

**VILLAGE OF PORT LEYDEN
BOARD OF TRUSTEES**

Meeting Minutes
July 21, 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 July 21, 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 Jennifer Samson, Trustee Deborah Belmont, and Clerk/Treasurer Janice Dosztan

Guests: Charity Hoffert, Larry Hoffert, Trevor Samson, Jim McCauley, Danali Detrich, and Glenda Meehan

Glenda Meehan presented the Village Board with a \$2,000.00 donation for the Community Park on behalf of the Satterly Family.

Sewer & Water Project Updates:

Anthony Young gave the Village Board an update on the Sewer Project and Water Project from B&L.

**RESOLUTION #24-2025
CHANGE ORDER #2
POWIS CONSTRUCTION
WASTEWATER PROJECT**

Motion by Trustee Samson and seconded by Trustee Kraeger to approve change order #2 for Powis Construction or the Wastewater Project. Motion carried with 5 ayes and 0 nays.

**RESOLUTION #25-2025
PAY APPLICATION #2
POWIS CONSTRUCTION
WASTEWATER PROJECT**

Motion by Trustee Byrne and seconded by Trustee Belmont to approve pay application #2 for Powis Construction or the Wastewater Project. Motion carried with 5 ayes and 0 nays.

**RESOLUTION #26-2025
CHANGE ORDER
NCC
WATER SYSTEM IMPROVEMENT PROJECT**

Motion by Trustee Kraeger and seconded by Trustee Samson to approve the change order for NCC or the Water System Improvement Project. Motion carried with 5 ayes and 0 nays.

**RESOLUTION #27-2025
APPROVE PAY APPLICATION
FOR NCC
WATER SYSTEM IMPROVEMENT PROJECT**

Motion by Trustee Belmont and seconded by Trustee Byrne to approve the pay application for NCC for the Water System Improvement Project. Motion carried with 5 ayes and 0 nays.

**RESOLUTION #28-2025
LOAN (GRANT)
WATER SYSTEM IMPROVEMENT**

Motion made by Trustee Samson and seconded by Trustee Byrne. Motion carried with 4 ayes and 0 nays (Mayor Collins Abstained)
RESOLUTION ATTACHED

Approval of Minutes:

Motion by Trustee Samson and seconded by Trustee Kraeger to accept June 9, 2025, monthly meeting minutes as amended. Motion carried with 5 ayes and 0 nays.

Approval of Vouchers:

Abstract #2 July –
General - \$10,167.93
Water - \$2,327.59
Sewer - \$4,468.60
Water Capital Project - \$100,741.33

Motion by Trustee Byrne and seconded by Trustee Belmont to pay July's vouchers. Motion carried with 5 ayes and 0 nays.

Unfinished Business:

Community Park Update – Glenda Meehan has painted the tops of the picnic tables. The playground is approximately 25' x 25'; Trustee Belmont will reach out to the manufacturer to get a price on installation.

Mayor Collins reviewed the engineered pavilion plans with the Village Board.

**RESOLUTION #29-2025
APPROVING
ENGINEERED PAVILION PLANS**

Motion by Trustee Byrne and seconded by Trustee Samson to approve the “Scissor Truss” design engineered pavilion plans. Motion carried with 5 ayes and 0 nays.

**RESOLUTION #30-2025
ADVERTISEMENT FOR BID
PAVILION**

Motion by Trustee Byrne and seconded by Trustee Samson to advertise for bid construction of the pavilion. Motion carried with 5 ayes and 0 nays.

**RESOLUTION #31-2025
TO REVISE THE ESTABLISHMENT
OF A VILLAGE OF PORT LEYDEN
ZONING COMMISSION & APPOINT MEMBERS**

Motion made by Trustee Belmont and seconded by Trustee Samson. Motion carried with 5 ayes and 0 nays.
RESOLUTION ATTACHED

**RESOLUTION #32-2025
TO ESTABLISH A COMPREHENSIVE PLAN COMMITTEE
WITH ADVISORY PARTICIPATION BY ZONING COMMISSION
MEMBERS & CODE ENFORCEMENT OFFICER**

Motion made by Trustee Samson and seconded by Trustee Belmont. Motion carried with 5 ayes and 0 nays.
RESOLUTION ATTACHED

Correspondence:

The Village Board reviewed a letter received by Mark Lemiux regarding his water & sewer bill. This has previously been discussed, Mr. Lemiux requested the Board reconsider their previous decision; tabled.

New Business:

Cindy Redmond requested that the Village purchase air conditioners for the Community Hall. DPW Superintendent Mooney is currently installing/repairing the floor model air conditioner that is currently at the Community Hall.

Emmett Smith will be at the August meeting to discuss Hydro power opportunities for the Village.

Mayor –

No Report

Clerk/Treasurer –

Accounting is working on the 2024–2025 AFR.

Superintendent –

DPW Superintendent Mooney informed the Village Board that the culverts will be installed on Quarry Street as soon as he has availability.

Further discussion was held on a short-term loan for the purchase of equipment.

**RESOLUTION #33-2025
PURCHASE OF EQUIPMENT
SHORT-TERM LOAN**

Motion by Trustee Byrne and seconded by Trustee Samson authorizing Clerk Dosztan to pursue a short-term loan with Community Bank N.A. for the purchase of equipment. Motion carried with 5 ayes and 0 nays.

Jetting will take place by NCC.

Further discussion was held on the electrical at the community park. It will cost approximately \$5,000.00 and this purchase was approved in 2024.

Discussion was held on culvert replacements on Shaver Road that would cost approximately \$3,500.00 that would fall under CHIPS.

**RESOLUTION #34-2025
SHAVER ROAD
CULVERT REPLACEMENT**

Motion by Trustee Byrne and seconded by Trustee Kraeger to authorize the culvert replacements on Shaver Road for approximately \$3,500.00. Motion carried with 5 ayes and 0 nays.

DPW Superintendent Mooney will request quotes for W/W flow meter calibration.

He also informed the Village Board that the brakes need to be replaced in the F250; the cost will be approximately \$800.00.

**RESOLUTION #35-2025
F250 BRAKE REPLACEMENT**

Motion by Trustee Kraeger and seconded by Trustee Byrne to authorize the brake replacement on the F250. Motion carried with 5 ayes and 0 nays.

Fire Department Liaison –

Clerk Dosztan informed the Village Board that she has contacted the Village Attorney regarding the Fire Tax on the Village Taxes.

The Fire Department will hold their annual boot drive on Sunday.

The Kevin Ward Jr chicken BBQ Fundraiser will take place on August 3, 2025.

The Children’s Miracle Network fundraiser with Walmart will take place in 2026.

Public Comment:

Denali Detrich informed the Board of grants and training available.

Next regular meeting will be held August 18, 2025, at 5:00 PM.

Adjournment:

6:40 PM - Motion by Trustee Kraeger, seconded by Trustee Samson to adjourn the meeting. Motion carried with 5 ayes and 0 nays.

Minutes submitted by: _____

JD