scotia (Scotia BOA Nomination Study) and the Downton Connections Plan;

3. That the Applicant requests funds up to $500,000 representing no more than 90% of a $555,555 Project total;

4. That the Applicant agrees that it will fund the Applicant’s 10% share of the Project, up to $55,555.00;

5. That this Authorization take effect immediately.

Vote: Ayes: Trustee Brown, Trustee Cook, Trustee Gray, Trustee Solotruck & Mayor Bucciferro
Noes: None
Abstentions: None

LOCAL LAW 2025-B RELATING TO WATER RATES

a) **Public Hearing**

Mayor Bucciferro opened the public hearing at 7:09p.m.
No one wished to speak.
Mayor Bucciferro closed the public hearing at 7:10p.m.

b) **Action**

MOVED by Trustee Brown, seconded by Trustee Cook that
Whereas, a public hearing was held, this night, June 11, 2025 on proposed Local Law 2025-B relating to water rates, now therefore
Be it Resolved, that the Board of Trustees adopts proposed Local Law 2025-B.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

LOCAL LAW 2025-C RELATING TO MORATORIUM ON GASOLINE SERVICE STATIONS

MOVED by Trustee Cook, seconded by Trustee Gray to introduce Proposed Local Law 2025-C regarding a moratorium on Gasoline Services Stations extension and to set the public hearing for the next regular meeting of the Board of Trustees, July 9, 2025 at 6:30p.m.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

H2M CONTRACT AMENDMENT #16

MOVED by Trustee Brown, seconded by Trustee Gray that
Whereas, the Village entered into an agreement with H2M architects + engineers for Municipal Facilities Project, Firehouse, and
Whereas, additional disbursements were made in the amount of $953.41, now therefore,
Be it Resolved, that the Board of Trustees authorizes the Mayor to sign Amendment No. 16 with H2M architects + engineers in the additional amount of $953.41.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

ALPINE ENVIRONMENTAL SERVICES AGREEMENT

MOVED by Trustee Brown, seconded by Trustee Solotruck that
Whereas, the Village is in need of additional asbestos air monitoring and radon testing for the Municipal Facilities Project, Phase 2, Village Hall, and
Whereas, the Village has received proposals, now therefore
Be it Resolved, that the Board of Trustees authorizes the Mayor to sign an agreement with Alpine Environmental Services in an amount not to exceed $11,696.00.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

WORKING CREW LEADER APPOINTMENT

MOVED by Trustee Brown, seconded by Trustee Cook that
Whereas, the Village has an open Working Crew Leader Appointment due to retirement, and
Whereas, interviews have been duly conducted and a recommendation made, now therefore
Be it Resolve, that the Board of Trustees hereby appoints Richard Quick to the position of Working Crew leader effective June 16, 2025.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

MEO-MEDIUM APPOINTMENT

MOVED by Trustee Cook, seconded by Trustee Brown that
Whereas, the Village has an open MEO-Medium position, and
Whereas, interviews have been duly conducted and a recommendation made, now therefore
Be it Resolved, that the Board of Trustees hereby appoints Mark Mortensen to the position of MEO-Medium effective June 16, 2025.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

MEO-LIGHT APPOINTMENT

MOVED by Trustee Brown, seconded by Trustee Gray that
Whereas, the Village has an open MEO-Light position and
Whereas, interviews have been duly conducted and a recommendation made, now therefore
Be it Resolved, that the Board of Trustees hereby appoints Scott Valiquette to the position of MEO-Light effective June 16, 2025.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

STEP 4 LABORER APPOINTMENT

MOVED by Trustee Brown, seconded by Trustee Cook that
Whereas, the Village has an open Step 4 Laborer position, and
Whereas, interviews have been duly conducted and a recommendation made, now therefore
Be it Resolved, that the Board of Trustees hereby appoints Nicholas Normington to the position of Step 4 Laborer effective June 16, 2025.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

FIRST DUE AGREEMENT
MOVED by Trustee Brown, seconded by Trustee Gray that
Whereas, the Fire Department is in need of new software for fire reporting and EMS charting to comply with federal reporting changes, and
Whereas, options have been explored, now therefore
Be it Resolved, the Board of Trustees authorizes the Mayor to sign an agreement with First Due for fire reporting, EMS charting and code module in the amount of $21,020.00
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

SUMMER HOURS
MOVED by Truste Solotruck, seconded by Trustee Brown that
Be it Resolved, that summer hours, commencing July 2, 2025 and ending August 29, 2025 shall be as follows for the following positions or offices:
Department of Public Works Clerk – Monday through Friday 8:00 am to 3:00 pm

Court Clerk – 8:00 am to 3:00 pm except on Court days; to the finish of Court

Police Department Clerk – 8:00 am to 3:00 pm

Clerk-Treasurer's Office – 8:00 am to 3:00 pm

Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

BUDGET AMENDMENT
MOVED by Trustee Solotruck, seconded by Trustee Brown to
Amend Fiscal Year 25-26 budget as follows:
Increase A.5112.2000 by $17,894.87; offset by a decrease to A.3501 for CHIPS allocation.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

MAYOR'S COMMENTS TO THE BOARD
Mayor stated that the First Due Software approved by the board, includes code enforcement and permitting module. At the June 16th Strategic Planning Session, Attorney Marola will provide an overview of Local Government Operations

CORRESPONDENCE, LIAISON AND SPECIAL COMMITTEE REPORTS
Trustee Cook – Police – participating in Buckle up NY annual campaign; stress importance of seatbelts for safety. Marchesani attended Fire Arms Training; also working with Schenectady County Crime Task Force. Freedom Park – Opening night will be June 25th with Halfway to Christmas Feztacular featuring Big Fez and the Surfmatics. Concerts will be held Wednesdays, Saturdays and Sundays at 7:00 rain or shine; shows are only cancelled with thunder and lightning. BID – preparing for Cruzin on the Avenue. Fireworks – provided the board with a complete report regarding Sponsorship, Activities, Vendors, Volunteer Needs and Public Safety.

Trustee Gray – Attended Traffic Safety Committee Meeting; board will be reviewing committee recommendations at next week's work session. Thanked all departments for their hard work.

Trustee Brown – Fire Department- Thanked Adam Henery for his work with the fire reporting software; software will improve safety of firefighters and streamline codes process and provide required reporting. Zoning Board – Attended meeting on May 27th; three variances granted including Livingston Ave property, variance related to reducing the frontage, Glen Sanders Project; variance granted on size restriction per apartment. Thanked Trustee Cook for all his work related to the Fireworks Event.

Trustee Solotruck – Pleased to hear variances were granted at the Zoning Board of Glen Sanders and Livingston Ave; commended the applicants for their forward thinking. Both properties will continue their review with the Planning Board. Flint House – Requires board discussion; look forward to resolution.

MUNICPAL FACILITIES AUDIT OF CLAIMS

MOVED by Trustee Brown, seconded by Trustee Solotruck that be it resolved that all claims against the Village dated June 11, 2025 be allowed and ordered paid in full in the amount of $58,956.21 charged to the H04-Capital Project Fund Further the Clerk/Treasurer is hereby authorized to draw checks in the claimants' favor and in the full amount listed and charge the same to the funds listed therein.

Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

AUDIT OF CLAIMS

MOVED by Trustee Solotruck, seconded by Trustee Brown that be it resolved that all claims against the Village dated June 11, 2025 be allowed and ordered paid in full, in the amount of $300,770.45 charged to the following funds.

A-General Fund	$272,771.32
F-Water Fund	$ 6,139.51
G-Sewer Fund	$ 21,859.62

Further the Clerk/Treasurer is hereby authorized to draw checks in the claimants' favor and in the full amount listed and charge the same to the funds listed therein.

Abstentions: None
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

MINUTES OF THE WORK SESSION MEETING HELD MARCH 17, 2025

MOVED by Trustee Brown, seconded by Trustee Solotruck that the minutes of the March 17, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.

Ayes: Trustee Cook, Solotruck & Mayor Bucciferro
Noes: None
Abstentions: Trustee Brown & Trustee Gray

MINUTES OF THE WORK SESSION MEETING HELD APRIL 1, 2025
MOVED by Trustee Solotruck, seconded by Trustee Brown that the minutes of the April 1, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.
Ayes: Trustee Brown, Cook and Mayor Bucciferro
Noes: None
Abstentions: Trustee Gray and Trustee Solotruck

MINUTES OF THE WORK SESSION MEETING HELD MAY 6, 2025
MOVED by Trustee Brown, seconded by Trustee Solotruck that the minutes of the May 6, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

MINUTES OF THE REGULAR MEETING HELD MAY 14, 2025
MOVED by Trustee Solotruck, seconded by Trustee Brown that the minutes of the May 14, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.
Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: Trustee Cook

MINUTES OF THE WORK SESSION MEETING HELD MAY 19, 2025
MOVED by Trustee Brown, seconded by Trustee Solotruck that the minutes of the May 19, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

MINUTES OF THE WORK SESSION MEETING HELD MAY 27, 2025
MOVED by Trustee Brown, seconded by Trustee Solotruck that the minutes of the May 27, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.
Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: Trustee Cook

NEW BUSINESS

BUDGET AMENDMENTS
MOVED by Trustee Brown, seconded by Trustee Solotruck to Amend FY 25-26 budget as follows: Increase A.1620.4790 by $60,000.00; offset by A Fund Balance for Municipal Facilities Phase 2 Costs.
Ayes: Trustee Brown, Cook, Gray, Solotruck & Mayor Bucciferro
Noes: None
Abstentions: None

MOVED by Trustee Brown, seconded by Trustee Solotruck to Amend FY 25-26 budget as follows: Increase A.3120.4700 by $5,042.00; offset by A Fund Balance for Body Worn Camera Grant Carryover.
Ayes: Trustee Brown, Cook, Gray, Solotruck & Mayor Bucciferro
Noes: None
Abstentions: None

CARVER CONSTRUCTION PAYMENT #2-COLLINS PARK IMPROVEMENTS
MOVED by Trustee Brown, seconded by Trustee Solotruck that
Whereas, the Village had received a grant for the Collins Park Improvements Project, and
Whereas, the Village entered into an agreement on October 9, 2024 with Carver Construction for Project construction services, now therefore
Be it Resolved, that the Board of Trustees approves payment #2 to Carver Construction for services related to the Collins Park Improvements Project in the amount of $230,526.60
Ayes: Trustee Brown, Cook, Gray, Solotruck & Mayor Bucciferro
Noes: None
Abstentions: None

EXECUTIVE SESSION
MOVED by Trustee Cook, seconded by Trustee Brown to enter into executive session to discuss contract negotiations.
Ayes: Trustee Brown, Cook, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

Mayor Bucciferro reconvened the board at 8:30p.m. with not action.

ADJOURNMENT
MOVED by Trustee Gray, seconded by Trustee Brown to adjourn the meeting at 8:30p.m.
Ayes: Trustee Cook, Brown, Gray, Solotruck and Mayor Bucciferro
Noes: None
Abstentions: None

Respectfully submitted,

Maria A. Schmitz
Clerk to the Village Board of Trustees