

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

Meeting of April 11, 2023
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Present:

Mayor Dellerba, Trustees Brach, Satterly, Stabb and Stanford, Treasurer/Grant Administrator Kaiding, Street Supt. Richard Welch, OIC Fred Robenski, Fire Chief David Pritchard, Jr., Dave Smith, Fire Dept. and Police Auxiliary Captain, Transfer Site Foreman James Brach, WWTP Foreman Lucas Kafka, and Clerk Lee. Visitors: Tammy Kelly of Boonville Community Harvest Farmer's Market and Lisa Bellinger of NOCCOG.

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

Minutes:

Motion by Trustee Stanford, seconded by Trustee Stabb to approve the workshop minutes of March 28, 2023 as presented. Ayes – Trustees Stanford, Stabb, Brach, Satterly and Mayor Dellerba; nays – none. Motion carried.

Community Fund line item- Mayor Dellerba stated that the village's 2023-24 General Fund budget has a line item entitled Economic Opportunity & Development and would have monies available to a deserving recipient(s) based upon financial need and at the discretion of the board.

Visitors:

NOCCOG- Ms. Lisa Bellinger spoke of several items in the April newsletter.

Tammy Kelly- Ms. Kelly respectfully requested to use the Erwin Park Lansing Pavilion on Fridays from 2:00-7:00pm from June 16 – October 6, 2023 for the Boonville Community Harvest Farmer's Market. A motion was made by Trustee Brach, seconded by Trustee Stabb to approve of Ms. Kelly's requested as presented, pending that a certificate of insurance is received by the village for the event. Ayes – Trustees Brach, Stabb, Stanford, Satterly and Mayor Dellerba; nays – none. Motion carried. Ms. Kelly also asked that the board consider adding additional handicap parking spots near the Lansing Pavilion

Correspondence:

Thank you note for memorial donation-The family of Jack Tompkins and the Shriner's Hospital for Children – both sent a note of thanks to the village for the memorial donation in Jack's memory.

Email letter of support- Ms. Kayla Luebbert of the ACS PTA, sent an email in support of Ms. Tammy Kelly's creation of the Boonville Community Harvest Farmer's Market.

Notice of non-renewal cyber insurance- Cowbell Insurance Agency, LLC, will not be renewing the village's cyber insurance. A quote for renewal will be provided by the Spinnaker Insurance Company.

EV Charging Stations- An informational email was received from the Oneida Co. Department of Planning regarding the installation of electric vehicle charging stations in municipalities. Municipalities are encouraged to reach out to the OCDP with any questions they may have or if assistance is needed in the installation process.

Grants & Treasurer: Treasurer Kaiding presented the board with her report prior to the start of the meeting. Treasurer Kaiding stated that the village was not awarded the following grants that were applied for on behalf of the WWTP: \$1,000,000 WQIP grant application and the \$3,000,000 FEMA grant application, both submitted in 2022. Treasurer Kaiding also stated that she is still administering: \$10,462,066 in grants and \$4,372,000 in loans for the WWTP upgrade. A FEMA grant for Assistance to Firefighters for \$50,000 was submitted in February 2023 and the village is still waiting for a response on that grant. Mayor Dellerba and Fire Chief Pritchard met with and signed a purchase agreement on April 7th with sales representative Dan Ford of JPB Fire Sales, LLC to purchase a 2023 Toyne/Spartan Rescue-Pumper fire truck through Sourcewell, a state contract purchasing cooperative, in the amount of \$585,125.50. At this time, a 5% down payment, \$29,256.25, was required to hold the vehicle. A motion was made by Trustee Brach, seconded by Trustee Stabb to transfer \$29,256.25 for the fire truck down payment from the General Fund fund-balance to the General Fund line item A3410.2. Ayes – Trustees Brach, Stabb, Stanford, Satterly and Mayor Dellerba; nays – none. Motion carried. Treasurer Kaiding stated that the current Bond Anticipation Note (BAN) rate for Community Bank is 4.20% and at Adirondack Bank the rate is 4.50%. The board asked that Treasurer Kaiding and Clerk Lee investigate vehicle leasing for the fire trucks as an option of payment.

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Treasurer Kaiding respectfully asked the board to consider the following revised resolution for the Bridge NY Summit Street project:

**VILLAGE OF BOONVILLE, ONEIDA COUNTY, NY
RESOLUTION – BRIDGE NY – CLUVERT PROJECT
NO: 4-2023.1**

Authorizing the implementation and funding of 100% of the costs of a transportation project, of which qualified costs up to \$970,613 will be reimbursed from Bridge NY funds.

WHEREAS, a project for the Village of Boonville, Summit Street culvert over Mill Creek, PIN 2754.73.301, (the "Project") is eligible for reimbursement of qualified costs from Bridge NY funding that calls for the post-reimbursement apportionment of the qualified costs to be borne at the ratio of 100% Bridge NY funds and 0% non-Bridge NY funds; and 0% non-Bridge NY funds; and

WHEREAS, the Village of Boonville will design, let, and administer all phases of the Project.

WHEREAS, the Village of Boonville desires to advance the Project by making a commitment of 100% of the costs of the Bridge NY culvert work for the Project or portions thereof.

NOW, THEREFORE, the Village of Boonville Board, duly convened does hereby RESOLVE, that the Village Board hereby approves the Project; and it is hereby further

RESOLVED, that the sum of \$970,613 is hereby appropriated from the Village of Boonville General Fund and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that the VILLAGE BOARD hereby agrees the Village of Boonville shall be responsible for all costs of the Project, including costs which exceed the amount of reimbursement available from the NY Bridge Funding awarded to the Village of Boonville; and it is further

RESOLVED, that in the event the costs of the Project exceed the amount appropriated above, the Village of Boonville shall convene a meeting of the Board Trustees as soon as possible to appropriate said excess amount immediately upon the notification by the Mayor thereof; and it is further

RESOLVED, that the VILLAGE BOARD hereby agrees that the Village of Boonville hereby commits that the construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

RESOLVED, that the Mayor of the Village of Boonville be and is hereby authorized to execute all necessary agreements, certifications or reimbursement requests with NYSDOT for State Aid and/or Bridge NY funding on behalf of the VILLAGE OF BOONVILLE in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's funding of the Project costs, and it is further

RESOLVED, that the VILLAGE OF BOONVILLE will be responsible for all maintenance of the Project; and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

RESOLVED, this Resolution shall take effect immediately.

DATED: April 11, 2023

ADOPTED by the following vote:

Ayes: 5 Nays: 0 Absent: 0

A motion was made by Trustee Stabb, seconded by Trustee Stanford to approve of the foregoing Bridge NY resolution as presented. Ayes – Trustees Stabb, Stanford, Brach, Satterly and Mayor Dellerba; nays – none. Motion carried.

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Police: OIC Robenski provided a report for the month of March prior to the meeting. A total of 207 calls for service were attended to. OIC Robenski stated that Ptlm. Daniel Muha has attended and completed Field Training Officer School at the Little Falls Academy. Ptlm. Muha will be ready to train new recruits as they come on board. OIC Robenski asked that the board consider additional NO SMOKING signage to be placed in Erwin Park, as he has had a few issues with people smoking there.

Streets: Supt. Welch reported the following items: streets sanded; parts obtained from Viking Cives for #4 truck plow and plow is now repaired; patching of streets; Joe Johnson Equipment repaired a module on the street sweeper; met with NYS DOT regarding the NYS Route 12 Erwin Park entrance; shoulders repaired along Moose River Road; green waste collected. Supt. Welch asked that the board consider paying for a CDL license course for those DPW employees interested in obtaining their CDL. Supt. Welch stated that the course is a 3-day course and the cost is \$425.00 per employee. The board asked that Supt. Welch contact the instructor of the course and see what the availability of the course was for the future; no decisions were made at this time.

Sewers/WWTP: No report provided.

Parks:

4th of July Festivities- A motion was made by Trustee Brach, seconded by Trustee Stanford to approve of the following: fireworks show by American Fireworks to be held on Saturday, July 1st, any vendors wishing to vend on that day will not be charged a vendor's fee and instead will be encouraged to donate to the Friends of Erwin Park, and a band TBD. Ayes – Trustees Brach, Stanford, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried.

Seasonal Laborers- A motion was made by Trustee Stabb, seconded by Trustee Brach to have Clerk Lee advertise for two seasonal positions for park maintenance. Ayes – Trustees Stabb, Brach, Stanford, Satterly and Mayor Dellerba; nays – none. Motion carried.

Erwin Park use request- Ms. Ashley Zeigler of the Boonville Girls Softball requested the use of Erwin Park for the softball league's games and practices from April 6-June 30, 2023. A motion was made by Trustee Brach, seconded by Trustee Stanford to approve of the requested dates as presented provided that a certificate of insurance is received from the league, naming the Village of Boonville as additional insured. Ayes – Trustees Brach, Stanford, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried.

Lansing Pavilion/Erwin Park use request- The Toe Path Trekkers has requested use of the Erwin Park Lansing Pavilion on Thursdays from May 11-August 31, 2023, for their weekly runs along the tow path. A motion was made by Trustee Stabb, seconded by Trustee Brach to approve of the use request as presented provided that a certificate of insurance is received from the organization, naming the Village of Boonville as additional insured. Ayes – Trustees Stabb, Brach, Satterly, Stanford and Mayor Dellerba; nays – none. Motion carried.

Transfer Site: Foreman Brach states he is still waiting for prices from the contractors on the retaining wall. Foreman Brach states that employee Dylan Mashaw will be resigning effective the first week in May. A motion was made by Trustee Stanford, seconded by Trustee Satterly to advertise for a part-time laborer for the Transfer Site, employee must be willing to work Saturdays. Ayes – Trustees Stanford, Satterly, Stabb, Brach and Mayor Dellerba; nays – none. Motion carried.

Fire: Fire Chief Pritchard presented the Fire Report for March to the board ahead of the meeting. In the month of March, a total of 8 calls were answered: 3 calls were attended in the Village and 5 calls were answered in the Town of Boonville. Chief Pritchard also provided the annual fire report for review by the board.

Zoning & Codes: CEO/ZEO submitted a March activity report to the board via email. Inspections – 3; site visits – 5; complaints of violation – 1 and CEO/ZEO Doolittle is following up on all previous letters of violation. 2023 training schedule: all Fridays – January 13th, February 17th, and March 17th – all completed; April 21st, May 12th, and June 9th. CEO/ZEO Doolittle states he is still working on file cabinet organization.

Old Business: None.

New Business:

2023 Proposed Sewer Rate Increase- After some discussion by the board, a motion was made by Trustee Stabb, seconded by Trustee Stanford to approve of a 5% sewer rate increase for 2023. Ayes – Trustees Stabb, Stanford, Brach, Satterly and Mayor Dellerba; nays – none. Motion carried.

2023-24 Tentative Village Budget- A motion was made by Trustee Stanford, seconded by Trustee Satterly to approve of the 2023-24 Village Budget as presented. Ayes – Trustee Stanford, Satterly, Stabb, Brach, and Mayor Dellerba; nays – none. Motion carried.

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Boonville Housing Authority- Discussion ensued regarding the annual contribution of the Boonville Housing Authority to the Village of Boonville. The current annual contribution is \$10,000.00 and is received by the village in July each year. The contribution amount has not been changed for more than 30 years. A motion was made by Trustee Stabb, seconded by Trustee Stanford to have the village request an increase in the Boonville Housing Authority's annual contribution to \$18,000.00. Ayes – Trustees Stabb, Stanford, Brach, Satterly and Mayor Dellerba; nays – none. Motion carried.

Spelling of Boon Street-Ms. Nicole Pitt, owner of a flower nursery on the street, inquired which would be the correct spelling of the street, as she had noticed some inconsistencies of the street spelling in various places. Clerk Lee consulted Boonville Town Historian James Pitcher asking if he had anything in the archives. Mr. Pitcher stated that it was spelled as: Boon, on older maps of the village and also in the book – Boonville and Its Neighbors by Tharratt Best. A motion was made by Trustee Stanford, seconded by Trustee Brach to approve of Boon as the official spelling of Boon Street. Ayes – Trustees Stanford, Brach, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried. Clerk Lee will contact the Oneida Co. Department of Planning to make them aware of the officially adopted spelling.

Executive Session: A motion was made by Trustee Brach, seconded by Trustee Stanford to enter Executive Session at 8:22 pm to discuss matters pertaining to a specific employee's status. At this time all meeting attendees exited the meeting, with the exception of Supt. Welch. Ayes – Trustees Brach, Stanford, Satterly, Stabb and Mayor Dellerba; nays – none. Motion carried. The meeting returned to regular session at 8:43 pm.

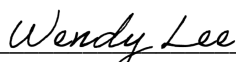
A motion was made by Trustee Stabb, seconded by Mayor Dellerba to approve of a meeting with said employee to present a stipulation of settlement, furthermore, said stipulation of settlement will have a 90-day probationary period from the date of document signing by both parties (village and employee). Ayes – Trustees Stabb, Brach, Stanford, Satterly and Mayor Dellerba; nays – none. Motion carried.

Town of Boonville- Mayor Dellerba and Trustee Stabb attended the Town of Boonville's regular meeting on Monday, April 10, 2023. The village representatives discussed with the village board the items addressed at the town's meeting. A motion was made by Trustee Stabb, seconded by Trustee Brach to approve of the following:
the Village agrees to pay ½ of the town's attorney's fees invoiced to the town for the T/V office roof bid; to pay ½ of the T/V office building's insurance after a copy of the invoice is received from the Town; the Village will provide a police officer for Town Court on District Attorney night, if an officer is available, and the village will pay 1/3 of the ZEO's current supplies to upgrade his office. Ayes – Trustees Stabb, Brach, Stanford, Satterly and Mayor Dellerba; nays – none. Motion carried.

Bills & Payroll: A motion was made by Trustee Stabb, seconded by Trustee Brach to approve the bills of abstract #21 and #13 – Trust & Agency, and the payrolls for the weeks of: March 26th and April 2nd, 2023 as presented. Ayes – Trustees Stabb, Brach, Stanford, Satterly and Mayor Dellerba; nays – none. Motion carried.

Gen. Fund	Abs #21	\$25,649.60	Vou: #414-440
WWTP Fund	Abs #21	\$13,952.43	Vou: #119-125
Transfer Site	Abs #21	\$4,153.59	Vou: #94-99
Trust & Agency	Abs #13	\$2,418.53	Vou: #30-32

Adjournment: There being no other business, a motion was made to adjourn at 9:23 pm by Trustee Brach, seconded by Trustee Stabb. Ayes – Trustees Brach, Stabb, Satterly, Stanford, and Mayor Dellerba; nays – none. Motion carried.


Wendy Lee, Village Clerk