

**Village of Boonville Board of Trustees**  
**13149 State Route 12**  
**Boonville, NY 13309**

**Meeting of January 10, 2023**  
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**Present:**

Mayor Dellerba, Trustees Satterly, Stabb and Stanford, Treasurer/Grant Administrator Kaiding, Street Superintendent Richard Welch, OIC Fred Robenski, Firefighter David Smith, Fire Chief David Pritchard, Jr., Transfer Site Foreman James Brach, WWTP Foreman Lucas Kafka, Attorney Young and Clerk Lee. Absent: Trustee Brach. Visitors: Boonville Environmental Council members: Tyme Ferris and Rick Greene, Eric McIntyre and Joe Rowlands of NOCCOG.

**Meeting:** Mayor Dellerba called the meeting to order at 7:00 PM with the Pledge of Allegiance.

**Minutes:**

Motion by Trustee Satterly, seconded by Trustee Stanford to approve the regular meeting minutes of December 13 and the public hearing and special meeting minutes of December 21, 2022 as presented. Ayes – Trustees Satterly, Stanford, Stabb and Mayor Dellerba; nays – none. Motion carried.

**Visitors:**

Boonville Environmental Council (BEC)- Mr. Tyme Ferris, Chairman for the Boonville Environmental Council, spoke on behalf of the council and mentioned several items. The council has decided to hold monthly meetings on the 3<sup>rd</sup> Wednesday of the month. The BEC also asked permission to utilize the Village's SAM (Systems Awards Management) number. Treasurer Kaiding updates the Village's information for the SAM registration each year, it is a number required to allow entities to apply for federal grants. Attorney Christopher Warren, also the Treasurer for the BEC, inquired of the use of the Village's SAM and EIN numbers from Treasurer Kaiding to be used to apply for grants for the council. A motion was made by Trustee Stabb, seconded by Trustee Satterly to allow Attorney Christopher Warren to utilize the Village's SAM and EIN numbers, in escrow, for grant applications on behalf of the Boonville Environmental Council. Additionally, Mr. Warren must submit a letter, in writing or via email, to the Village of Boonville, identifying himself as the Treasurer and attorney of the BEC. Ayes – Trustees Stabb, Satterly, Stanford and Mayor Dellerba; nays – none. Motion carried.

Pantheon Perspective- Mr. Ferris spoke briefly regarding the change in name of this organization to now: Pantheon Perspective. Mr. Ferris spoke of a new Part 119, titled Municipality Rulemaking, cannabis rules and regulations.

NOCCOG- Mr. Joe Rowlands, circuit rider for NOCCOG, mentioned several items from the January newsletter.

**Correspondence:**

Fire Inspection Report T/V Office Building – Joseph Pfeiffer, Jr. – Fire Inspector- Town Supervisor David Stocklosa presented Clerk Lee with the fire inspector's report for the Town/Village Office Building. The only non-conformity reported was an exit sign needing to be repaired or replaced in the village conference room.

Request for the use of Erwin Park by the Boonville Snow Festival- A request was received from Lisa Stanford, on behalf of the Boonville Snow Festival, for the use of Erwin Park during the weekend of January 27-29 for a snowman building contest to be held. A motion was made by Trustee Stabb, seconded by Trustee Satterly to approve of the request to utilize Erwin Park for the snowman building contest as presented. Ayes – Trustees Stabb, Satterly, Stanford and Mayor Dellerba; nays – none. Motion carried.

NYS Tughill Commission's 32<sup>nd</sup> Annual Local Government Conference- The annual conference this year will be held at the Turning Stone Conference Center, Verona, NY on Thursday, April 6, 2023 from 7:30am – 4:00pm. Interested board members may contact Clerk Lee for details and registration for the conference.

**Department Reports:**

Grants & Treasurer- Treasurer Kaiding presented the board with the November and December Treasurer's Reports for review. A motion was made by Trustee Satterly, seconded by Trustee Stabb to accept the November and December Treasurer's Reports as presented. Ayes – Trustees Satterly, Stabb, Stanford and Mayor Dellerba; nays – none. Motion carried.

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Oneida Co. Flood Mitigation funding/Bridge NY funding- Grant Administrator Kaiding prepared a request for quotes (RFQ) for permitting costs to repair/replace the E. Schuyler Street culvert. The following companies submitted quotes:

BCA	\$4,000.00 (with a menu of added items if needed)
Barton & Loguidice	\$13,800.00
GPI	\$15,000.00

After review and discussion of quotes submitted, no action was taken at this time.

Grant Administrator Kaiding stated that the Village was awarded the following grants: Smart Growth - \$40,500 to update the 2009 Town/Village comprehensive Plan; NYS Parks – EPF - \$328,124 grant to update Erwin Park per 2019 Planning Document: amphitheater stage and seating; tennis court resurfacing; renewed entrance to the park from Route 12 and boardwalk/dock and boat entrance to Black River Feeder Canal from the park for the entrance for kayaks and canoes. Pending applications: WWTP: \$1,000,000 WQIP grant application submitted 7/29/22; \$3,000,000 FEMA grant application was submitted 5/15/22. Grants currently being administered: USDA/RD – working with financial agencies, bond counsel and auditor for financing on \$12.4M bond; OC Main Street grant \$500,000; OC Flood Mitigation – Lansing Place \$100,000; WIIA - \$1,000,000; EFC - \$1,200,000; Sawyer Foundation \$3,000; ARPA \$119,442.35; NYS Parks \$328,124; EFC Smart Growth - \$40,500; Bridge NY - \$971,000 – summit Street culvert that carries Mill Creek.

Police- OIC Robenski presented his monthly report to the board prior to the meeting. In the month of December, a total of 179 calls for service were answered. OIC Robenski presented three estimates for front suspension repair on the Ford Explorer patrol vehicle:

Bulldog Automotive	\$352.20
Eli Auto & Towing	\$361.66
Crill's Service & Tires	\$420.28

A motion was made by Trustee Stanford, seconded by Trustee Stabb to accept the lowest estimate presented for suspension repair to the Ford Explorer police vehicle in the amount of \$352.20 by Bulldog Automotive. Ayes – Trustees Stanford, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried.

OIC Robenski stated that any new police officers hired after 10/16/2021, NYS requires a psychological evaluation. DCJS Public Safety Psychologist Dr. David Kelley was contacted and he advised the cost will be \$325.00 per new hire for the required evaluation.

Streets- Supt. Welch emailed the board his December 18, 2022 – January 7, 2023 report prior to the meeting. The street department: organized and cleaned up street garage; new sander chain on the #11 (2015 GMC 3500 dump truck); hauled Main Street snow banks for the holidays; plowing continues; repaired Mahindra gear box for the snowblower; hauled parking lot and intersections; pushed off at snow dump; picked up Christmas trees; serviced #6 (1995 Ford F700). Supt. Welch requested to purchase rear tires for #26 (2005 Freightliner dump truck) at a state contract price of \$1,977.24. A motion was made by Trustee Stabb, seconded by Trustee Stanford to purchase the tires from Crill's Service & Tires at a cost of \$1,977.24. Ayes – Trustees Stabb, Stanford, Satterly and Mayor Dellerba; nays – none. Motion carried. Supt. Welch also mentioned that the #26 truck will be going in to Crill's Service & Tires on 1/19/23 for clutch repairs.

WWTP- Ken Scherrieble emailed a December report to the board ahead of the meeting. Jim Rathbun 3A, Operator has joined the Camden Group and is working with Lucas and Noah at the WWTP with Ken; sludge haulers can now come back in; no overflows for 2022; pump station for Tops Plaza went down on December 23<sup>rd</sup> – Lucas pulled both pumps found one of the rails broken – quotes are forthcoming to repair the rail system; in the month of December 18.46 tons of sludge was sent to the landfill; two sewer calls in December: intersection of Main and E. Schuyler – it was a homeowner issue; 129 West Street on Christmas Day – again ended up being homeowner issue; NYS DOT still having the sewer department conduct two days-worth of mark-outs and they still have several more to be done; Jesse from B & L is requesting that we work with them to map out the rest of the manholes in the system; in 2022 6,157 feet of main has been jetted and 2,200 feet was maintenance and the rest had to do with clogs and in the end approximately 90% was really a homeowner issue. The plant is running normally and in compliance with all SPDES permit limits. Foreman Kafka, respectfully

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asked the board to consider having the park purchase the sewer truck that they have been using for approximately the past two years. Foreman Kafka mentioned that the Kelley Blue Book price on the truck was between \$17-\$20,000 for a truck of the same in good condition. Foreman Kafka also stated that he felt that this particular truck was not in “good” condition as it stands right now. A motion was made by Trustee Stabb, seconded by Trustee Satterly to approve of the transfer of \$7,500.00 in funds from the General Fund line A7180.2 to the WWTP Fund line G2650. Ayes – Trustees Stabb, Satterly, Stanford and Mayor Dellerba; nays – none. Motion carried. Foreman Kafka presented the following quotes for the purchase of (2) Dewalt 20-volt grease guns with charger and battery:

Opdyke	\$299.00
Hughes Hardware	\$296.00
Tractor Supply	\$299.00

A motion was made by Trustee Stanford, seconded by Trustee Satterly to approve of the purchase of (2) Dewalt Grease guns from Hughes Hardware at a cost of \$296.00 each. Ayes – Trustees Stanford, Satterly, Stabb and Mayor Dellerba; nays – none. Motion carried.

Fire- A report was submitted for the month of December and a 2022 summary report, both reports were sent to the board via email, prior to the meeting. In the month of December, a total of 12 calls were answered for service: 5 of the calls were in the Village and 7 were attended in the Town of Boonville.

Zoning & Codes- CEO/ZEO Doolittle provided a December report via email, for the board to review. During the month of December, CEO/ZEO Doolittle conducted 6 inspections and 6 site visits. CEO/ZEO Doolittle requested to purchase (2) 4-drawer filing cabinets for the codes and zoning office. No action was taken at this time.

**Old Business:** None.

**New Business:**

Volunteer Firefighter & Ambulance Worker Property Exemption legislation- The board briefly discussed the new legislation from NYS regarding an exemption on property taxes for volunteer firefighters and ambulance workers. A motion was made by Trustee Stanford, seconded by Trustee Satterly to schedule a Public Hearing for proposed Local Law No. 1-2023 Enacting a Property Tax Exemption for Volunteer Firefighters and Ambulance Workers for Tuesday, January 24, 2023 at 6:45PM. Ayes – Trustees Stanford, Satterly, Stabb and Mayor Dellerba; nays – none. Motion carried.

2023 Organizational Meeting Items-

**2023-2028 Board Appointments:**

Municipal Commission Board	David Ernst
Village Planning Board Chairman	Anthony Ripp
Village Planning Board	Jeremiah Palczynski
Village Planning Board	Peter Barrett
Boonville Housing Authority	Cynthia Shanks
Boonville Environmental Council	Martin Falvey

**2023 Annual Appointments:**

Deputy Mayor	Kenneth Stabb
Treasurer/Grants Administrator	Lisa Kaiding
Deputy Treasurer	Wendy Lee
Village Clerk	Wendy Lee
Deputy Village Clerk	Lisa Kaiding
Street Superintendent	Richard Welch
Zoning/Codes Enforcement Officer	Kenneth Doolittle
Village Attorney	Jessica Young
Official Depositories	Community Bank NA & Adirondack Bank
Official Newspaper	Boonville Herald & Daily Sentinel



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**2023 Village Department Commissioners**

Fire Department	Trustee Stanford
Parks & Trees	Trustee Brach
Police	Mayor Dellerba
Sewers & Sewage Treatment Plant	Trustee Stabb
Streets	Trustee Stabb
Transfer Site	Trustee Satterly
Boonville Housing Authority Liaison	Trustee Satterly

**Dates for Village Board Meetings:** 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7:00 pm.

**Date for Village Planning Board Meetings:** 3<sup>rd</sup> Monday each month at 7:00 pm.

**Date for next Organizational Meeting:**

First regular meeting in January - Tentatively scheduled: Tuesday, January 9, 2024

**Rules of Meeting Procedure:** Per NYCOM.

**Procurement Policy:** Including 2023 IRS Standard Business Mileage rate: \$.65.5 cents per mile.

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A motion was made by Trustee Satterly, seconded by Trustee Stabb to accept Mayor Dellerba's 2023 Organizational items and appointments as presented. Ayes – Trustees Satterly, Stabb, Stanford and Mayor Dellerba; nays – none. Motion carried.

**Boonville Area Chamber of Commerce-** Trustee Stanford expressed her concerns regarding the Boonville Area Chamber of Commerce. In February each year, as a part of the Village's annual budget preparation process, Treasurer Kaiding sends requests for financial documents from all entities requesting to receive donations from the Village.

**Executive Session-** A motion was made by Trustee Stabb, seconded by Trustee Stanford to enter Executive Session at 8:32 pm to discuss matters pertaining to pending litigation. At this time all meeting attendees exited the meeting with the exception of Treasurer Kaiding. Ayes – Trustees Stabb, Stanford, Satterly and Mayor Dellerba; nays – none. Motion carried. The meeting returned to regular session at 8:50 pm. No decisions were made.

**Bills & Payroll-** A motion was made by Trustee Stanford, seconded by Trustee Satterly to approve the bills of abstract #14, #15 and #9 – Trust & Agency and the payrolls for the weeks of: December 11<sup>th</sup>, 18<sup>th</sup>, and 25, 2022 and January 1, 2023 as presented. Ayes – Trustees Stanford, Satterly, Stabb and Mayor Dellerba; nays – none. Motion carried.

Gen. Fund	Abs #14	\$7,763.91	Vou: #285-294
Gen. Fund	Abs #15	\$18,603.13	Vou: #295-322
WWTP Fund	Abs #14	\$1,744.98	Vou: #78-79
WWTP Fund	Abs #15	\$10,644.05	Vou: #80-87
Transfer Site	Abs #14	\$1,826.49	Vou: #65-68
Transfer Site	Abs #15	\$23,056.53	Vou: #69-73
Trust & Agency	Abs #9	\$553.76	Vou: #22-23

**Adjournment:** There being no other business, a motion was made to adjourn at 8:52 pm by Trustee Satterly, seconded by Trustee Stabb. Ayes – Trustees Satterly, Stabb, Stanford and Mayor Dellerba; nays – none. Motion carried.

*Wendy Lee*  
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Wendy Lee, Village Clerk