

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

Meeting of June 10, 2025

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Present:

Mayor Dellerba, Trustees Andrews, McIntyre, Satterly, Treasurer/Grant Administrator Lisa Kaiding, Street Superintendent Richard Welch, Transfer Site Foreman James Brach, Police Chief David Olney, Fire Chief David Pritchard, Jr., and Clerk Lee.

Absent: Trustee Stabb. **Visitors:** Guy Case and Glen Doughten.

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

Minutes:

Motion by Trustee Satterly, second by Trustee McIntyre to approve May 27, 2025, workshop minutes as presented. Ayes – Trustees Satterly, McIntyre, Andrews and Mayor Dellerba; nays – none. Motion carried.

Correspondence: 35th Anniversary Celebration for Lodging Kit Company- The Village Board received invitations respectfully requesting them to attend the 35-year anniversary celebration of the Lodging Kit Company to be held on June 26, 2025, beginning at 3:00PM at 210 Grove Street, Boonville, NY.

2025 NYS Annual Woodsmen's Field Day letter of requests- Ms. Phyllis White, Executive Director of the Field Days respectfully requested the following items:

1. Permission to hold the annual Woodsmen's parade on Saturday, August 16th beginning at noon. The parade will process beginning at Academy Street and travel to the fairgrounds: Main St., Post St., Ford St. into the fairgrounds.
2. The 32nd annual 10K foot race to be held on Friday, August 15th. Woodsmen's Field Days personnel requested to mark a portion of Summit, Boone, and West Streets. The Toe Path Trekkers', Diane Hausserman will be managing the race.
3. Requesting permission to access Park Hill for the fireworks show on Friday, August 15th, with a rain date of August 16th.
4. Requesting permission for assistance with the placement of traffic control signage and other various tasks, which the village assisted with in 2024.

A motion was made by Trustee McIntyre, seconded by Trustee Satterly to approve of all the 2025 Woodsmen's Field Days requests as presented. Ayes – Trustees McIntyre, Satterly, Andrews, and Mayor Dellerba; nays – none. Motion carried.

Department Reports:

Grants-

YES!! Restore NY 9 - grant AWARDED to the Village for Garrett Boone Inc. 1 million dollars!

I worked with members of the GPI grant writing team to send in a grant on 6/6 to the 2025 Coastal Rehabilitation and Resilience Projects Program in the amount of \$450,000 – for the Summit Street Bridge project shortage.

WAITING to hear on:

1. Sawyer Grant for VITA group - \$1,500
2. Sawyer Grant – AEDs for park, office and police vehicles \$8,900 quote; requested grant of \$5,000
3. Lowes Hometown Hero Grant – \$50,000-75,000 towards amphitheater project
4. Northern Border Regional Commission Catalyst Grant - \$800,000 towards NY Forward projects, municipal parking lot renewal- if you hear chatter around the village about this, please call me and/or tell them that the drawing was a conceptual drawing to be submitted for the grant application – if the village is awarded, we will hold public meetings for input;
5. Iroquois – grant application submitted for workout equipment near playground for adults \$10,000
6. 2025 Coastal Rehabilitation & Resilience Projects Program – Summit Street Bridge - \$450,000

Restore NY 8 & Dept of State Smart Growth – minority/women owned business paperwork is never-ending with lots of quarterly reports due 6/1.

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Capital Project – every day there is something to do with this project. Pre-Con meeting is scheduled for 6/18 at 2pm

ADMINISTERING:

1. Capital Project - WWTP
 - o \$3,000,000 grant; \$4,372,000 loan - USDA/RD
 - o \$1,000,000 -DEC WQIP
 - o \$2,200,000 -EFC PF
 - o \$7,000,000 - WIIP
2. \$ 339,289 -OC Main Street grant - remaining
3. \$ 42,950 -OC Flood Mitigation – Lansing Place (25% match) – **use by 12/2025 – I will call for an extension**
4. \$ 328,124 -NYS Parks (75 grant/25 match) = \$437,498.67 – reimbursed \$36,500 to date;
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 – grant application has been sent = \$450,000
8. \$4.5 Million NY Forward
9. \$2.0 Million for Restore NY8 – 210 Grove St.- West Dacks & I am working together for first drawdown
10. \$1.0 Million for Restore NY9 – Main Street - Garrett Boone Inc.

TREASURER - May financials – working on closing out the 24-25 year and NYS Comptroller Report – Tax Cap Report

MEETINGS SCHEDULED - Comprehensive Plan Committee meeting 6/19 from 4-5:30 – here.

Police- Police Chief Olney submitted his report for review by the board prior to the meeting. In the month of May the village police department handled 116 calls for service. Spring range time will be held in June along with additional in-service training. The radio and computer/AVL have been installed on the 2022 Chevy pickup truck. The graphics will be installed sometime this month. Configuration and training has started for the new BWC platforms and support. Of the 6 police department employees, 5 will be trained as TASER instructors as part of the package. We are still searching for viable candidates to fill one full-time position and a part-time position. Every agency in the county is experiencing manpower issues and the pool of candidates is very thin. The lobby/vestibule project has been completed. A doorbell was installed with alerts in the office and in the garage. Lettering, “Boonville Police”, was added to the outside door to assist the public with where to go to get into the police station. The new prescription drug drop-off box was installed in the main lobby of the building. The program is up and running with no cost to the village. The auction for the retired 2014 Dodge Charger patrol vehicle through Auctions International has ended and the final bid on the vehicle is \$2,850.00. A motion was made by Trustee Andrews, seconded by Trustee McIntyre to accept the final bid of \$2,850.00 for the sale of the 2014 Dodge Charger patrol vehicle. Ayes – Trustees Andrews, McIntyre, Satterly and Mayor Dellerba; nays – none. Motion carried. Training for all staff will take place in June for the Oneida County’s new CAD System. Additionally, all Police Department computers (mobile and desktops) will have the county’s CAD system installed. The new system is scheduled to be implemented in July by the county. I am applying/have applied for additional grants from the State of NY. Some of the things I am looking to acquire/upgrade are: replacement of the 2017 Ford Explorer, dual directional radars in all vehicles, solar powered speed display signs throughout the village, update/upgrade computers in the vehicles, update/upgrade computers and server in the station, and access control for all exterior doors to the police station and evidence storage (card access).

Parks- A total of four candidates were interviewed to fill two park maintenance positions at the Erwin Park for the summer. A motion was made by Trustee McIntyre, seconded by Trustee Andrews to approve of the hiring of Griffin Roberts and Bryce Cihocki for the summer park maintenance workers. Ayes – Trustees McIntyre, Andrews, and Satterly; nays – none; abstains – Mayor Dellerba. Motion carried. Dellerba. Motion carried.

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Streets/Sewers- Cleaned and sealed splash pad; assisted with mowing at Erwin Park; green waste collection; streets swept; assisted Municipal Commission with water leak at Matt Nimey GMC property; installed door in police department vestibule; milled both James Street and Carol Avenue in preparation for paving; Thornton Avenue curbing bid submitted to the newspaper and curbed Carol Avenue. Superintendent Welch also reported that there have been breaks located in the sewer line that runs through the Tractor Supply store. After some discussion by the board, a motion was made by Trustee McIntyre, seconded by Trustee Andrews to proceed with the repair of the sewer line by slip lining to be performed by Skanex, at a cost of \$60.00 per linear foot for 300' of feet of sewer line for a total of \$18,000.00.

WWTP- Belt press running well for the month; modifications have been made to the conveyor belt allowing smooth disposal of dewatered sludge into bin; Hauler activity for May 2025 was 37,750 gals of septage; 39.51 tons of sludge was produced in May 2025 and all of it was sent to the landfill; no overflow events in May; we have been able to jet 312 feet in May for a total of 1824 feet so far this year;

Eric and Zach performed 6 mark-outs for Dig Safely and 6 sewer lines were jetted in May:

- 208 Summit Street
- Belle Ilse & Carol Place
- Main Street at Tractor Supply Parking lot
- Evergreen Drive
- Jettings at Tractor Supply & Woodgate Drive

Jim Rathbun of Camden Group was on site for 21.43 hours in May 2025; Converse Labs collected samples for permit in May; pump for Municipal Station returned repaired on 3/31/25; pump station operating properly now; 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; percent removals for BOD & TSS within permit limits for the month of May; continuing pump down of center clarifiers to repair same; changing set-up of office area to make best use of square footage; rearranging the laboratory and cleaning same on continuous basis; flow increases due to rain, no overflow from this; Plant staff changed sludge handling process in April, we are now wasting into digester #2 only and transferring digested sludge with trash pump into digester #1 for easier pumping to belt press; Plant staff performing spring clean-up and mowing lawns - additionally, the front gate is now being locked overnight to enhance security; Plant staff began fixing damage to perimeter fence from snow piles; with the improved weather it is planned that we will begin a jetting schedule for the coming months to try and avoid any major clogging issues; the power jet machine was taken to J&J Service for repairs, expected back sometime in June.

Transfer Site- No report.

Fire- Fire Chief Pritchard submitted his May 2025 report ahead of the meeting via email. In the month of May, a total of 12 calls for service were received: 5 calls were answered in the Village, 4 calls were answered in the Town of Boonville and one mutual aid call was attended for each community: Town of Western, Town of Lyonsdale and the Town of Ava.

Zoning & Codes- ZEO/CEO Doolittle emailed his report to the village board ahead of the meeting. In the month of May: 8 inspections were conducted, 8 site visits, 1 building permit was issued, and 2 complaints of violation were received. NYS Building Code will be due in the next few months; in late 2025 or 2026 in-person conference will be required – this will require mileage, housing, meals and cost of course.

Old Business:

Employee Wage Scale- Tabled.

New Business:

2025 Annual Park Agreement- The 2025-26 park agreement with the Town of Boonville was presented to the board for review. After review and discussion, a motion was made by Trustee McIntyre, seconded by Trustee Satterly to approve of the mayor's signature on the park agreement with the Town of Boonville in

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the amount of \$6,175.00 as presented. Ayes – Trustees McIntyre, Satterly, Andrews and Mayor Dellerba; nays – none. Motion carried.

2025-26 Village Tax Warrant Resolution-

The following Resolution was moved by Trustee Satterly and seconded by Trustee McIntyre. Ayes – Trustees Satterly, McIntyre, Andrews and Mayor Dellerba; nays – none; absent – Trustee Stabb. Motion carried.

THEREFORE, BE IT RESOLVED, that the Mayor is hereby authorized to sign the Tax Warrant for the collection of taxes for the period beginning June 1, 2025, through May 31, 2026.

TAX WARRANT

To: Wendy A. Lee, Village Clerk

You are hereby commanded to receive and collect from the several persons named in the assessment roll, hereunto annexed, the sums named in the last column thereof opposite their respective names, for the following purposes:

For the current budget, General Fund: \$684,819.61

For unpaid water and sewer arrears: \$15,194.81

Being a total amount of: \$700,014.42

AND, you are further commanded to receive and collect such sums without additional charge between the first day of June and the last day of June 2025, on the first day of July and the last day of July, 2025 with 5% interest, the first day of August and the last day of August, 2025 with 6% interest and between the first day of September and the last day of September 2025 with 7% interest; October 1, 2025 all unpaid taxes will be sent to the County Finance Department for collection.

FURTHER, you are commanded to return a report of the Tax Roll and Warrant to the Board of Trustees on or before the first meeting of November 2025 stating all taxes remaining unpaid. This document will describe bill number, parcel number, owner's name, parcel address and the amount of each unpaid tax.

Attest: Wendy A. Lee

Wendy A. Lee, Village Clerk

Judith Dellerba

Judith Dellerba, Mayor

Dated: May 27, 2025

"Stars & Stripes Run/Walk/Bike"- Mr. Paul Fortin, on behalf of the Boonville VFW Post #5538, respectfully requested assistance from the village's police department with the crossing of walkers/runners/bicyclists for this event to be held on Sunday, September 28, 2025, beginning at the VFW Post #5538. A motion was made by Trustee McIntyre, seconded by Trustee Andrews to approve of Mr. Fortin's request and provide some police assistance with the crossing of the "Stars & Stripes" event participants at NYS Route 12 and Main Street on September 28, 2025. Ayes – Trustees McIntyre, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried.

Executive Session: A motion was made at 7:38PM by Trustee Andrews, seconded by Trustee McIntyre to discuss an employment matter with a particular employee. Ayes – Trustees Andrews, McIntyre, Satterly and Mayor Dellerba; nays – none. Motion carried. All meeting attendees exited the meeting at this time, except Superintendent Welch. The meeting returned to regular session at 7:50PM. No decisions were made.

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Bills & Payroll: A motion was made by Trustee McIntyre, seconded by Trustee Andrews to approve of the following bills of Abstracts #1 for the General Fund, Transfer Site Fund, WWTP Fund, and the Trust & Agency Fund and the payrolls for the weeks of: May 25th and June 1, 2025:

Gen. Fund	Abs #1	\$39,854.74	Vou: #1-36
Transfer Site	Abs #1	\$2,319.66	Vou: #1-7
WWTP Fund	Abs #1	\$10,843.77	Vou: #1-9
Trust & Agency	Abs #1	\$3,089.44	Vou: #1-3

Adjournment: There being no other business, a motion was made to adjourn at 7:51PM by Trustee McIntyre, second by Trustee Satterly. Ayes – Trustees McIntyre, Satterly, Andrews, and Mayor Dellerba; nays – none. Motion carried.



Wendy Lee, Village Clerk

