

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

Meeting of August 12, 2025
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Present:

Mayor Dellerba, Trustees Andrews, McIntyre, Satterly, and Stabb, Treasurer/Grant Administrator Lisa Kaiding, present at 7:03PM, Street Superintendent Richard Welch, Transfer Site Foreman James Brach, Police Chief David Olney, Fire Chief David Pritchard, Jr., Firefighter Nick Amicucci, Attorney Jessica Young and Clerk Lee.

Absent: None.

Visitors: Jayne Houghton and Lisa Bellinger of NOCCOG.

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

Minutes:

Motion by Trustee Stabb, seconded by Trustee Satterly to approve the July 8, 2025, regular meeting minutes as presented. Ayes – Trustees McIntyre, Satterly, Andrews, Stabb and Mayor Dellerba; nays – none. Motion carried.

Visitors: Jayne Houghton – Ms. Houghton inquired if the Village Board would like to accept some hard fill and large rocks that she has at her house for the Erwin Park project. The board thanked Ms. Houghton for her offer, but declined to accept the hard fill. They felt it wouldn't be needed for the Erwin Park project.

Correspondence: Woodsmen's Field Days – Parade Registration Form- Clerk Lee presented the parade registration form for interested village officials and employees. The Woodsmen's Field Days Parade will be held on Saturday, August 16th at noon.

NYAOT (New York Association of Towns) Cyber Security Incident Reporting Law- Legislation was recently signed establishing a comprehensive framework to improve cybersecurity readiness, reporting and training for municipalities, public authorities, and state agencies. A template for review and consideration by the village's attorney and the board was included in this correspondence.

Porchfest – Amphitheater Kickoff Proposal- Mr. Timothy Sturdevant of Stoney Shire and Porchfest, sent an email to Clerk Lee to share with the village board. Mr. Sturdevant respectfully asked if he could offer to participants of Porchfest as a prize, the first performance at the Erwin Park Amphitheater after construction is completed. The village board was receptive to this idea but tabled further discussion on the matter until a more definitive completion date is available for the park project.

Girl Scouts Troop #20056- A thank you note was received for the village board from the troop regarding their placement of a donation box in the lobby of the Town and Village Office Building. The donation box is for the Lewis County Humane Society.

Buckley Family Letter- A letter was received for the village board from David Buckley on behalf of the Buckley Families. Mr. Buckley stated that the Buckley Families have had their family reunions for several years in Erwin Park, usually at the Livingston Lansing Pavilion. Since this year is the last year, they have decided to hold family reunions, they have decided to donate the remaining funds in their account, \$766.69, to the village for the Erwin Park Amphitheater project. The village board was very honored and grateful for the donation. A note of thanks will be sent to Mr. David Buckley.

Jessica Perusse of "Life Center"- Ms. Perusse contacted Mayor Dellerba stating that she was interested in setting up a "Life Center" mental health facility in Boonville. She has already set one up in Camden, NY and further invited Mayor Dellerba and the village board to tour the Camden facility with her and she could answer any questions they would have about it. Mayor Dellerba and the board were interested in touring the Camden facility.

"Life" Banner Placement Request- Mayor Dellerba presented a request that she had received from a group to place a banner across Main Street. Request denied.

Adirondack Central School Swimming Lessons- Ms. Sharon Cihocki of ACS stated in recent years the school has provided a summer program for children by the name of the Wildcat Club, which the village has donated to previously. Ms. Cihocki stated this year the program was cut back from 5 weeks/4 days a week to 2 weeks/5 days a week. Ms. Cihocki states that the school may now offer swimming lessons, due to the fact that the school's pool was not usable for the 2024-25 school year, she felt there may be a lot of interest from the children. After some consideration and discussion, a motion was made by Trustee McIntyre seconded by Trustee Andrews to donate \$1,950.00 to the Adirondack Central School for their swimming lessons program. Ayes – Trustees McIntyre, Andrews, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried.

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Department Reports:

Grants-

APPLIED for: Wadas Foundation – focus on 5–18-year-olds – requested \$15,000 for a 6-9 basket disc golf course
WAITING to hear on:

- 1. Sawyer Grant for VITA group - \$1,500 YES!
- 2. Sawyer Grant – AEDs for park & office \$2,800 YES!
- 3. Lowes Hometown Hero Grant – \$50,000-75,000 towards amphitheater project
- 4. 2025 Coastal Rehabilitation & Resilience Projects Program – Summit Street Bridge - \$450,000

On the DAILY:

Restore NY8 & Dept of State Smart Growth – minority/women owned business paperwork is never-ending with lots of quarterly reports; send reimbursement request docs to Dept of State
Capital Project – Pre-con meeting 7/22 with B&L ad all contractors - every day there is something to do with this project; B&L contact regarding EFC and MWBE compliance;
Erwin Park – LaBella and Marcus, IDH LLC – phone calls, on site visits, change orders and reports
NY Forward– phone conference with Mayor and Danny from DOS – what do we do now...wait.
Restore NY9 – zoom with Empire State Development (ESD) reps for reporting and MWBE expectations
Met with Garrett Boone Inc members and contractors. They are moving forward with a 2-story building with 2 retail spaces on the first floor and apartments on the second floor; now looking for a consultant to assist with grant paperwork.

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 called for an extension**
- 4. \$ 305,124 -NYS Parks (75 grant/25 match) = \$437,498.67 – reimbursed 59,500 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.- (requested 2 reimbursements, it’s been over 90 days, no reimbursement for West Dacks II yet)
- 10. \$1.0 Million for Restore NY9 – Main Street - Garrett Boone Inc.

TREASURER

July treasurer’s report; weekly payroll; accounting; retirement

A motion was made by Trustee McIntyre, second by Trustee Stabb to accept the June and July Treasurer’s Reports as presented. Ayes – Trustees McIntyre, Stabb, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried.

2025-26 Village Liability Insurance- A motion was made by Trustee Stabb, seconded by Trustee McIntyre to approve of the transfer of fund balance in the amount of \$21,483.47 from the WWTP savings account to the WWTP checking account to cover the cost of the WWTP’s portion of the liability insurance for 2025-26. Ayes – Trustees Stabb, McIntyre, Satterly, Andrews and Mayor Dellerba; nays – none. Motion carried.

NYS DOT Agreement (Summit Street Bridge stone)- Treasurer Kaiding presented the board with the agreement for the stones that will be removed at the Summit Street Bridge site to be taken to the Erwin Library for placement there. A motion was made by Trustee Andrews, seconded by Trustee Stabb to approve of the mayor’s signature on the NYS DOT agreement as presented. Ayes – Trustees Andrews, Stabb, McIntyre, and Satterly; nays – none. Motion carried.

WWTP Capital Project Payment Request #1- A motion was made by Trustee Stabb, seconded by Trustee Andrews to approve of the WWTP Capital Project Payment Request #1in the total amount of \$1,944,056.48. Payment #1 breakdown by contractor:

Barton & Loguidice	\$17,853.19	Engineering Services
Avolio Brothers LLC	\$16,150.00	HVAC Construction
S.C. Spencer Electric, Inc.	\$100,082.13	Electrical Construction
CO Falter Construction Corp.	\$1,830,575.00	General Construction
Barton & Loguidice	\$24,249.35	Engineering Services

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

Erwin Park Amphitheater Project- Treasurer Kaiding presented the following Payment Request #1 – for IDH LLC. A motion was made by Trustee Stabb, seconded by Trustee McIntyre to approve Payment Request #1 for IDH LLC on the Erwin Park Amphitheater Project in the amount of \$36,575.00. Ayes – Trustees Stabb, McIntyre, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried. After some consideration by the village board regarding Construction Bulletin #2, a motion was made by Trustee McIntyre, seconded by Trustee Andrews to move forward with Construction Bulletin #2 for paving of the path in the park area near the amphitheater as opposed to a stone dust path and to have redi-rock put in place for the amphitheater seating as opposed to natural rock. Ayes – Trustees McIntyre, Andrews, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried.

Police- Chief Olney presented his July activity report to the board prior to the meeting. In the month of July 153 calls for service were received and 84 of those calls were answered by the Boonville Police Department. Chief Olney states he is still working on the organization and operations of the department; Boonville-Oneida Co. Fair – went well from the village police aspect – majority of calls/incidents were handled by OCSO; Chevy truck patrol vehicle graphics are installed, and it was driven in the Boonville Fair parade for its unveiling. Chief will be pursuing another grant to purchase a second identical patrol vehicle; all BPD members are not TASER 10 instructors, Body Cam 4’s are all operational and there are policies in place outlining their proper use; Oneida Co. replaced the CAD/RMS system, (computer aided dispatch/records management system) with the new Tyler system on July 15th. The transition has been very challenging; Mayor Dellerba and Chief Olney interviewed a candidate, Edward J. Sherman, Jr. that recently graduated from the MVCC Phase 1 Academy; Chief would like to hire him part time and if approved for hire Officer Montegari will train him to complete his FTO program; additionally Chief Olney would like to hire two retired Utica Police Officers that want to work part time. Mr. David Matrulli and Mr. Bryan Coromato; Private Harland Hennessey will be escorted home on 8/21 – Boonville Police Department will assist; Chief Olney continues to pursue additional grants to acquire/upgrade the following items: 2017 Ford Explorer patrol vehicle; 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 area using card access. A motion was made by Trustee Stabb, seconded by Trustee Andrews to approve of the hiring of the following (3) part-time police officer applicants as indicated by Chief Olney: Mr. Edward Sherman, Jr. to be hired part-time at a rate of \$15.50 per hour while in Phase II of the Police Officers Academy, Mr. David Matrulli to be hired part-time at a rate of \$23.00 per hour worked and Mr. Bryan Coromato to be hired part-time at a rate of \$23.00 per hour worked. Ayes – Trustees Stabb, Andrews, McIntyre, Satterly and Mayor Dellerba; nays – none. Motion carried.

Parks- Street Superintendent Rick Welch asked if the village could purchase (3) disc golf sets to try at Erwin Park – the board agreed; the following quotes were provided for the crack-filling and sealing of the walking path at Erwin Park and the walking path from Stewart’s Shop on Main Street to the Tops Plaza:

	<u>Erwin Pk. Path</u>	<u>Stewart’s to Tops Plaza Path</u>
J. Arthur Sealcoating & Contracting	\$3,600.00	\$3,600.00
Mill Creek Trucking	\$2,900.00	\$2,900.00
S. Cooney Sealcoating	\$3,560.00	\$3,160.00

A motion was made by Trustee McIntyre, seconded by Trustee Andrews to approve of the two quotes as presented by Mill Creek Trucking for the crack-filling and sealing of both the Erwin Park Path and the Stewart’s to Tops Plaza Path. Each path will cost \$2,900.00 to perform the crack-filling and sealing. Ayes – Trustees McIntyre, Andrews, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried.

Streets/Sewers- Green waste collection continues; trees were cut down at the park for the new path and brush and debris was removed and taken to the Transfer Site; repaired the area in the Tractor Supply parking lot from the sewer line repair; removed a section of curbing along Thornton Avenue; trimmed trees in the village; put new steel on the Transfer Site Recycling Building and assisted with topsoil; installed a new sidewalk at 124 Aubrey Avenue; contacted DEC to report work starting on Mill Creek Interceptor – work on this will need to be completed by 10/1/25 and assisted Woodsmen’s Field Days with the placement of event signage. Superintendent Welch stated that he would like to pave Bell-Iles Place this year.

Sewer Credit Request – 5 Lansing Place- A motion was made by Trustee McIntyre, seconded by Trustee Andrews to approve of a sewer credit in the amount of \$91.52 for 5 Lansing Place due to a water leak. Ayes – McIntyre, Andrews, Satterly and Mayor Dellerba; nays – none; abstains – Trustee Stabb. Motion carried.

WWTP-

Belt press was running well for the month. Hauler activity continued for July 2025.

- We produced dewatered sludge in July and sent 39.76 tons to the landfill.
- Haulers brought in 41,050 gallons of septic to the plant in July.
- We had no overflow events in July 2025
- New non-potable pump was ordered to replace failed unit. Arrived on July 30th.
- We have been able to jet 3200 feet of sewer main so far this year.
- Zach and Eric performed mark-outs in July at the following:
 - 118 James Street
 - 118 Carrol Ave.
 - 121 Charles Street
 - Boonville Medical Office Ste. Rte. 12
 - Rte. 294 and Ford Street
 - 611 Post Street
- Jim Rathbun of Camden Group was onsite in July for 76.7 hours.
- WWTP is continuing to use Converse Labs of Watertown to collect samples for the permit in July and are quite satisfied with their results.
- Both sludge pumps were disassembled and cleaned and are operating quite well after.
- Falter Construction is on site and progressing with sheeting for excavation area. Have begun removing dirt from rear of excavation area.
- Silt fencing has been put in place around entire site for new SBRs.
- Plant crew has continued the cleaning of junk from the construction sites and the sorting of metal and garbage.

Transfer Site- No report.

Fire- Fire Chief Pritchard submitted his report for July activity ahead of the meeting via email. In the month of July, a total of 18 calls for service was received: 11 calls were answered in the Village, 6 calls in the Town of Boonville and one call in the Town of Turin. Chief Pritchard stated that the siren behind the village street department was out of service and it will be approximately \$1,400.00 to repair it. Chief Pritchard also stated that the new trucks purchased are due for service as well as many others. He will begin getting the vehicles serviced and has been pricing out tires for the aerial truck - per state contract pricing: \$1,250 for an off-label brand or \$1,650 for a high-end name brand.

Zoning & Codes- ZEO/CEO Doolittle emailed his June and July reports to the village board ahead of the meeting. In the month of June: 9 inspections were conducted, 12 site visits, 6 building permits were issued, and 2 complaints of violation were received. In the month of July: 10 inspections were conducted, 20 site visits, 2 building permits were issued, and 5 complaints of violation were received, and 3 letters of violation were sent. The next step on the house at 110 E. Schuyler Street was discussed. A motion was made by Trustee Stabb, seconded by Trustee McIntyre to hire a process server, in an amount up to \$200.00, to serve the owners of 110 E. Schuyler Street (parcel ID# 22.018-1-43) with paperwork from the Village of Boonville.

Old Business: Employee Wage Scale- Tabled.

NOCCOG-- Lisa Bellinger, circuit rider for NOCCOG, mentioned several items in the July and August NOCCOG newsletters.

New Business:

Sewer Credit Request – 5 Lansing Place- A motion was made by Trustee McIntyre, seconded by Trustee Andrews to approve of a sewer credit in the amount of \$91.52 for 5 Lansing Place due to a water leak. Ayes – McIntyre, Andrews, Satterly and Mayor Dellerba; nays – none; abstains – Trustee Stabb. Motion carried. Proposed sewer credits for 271 E. Schuyler Street and 112 E. Schuyler Street were tabled until more information could be obtained from the Municipal Commission Water Department.

North Country Community Youth Soccer (NCCYS)- NCCYS requested permission to utilize the Erwin Park soccer field from August 18-October 25, 2025, for their fall soccer program. A motion was made by Trustee McIntyre, seconded by Trustee Satterly to approve of the NCCYS' request to utilize the Erwin Park soccer field from August 18-October 25, 2025, provided that a certificate of insurance is received by the Village of Boonville prior to the beginning of the season. Ayes – Trustees McIntyre, Satterly, Andrews, Stabb and Mayor Dellerba; nays – none. Motion carried.

Axon Invoices for the Police Department- Two invoices totaling \$50,000.00 were presented for payment to the board. These invoices were for tasers and training supplies that were secured with Oneida County and Byrne Equipment money.

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A motion was made by Trustee Stabb, seconded by Trustee McIntyre to approve of the payment of the Axon invoices in a total of \$50,000.00 with the respective grant funds as indicated. Ayes – Trustees Stabb, McIntyre, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried.

Executive Session: A motion was made at 9:02PM by Trustee Andrews, seconded by Trustee Stabb, to discuss matters pertaining to a particular employee. Ayes – Trustees Andrews, Stabb, Satterly, McIntyre and Mayor Dellerba; nays – none. Motion carried. All meeting attendees exited the meeting at this time, except Chief Olney and Transfer Site Foreman Brach. The meeting returned to regular session at 9:25PM.

A motion was made by Trustee McIntyre, seconded by Trustee Andrews to hire Nicholas Kafka as a part-time laborer at a rate of \$15.50 per hour for the Transfer Site. Ayes – Trustees McIntyre, Andrews, Stabb, Satterly and Mayor Dellerba; nays – none. Motion carried. A motion was made by Trustee Andrews, seconded by Trustee Stabb to hire the following part-time police officers: Edward Sherman, Jr., at a rate of \$15.50 per hour until the completion of his Phase II training and FTO training, at which time his wage will be reevaluated. David Matrulli at a rate of \$23.00 per hour, and Bryan Coromato at a rate of \$23.00 per hour. Ayes – Trustees Andrews, Stabb, McIntyre, Satterly 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 #4 for the General Fund, Transfer Site Fund, WWTP Fund, abstract #3 Trust & Agency Fund and abstract #44 for the Capital Project at the WWTP and the payrolls for the weeks of: July 6th, 13th, 20th, 27th and August 3, 2025:

Gen. Fund	Abs #4	\$104,266.28	Vou: #86-128
Transfer Site	Abs #4	\$25,276.77	Vou: #18-30
WWTP Fund	Abs #4	\$15,784.46	Vou: #26-39
Trust & Agency	Abs #3	\$3,635.62	Vou: #7-9
Capital Project at WWTP	Abs #44	\$1,944,056.48	Vou: #54-58

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

Adjournment: There being no other business, a motion was made to adjourn at 9:35PM by Trustee Andrews, second by Trustee Satterly. Ayes – Trustees Andrews, Satterly, McIntyre, Stabb, and Mayor Dellerba; nays – none. Motion carried.


Wendy Lee, Village Clerk