Village of Waterloo

Board Meeting Minutes

10/13/2025

A **Regular Meeting** of the Waterloo Village Board of Trustees was then held on Monday, October 13, 2025, at 7pm in the Village Office located at 41 W. Main Street, Waterloo, NY.

Pledge of Allegiance: Pledge of Allegiance was led by Mayor Bennett.

Roll Call: Present were Mayor Bennett, Trustee Butlak, Trustee Bartran, Trustee Trahms, and Trustee Godley.

Consent Agenda: Motion by Trustee Godley, seconded by Trustee Butlak to approve the Meeting Minutes from the 9/8/2025 Board Meeting, the Police Report for 9/2025, the Fire Department Report for 9/2025, the Department of Public Works Report for 9/2025, the Water Department Report for 9/2025, the Wastewater Treatment Report for 9/2025 (DMR for 8/25), the Waterloo Community Center Report for 9/2025, the Code Enforcement Officer Report for 9/2025, and the Dog Warden Report for 9/2025. The 9/8/2025 abstracts through 9/30/2025 be approved in accordance with Village Policies, and that the following abstracts be approved for payment:

1) General Fund Abstract #5 for 10/13/2025	$ 80,420.14
2) Water Fund Abstract #5 for 10/13/2025	$ 46,097.16
3) Sewer Fund Abstract #5 for 10/13/2025	$ 271,719.95
4) WTP Capital Project Abstract for 10/13/2025	$ 589,418.44
5) Thoma Abstract for 10/13/2025	$ 2,750.00

Petitioners: (1) James Otto – regarding zoning for corner of North Road and Virginia Street. Mr. Otto requested that the village consider a change to its zoning classification for North Road. He further stated that he had requested a change for the service station operation located at the corner of North Road and Virginia Street, but it was denied by the Village of Waterloo - Zoning Board of Appeals. Mr. Otto stated that he now requested that the Village Board consider a change to the zoning classification on North Road as it has opportunity for commercial development, especially on the north side. Mr. Bennett replied that any such change in zoning code must also be supported by a request from those residents impacted by the change, since a local law with public hearing would be required for such a change. Given the denial by the Zoning Board of Appeals this would not be likely, but you are welcome to pursue this matter observing all legal requirements. (2) Joyce French – regarding use of the Speed Radar Trailer. Mrs. French requested that the WPD set-up the Speed Radar Trailer on East Water Street due to her concerns with excessive traffic speed on this village street. Chief Chechak stated that with only one such trailer, it is difficult to cover all streets requested, but he would do his best to put it on the schedule. Chief Chechak also stated that a second Speed Radar Trailer could be helpful. The board requested that the possibility of another trailer be explored for grant funding support from Seneca County.

Mayor Bennett provided updates on the following activities:

1) DRI Program- the following 13 awarded projects ($9.7 million) are in process of NYS Agency selection:
   - Upgrade Recreation Facilities (WCC) - $1,658,000: Agreement in process with DOS.
   - Establishing Mult-Modal Hub (Southwest Block/parking lot area) - $1,372,000: Agreement in process with DOS.
   - Expand Waterloo Library/Museum - $1,271,000
   - Reinforce Vern's Way Connection to Downtown - $1,119,000: Agreement in process with DOS.
   - Main Street Public Realm Improvements - $886,000: Agreement in process with DOS
   - Revamp Offerings in the Street of Shops - $845,000
   - Small Project Fund - $600,000: (HCR)
   - Upper Floor Apartments for 1 East Main Street - $562,000: (HCR)
   - Grange Hall Improvements & Entertainment Hub - $519,000
   - Renovation of 10 West Main Street to Add Office space - $320,000
   - Enhance Downtown Identity with Branding and Wayfinding - $250,000: Agreement in process with DOS.
   - Improve Community Facilities at the American Legion - $200,000: (HCR)
   - Create an Artisan Shop at 39 West Main Street - $98,000

2) NYPA/Canals Funding Program Update ($2million) – The village has signed an agreement for consulting and grant administrative responsibilities with LaBella, and it has held a zoom meeting With NYPA and LaBella to outline consultant and grant responsibilities.

3) Northern Borders Regional Commission (NBRC) Funding Program ($3million) – The village has contracted with Genessee Finger Lakes Regional Planning Council (GFLRPC) for grant administrative services, as required by NBRC. The village has also learned that it has been awarded a $1.9 million Coastal Rehabilitation Grant for this project. These two grants, one Federal and the other NYS, will be used for financial support for the planned east village drainage improvements.

4) Rear Parking Lot Drainage Project ($500,000) – This project has completed the bond resolution process. This is the beginning of the west village drainage improvements and should relieve some of the downstream drainage issues. The village will review the results from the Green Infrastructure Storm Water Study to help complete the west side village drainage improvement project and grant funding will be sought for this project. The Green Infrastructure Storm Water Study will also be used where possible to enhance the east village drainage improvement project.

5) NYS Department of Environmental Conservations 2024 Municipal Zero-Emissions Vehicle (ZEV) Infrastructure Grant ($238,900), Towpath Mini Grant ($10,000), and Two Bike Fixit Stations have been communicated to the consultants for implementation as soon as possible.

6) New York Main Street (NYMS) Grant for Street of Shops ($500,000) – This project is nearing completion for the construction phase of upper floor conversions to apartments. There is a DRI project for the lower floor (retail area) of this location, as well.

7) 2025 Street Improvement Project – Scope to include Brookside Drive and E. Elisha Street (Swift Street to Mill Street) will begin on October 24th and be funded by the NYS CHIPs Programs.

8) The lease agreement between the Village of Waterloo and Community Broadcast Network (CBN) for maintaining the Wright Ave. water tank, along with their hardware located on other village water tanks, has been approved by the Village Attorney to be signed by Mayor Bennett. There were no changes made requiring further board approval.

9) The village has received the three signed agreements from Finger Lakes Railroad for the Williams Street Field.

Motion by Trustee Butlak, seconded by Trustee Trahms to authorize the Village of Waterloo to retain consulting services to provide the Federally required RFQ process for the NBRC Grant and to include the Coastal Rehabilitation grant, for the East Village Drainage Improvements Project. All voted aye, carried.

Motion by Trustee Godley, seconded by Trustee Trahms to approve adopting the resolution for Certification to New York State Department of State (DOS) that all State, Local, and Private Procurement Requirements have been met by the Village of Waterloo for hiring a consultant for the Village of Waterloo sponsored DRI projects with DOS. This resolution has been reviewed by the Village Attorney who has determined that it is in compliance with required procurement policies. All voted aye, carried.

Motion by Trustee Butlak, seconded by Trustee Trahms to declare the two replaced dump trucks and the 2016 WPD vehicle as surplus and to dispose them through the village auction process. All voted aye, carried.

Motion by Trustee Butlak, seconded by Trustee Trahms to approve the two new WVFD firefighters, Angelina Hall and Nick Colombai, as recommended and approved by the WVFD at their October 6, 2025 meeting. All voted aye, carried.

Motion by Trustee Godley, seconded by Trustee Trahms to approve the request from former Village Trustee, Lee Boise to be added to the Village of Waterloo-Zoning Board of Appeals. All voted aye, carried.

Motion by Trustee Butlak, seconded by Trustee Trahms to approve adopting the resolution for the Village of Waterloo to add Thurber Drive in its entirety to the village streets inventory for NYS-CHIPs allotment, pending approval from Seneca County. Currently, only a portion of Thurber Drive has been included in the NYS CHIPs allotment. Full responsibility requires that a resolution be submitted to NYS-DOT by the responsible party (village) with the other party with interest (county) providing an Official Letter

declining any responsibility. The village would then repair the full Thurber Drive Street. All voted aye, carried.

Motion by Trustee Godley, seconded by Trustee Trahm to approve the revision to the Village of Waterloo intermunicipal agreement with the Town of Fayette for the use of the Village of Waterloo-WCC including all residents. All voted aye, carried.

Motion by Trustee Bartran, seconded by Trustee Trahms to approve two applicants for the Village of Waterloo – Water and Sewer Lateral Replacement (CDBG) Program as follows:
- 33 E. Kendig Street - $20,000
- 36 E. Water Street - $20,000

These applications were reviewed and recommended to the Village Board for approval by the grant administrators for this project, Thoma Development Consultants. All voted aye, carried.

Departmental Reports (Summary):
- **Mike Forde** - reported that installation of the drainage basin for Joanna Gould had been completed and DPW was working on a pressure issue on Locust Street.
- **Chief Chechak** – reported that new police officer (Boyd) was now in field training, hopefully to be completed in December. He also stated that he was working on the SRO needs. Finally, he hoped to seek grant funding for a second speed radar trailer due to demand.

Committee Reports (Summary):
- **Trustee Bartran** stated the there are several possible village code changes needed to be completed, such as E-Bikes and non-working water meters. Village Attorney, Dennis Benjamin stated that they would need to be drafted into a local law and presented to the public at a required public hearing before any action could be taken by the board.
- **Trustee Godley** reported that the village has current grant funding awarded of close to $20 million. They include canal improvements, downtown revitalization, and drainage improvements. He said that the village was certainly actively pursuing support for village improvements.
- **Trustee Trahms** thanked the DPW crew for providing some much-needed parking lot improvements. Also, for their clean-up of the recent accident in downtown Waterloo.

Motion by Trustee Butlak, seconded by Trustee Trahms to enter Executive Session on a legal matter with no actions planned. All voted aye. Executive Session began at 7:52pm.

Motion by Trustee Godley, seconded by John Butlak to end Executive Session with no actions taken. All voted aye, carried. Executive Session ended at 8:35pm.

Motion by Trustee Bartran, seconded by Trustee Trahms to adjourn the meeting. All voted aye, carried. Meeting adjourned at 8:37pm.

Respectfully submitted by

Donald D. Northrup
Village Clerk