

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

Meeting of April 8, 2025
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Present:

Mayor Dellerba, Trustees Andrews, McIntyre, Satterly, Stabb, Treasurer/Grant Administrator Lisa Kaiding, Street Superintendent, Richard Welch, Transfer Site Foreman James Brach, Police Chief David Olney, Fire Chief David Pritchard, Jr., Firefighter Nick Amicucci, WWTP Employee Zachary Kirkbride, Attorney Young, and Clerk Lee. **Absent:** None.

Visitors: John Healt – NOCCOG-briefly discussed the April announcements.

Sharon Cihocki representing BYAA- Ms. Cihocki briefly discussed with the board that the BYAA was intending to pursue a grant through NYS Parks and Recreation in the amount of \$200,000.00 for improvements to be made to the BYAA facilities. A motion was made by Trustee Stabb, second by Trustee Andrews to support the BYAA in their application to NYS Parks and Recreation in the amount of \$200,000.00 for improvements to be made to the BYAA facilities. Ayes – Trustees Stabb, Andrews, McIntyre, Satterly and Mayor Dellerba; nays – none. Motion carried.

Meeting: Mayor Dellerba called the meeting to order at 7:00PM.

Minutes:

Motion by Trustee Stabb, second by Trustee Satterly to approve the February 25, 2025, workshop minutes as presented. Ayes – Trustees Satterly, Stabb, Andrews, and Mayor Dellerba; nays – none. Motion carried.

Correspondence:

Boonville-Oneida Co. Fair Requests- The Boonville Fair requested the usage of the village's bleachers and the letters for the NYS Liquor Authority to be updated for the 2025 Boonville-Oneida Co. Fair to be held July 22-27, 2025. A motion was made by Trustee McIntyre, second by Trustee Andrews to approve of the Boonville-Oneida Co. Fair's requests as presented. Ayes – Trustees McIntyre, Andrews, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried.

Department Reports:

GRANTS-

NYS Parks grant – Notice for bids are due 4/22 @ 1pm; about 7 have gone out.

Emails, Calls, Appointments and Meetings – lots of correspondence with B&L for WWTP and Labella Associates for Erwin Park, West Dacks, Rural Development, EFC, NYS Parks, DCJS

APPLYING FOR NOW – DUE 4/18:

Northern Border Regional Commission Catalyst Grant - \$1M towards NY Forward projects, municipal parking lot renewal- we made it past the pre-application phase – the application is due 4/18 – I will be working on this for 2 weeks, there's a lot to it.

A motion was made by Trustee McIntyre, second by Trustee Stabb to adopt the Northern Border Regional Commission Resolution as presented:

RESOLUTION NO. 4-2025

Village of Boonville
Northern Border Regional Commission Resolution

WHEREAS, the Village of Boonville is applying for Northern Border Regional Commission funding in the amount of **\$800,000** for the **Municipal Parking Area/Public Event Space**. NOW THEREFORE, the Village Grants Administrator, Lisa Kaiding is hereby authorized, on behalf of the Village of Boonville Board of Trustees to apply for, accept, and expend grant funds from the Northern Border Regional Commission (NBRC). The named authorized official has permission to sign all NBRC investment documents that bind the applicant. Ayes – Trustees McIntyre, Stabb, Andrews, Satterly and Mayor McIntyre; nays – none. Motion carried.

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Sawyer Grant- A motion was made by Trustee Stabb, seconded by Trustee McIntyre to pursue the submission of a grant application on behalf of the Village of Boonville. If the grant is to be awarded it will be used to purchase AEDs for the park, T/V offices and one for the police department. Ayes – Trustees Stabb, McIntyre, Satterly, Andrews and Mayor Dellerba; nays – none. Motion carried.

Sawyer Foundation – AEDs for park, office and police vehicles \$8,900 estimate/asking for \$5,000;

Iroquois due 5/1- ???

APPLIED FOR:

Sawyer Grant for VITA group - \$ 1,500

Lowes Hometown Hero Grant – \$50,000-75,000 for amphitheater

Restore NY - \$1M - grant application submitted for Garrett Boone Inc.

OLDER ITEMS:

NY Forward – waiting on the Governor to make an announcement on awards...

MVEDD – received the \$10,000 check 12/6/24...need to purchase by 5/31

ADMINISTERING:

1. Capital Project - WWTP

- \$3,000,000 grant; \$4,372,000 loan - USDA/RD
- \$1,000,000 -DEC WOIP
- \$2,200,000 -EFC PF
- \$7,000,000 - WIIP

2. \$ 339,289 -OC Main Street grant - remaining

3. \$ 42,950 -OC Flood Mitigation – Lansing Place (25% match) – **remaining – use by 12/2025**

4. \$ 328,124 -NYS Parks (75 grant/25 match) = \$437,498.67

5. \$ 40,500 -EFC Smart Growth – update Village/Town Comprehensive Plan (25% match) –

LaBarge Group, Watertown

6. \$ 971,000 -BRIDGE NY - Summit Street culvert that carries Mill Creek (0 match) – 2024

7. \$ 275,000 – OC Flood Mitigation award

MUST FIND OTHER FUNDING FOR THIS PROJECT/finance

8. \$4.5 Million NY Forward

9. \$2.0 Million for Restore NY – 210 Grove St.- West Dacks & I am working together for first drawdown

10. \$59,500 FEMA award – Assistance to Firefighters Grant – requested reimbursement – still waiting...

TREASURER

Budget & Public hearing info

Enter information for Constitutional Tax Limitation -

Bridge NY – contacts and forwarding info to the board

Capital Project – fiscal and requested letters of support for congressional request of \$1M

MISCELLANEOUS

Comprehensive Plan Committee – meeting 4/3 – next will be 5/19 at 4pm here.

Police- Chief Olney presented his March report to the board prior to the meeting. In the month of March: 121 of the 139 calls for service were answered by the Village Police Department. Chief Olney continues with the organization and cleaning out of the police department. Chief Olney will be standardizing the equipment in all patrol vehicles; the 2022 Chevrolet pickup patrol vehicle is due to arrive next week; body camera storage and licenses and conducted energy weapons (TASER) have been upgraded; the police department now has 2 fully operational drones for usage; moving forward to interview some potential candidates to fill one full-time position and a part-time position; the lobby construction in the police department began on 3/31 and should be done during the first week of April and flooring in the Chief's office is scheduled to be installed beginning on 4/7; Prescription Drug Take Back – the old prescription drug take back box has been removed from the Village Offices' lobby. The company has been out of business for years. Chief Olney has contracted with the Med Project for continuing a prescription drug take back program. A new box will be delivered in April. The new service is free of charge and no costs will be incurred by the Village. There will be a new system in place to have the prescription drugs securely shipped to the company, for free, each time the bin fills up.

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Streets/Sewers- In the month of March Supt. Welch stated the street department has been busy hauling snow from municipal parking lots A and B; patched streets with cold patch; fixed T/V side entrances to building; assisted Lodging Kit Co. with sewer issue – replaced lateral pipe that was damaged when installing the utility pole; straightened street signs; assisted the sewer department with Dig Safes; attended the annual Dig Safe class at the Elks Club; serviced sweeper; greased and serviced backhoe; John and Tom were working on the partition for the police department; picked up sand and green waste off of streets; fixed plow and backhoe ruts and scrapes in yards.

WWTP-

- Belt press running well for the month after BDP onsite for belt press repairs on 2/18/25. Hauler activity for March 2025 for 7100 gals of septage.
- We produced sludge in March 2025 and sent 38.87 tons to the landfill.
- We had an overflow event in March. 3/16/25 through 3/17/25
- Zach from the street department is cross training at the wastewater plant. Zach is now full time at the wastewater plant as of March 31, 2025.
- We have been able to jet 970 feet of sewer main in March and 1300 feet so far this year.
- Eric, Rick and Zach performed 6 mark-outs for Dig Safely and 5 jetting in March:
 - 305 Summit Street
 - 509 Main Street
 - 179 West Street
 - Thorton Ave.
 - East Road
 - Intersection of Post Street and Erwin Street
 - Also performed 38 NYS DOT construction Mark Outs
- Jim Rathbun of Camden Group was on site for 21.25 hours in March 2025
- Converse Labs collected samples for the permit in March.
- Municipal Pump station pump was sent to Troy Pump to rebuild the stator, still waiting on word of repair. Pump returned repaired on 3/31/25
- Return Pumps running very well no issues. Staff have these pumps on a regular cleaning schedule along with the return sludge pipe from the final clarifier.
- Plant processes operate quite well, with well-balanced aeration tanks. Percent removals for BOD & TSS well within permit limits
- Continuing pump down of center clarifiers to repair same.
- Changing the setting up of the office area to make best use of square footage. Rearranging the laboratory and cleaning same.
- Snowfall was quite heavy for the beginning of month, changed to rain with snow melting causing short term ORF overflow.
- Plant staff continue to install LED lights in the laboratory and bathroom.

Transfer Site- Foreman Brach briefly discussed the purchase of a new 40-yard container for refuse and the need for more diesel fuel.

Fire- Chief Pritchard submitted his March 2025 report and his 2024 annual report to the board ahead of the meeting via email. In the month of March, a total of 6 calls for service were received: no calls were answered in the Village and 6 were attended in the Town of Boonville. Chief Pritchard stated that the new generator was in put into place at the fire department. Chief Pritchard presented the board with the 2025-26 Fire Department Member Roster. After the board's review of the roster, a motion was made by Trustee Andrews, second by Trustee Satterly to approve of the 2025-26 Fire Department Member Roster as presented. Ayes – Trustees Andrews, Satterly, McIntyre, Stabb and Mayor Dellerba. Chief Pritchard presented the following quotes for the purchase of fire department equipment:

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JPB Fire Sales, LLC	1 ¾” fire hose	50’	\$198.75
	5” fire hose	50’	\$761.60
Jerome Fire Equipment Co., Inc.	1 ¾” fire hose	50’	\$185.00
	5” fire hose	50’	\$965.00
	Tripod light		\$575.00
	4” Trash Pump		\$2,699.00
Fire-End & Croker Corporation	1 ¾” fire hose	50’	\$185.95
	5” fire hose	50’	\$919.22
McQuade & Bannigan, Inc.	Tripod light		\$449.95
	4” Trash Pump		\$2,499.00
Crill’s Service and Tires	Leaf Spring Parts & Labor for Repairs to #2 Engine:		
	Total cost of Parts		\$2,795.80
	4 hr. Labor		<u>+\$556.00</u>
	Total Estimate		\$3,351.80

Oneida-Herkimer Solid Waste Authority- Village pays for parts & labor no charge: \$556.00 savings (OHSWA)

A motion was made by Trustee Stabb, second by Trustee Satterly to approve of the purchase of the following fire department equipment: Jerome Fire Equipment Co., Inc. - 1 ¾” hose 10 rolls of 50’ each = \$1,850.00; JPB Fire Sales, LLC - 5” hose 10 rolls of 50’ each = \$7,416.00; one tripod light \$449.95 – and one 4” trash pump - \$2,499.00 both items from McQuade & Bannigan, Inc.; and the repairs to the #2 fire engine leaf springs – parts will be paid for by the village at a cost of \$2,795.80 from Crill’s Service Station and the labor provided by OHSWA at no charge – total estimated cost \$2,795.80. Ayes – Trustees Stabb, Satterly, Andrews, McIntyre, and Mayor Dellerba; nays – none. Motion carried.

Zoning & Codes- CEO/ZEO Doolittle provided the March report via email, for the board to review. During the month of March CEO/ZEO Doolittle conducted 9 site inspections and 9 site visits. Local laws are being reviewed by the police department for comment. CEO/ZEO Doolittle stated that zoning and building permits are required for all properties including municipally owned properties and public semi-public zones (Fair Grounds). All commercial and any residential buildings that are larger than 1500 square feet require stamped plans and specifications by a licensed architect or professional engineer.

Old Business:
Boonville Area Chamber of Commerce request- The BACC requested that the village consider allowing them to extend the Best of Boonville car show area from before the Church Street and Main Street intersection to before the Academy Street and Main Street intersection. After some discussion, a motion was made by Trustee Andrews, second by Trustee McIntyre to deny the request as presented by the BACC to extend the car show area to the Academy Street and Main Street intersection. The board stated that it would be difficult, if not impossible; to maneuver the large fire trucks around the Academy Street/Main Street intersection in case of an emergency. Ayes – Trustees Andrews, McIntyre, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried.

New Business:
Zachary Kirkbride- Mr. Kirkbride, has currently been working at WWTP and has stated that he likes working at that location. A motion was made by Trustee Stabb, second by Trustee Satterly to transfer Mr. Kirkbride to the WWTP full-time and to increase his pay by \$0.50 per hour, effective immediately. Ayes – Trustees Stabb, Satterly, Andrews, McIntyre and Mayor Dellerba; nays – none. Motion carried.

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T/V Lobby and Hall Flooring Estimate- An estimate was presented to the board for review from Roggie’s Flooring, for replacement of the flooring in the Town/Village Office building from the lobby, down the hallway ending at the door to the police department. After some discussion, a motion was made by Trustee Stabb, seconded by Trustee Satterly to approve of the flooring estimate from Roggie’s Flooring in the amount of \$6,103.23 as presented. If the estimate is approved by the Town Board, the cost of the project will be split 50/50 between the Village and the Town. Ayes – Trustees Stabb, Satterly, Andrews, McIntyre, and Mayor Dellerba; nays – none. Motion carried.

Ryan O’Neil Requests for the Boonville Concert Band- Mr. O’Neil respectfully asked the village to act as a sponsor for the Boonville Concert Band on their application for the Kenneth V and Jeannette Remp-Sawyer Northern NY Community Foundation Grant. A motion was made by Trustee Andrews, second by Trustee Stabb to approve of the village acting as a sponsor for the Boonville Concert Band in their application to the Kenneth V and Jeannette Remp-Sawyer Northern NY Community Foundation Grant. Ayes – Trustee Andrews, Stabb, McIntyre, Satterly and Mayor Dellerba; nays – none. Motion carried.

2025 Charges for Village Services- A motion was made by Trustee McIntyre, second by Trustee Stabb to approve of the following charges for village-provided services, to be effective June 1, 2025:

(A) General Fund

Erwin Park Pavilion Rent	\$100.00	June-August
Erwin Park Pavilion Rent	\$50.00	May & September
Accident Report from Police	\$15.00	
FOIL Requests	\$0.25	per printed page
FOIL Requests - electronically delivered	\$0.00	(Unless flash drive needed)
Vendor's Permit	\$15.00	1 week
	\$25.00	6 months
	\$35.00	1 year
Police Department Background Checks	\$15.00	each

(CL) Transfer Site Fund

Snow/Brush Dump Permit Fees	6 mos.	\$150.00	(Spring/Summer/Fall)	May - Oct.
	6 mos.	\$200.00	(Winter - Nov. - Apr.)	
	full year	\$350.00		
Garbage Prices for C & D - at discretion of attendant				
All Scrap Metal sales - Sims Metal		Based on weight		
Sims Metal - based on weight and				
Topsoil		\$25.00 per 1 backhoe scoop		
Topsoil		\$15.00 per 1 skid steer scoop		
Cardboard		Since No revenue generated		
		2024		
		OHSWA now removes cardboard from TS		
		no charge to Village		

(G) WWTP

Hauler's Permit Fee	full year	\$300.00
Wastewater Disposed of by Hauler		\$0.08 per gallon

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(Billed to companies at the beginning of each month
for the preceding month.)

Ayes – Trustees McIntyre, Stabb, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried.

Proposed Local Law No. 1-2025 – Authorizing a Property Tax Levy Increase in Excess of the Limit Established in General Municipal Law §3-c- After review and discussion, a motion was made by Trustee Stabb, second by Trustee Satterly to approve of the adoption of Local Law No. 1-2025 - Authorizing a Property Tax Levy Increase in Excess of the Limit Established in General Municipal Law §3-c, as presented. Ayes – Trustees Stabb, Satterly, Andrews, McIntyre and Mayor Dellerba; nays – none. Motion carried.

2025-26 Tentative Village Budget- A motion was made by Trustee Stabb, second by Trustee Satterly to approve of the 2025-26 tentative Village Budget as presented. Ayes – Trustees Stabb, Satterly, Andrews, McIntyre, and Mayor Dellerba; nays – none. Motion carried.

Proposed Sewer Rate Increase of 5%- A motion was made by Trustee Andrews, second by Trustee Satterly to approve of the 5% sewer rate increase as presented and to be effective with the August 2025 billing cycle. Ayes – Trustees Andrews, Satterly, McIntyre, Stabb and Mayor Dellerba; nays – none. Motion carried.

Bills & Payroll: A motion was made by Trustee Stabb, seconded by Trustee McIntyre to approve of the following bills of Abstracts #21 for the General Fund, Transfer Site Fund, WWTP Fund #11 for the Trust & Agency Fund and the payrolls for the weeks of: March 23rd and 30th, 2025:

Gen. Fund	Abs #21	\$51,517.11	Vou: #454-482
Transfer Site	Abs #21	\$3,157.52	Vou: #89-96
WWTP Fund	Abs #21	\$11,526.42	Vou: #145-157
Trust & Agency	Abs #11	\$3,088.86	Vou: #34-36

Adjournment: There being no other business, a motion was made to adjourn at 8:40PM by Trustee Satterly, seconded by Trustee Andrews. Ayes – Trustees Satterly, Andrews, McIntyre, Stabb, and Mayor Dellerba; nays – none. Motion carried.


Wendy Lee, Village Clerk

