

**BOARD OF TRUSTEES
OF THE VILLAGE OF FREDONIA
WORKSHOP MINUTES
9-11 Church Street
Fredonia, NY 14063
September 21, 2026
4:30 P.M.**

Matt Higgins from LaBella confirmed the Water System Improvements Project is on track for its September 30th preliminary design submission, mandated by the Department of Health, and an updated construction cost estimate is anticipated by late October. Key upcoming priorities include finalizing a site easement near the Routes 20 and 60 roundabout and advancing three intermunicipal agreements with the North Chautauqua County Water District, the Town of Pomfret, and the City of Dunkirk. The board is also evaluating the feasibility of addressing low fire hydrant pressures caused by 4-inch water mains as part of the project's scope.

A. RESOLUTIONS

1. Correspondence as anonymous not to be read at meeting

The Board of Trustees discussed a proposed resolution regarding anonymous correspondence at village meetings. Trustees expressed concerns about the initial wording, suggesting the policy be clarified to specify that anonymous submissions will not be read aloud. The board reached a consensus to refine the resolution language to ensure it is equitable and clearly defines the identification requirements for public comment and official correspondence.

2. Hiring Hearing Officer
3. Police Disciplinary

B. DEPARTMENT REPORTS

Code Enforcement Office

Discussed the village's temporary sign law. The board proposed simplifying the ordinance to focus primarily on the removal of signs following events to avoid littering issues. Code enforcement stated that changing the existing zoning law would require a public hearing and that future reviews could be directed to the Planning Board if desired.

DPW

Key discussions focused on a proposed map for a parking lot to organize permitted and business parking, with plans to coordinate a review of this proposal with staff later in the week. Additionally, the board and DPW addressed technical updates to the water map and ongoing coordination regarding village infrastructure projects, and discussed the current availability and utility of fire hydrant markers to ensure they remain visible during the winter months.

Fire Department

The Fire Department provided an update on recent activities, including their assistance with an evacuation drill at 50 Howard Street. The Chief proposed a new local law regarding open burning, intended to provide clearer guidelines for the community and enforcement tools for the department. The Fire Chief reported that the new hospital construction in the village offers new opportunities for in-facility patient transport services. He is currently briefing his trustees on this potential initiative and plans to deliver a formal proposal to the full board at the next workshop.

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The mayor also commended the police and fire departments for their roles in the successful 9/11 remembrance event.

Police Department

Reported on their upcoming assistance for the Fredonia High School homecoming festivities, noting that associated overtime costs will be covered by the school. The Department also addressed ongoing technical issues regarding radio reception static, stating they are coordinating with communication services to identify and resolve the interference. Additionally, the department discussed the Shop with a Cop program, a holiday initiative funded by Walmart that pairs officers with children for Christmas shopping; the village is currently working through financial logistics to ensure the program's funding is processed correctly.

Recreation Department

Wastewater Treatment Plant

Water Treatment Department reported receiving an engineering proposal concerning Inflow and Infiltration improvements related to the new hospital construction. The department head requested to discuss the details of this proposal with the board during the upcoming executive session. Additionally, the department head addressed staffing inquiries, confirming that the current team has adequate licensed operator backup coverage for vacations and emergencies, supported by three qualified staff members and the department head himself.

Water Treatment Plant

Presented an after-action report regarding a recent chemical issue, which was successfully mitigated. The department head expressed gratitude to the Department of Public Works for their assistance in transporting necessary supplies. Additionally, the department head confirmed that the facility is currently managing chemical requirements effectively, despite having two staff vacancies. Interviews for these open positions are scheduled for Wednesday to help ensure long-term operational staffing stability.

Trustee Mulholland discussed implementing a standardized monthly reporting framework for department heads. Trustee Wendell proposed a one-page report template designed to improve communication, track service measures, and clarify requests for board support. The board and department heads agreed to test this new format via a pilot program, with potential integration of a high-level dashboard view to assist in presenting data more effectively.

C. NEW BUSINESS

1. Sign Law
2. DPW Pickup

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The proposal for a DPW pickup truck that was previously approved by the board is not eligible for CHIPS funding, leading to the submission of a new proposal specifically for a utility truck, which is eligible for such funding. A board vote on this purchase is anticipated for the following Monday, pending official confirmation from CHIPS.

3.Department Head Reporting

D. OLD BUSINESS

1. NCWD

Discussed the strategic priority of finalizing an intermunicipal water agreement with The North County Water District to unlock necessary project financing.

2. Auction

Auction has been moved to September, date yet to come.

3.Parking Law

Discussed proposed updates to the village parking law, including the introduction of \$25 monthly business parking permits for designated spaces and the planned removal of parking meters. Additionally, the village proposed converting Forest Place into a one-way street from Main Street to Barker Street and shifting all permitted parking to the opposite side of the road. This change is intended to streamline snow removal, improve traffic flow, and eliminate hazardous turning conditions at the Barker Street intersection.

4. Water Bill Relief Policy

Discussed the Implementation of a formal water bill relief policy to replace previous case-by-case reviews

5. Flock Cameras

The board discussed concerns regarding a Flock camera positioned in front of Village Hall. During a recent Chautauqua County Public Safety Committee meeting, District Attorney Jason Smith acknowledged these local concerns and expressed a willingness to consider relocating the device. The board is currently reviewing the contract details to determine their position on the camera's placement and the potential for its removal from the Village Hall site.

6. Water bill relief for 4 different owners-29 Center Street, 6 George's Place, 343 Central Avenue, and 18 James Place.

E. EXECUTIVE SESSION

MOTION TO ENTER INTO EXIT SESSION

Upon motion duly made by Trustee Brauchler and seconded by Trustee Cruz-Keefe, and carried unanimously the board entered into executive session.

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MOTION TO EXIT EXECUTIVE SESSION

Upon motion duly made by Trustee Cruz-Keefe and seconded by Trustee Brauchler, and carried unanimously the board exited executive session.

MOTION TO END MEETING

Upon motion duly made by Trustee Cruz-Keefe and seconded by Trustee Brauchler, and carried unanimously the board adjourned the meeting.