

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025

RIVER AREA COUNCIL OF GOVERNMENTS

March 2025

MUNICIPAL MANAGEMENT MONTHLY ANNOUNCEMENTS



RACOG UPDATES

- **RACOG Economic Visioning Summit**

The summit will be on April 30, 2025 from 8:30 am to 2:00 pm. It will be located at Jefferson Lewis BOCES Howard G. Sackett Technical Center. Registration is free and you can register here: <https://tinyurl.com/racogeconomicsummit2025> (Agenda Included)

- **Student Activity & Outreach**

February 24, 2025 - Copenhagen Central School Board Meeting
February 27, 2025 - Lowville Academy Career Day - Mickey Dietrich, Jillian Lee, and Christopher Barboza
March 4, 2025 - AOT Seal of Civic Readiness Meeting
March 10, 2025 - Lowville School Board Meeting
March 20, 2025 - BOCES Career Day
? - Student Board Meeting
Student Survey - We have gotten about 45 surveys so far and have more coming from another school.

- **Water/Wastewater**

Wastewater Operator Training - Currently, BOCES is looking for an instructor to teach this course.

Water/Wastewater Operator - The village of Castorland is looking into a potential shared operator with other municipalities or to potentially hire a part-time operator.

- **RACOG Membership**

The village of Croghan as sent a letter to join RACOG and the town of Rutland has also expressed interest.

- **RACOG Associate Circuit Riders**

Paul Shepard is continuing as an associate for this year. Patrick Brady will be moving up to the commission staff in the near future. There has been interest from senior high school students in the position.



UPCOMING

Next RACOG Meeting

May 22, 2025 @ 6:00 PM

Town of Wilna Municipal Building

Registration is Open! Tug Hill

Commission LGC

March 31 & April 1, 2025

Turning Stone Resort

Register Online: [Click Here](#)

RACOG Economic Visioning Summit

April 30, 2025

Howard G. Sackett Technical Center

Register Online: [Click Here](#)

MetroCount

If you are interested in having traffic counts on any of your roads for 2025, you can contact Chris Barboza at the Tug Hill Commission at chris@tughill.org or you can [click here](#).

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TRAININGS

- **Wetland Webinar for Municipalities**

Training: The NYS Department of Environmental Conservation will host a wetlands webinar, Navigating New Waters: Understanding DEC's Freshwater Wetland Regulations for NY Municipalities,

Location: Webinar

Dates: March 5, 2025 10:00 a.m. to 11:00 a.m.

Website/Registration: [Click Here](#)

- **DEC Wetlands Regulations**

Training: The training session will provide an in-depth overview of the recent updates to the Article 24 Regulated Freshwater Wetlands Program regulations, which took effect on January 1, 2025.

Location: Lewis County Outdoor Services Building | 7356 East Rd Lowville, NY or Virtual

Dates: March 6, 2025 12:00 to 1:00 p.m.

Website/Registration: [Click Here](#) Virtual Registration

- **Erosion and Sediment Control Training**

Training: The Jefferson County Soil and Water Conservation District is hosting a NYS Department of Environmental Conservation (NYSDEC) approved Four-Hour Erosion and Sediment Control Training to help contractors and developers meet stormwater permit requirements.

Location: Gathering Barn at Old McDonald's Farm, 14369 County Route 145, Sackets Harbor

Dates: March 6, 2025 8:00 a.m. to 12:00 p.m.

Website/Registration: [Click Here](#)

- **RACOG Economic Visioning Summit**

Training: Economic Visioning Summit

Location: Howard G. Sackett Technical Center

Dates: April 30, 2025

Website/Registration: [Click Here](#)

GRANTS

- **Community Reforestation (CoRe) Grant Program**

Eligible projects include tree planting, site preparation, and protection from deer browse.

Due Date: March 12, 2025

Website: [Click Here](#)

- **ConnectALL Digital Equity Grant Applications Open**

This competitive initiative will provide two-year grants to organizations and partnerships working to bridge the digital divide through high-quality digital literacy training, device access programs, digital privacy skills development and inclusive support services.

Due Date: March 24, 2025

Website: [Click Here](#)

- **DEC's School Seedling Program**

Schools and youth education organizations across New York are invited to apply for 25 free seedlings through the School Seedling Program until March 28 to plant with students.

Due Date: March 28, 2025

Website: [Click Here](#)

- **Records Management Grants**

The New York State Archives has announced that they are now accepting applications for the 2025-2026 Local Government Records Management Improvement Fund (LGRMIF) grant cycle.

Due Date: March 31, 2025

Website: [Click Here](#)

- **EFC Green Innovation and Wastewater Grants**

New York State Environmental Facilities Corporation (EFC) recently announced the application period is open for the Green Innovation Grant and Wastewater Infrastructure Engineering Planning Grant programs.

Due Date: April 11, 2025

Website: [Click Here](#)

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TRAININGS

- **American Chestnut Research and Restoration Project**

Training: Join us for an exciting webinar with Dakota Matthews, molecular lab manager for the American Chestnut Research and Restoration Project at SUNY College of Environmental Science and Forestry, as we explore efforts to restore this iconic American tree.

Location: Webinar

Dates: March 12, 2025 6:00 p.m.

Website/Registration: [Click Here](#)

- **Small Wastewater Systems Funding**

Training: Join the Environmental Finance Center Network and their partners on March 18th.

Location: Webinar

Dates: March 18, 2025 1:00 p.m. to 2:00 p.m.

Website/Registration: [Click Here](#)

- **NYSLRS Record of Activities – Elected and Appointed Officials”**

Training: This webinar will explain how the New York State and Local Retirement System (NYSLRS) determines service credit for elected and appointed officials.

Location: Webinar

Dates: March 19, 2025 10:00 a.m. to 11:00 a.m.

Website/Registration: [Click Here](#)

GRANTS

- **Naturally Lewis Grant Applications**

Naturally Lewis has opened its 2025 grant applications for businesses, community organizations, school districts, and youth. Grant opportunities are available for projects that build business, support existing businesses experiencing unforeseen expenses, support startup entrepreneurs, small-scale projects, high school students, and vacant properties in downtown areas.

Due Date: Various Dates

Website: [Click Here](#)

- **SBA Loan Assistance and FEMA Disaster Aid**

Homeowners, residents, and businesses in the North Country can now apply for loans through the U.S. Small Business Administration (SBA) to aid recovery from severe weather events, including the remnants of Tropical Storm Debby and the flooding on July 10.

Due Date: Physical Property Damage - November 8, 2024 and Economic Injury - June 9, 2025

Website: [Click Here](#)

- **Cannabis Community Grants and Locator Maps Available**

The New York State Office of Cannabis Management (OCM) has announced availability of the first round of the Community Investment Program, funded by taxes on legal adult-use cannabis sales. In this first 2024 grant cycle, only 501(c)(3) nonprofit organizations who provide services for young people (individuals ages 0-24 years) in designated geographies of New York State are eligible to apply.

Due Date: Unknown

Website: [Click Here](#) or [Map Click Here](#)

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TRAININGS

- **Community Roundtables: Advancing Agrivoltaics in New York**

Training: American Farmland Trust and the Tug Hill Commission are hosting a series of roundtables to discuss agrivoltaics - integrating solar energy development and farming on the same piece of land.

Dates/Location: Roundtable #3: Wednesday, March 26, 2025, 6:00-8:00 p.m. @ Cornell Cooperative Extension of Jefferson County, 203 N Hamilton St, Watertown, NY 13601

Roundtable #4: Thursday, March 27, 2025, 6:00-8:00 p.m. @ Howard G. Sackett Technical Center, 5836 NY-12, Glenfield, NY 13343

Website/Registration: [Click Here](#)

- **Tug Hill Commission LGC**

Training: Local Government Conference

Location: Turning Stone Resort

Dates: March 31 - April 1, 2025

Website/Registration: [Click Here](#)

- **NYS Town Clerk's Association Conference**

Training: Clerk's Association Conference

Location: Marriott Downtown Syracuse

Dates: April 27 - 30, 2025

Website/Registration: [Click Here](#)

- **NYCOM Annual Meeting and Training School**

Training: NYCOM Annual Meeting and Training School

Location: Bolton Landing

Dates: May 28 - 30, 2025

Website/Registration: [Click Here](#)

GRANTS

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**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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DPW

- Took F-250 down to Caskettets to get the oil changed
- Picked up more Hypo for the month
- Snowblowed out Woodbatttle water plant and old water tower
- Cleaned out two storm drains on Cataract street
- Changed out stage one filters with new ones and stage two with prewashed
- Found curb stop at 9940 they said there water was froze
- Water withdrawal report is all done and sent out
- Took garbage truck up to Groffs it was knocking and black smoke was coming out the back
- Snowblowed front sidewalk and high lift station
- Changed air filter in blower at sewer plant
- Read all Village meters and Denmark's meters
- Moved snow from next to fuel tanks and old water tower
- Snowblowed out old water tower
- Moved snow from parking lot
- Checked storm drains on Cataract St. and Center St.
- Pushed snow up over at snow dump
- Monthly water reports sent to DOH for the month
- Topped off hydraulic oil in loader
- P&T were at water plant the transducer wire from the well #5 to the junkion box in the lawn was not good so they rana new wire from the well to the building for now
- Had to turn a Hydrant off down by high falls farm
- Put both flags back up to full staff
- Took water and sewer samples to Converse Labs for the month
- Replaced sink trap at sewer plant
- Took both plows off trucks for now
- Greased up plow on the F-450
- Did fire inspection for the month
- Snowblowed front sidewalk
- Swept out Garbage truck bay
- Brought down F-450 and put it in where the garbage truck was

THE VILLAGE GARBAGE TRUCK HAS BEEN BROKEN DOWN FOR A NUMBER OF WEEKS. DPW HAS BEEN USING A REGULAR F-450 TO HAUL GARBAGE AND RECYCLING. AS LATER DISCUSSED IN MEETING, DPW IS WORKING WITH CASTORLAND TO PURCHASE A SHARED GARBAGE TRUCK. THE TOWN OF PHILADELPHIA HAS AGREED TO HELP OUT ON A SHORT TERM BASES. THEY ASK THAT THEY BE PAID \$200 EVERY WEEK THAT THEY COME OUT HERE, AND TO TOP OFF THEIR TRUCK WITH DIESEL BEFORE THEY GO BACK.

RESOLUTION 18-2025

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE MAHAR, THAT THEY AGREE TO PHILADELPHIA'S TERMS OF \$200 EVERY GARBAGE DAY AND TO TOP OFF THEIR TRUCK WITH DIESEL BEFORE THEY GO BACK TO PHILADELPHIA.

| | |
|-------------------|-----|
| TRUSTEE VOGT | AYE |
| TRUSTEE BATES | AYE |
| TRUSTEE MAHAR | AYE |
| TRUSTEE ALEXANDER | AYE |
| MAYOR SOUVA | AYE |

ALL PRESENT IN FAVOR, MOTION CARRIED.

RESOLUTION 18-2025 APPROVED MARCH 12, 2025

BARTON & LOGUIDICE

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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March 12, 2025

Mr. Mark Souva, Mayor
 and Village Board
 Village of Copenhagen
 9915 State Route 12
 Copenhagen, NY 13626

Re: WWTF Disinfection and System Improvements
 Contract No. 1A – General Construction

Subj: Sixth Payment (Final)

File: 2110.001.001

Dear Mayor Souva and Village Board Members:

Enclosed please find one (1) copy of Payment Request No. 6 - Final for the above-referenced project for work done through January 8, 2025. The total amount of contract work and materials stored through the sixth (final) payment estimate is \$731,467.12. No retainage has been withheld as this is the final payment. The previous payments made to the contractor totals \$710,289.91. Therefore, the total amount due to the contractor for the sixth (final) payment is \$21,177.21.

At this time, we recommend that the Village approve and process the sixth (final) payment for this Contract in the amount of \$21,177.21 to John R. Dudley Construction, Inc.

Respectfully,

BARTON & LOGUIDICE, D.P.C.

Taylor J. Jennings, P.E.
 Managing Engineer

TJJ/ih

Enclosures

cc: Brian Dudley, Owner, John R. Dudley Construction, Inc.



2110.001.001 Contract No. 1A Rec. P#18#
 120 Washington Street, Suite 100, Watertown, NY 13601 • Office: 315-701-8810 • Fax: 315-451-0052 • bartonandloguidice.com



VILLAGE OF COPENHAGEN
DISINFECTION AND SYSTEM IMPROVEMENTS PROJECT
CONTRACT NO. 1 - GENERAL CONSTRUCTION
PAYMENT NO. 6 - Final

| ITEM NO. | DESCRIPTION | SCHEDULED VALUE | Pay App #6 | | QUANTITY COMPLETE TO DATE | VALUE COMPLETE TO DATE |
|---|------------------------------|---------------------|----------------------|-------------------|---------------------------|------------------------|
| | | | COMPLETE THIS PERIOD | VALUE THIS PERIOD | | |
| 1 | Muck Removal | \$70,000.00 | 0% | \$0.00 | 100% | \$70,000.00 |
| 2 | Administration | \$15,000.00 | 0% | \$0.00 | 100% | \$15,000.00 |
| 3 | Demolition | \$6,000.00 | 0% | \$0.00 | 100% | \$6,000.00 |
| 4 | Concrete Footing | \$12,000.00 | 0% | \$0.00 | 100% | \$12,000.00 |
| 5 | Concrete Walls | \$24,000.00 | 0% | \$0.00 | 100% | \$24,000.00 |
| 6 | Concrete Slab | \$18,000.00 | 0% | \$0.00 | 100% | \$18,000.00 |
| 7 | Chamfer Concrete | \$32,000.00 | 0% | \$0.00 | 100% | \$32,000.00 |
| 8 | Rebar Installation | \$20,000.00 | 0% | \$0.00 | 100% | \$20,000.00 |
| 9 | Grouting | \$14,000.00 | 0% | \$0.00 | 100% | \$14,000.00 |
| 10 | Wood Framing | \$28,000.00 | 0% | \$0.00 | 100% | \$28,000.00 |
| 11 | Roofing and Siding | \$22,000.00 | 0% | \$0.00 | 100% | \$22,000.00 |
| 12 | PIP Doors | \$11,000.00 | 0% | \$0.00 | 100% | \$11,000.00 |
| 13 | Effluent Storage | \$12,000.00 | 0% | \$0.00 | 100% | \$12,000.00 |
| 14 | Foundation Excavation | \$25,000.00 | 0% | \$0.00 | 100% | \$25,000.00 |
| 15 | Foundation Backfill | \$28,000.00 | 0% | \$0.00 | 100% | \$28,000.00 |
| 16 | Access Road | \$25,000.00 | 0% | \$0.00 | 100% | \$25,000.00 |
| 17 | Concrete Apron | \$2,500.00 | 0% | \$0.00 | 100% | \$2,500.00 |
| 18 | Site Remediation | \$4,000.00 | 0% | \$0.00 | 100% | \$4,000.00 |
| 19 | Fence | \$4,000.00 | 0% | \$0.00 | 100% | \$4,000.00 |
| 20 | Pipeline Install | \$52,000.00 | 0% | \$0.00 | 100% | \$52,000.00 |
| 21 | Perimeter Drain | \$3,000.00 | 0% | \$0.00 | 100% | \$3,000.00 |
| 22 | Mainline Installation | \$19,000.00 | 0% | \$0.00 | 100% | \$19,000.00 |
| 23 | Blowers and Piping | \$75,000.00 | 0% | \$0.00 | 100% | \$75,000.00 |
| 24 | Ultrasonic Sonar | \$7,000.00 | 0% | \$0.00 | 100% | \$7,000.00 |
| 25 | UV Installation | \$20,000.00 | 0% | \$0.00 | 100% | \$20,000.00 |
| 26 | Miscellaneous Work Allowance | \$2,820.87 | 0% | \$0.00 | 100% | \$2,820.87 |
| 27 | Change Order #2 | \$15,366.15 | 0% | \$0.00 | 100% | \$15,366.15 |
| 28 | Change Order #4 | -\$4,750.00 | 0% | \$0.00 | 100% | -\$4,750.00 |
| TOTALS | | \$731,467.12 | | \$0.00 | | \$731,467.12 |
| Original Contract Amount | | | | | | |
| Change Order Summary | | | | | | |
| Change Order No. 1 | | | | | | |
| Change Order No. 2 | | | | | | |
| Change Order No. 3 | | | | | | |
| Change Order No. 4 | | | | | | |
| Change Order No. 5 | | | | | | |
| Current Contract Amount | | | | | | |
| Total Work Completed and Materials Stored To Date | | | | | | |
| Less Retainage (0%) | | | | | | |
| Less Amount Certified Previously | | | | | | |
| AMOUNT DUE CONTRACTOR | | | | | | |

Approved by: Taylor J. Jennings, P.E.
 Managing Engineer

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
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APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

| | | | |
|--|---|--|---|
| TO OWNER: VILLAGE OF COPENHAGEN 9915, NY-12 (MAIN STREET) COPENHAGEN, NY, 13626 FROM CONTRACTOR: JOHN R. DUDLEY CONSTRUCTION, INC. PO BOX 3076, OSWEGO, NY 13126 | PROJECT: COPENHAGEN WWTF DISINFECTION & SYSTEM IMPROVEMENTS PRJ. CONTRACT NO. 1A - GENERAL VIA: BARTON & LOGUIDICE, D.P.C. 120 WASHINGTON ST - SUITE 100 WATERTOWN, NY 13601 | APPLICATION NO: 6 PERIOD TO: 01/08/25 PROJECT NO: CWSRF-C6-6036-02-00 CONTRACT DATE: 07/31/23 | Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ENGINEER |
|--|---|--|---|

CONTRACT FOR: CONTRACT NO. 1 - GENERAL CONSTRUCTION

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

| | | |
|--|----|-------------|
| 1. ORIGINAL CONTRACT SUM | \$ | 743,000.00 |
| 2. Net change by Change Orders | \$ | (11,532.88) |
| 3. CONTRACT SUM TO DATE (Line 1 + 2) | \$ | 731,467.12 |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) | \$ | 731,467.12 |
| 5. RETAINAGE: | | |
| a. 5 % of Completed Work (Column D + E on G703) | \$ | 0.00 |
| b. 5 % of Stored Material (Column F on G703) | \$ | 0.00 |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703) | \$ | 0.00 |
| 6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) | \$ | 731,467.12 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ | 710,289.91 |
| 8. CURRENT PAYMENT DUE | \$ | 21,177.21 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) | \$ | 0.00 |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Date: 1-06-2025

State of: New York County of: Oswego
 Subscribed and sworn to before me this 6th day of January, 2025
 Notary Public: Deborah A. Dudley, Notary Public, State of New York
 No. 01DU6005160
 My Commission Expires April 6, 2026
 My Commission Expires 4/6/2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|-----------------------------|--------------------|----------------------|
| Total changes approved | | (\$24,750.00) |
| in previous months by Owner | | (\$2,179.03) |
| Total approved this Month | \$15,396.15 | |
| TOTALS | \$15,396.15 | (\$26,929.03) |
| NET CHANGES by Change Order | \$15,396.15 | (\$26,929.03) |

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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CONTINUATION SHEET

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APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 6
APPLICATION DATE: 01/08/25
PERIOD TO: 01/08/25
PROJECT NO: C6-6036-02-00

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+F) | H % (G + C) | I BALANCE TO FINISH (C - G) | J RETAINAGE (IF VARIABLE RATE) |
|---------------|--------------------------|----------------------|-----------------------------------|-------------|---|---|----------------|--------------------------------|-----------------------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| 1 | MOBILIZE | \$30,000.00 | \$30,000.00 | \$0.00 | | \$30,000.00 | 100.00% | | \$1,500.00 |
| 2 | ADMINISTRATION | \$15,000.00 | \$15,000.00 | \$0.00 | | \$15,000.00 | 100.00% | | \$750.00 |
| 3 | DEMOBILIZE | \$6,000.00 | \$6,000.00 | \$0.00 | | \$6,000.00 | 100.00% | | \$300.00 |
| 4 | CONCRETE FOOTER | \$12,000.00 | \$12,000.00 | \$0.00 | | \$12,000.00 | 100.00% | | \$600.00 |
| 5 | CONCRETE WALLS | \$24,000.00 | \$24,000.00 | \$0.00 | | \$24,000.00 | 100.00% | | \$1,200.00 |
| 6 | CONCRETE SLAB | \$18,000.00 | \$18,000.00 | \$0.00 | | \$18,000.00 | 100.00% | | \$900.00 |
| 7 | CHANNEL CONCRETE | \$32,000.00 | \$32,000.00 | \$0.00 | | \$32,000.00 | 100.00% | | \$1,600.00 |
| 8 | REBAR INSTALLATION | \$20,000.00 | \$20,000.00 | \$0.00 | | \$20,000.00 | 100.00% | | \$1,000.00 |
| 9 | GRATING | \$14,000.00 | \$14,000.00 | \$0.00 | | \$14,000.00 | 100.00% | | \$700.00 |
| 10 | WOOD FRAMING | \$28,500.00 | \$28,500.00 | \$0.00 | | \$28,500.00 | 100.00% | | \$1,425.00 |
| 11 | ROOFING AND SIDING | \$23,000.00 | \$23,000.00 | \$0.00 | | \$23,000.00 | 100.00% | | \$1,150.00 |
| 12 | FRP DOOR | \$11,500.00 | \$11,500.00 | \$0.00 | | \$11,500.00 | 100.00% | | \$575.00 |
| 13 | EFFLUENT SAMPLER | \$12,000.00 | \$12,000.00 | \$0.00 | | \$12,000.00 | 100.00% | | \$600.00 |
| 14 | FOUNDATION EXCAVATION | \$23,500.00 | \$23,500.00 | \$0.00 | | \$23,500.00 | 100.00% | | \$1,175.00 |
| 15 | FOUNDATION BACKFILL | \$28,500.00 | \$28,500.00 | \$0.00 | | \$28,500.00 | 100.00% | | \$1,425.00 |
| 16 | ACCESS ROAD | \$25,000.00 | \$25,000.00 | \$0.00 | | \$25,000.00 | 100.00% | | \$1,250.00 |
| 17 | CONCRETE APRON | \$2,500.00 | \$2,500.00 | \$0.00 | | \$2,500.00 | 100.00% | | \$125.00 |
| 18 | SITE RESTORATION | \$8,000.00 | \$8,000.00 | \$0.00 | | \$8,000.00 | 100.00% | | \$400.00 |
| 19 | FENCE | \$8,000.00 | \$8,000.00 | \$0.00 | | \$8,000.00 | 100.00% | | \$400.00 |
| 20 | PIPELINE INSTALL | \$52,500.00 | \$52,500.00 | \$0.00 | | \$52,500.00 | 100.00% | | \$2,625.00 |
| 21 | PERIMETER DRAIN | \$3,000.00 | \$3,000.00 | \$0.00 | | \$3,000.00 | 100.00% | | \$150.00 |
| 22 | MANHOLE INSTALLATION | \$19,000.00 | \$19,000.00 | \$0.00 | | \$19,000.00 | 100.00% | | \$950.00 |
| 23 | BLOWERS AND PIPING | \$75,000.00 | \$75,000.00 | \$0.00 | | \$75,000.00 | 100.00% | | \$3,750.00 |
| 24 | ULTRA SONIC SENSOR | \$7,000.00 | \$7,000.00 | \$0.00 | | \$7,000.00 | 100.00% | | \$350.00 |
| 25 | UV INSTALLATION | \$220,000.00 | \$220,000.00 | \$0.00 | | \$220,000.00 | 100.00% | | \$11,000.00 |
| 26 | MISC WORK ALLOWANCE | \$2,820.97 | \$2,820.97 | \$0.00 | | \$2,820.97 | 100.00% | | \$141.05 |
| 27 | CHANGE ORDER #2 | \$15,396.15 | \$15,396.15 | \$0.00 | | \$15,396.15 | 100.00% | | \$769.81 |
| 28 | CHANGE ORDER #4 | (\$4,750.00) | (\$4,750.00) | \$0.00 | | (\$4,750.00) | 100.00% | | (\$237.50) |
| | | \$731,467.12 | \$731,467.12 | \$0.00 | \$0.00 | \$731,467.12 | 100.00% | \$0.00 | \$36,573.36 |

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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SECTION 00 63 63

CHANGE ORDER

Change Order No. 5

| | | |
|--|--|---------------------------|
| Date of Issuance: January 6, 2025 | | Effective Date: 1/8/25 |
| Owner: Village of Copenhagen | | Owner's Contract No.: |
| Contractor: John R. Dudley Construction Inc. | | Contractor's Project No.: |
| Engineer: Barton & Loguidice, D.P.C. | Engineer's Project No.: 2110.001.001 | |
| Project: WWTF Disinfection & Improvements | Contract Name: 1A – General Construction | |

The Contract is modified as follows upon execution of this Change Order:
Description: Final Over/Under. Credit back remaining Misc. Work Allowance

Attachments: None

| CHANGE IN CONTRACT PRICE | CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i> |
|--|---|
| Original Contract Price: \$ <u>743,000.00</u> | Original Contract Times: Substantial Completion: <u>Jan 27, 2024</u> Ready for Final Payment: <u>Feb 26, 2024</u> |
| Decrease from previously approved Change Orders No. 1 to No. 4 : \$ <u>9,353.85</u> | Increase from previously approved Change Orders No. 1 to No. 4: Substantial Completion: <u>155</u> Ready for Final Payment: <u>139</u> days |
| Contract Price prior to this Change Order: \$ <u>733,646.15</u> | Contract Times prior to this Change Order: Substantial Completion: <u>June 30, 2024</u> Ready for Final Payment: <u>July 14, 2024</u> |
| Decrease of this Change Order: \$ <u>2,179.03</u> | Increase Decrease of this Change Order: Substantial Completion: <u>125</u> Ready for Final Payment: <u>229</u> days |
| Contract Price incorporating this Change Order: \$ <u>731,467.12</u> | Contract Times with all approved Change Orders: Substantial Completion: <u>November 2, 2024</u> Ready for Final Payment: <u>February 28, 2025</u> |

| | | |
|--|---------------------------------|---|
| By: <u>[Signature]</u> Engineer (if required) | By: _____ Owner (Authorized) | By: <u>[Signature]</u> Contractor (Authorized) |
| Title: <u>Managing Engineer</u> | Title: <u>Mayor</u> | Title: <u>Secretary</u> |
| Date: <u>1/7/2025</u> | Date: _____ | Date: <u>1/7/2025</u> |

01.25
2110.001.001

CHANGE ORDER
00 63 63-1

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

RESOLUTION 19-2025

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, TO PAY JOHN R. DUDLEY THE 6TH AND FINAL PAYMENT FOR THE WWTF PROJECT; HE IS TO BE PAID \$21,177.21.

| | |
|-------------------|-----|
| TRUSTEE VOGT | AYE |
| TRUSTEE BATES | AYE |
| TRUSTEE MAHAR | AYE |
| TRUSTEE ALEXANDER | AYE |
| MAYOR SOUVA | AYE |

ALL PRESENT IN FAVOR, MOTION CARRIED.

RESOLUTION 19-2025 APPROVED MARCH 12, 2025

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

This is **EXHIBIT K**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **July 2, 2018**.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 8**

The Effective Date of this Amendment is: **March 12, 2025**.

Background Data

Effective Date of Owner-Engineer Agreement: July 2, 2018.

Owner: **Village of Copenhagen**

Engineer: **Barton & Loguidice, D.P.C.**

Project: **Wastewater Treatment Facility Disinfection and Improvements**

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

The Post-Construction phase services are billed on a time and expense basis reflecting actual services provided. The previously authorized budget of \$10,700.77 has been exhausted. This amendment proposes a fee increase of \$10,000 to the post-construction phase services to cover remaining project close-out work items including final contractor pay apps, finalization of as-built drawings once contractor redlines have been received, and coordination with NYSDEC for final WQIP grant disbursement.

This Amendment includes the reissuance of the following Agreement items to reflect all services and fees to be authorized by this Amendment and all previous authorizations:

Exhibit K – Amendment to Owner-Engineer Agreement

Exhibit C, Appendix 1 – Summary of Fees & Reimbursable Expenses Schedule

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

Agreement Summary:

| | |
|----------------------------------|----------------------|
| Original agreement amount: | \$ <u>22,900.00</u> |
| Net change for prior amendments: | \$ <u>184,200.00</u> |
| This amendment amount: | \$ <u>10,000.00</u> |
| Adjusted Agreement amount: | \$ <u>217,100.00</u> |

Change in time for services (days or date, as applicable): _____

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER: Village of Copenhagen

ENGINEER: Barton & Loguidice, D.P.C.

By: _____
Print
name: Mark Souva

By: Matthew J. Cooper
Print
name: Matthew J. Cooper

Title: Mayor

Title: Vice President

Date Signed: _____

Date Signed: March 12, 2025

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025

This is Appendix 1 to EXHIBIT C, consisting of 1 page, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated July 2, 2018.

Summary of Fees & Reimbursable Expenses Schedule—Amendment No. 8—March 12, 2025

(Fees in bold print indicate changes in fee amounts from previous contract amounts)

| Description of Service | Original Amount | Amendment 1 | Amendment 2 | Amendment 3 | Amendment 4 | Amendment 5 | Amendment 6 | Amendment 7 | Amendment 8 | Basis of Payment |
|---|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| 1. Study and Report Phase | | | | | | | | | | |
| a. Preliminary Engineering Reprt | \$22,900.00 | \$22,900.00 | \$22,900.00 | \$22,900.00 | \$22,900.00 | \$22,900.00 | \$22,900.00 | \$22,900.00 | \$22,900.00 | Lump Sum |
| 2. Basic Services | | | | | | | | | | |
| a. Preliminary Design Phase | TBD | \$85,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$35,000.00 | Lump Sum |
| b. Final Design Phase | TBD | \$17,500.00 | \$17,500.00 | \$17,500.00 | \$17,500.00 | \$17,500.00 | \$17,500.00 | \$17,500.00 | \$17,500.00 | Lump Sum |
| c. Bidding Phase | TBD | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | Lump Sum |
| d. Construction Phase | TBD | \$16,500.00 | \$10,500.00 | \$10,500.00 | \$18,500.00 | \$18,500.00 | \$18,500.00 | \$24,213.70 | \$24,213.70 | Hourly |
| e. Post-Construction Phase | TBD | \$9,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$10,700.77 | \$20,700.77 | Hourly |
| 3. Additional Services | | | | | | | | | | |
| a. Subcontract Administration | TBD | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,888.75 | \$2,888.75 | Hourly |
| b. Subcontracted Services | | | | | | | | | | |
| b.1 Subsurface Investigation | TBD | \$7,500.00 | \$7,500.00 | \$6,500.00 | \$6,500.00 | \$6,500.00 | \$6,500.00 | \$6,357.20 | \$6,357.20 | Hourly |
| b.2 Mapping | TBD | \$6,500.00 | \$6,500.00 | \$6,250.00 | \$6,250.00 | \$6,250.00 | \$6,250.00 | \$8,182.50 | \$6,152.50 | Hourly |
| b.3 Special Inspections & Testing | TBD | TBD | TBD | TBD | TBD | TBD | \$10,200.00 | \$3,428.15 | \$3,428.15 | Hourly |
| c. Verification of Existing Conditions | TBD | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | Hourly |
| d. Start-up | TBD | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | Hourly |
| e. Permits | TBD | \$3,000.00 | \$4,000.00 | \$4,000.00 | \$4,500.00 | \$7,000.00 | \$7,000.00 | \$5,120.50 | \$5,120.50 | Hourly |
| f. Funding Assistance | TBD | \$7,750.00 | \$9,750.00 | \$16,000.00 | \$25,000.00 | \$50,000.00 | \$50,000.00 | \$44,158.47 | \$44,158.47 | Hourly |
| g. Completed Const. Dwgs / O&M | TBD | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | Hourly |
| h. Reimbursable Expenses | TBD | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | Hourly |
| i. Other Additional Services | TBD | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | Hourly |
| 4. Resident Project Representative | TBD | \$23,750.00 | \$23,750.00 | \$23,750.00 | \$23,750.00 | \$23,750.00 | \$23,750.00 | \$19,679.96 | \$19,679.96 | Hourly |
| Total Estimated Contract Amount | \$22,900.00 | \$147,400.00 | \$150,400.00 | \$158,400.00 | \$169,400.00 | \$196,900.00 | \$207,100.00 | \$207,100.00 | \$217,100.00 | |

Reimbursable Expenses are subject to review and adjustment per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are delineated in the "Barton and Loguidice, D.P.C., Billing Rates Schedule for 2025" attached hereto.

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025

PROJECT BUDGET

Project Name: Village of Copenhagen
Wastewater Treatment Facility Disinfection and System Improvements Project

Date: 03/12/25
Revised:

| Funding Source(s) | Amount | Report No.: |
|-------------------|------------------------|-------------|
| DWSRF Loan | \$ 377,800.00 | 5 |
| WQIP Grant | \$ 622,200.00 | Actual: |
| | | Estimate: |
| SUB TOTAL: | \$ 1,000,000.00 | |

| ITEM | ORIGINAL BUDGET | MODIFIED BUDGET | PREVIOUS EXPENDITURES | EXPENDITURES THIS PERIOD | EXPENDITURES TO DATE | BALANCE REMAINING |
|--|------------------------|------------------------|-----------------------|--------------------------|----------------------|---------------------|
| A. ADMINISTRATIVE | | | | | | |
| 1. Local Counsel | \$ 5,000.00 | \$ 5,000.00 | \$ 1,092.60 | | \$ 1,092.60 | \$ 3,907.40 |
| 2. Bonding Counsel | \$ 5,000.00 | \$ 5,000.00 | | | \$ - | \$ 5,000.00 |
| 3. Work Force | | | | | | |
| Technical | | | | | \$ - | \$ - |
| Amdinistrative | | | | | \$ - | \$ - |
| 4. Fiscal Services | | | | | \$ - | \$ - |
| 5. Net Interest | | | | | \$ - | \$ - |
| 6. Miscellaneous | \$ 1,500.00 | \$ 1,500.00 | | | \$ - | \$ 1,500.00 |
| 7. Land Acquisition | | | | | \$ - | \$ - |
| Total A. Administrative | \$ 11,500.00 | \$ 11,500.00 | \$ 1,092.60 | | \$ 1,092.60 | \$ 10,407.40 |
| B. TECHNICAL SVCS. | | | | | | |
| Engineering Costs | | | | | | |
| Barton & Loguidice | | | | | | |
| 1. Basic Services | | | | | | |
| a. Preliminary Design Phase | \$ 35,000.00 | \$ 35,000.00 | \$ 35,000.00 | | \$ 35,000.00 | \$ - |
| b. Final Design Phase | \$ 17,500.00 | \$ 17,500.00 | \$ 17,500.00 | | \$ 17,500.00 | \$ - |
| c. Bidding Phase | \$ 7,000.00 | \$ 7,000.00 | \$ 7,000.00 | | \$ 7,000.00 | \$ - |
| d. Construction Phase | \$ 24,213.70 | \$ 24,213.70 | \$ 24,213.70 | | \$ 24,213.70 | \$ - |
| e. Post-Construction Phase | \$ 10,700.77 | \$ 20,700.77 | \$ - | | \$ - | \$ 20,700.77 |
| 2. Resident Project Representative | \$ 19,679.96 | \$ 19,679.96 | \$ 19,679.96 | | \$ 19,679.96 | \$ - |
| 3. Additional Services | | | | | | |
| a. Subcontract Administration | \$ 2,888.75 | \$ 2,888.75 | \$ 2,888.75 | | \$ 2,888.75 | \$ - |
| b.1. Subsurface Investigation | \$ 6,357.20 | \$ 6,357.20 | \$ 6,357.20 | | \$ 6,357.20 | \$ - |
| b.2. Mapping | \$ 6,152.50 | \$ 6,152.50 | \$ 6,152.50 | | \$ 6,152.50 | \$ - |
| b.3. Special Inspection | \$ 3,428.15 | \$ 3,428.15 | \$ 3,428.15 | | \$ 3,428.15 | \$ - |
| c. Verification of Existing Conditions | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | | \$ 1,500.00 | \$ - |
| d. Start up | | \$ - | \$ - | | \$ - | \$ - |
| e. Permits | \$ 5,120.50 | \$ 5,120.50 | \$ 5,120.50 | | \$ 5,120.50 | \$ - |
| f. Funding Assistance | \$ 44,158.47 | \$ 44,158.47 | \$ 44,158.47 | | \$ 44,158.47 | \$ - |
| g. Completed Const. Dwgs/O&M | \$ - | \$ - | \$ - | | \$ - | \$ - |
| h. Reimbursable Expenses | \$ 500.00 | \$ 500.00 | \$ 500.00 | | \$ 500.00 | \$ - |
| | | | | | \$ - | \$ - |
| Total B. Technical Svcs. | \$ 184,200.00 | \$ 194,200.00 | \$173,499.23 | \$0.00 | \$ 173,499.23 | \$20,700.77 |
| C. CONSTRUCTION | | | | | | |
| 1. General Contractor | \$ 738,396.15 | \$ 731,467.12 | \$ 710,289.91 | | \$ 710,289.91 | \$ 21,177.21 |
| 2. Electrical Contractor | \$ 64,300.00 | \$ 60,643.06 | \$ 60,643.06 | | \$ 60,643.06 | \$ - |
| | | | | | \$ - | \$ - |
| | | | | \$ - | \$ - | \$ - |
| Total C. Construction | \$ 802,696.15 | \$ 792,110.18 | \$ 770,932.97 | \$ - | \$ 770,932.97 | \$ 21,177.21 |
| D. CONTINGENCY | | | | | | |
| 1. Contingency | \$ 1,603.85 | \$ 2,189.82 | | | | |
| Total D. Contingency | \$ 1,603.85 | \$ 2,189.82 | | | | |
| Total - Project Costs | \$ 1,000,000.00 | \$ 1,000,000.00 | \$ 945,524.80 | \$ - | \$ 945,524.80 | \$ 54,475.20 |

THE BOARD HAS NOT AGREED TO THIS AMENDMENT. THEY ARE ASKING ONE OF THE ENGINEERS TO ATTEND NEXT BOARD MEETING FOR FURTHER EXPLANATION. IT WILL BE TABLED UNTIL THEN.

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025

BCA

WATER INFRASTRUCTURE PROJECT

MAKENZIE LEHMAN EXPLAINED THAT THE VILLAGES PRE-APPLICATION FOR THE NORTHERN BORDER REGIONAL COMMISSION GRANT HAS BEEN SUBMITTED. THE ACTUAL APPLICATION DEADLINE IS 4.18.25. THIS GRANT IS FOR 1.2 MILLION.

COPENHAGEN CARES

COPENHAGEN CARES MEETING

MARCH 20TH 18:00/6:00PM VILLAGE HALL

Anyone is Welcome!

TOPICS OF DISCUSSION:
MEMORIAL DAY ORGANIZATION
VETERAN FLAGS
VILLAGE FLOWER PLANTING

PROPERTY MAINTENANCE

PROPERTY MAINTENANCE OFFICER MCKEEVER IS ACTIVELY MONITORING THE VILLAGE. HE IS ALSO WORKING WITH COUNTY WITH CODE VIOLATIONS ON CERTAIN ESTABLISHMENTS IN THE VILLAGE.

FIRE DEPARTMENT

RUTLAND-NO UPDATE

COPENHAGEN FIRE DEPARTMENT INC-NO UPDATE

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025

VILLAGE OF COPENHAGEN , NEW YORK
ADVERTISEMENT FOR BIDS

VILLAGE OF COPENHAGEN WILL BE ACCEPTING
BIDS FOR THE FOLLOWING:

ISUZU TRUCK WITH
LOADMASTER ELITE CHASSIS
(GASOLINE ONLY)
OR THAT OF EQUAL MEASUREMENTS AND
VALUE.

YOU MAY EMAIL [CLERK@VILLAGEOF
COPENHAGEN.COM](mailto:CLERK@VILLAGEOF
COPENHAGEN.COM) OR PICK UP BID PACKET@
9915 STATE ROUTE 12, COPENHAGEN, NY 13626;
TUESDAY OR THURSDAYS 09:00-15:00. BIDS MUST
BE RECEIVED IN CLERKS HANDS NO LATER THAN
15:00 MARCH 27 OF 2025. VILLAGE OF
COPENHAGEN MAYOR, TRUSTEE, OR CLERK
RESERVE THE RIGHT TO ACCEPT OR REJECT
ANY OR ALL BIDS. PLEASE SPECIFY "**SEALED
BID**" ON THE ENVELOPE.

BIDS WILL BE OPENED MARCH 27, 2025 18:00, AT
A VILLAGE OF COPENHAGEN SPECIAL MEETING,
IN THE VILLAGE HALL, 9915 STATE ROUTE 12,
COPENHAGEN, NY 13626.

MAILING ADDRESS: VILLAGE OF COPENHAGEN
ATTN: CLERK AUGUSTINE
PO BOX 237
COPENHAGEN, NY 13626

THANK YOU
CLERK AUGUSTINE
3.13.25

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

THE BOARD ALSO DISCUSSED THIS TRUCK WILL BE PURCHASED WITH CASTORLAND. THE TWO VILLAGES ARE WORKING ON A 'SHARED SERVICES' PLAN; THE PLAN INTENDS TO EASE TAX PAYER MONEY, ON THE PURCHASE OF GARBAGE TRUCK.

THE BOARD IS ALSO CURRENTLY WORKING ON AN IMA WITH CASTORLAND, FOR COPENHAGEN'S DPW TO RUN THEIR WATER PLANT. CASTORLAND IS CURRENTLY UNDER CONTRACT WITH DANC; WHOM PLANNED ON RAISING THEIR CONTRACT COST SUBSTANTIALLY, AS TO WHERE THE VILLAGE COULD NO LONGER AFFORD DANC'S WATER & SEWER SERVICES.

OSC AUDIT RESPONSE

IN ORDER TO STAY IN COMPLIANCE WITH OSC AND THEIR RECENT AUDIT, THE BOARD MUST PREPARE A CORRECTIVE ACTION PLAN OF RESPONSE TO THEIR S9-25-15 DECEMBER 2024 PUBLICATION.

Village of Copenhagen

Corrective Action Plan

(CAP)

S9-24-15 1 December 2024

The Village Board has incorporated its Written Response in this CAP.

We want the taxpayers reading and reviewing this report to know that the Village Board, because of the changes made in Elected Officials and staff, adding accounting software, and hiring an accounting firm has contributed to a reduction of the Tax rate by \$1.00/1000 in 3 years. The diligent work of the Village Board and its Staff has made this reduction possible. The Village Board and staff are committed to the effective and prudent use of taxpayer monies.

The Village Board of Trustees has reviewed the findings of the Auditors and recognizes the findings. The change of staffing of the Mayor, Village Clerk/Treasurer, and DPW Superintendent has contributed to these findings. As a result of these findings, the Village Board along with the Staff will address them with the following actions:

1. Conducting the annual audit of the CFO's records and reports or causing the audit to be performed.

- The Village Board has appointed 2 trustees to audit the CFO's records monthly.

- 2 Trustees will be appointed each year at the June monthly meeting, to serve as the monthly auditors for the fiscal year, June 1 to May 31.

- The Trustees performing the Audit will use the provided checklist in performing the monthly audit.

2. Ensuring the CFO prepares and files the AFR

- The CFO is now caught up on AFR filings

- The Village Board and CFO will work with the accountants to prepare and file the Annual Financial Report (AFR) within 30 days of the close of the Fiscal year (May 31st of each year)

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025

The delays of the Annual Financial Reports were due to the transition from a manual accounting system to the municipal software by Williamson Law. The Village board decided to move to this municipal software program to provide consistent and more accurate monthly accounting. The board has also hired a local accounting firm to assist the Clerk/Treasurer with filing the reports. Moving to the municipal software was critical for them to be able to assist us. At this time, the AFR for 2022 should now be on file and the 2023 is close to completion. We will also ensure that the reports are placed on the Village Web Site for residents to access, the reports are always available upon request at the village office. Residents are encouraged to ask questions, and our board has an open forum during regular board meetings where the public can ask questions about any financial matters.

3. Notifying the public that the AFR is available and posting the AFR to the Village's website

- The Village Board and CFO will ensure that posting of the AFR filing is made in our Official News Paper.
- The Notification will be to inform the public that the AFR is available on the Village of Copenhagen Website <https://copenhagen.racog.org> and that copies can be obtained at the Village office during business hours, or by request from the Village Clerk, clerk@villageofcopenhagen.com.

4. Attending applicable and beneficial training sessions to obtain a better understanding of its duties. Training provided by OSC can be found at www.osc.ny.gov/localgov/academy/index.htm

- The Village Board provides for training through the annual budget.
- The Village Board and all staff will take advantage of training opportunities throughout the year both online and in person whenever possible.
- The Clerks office has some OSC bulletins available and The Village Board and staff will be made aware of the OSC Website for Guidance Bulletins . - <https://www.osc.ny.gov/local-government/resources>

5. Ensure all purchases are supported with adequate documentation

- The Village Board reviews and approves each invoice (including paid priors) at each monthly board meeting. Vouchers are prepared and abstracts are provided for review and approval by the Board of Trustees. Bills/Invoices must be approved with their corresponding vouchers before payment is issued, paid priors are reviewed and approved as well..

The new municipal software has been used to generate reports for the monthly meetings to allow all board members to get accurate information regarding the financial transactions and balances of the Village accounts. This is a practice that is new to our Village, and started in fall of 2023. Two board members will be working with the Clerk/Treasurer to complete a monthly audit/review of the records. The monthly reports have all documents associated with the transactions and a closer examination will be done during the monthly audit. All questions are addressed during the meetings in public prior to any approval of payment of bills by the Village Board, this includes and is not limited to a verification of the budget line items the bills will be paid from to ensure that adequate funds exist in the correct line item to make payment.

6. Ensure an accurate and up-to-date fixed asset inventory listing is maintained.

- A list of all assets will be kept in the Village Clerks office
- The list of inventory will be updated as purchases are made

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

- The Board of Trustees will review the inventory lists biannually, at the June and January board meetings. It will be noted in the Board Meeting Minutes that the review was completed.

The board will also be working with the DPW department in completing the fixed asset of the Village Equipment. This also includes the Village Hall along with the Sewer and two Water Plants. The DPW department has been tasked with keeping this inventory up to date, adding new items to the appropriate inventory list as purchases are made and require a biannual review of the inventory lists by the village board.

7. Provide accurate and complete financial reports to the Board.

- Reports are generated for the Board of Trustees review at all monthly meetings

- The Reports include a Treasurer’s Report, Abstracts, and budget line item updates.

The new municipal software has been used to generate reports for the monthly meetings to allow all board members to get accurate information regarding the financial transactions and balances of the Village accounts. This is a practice that is new to our Village, and started in fall of 2023. Two board members will be working with the Clerk/Treasurer to complete a monthly audit/review of the records. The monthly reports have all documents associated with the transactions and a closer examination will be done during the monthly audit. All questions are addressed during the meetings in public prior to any approval of payment of bills by the Village Board, this includes and is not limited to a verification of the budget line items the bills will be paid for to ensure that adequate funds exist in the correct line item to make payment.

"We are an equal opportunity employer and provider."

8. Prepare and file the AFR with OSC as required

- The Village Board, CFO and Staff are committed to the timely filing of all required reports

- The Village Board will request a status update for the AFR at the Regular board Meeting in June (2nd Wednesday of the month), to ensure the timely filing of the report within 30 days of the close of the previous Fiscal Year ending May 31.

A MOTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE ALEXANDER, TO SEND THE CORRECTIVE ACTION PLAN.

| | |
|-------------------|-----|
| TRUSTEE VOGT | AYE |
| TRUSTEE BATES | AYE |
| TRUSTEE MAHAR | AYE |
| TRUSTEE ALEXANDER | AYE |
| MAYOR SOUVA | AYE |

ALL PRESENT IN FAVOR, MOTION CARRIED.

APPROVED MARCH 12, 2025

WINDSTREAM- NO UPDATE

ANCA- NO UPDATE

LED LIGHTS- NO UPDATE

THE SPEED SIGN FOR THE SCHOOL HAS ARRIVED, AND THEY PLAN TO INSTALL IT THIS SPRING.

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

SPRING

CULVERT REPAIR- SPRING
DEER RIVER RETAINING WALL- SPRING
LEWIS COUNTY DRAINAGE- SPRING

NEW BUSINESS

VILLAGE BUDGET

THE MAYOR AND BOARD OF TRUSTEES WILL HOLD A BUDGET WORKSHOP MARCH 27TH AT 17:30/5:30 PM.

WATER & SEWER OVERPAYMENT

MR. MARTIN OF STATE ROUTE 12, HAS OVERPAID HIS WATER AND SEWER BILL BY \$260.39, THROUGH THE ONLINE PORTAL. HE HAS ASKED IF HE CAN GET A REFUND FOR THAT AMOUNT.

RESOLUTION 21-2025

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE MAHAR, TO REFUND MR. MARTIN THE DIFFERENCE OF HIS OVERPAYMENT FOR \$260.39.

| | |
|-------------------|-----|
| TRUSTEE VOGT | AYE |
| TRUSTEE BATES | AYE |
| TRUSTEE MAHAR | AYE |
| TRUSTEE ALEXANDER | AYE |
| MAYOR SOUVA | AYE |

ALL PRESENT IN FAVOR, MOTION CARRIED.

RESOLUTION 21-2025 APPROVED MARCH 12, 2025

RETENTION OF RECORDS

THE CLERK IS REQUESTING THAT FOLLOWING RECORDS BE DESTROYED. THE RECORDS ARE PAST THE RETENTION DATE.

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

Vouchers- June 2016-May 2017
 June 2017-May 2018

Receipts Jan. – Dec. 2017
 Jan. -Dec. 2018

See Attachment for Miscellaneous box

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025

CONGRESSIONALLY DIRECTED SPENDING

I hope you are well. I am putting together a list of projects for Congressionally Directed Spending applications (which are very easy to prepare, though highly competitive, so worth throwing things at the wall to see what sticks). Referencing our office's ongoing community projects list, I wondered about submitting an application in support of any of the following projects in the Village:

- Sidewalks/Complete Streets,
- Fire Hydrants/water system connection to West Carthage
- Street Trees
- Digital Radar (was this intended for use at/by the school?)

Are any of these projects you'd be interested in pursuing? If so, and if you are interested in having me apply for funds to support the project, could you please take a look at the attached questions and return them to me **prior to March 24th** for any / all of these projects, and I will prepare the initial application for you. Specifically, I would need answers to the questions **highlighted in yellow**, as well as ranking the projects by priority, and the rest I could complete on your behalf. Please note that the grant may require up to a 25% project funds match, which of course could potentially be covered with supplemental grant funds. **The final application is due March 31st.**

Then, if you were to make it to next stages of grant consideration you would be contacted directly by the Congressional Office to gather supplemental information and application materials, and proceed with the project from there.

THERE WAS DISCUSS TO PARTICIPATE, AND FILL OUT APPLICATION FOR EXTENDING VILLAGE SIDEWALKS.

OPEN FORUM

FINANCIALS

TREASURER REPORT

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

02/11/25 16:57:28

MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF COPENHAGEN:

The following is a detailed statement of all moneys received AND disbursed BY me during the month of January, 2025:

DATED: February 11, 2025

TREASURER

| | Balance 12/31/24 | Increases | Decreases | Balance 01/31/25 |
|----------------------------------|---------------------|------------|------------|---------------------|
| A GENERAL FUND - TOWNWIDE | | | | |
| CASH - CHECKING | 110,468.40 | 0.00 | 13,525.93 | 96,942.47 |
| CASH - SAVINGS | 572,844.76 | 13.42 | 0.00 | 572,858.18 |
| PETTY CASH | 212.27 | 0.00 | 0.00 | 212.27 |
| TOTAL | 683,525.43 | 13.42 | 13,525.93 | 670,012.92 |
| F WATER FUND | | | | |
| CASH - CHECKING | 129,542.43 | 126,125.05 | 111,751.14 | 143,916.34 |
| CASH - SAVINGS | 123,172.97 | 0.00 | 0.00 | 123,172.97 |
| TOTAL | 252,715.40 | 126,125.05 | 111,751.14 | 267,089.31 |
| G SEWER FUND | | | | |
| CASH - CHECKING | 175,163.71 | 222,492.38 | 111,919.01 | 285,737.08 |
| CASH - SAVINGS | 101,291.66 | 0.00 | 0.00 | 101,291.66 |
| TOTAL | 276,455.37 | 222,492.38 | 111,919.01 | 387,028.74 |
| H CAPITAL FUND | | | | |
| CASH - CHECKING | -111,246.19 | 111,246.19 | 0.00 | 0.00 |
| CASH - SAVINGS | 733,134.18 | 0.00 | 711,246.19 | 21,887.99 |
| TOTAL | 621,887.99 | 111,246.19 | 711,246.19 | 21,887.99 |
| SF FIRE DISTRICT | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 0.00 | 0.00 | 0.00 | 0.00 |
| TA TRUST & AGENCY | | | | |
| CASH - CHECKING | 93.17 | 14,198.75 | 9,647.95 | 4,643.97 |
| TOTAL | 93.17 | 14,198.75 | 9,647.95 | 4,643.97 |
| TOTAL ALL FUNDS | 1,834,677.36 | 474,075.79 | 958,090.22 | 1,350,662.93 |

PAY BILLS

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

02/12/25 14:01:16

**VILLAGE OF COPENHAGEN
Abstract of Unaudited Vouchers
WATER FUND**

Total Claims: \$4,389.05 02/01/25 Number 009

| Voucher # | Claimant | Account # | Amount | Check | Date |
|-----------|---|-----------|----------|-------|------|
| 385 | USA Blue Book INV00590870 1.13.25/GLOVES & FREIGHT | F8320.4 | 285.37 | | |
| Total: | | | 4,389.05 | | |

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 12, 2025**

ADJOURNMENT

A MOTION WAS MADE BY TRUSTEE MAHAR AND SECONDED BY TRUSTEE ALEXANDER TO ADJOURN MARCH 12TH, 2025 BOARD MEETING.

| | |
|-------------------|-----|
| TRUSTEE VOGT | AYE |
| TRUSTEE BATES | AYE |
| TRUSTEE MAHAR | AYE |
| TRUSTEE ALEXANDER | AYE |
| MAYOR SOUVA | AYE |

ALL PRESENT IN FAVOR, MOTION CARRIED.

**APPROVED MARCH 12, 2025
ADJOURNMENT @19:55:00/7:55 PM**

**NEXT MEETING APRIL 9TH
SEE YOU THEN!**

KIMBERLY AUGUSTINE-VILLAGE CLERK