

Mayor Bucciferro called the meeting to order at 7:00 p.m.

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

EXCUSED: Trustee Cook

PRIVILEGE OF THE FLOOR

Mayor Bucciferro opened the privilege of the floor at 7:00p.m.

No one wished to speak

Mayor Bucciferro closed the privilege of the floor at 7:01p.m.

Mayor Bucciferro presented representatives from the Schenectady County Auxiliary Police with a proclamation thanking them for their 75 years of service to the community.

Mayor Bucciferro welcomed two new businesses to the Village:

- Amazing Grazing and Gifts
- Modern Art Theater and Dance Studio

ANNOUNCEMENT OF SCOTIA BOA PRE-DEVELOPMENT GRANT AWARD

Mayor Bucciferro announced that the Village has received \$300,000 which will advance redevelopment of the Scotia BOA with predevelopment activities including completing a survey and right of way work for the design of streetscape enhancements along the Mohawk Avenue corridor. The project will enhance connections to regional trail and transit networks and improve safety accessibility and economic vitality through multimodal upgrades.

CHANGE ORDER #1 FROM 2 BROTHERS FENCE RENTAL

MOVED by Trustee Brown, seconded by Trustee Solotruck that

Whereas, the Village entered into an agreement with 2 Brothers Fence Rental to provide protective fencing for Municipal Facilities Project Phase 2-Municipal Building Renovation, and

Whereas, a Change Order #1 was received from 2 Brothers Fence Rental, now therefore

Be it Resolved, that the Board of Trustees approves Change Order #1 to the 2 Brothers Fence Rental for an increase in the amount of \$525.00.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

T2 SYSTEMS AGREEMENT REGARDING PARKING ENFORCEMENT

MOVED by Trustee Brown, seconded by Trustee Gray to approve T2 Master Customer Agreement and Upsafety Software Subscription Addendum for a three-year term in the total amount of \$31,257.00, with \$16,905.00 to be paid in Year 1.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

CHA CONSULTING, INC. PAYMENT #31

MOVED by Trustee Solotruck, seconded by Trustee Brown that

Whereas, the Village has received a grant for the Sunnyside Road Rehabilitation or Replacement, and

Whereas, the Village entered into an agreement on July 13, 2022 with CHA Consulting, Inc. for Project Architectural/Engineering services, now therefore,

Be it Resolved, that the Board of Trustees approves payment #31 to CHA Consulting, Inc. for professional services related to the Sunnyside Road Rehabilitation or Replacement in the amount of \$11,152.61.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

AGREEMENT WITH BONADIO & CO, LLP

MOVED by Trustee Brown, seconded by Trustee Gray that

Whereas, there has been a vacancy in the Village Clerk/Treasurers Office for a number of months, and

Whereas, due to lack of full staffing the Village Clerk/Treasurer is in need of assistance to timely complete certain aspects of the audit for Fiscal Year Ending May 31, 2025, now therefore

Be it Resolved, that the Board of Trustees approves the terms of engagement in a letter dated January 6, 2026 as amended with Bonadio & Co, LLP for accounting services in the amount not to exceed \$3,000.00.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

SPECIAL EVENT GUIDELINES

MOVED by Trustee Brown, seconded by Trustee Gray to adopt the following:

SPECIAL EVENT GUIDELINES

Section I: Definition and Classification of Special Events

There are three types of “Special Events” in the Village of Scotia:

1. Independent Events

Independent Events take place within the Village of Scotia and are hosted by businesses, community groups, or residents. These events may occur on public property or private property. Event organizers may be required to obtain permits and/or pay applicable fees based on factors including, but not limited to, event location, size, vendors, road closures, and the level of Village services required. Examples of such events include neighborhood block parties, small craft fairs, business block parties, grand openings, etc. Organizers should contact the Village either through the clerks office or Village Special Events Liaison to coordinate such events.

2. Village-Sponsored Events

Village-Sponsored Events are hosted by private businesses, civic organizations, community groups, or other entities that plan, coordinate, and execute the event in partnership with the Village of Scotia. The Village Board may vote to sponsor a Special Event and, at its discretion, may waive certain fees, allocate public resources, or provide other in-kind services when such

support serves a public benefit. In the event that a third-party will plan, organize, and run the event, the below must be followed:

- The third-party must have formal legal standing in terms of tax ID, insurance, and other requirements and be willing to enter into a contract with the Village of Scotia,
- The organizer(s) must notify the Village as well as contact and meet with the appointed Village Special Events Liaison early in the planning process,
- The Village Board will formally vote to adopt the event as a “Village Special Event” for the purposes of delivering municipal services, promoting the event, potentially waiving permitting and other fees, and formalizing the Village’s responsibilities,
- The third-party must cover the cost of any increased municipal services and/or work with the village to deliver such services “in-kind.”
- The Village may have minimal financial involvement in terms of fees and permits, but the third-party shall be responsible for sponsorship and all other fiduciary items.

3. **Village-Run Special Events**

Village-Run Special Events are planned, coordinated, and executed by an appointed volunteer committee acting on behalf of the Village of Scotia, including the solicitation of sponsorships. In lieu of a volunteer committee, the Village may contract with a legally recognized entity to plan and administer the event on the Village’s behalf. In such cases the below must be followed:

- The Village Board will formally appoint organizers to the roles of Event Chair, Treasurer, and Secretary. The Chair will develop the event plan and budget and will work primarily with the Village Special Events Liaison, and the treasurer will work with the Village Clerk’s Office to handle event finances. The Village has a Special Events account that is separate from Village Operations in order to process sponsorship, vendor, and other fiduciary items. In order to ensure that the event meets expected costs, the Treasurer and Clerk’s Office will work together to track/manage the event budget. The Secretary will work in conjunction with the Village to ensure that vendor applications are processed and fees are obtained where applicable.
- The Village Special Events Liaison or another designated liaison will be assigned to the event organizers to ensure coordination and cooperation between the Village and organizers. The liaison will also work with event organizers to set vendor fees, waive Village requirements where appropriate, etc.
- The event organizers determine the need for, and cost of village services based on the event plan in conjunction with the liaison and Village department heads. The Village reserves the right to adjust services based on the event plan and any other considerations. The cost for such services must be included in the event budget, even if such costs will be donated by the Village in-kind.
- The event must be budget-neutral to the Village unless otherwise decided by the Village Board. Any funds remaining after all event costs are accounted for shall remain in the Village Special Events account. Access to funds remaining in the Special Events account is determined by the Village Board subject to formal approval.

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- The Village will work with event organizers to address vendor, logistical, and other issues as necessary and will attend event planning meetings as requested.

Other considerations:

- All event organizers are responsible for meeting Schenectady County, New York State, and other legal requirements in terms of food safety, food/beverage permitting, liquor licensing, etc. Current Schenectady County food safety regulations/documents are available on the Schenectady County Public Health Services website. Link:
<https://www.schenectadycountyny.gov/envi-health/food-services>
- Events that do not have adequate planning/organizing capacity or are planned without sufficient notice may be denied by the Village Board.

For additional guidance or questions, please contact Special Events Trustee Liaison Keith Brown at kbrown@villageofscotiany.gov

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

APPROVE PROPOSED UPDATES FOR SPECIAL EVENT VENDING

MOVED by Trustee Brown, seconded by Trustee Gray to approved proposed updates for special event vending as submitted by Trustee Cook and authorize Attorney Marola to draft legislation to be presented at the February meeting.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

DEPARTMENTAL REPORTS

MOVED by Trustee Brown, seconded by Trustee Solotruck to accept the Departmental Reports with thanks.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

MAYOR'S COMMENTS TO THE BOARD

Toured the building; things are progressing, should be operational by spring. Thanked Department of Public Works for their work during the storm. Thanked all Department for all their work.

CORRESPONDENCE, LIAISON AND SPECIAL COMMITTEE REPORTS

Trustee Solotruck – Attended Planning Board meeting; discussed Vley Rd proposal, discussed copies of design plans submitted by applicants to see if process can be streamlined, and discussed OCM guidelines. Toured building; great to see progress.

Trustee Brown – Thanked Fire Chief for his updates in monthly report. No Zoning Board meeting held. Forwarded final Zoning Board onboarding materials to the board; thanked Jamie

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Stegmann for all her hard work. The board unanimously agreed the onboarding documents should be used for all new Zoning Board members; Trustee Brown will forward final word documents to Zoning Board Clerk. Special Events Guidelines adopted; thanked everyone for all their hard work; asked to have guidelines posted onto the Village website.

Trustee Gray – Wished everyone a Happy New Year; Thanked all Department Heads and employees for all their hard work. Traffic Safety Committee meeting was held January 7th; discussed intersection of Ballston Rd/Irving Rd – no changed to be made; discussed Ballston Ave/Fifth St – Tom Milander to send letter to DOT; discussed making Third St one-way for Mekeel traffic. Look forward to the implementation of T2 Systems Parking Software; Overnight Parking continues to be reviewed by Traffic Safety Committee.

BUDGET ADJUSTMENTS

MOVED by Trustee Solotruck, seconded by Trustee Brown to approve the budget adjustments for the month of December.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

MUNICIPAL FACILITIES AUDIT OF CLAIMS

MOVED by Trustee Solotruck, seconded by Trustee Brown that be it resolved that all claims against the Village dated January 14, 2026 be allowed and ordered paid in full in the amount of \$364,674.78 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, 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 January 14, 2026 be allowed and ordered paid in full, in the amount of \$111,782.76 charged to the following funds.

A-General Fund	\$ 85,291.44
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F-Water Fund	\$ 24,239.39
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G-Sewer Fund	\$ 2,251.93
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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, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

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MINUTES OF THE WORK SESSION HELD DECEMBER 1, 2025

MOVED by Trustee Solotruck, seconded by Trustee Gray that the minutes of the December 1, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

MINUTES OF THE REGULAR MEETING HELD DECEMBER 10, 2025

MOVED by Trustee Solotruck, seconded by Trustee Gray that the minutes of the December 10, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

MINUTES OF THE WORK SESSION MEETING HELD DECEMBER 15, 2025

MOVED by Trustee Solotruck, seconded by Trustee Gray that the minutes of the December 15, 2025 Village of Scotia, Board of Trustees meeting are hereby approved.

Ayes: Trustee Brown, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: Trustee Gray

MINUTES OF THE WORK SESSION MEETING HELD JANUARY 6, 2026

MOVED by Trustee Solotruck, seconded by Trustee Brown that the minutes of the January 6, 2026 Village of Scotia, Board of Trustees meeting are hereby approved.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

EXECUTIVE SESSION

MOVED by Mayor Bucciferro, seconded by Trustee Solotruck to enter into executive session to discuss contract negotiations.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

The board reconvened with the following action.

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HUEBER-BREUER CONTRACT AMENDMENT #3

MOVED by Trustee Brown, seconded by Trustee Gray that

Whereas, the Village entered into a contract with Hueber-Breuer for Construction Management Services for the Municipal Facilities/Fire Station Project on or about June 20, 2022, and

Whereas, Project delays, not attributable to Hueber-Breuer have caused additional work and expenses for Hueber-Breuer, that are beyond the scope of the original contract, and

Whereas, Hueber Breuer has invested numerous staff resources in managing Phase 2 including the re-bid and work associated with grant administration, now therefore

Be it Resolved, that the Board of Trustees approves additional payment to Hueber-Breuer Construction Co., Inc. in the amount of \$147,240.00 to come from the contingency line of the Municipal Facilities budget and authorize the Mayor to sign a contract amendment for the same.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

ADJOURNMENT

MOVED by Trustee Brown, seconded by Trustee Gray to adjourn the meeting at 7:47p.m.

Ayes: Trustee Brown, Gray, Solotruck and Mayor Bucciferro

Noes: None

Abstentions: None

Respectfully submitted,

Maria A. Schmitz

Clerk to the Village Board of Trustees