

**VILLAGE OF PORT LEYDEN
BOARD OF TRUSTEES**

Meeting Minutes
November 17, 2025

Call to Order

Mayor Collins called the regular meeting for the Board of Trustees of the Village of Port Leyden to order at 5:00 PM on November 17, 2025, with the pledge of allegiance/moment of silence.

Roll Call:

The meeting included the following board members:

Mayor Heather Collins, Trustee Nicholas Byrne, Trustee Charles Kraeger Jr, Trustee Deborah Belmont, Trustee Jennifer Samson and Clerk/Treasurer Janice Dosztan

Guests: DPW Superintendent Marshall Mooney, Danali Detrich, Trevor Samson, Charity Hoffert, Larry Hoffert, Jim McCauley, and Lois Compo

Public Hearing – Community Development Block Grant:

Mayor Collins reviewed the Community Development Block Grant; total CDBG Grant awarded was \$887,000.00 in 2023 program year. The funding was used to make improvements to the Village wastewater collection and treatment facilities. To date, all CDBG funds for the project have been expended and the project is nearing completion.

Mayor Collins asked for public comment, no comment.

Motion by Trustee Samson to close the Public Hearing at 5:36; seconded by Trustee Belmont. Motion carried with 5 ayes and 0 nays.

Sewer & Water Project Updates:

Mayor Collins reviewed the update on the Sewer & Water Project provided by B&L.

Further discussion was held on the influent screen at the sewer plant. Currently, it's installed but hasn't been running and Superintendent Mooney feels we may have issues during the colder temperatures. Trustee Kreager also is concerned about the warranty and what it covers.

Approval of Minutes:

Motion by Trustee Kreager and seconded by Trustee Byrne to accept October 20, 2025, monthly meeting minutes as amended. Motion carried with 5 ayes and 0 nays.

Approval of Vouchers:

Abstract #6 November –
General - \$5,939.81
Water - \$54,604.41
Sewer - \$38,031.40

Motion by Trustee Byrne and seconded by Trustee Samson to pay November vouchers. Motion carried with 5 ayes and 0 nays.

Unfinished Business:

Community Park Update – Sealed bids for the pavilion

The Builders – Krywosa
Treated Post W/Trusses & Pine Ceiling - \$33,480.00
Post & Beam Style - \$48,820.00

**RESOLUTION #42-2025
ACCEPT THE BUILDERS
PROPOSAL FOR THE PAVILION**

Motion by Trustee Samson and seconded by Trustee Byrne to accept The Builders proposal to build the pavilion at the Village Park – Treated Post W/Trusses & Pine Ceiling for \$33,480.00. Motion carried with 5 ayes and 0 nays.

DPW Superintendent Mooney will reach out to several vendors on receiving quotes on a new heating/cooling system for the Community Hall.

Mayor Collins informed the Village Board that the landowner on Douglas Street is taking the necessary steps to evict his tenant.

Correspondence:

Clerk Dosztan reviewed the 2026 Tax Exemption Questionnaire.

**RESOLUTION #43-2025
2026 TAX EXEMPTION
QUESTIONNAIRE**

Motion by Trustee Belmont and seconded by Trustee Byrne to make no changes to the 2026 Tax Exemption Questionnaire. Motion carried with 5 ayes and 0 nays.

New Business:

Trustee Byrne asked if the Village Board would consider implementing awards/recognition for community businesses and members. The Board agreed.

Mayor –

No Report

Clerk/Treasurer –

No Report

Superintendent –

No Report

Fire Department Liaison –

The Fire Department informed the Village Board that the last day of bingo will take place on December 12, 2025, and will not be continued next year.

The food can drive was a success.

The overhead doors at the Fire Department need to be replaced.

They also asked if the Village Board would be in favor of the Fire Department hosting garden & tractor pulls next year. The Board is in favor of this event; more information will follow.

Public Comment:

Denali Detrich informed the Board of grants and training available.

Mayor Collins informed the Village Board that Amber Holland is interested in the role of Village Historian.

**RESOLUTION #44-2025
VILLAGE HISTORIAN**

Motion by Trustee Byrne and seconded by Trustee Belmont to appoint Amber Holland as Village Historian. Motion carried with 5 ayes and 0 nays.

Mayor Collins informed the Village Board that Comprehensive Planning Committee survey results are in and they will be reviewed.

Discussion was held on refinishing the floors in the community hall; will get quotes.

Village of Port Leyden
Minutes (November 17, 2025)
Page 3

Trustee Byrne asked Mayor Collins if she received further information from Emmett Smith – Northern Power & Light; she has not but will reach out to him.

Next regular meeting will be held December 15, 2025, at 5:00 PM.

Adjournment:

6:21 PM - Motion by Trustee Samson, seconded by Trustee Byrne to adjourn the meeting.

Motion carried with 5 ayes and 0 nays.

Minutes submitted by: _____

JD