

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

Meeting of January 13, 2026
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Present:

Mayor Dellerba, Trustees Andrews, McIntyre, Stabb and Satterly, Treasurer/Grant Administrator Lisa Kaiding, Fire Chief David Pritchard, Jr., Police Chief David Olney, Transfer Site Foreman James Brach, WWTP Attendant Zachary Kirkbride, Village Attorney Jessica Young and Clerk Lee. **Absent:** None.

Visitors: Jessica Perusse of the Life Center and Joe Rowlands of NOCCOG.

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

Swearing In of New Officials: Clerk Lee had the honor of swearing in Mayor Dellerba, Trustee Andrews and Trustee Satterly.

Visitors: Jessica Perusse – Boonville Life Center- Ms. Perusse spoke briefly regarding the need to find a suitable location for the Boonville Life Center. Ms. Perusse stated that the Camden Life Center will be conducting an Open House on Tuesday, January 20, 2026, beginning at 6:00PM. Ms. Perusse inquired about a possible location for the Life Center’s upcoming “Community Conversations” workshop. A motion was made by Mayor Dellerba, seconded by Trustee Andrews to approve of the usage of the Town & Village Offices on Saturday, March 7, 2026, for the “Community Conversations” workshop. Ayes – Mayor Dellerba, Trustees Andrews, McIntyre, Satterly and Stabb; nays – none. Motion carried.

Joe Rowlands – NOCCOG- Mr. Rowlands mentioned several items in the NOCCOG’s January newsletter.

Organizational Meeting Items:

2026 Organizational Meeting Items-

2026-2031 Board Appointments:

Municipal Commission Board	Mark Emery
Village Planning Board	Nicole Croniser
Boonville Housing Authority	Phyllis White

2026 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
	NY CLASS
Official Newspapers	Boonville Herald & Daily Sentinel

2026 Village Department Commissioners:

Fire Department	Trustee Andrews
Parks & Trees	Trustee McIntyre
Police	Trustee Andrews
Sewers & Sewage Treatment Plant	Trustee Stabb
Streets	Trustee Stabb
Transfer Site	Trustee Satterly
Boonville Housing Authority Liaison	Trustee Satterly

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

Date for Village Planning Board Meetings: 3rd Monday each month at 7:00 pm.

Date for next Organizational Meeting:

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First regular meeting in January - Tentatively scheduled: January 12, 2027.

Rules of Meeting Procedure: Per NYCOM.

Procurement Policy: Including: 2026 IRS Standard Business Mileage rate: 72.5 cents per mile.

Village Investment Policy: As previously stated,
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A motion was made by Trustee Satterly, seconded by Trustee McIntyre to accept the 2026 organizational meeting items as presented by Mayor Dellerba. Ayes – Trustees Satterly, McIntyre, Andrews, Stabb, and Mayor Dellerba; nays – none. Motion carried.

Minutes:

Motion by Trustee McIntyre, seconded by Trustee Stabb to approve December 23, 2025, meeting minutes as presented. Ayes – Trustees McIntyre, Stabb, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried.

Correspondence: T. Crowley Memorial Donations to “Friends of Erwin Park”- Clerk Lee has received many donations to the “Friends of Erwin Park”: Robert & Mary Beth Covey, Judith Smith, Meg Cullinan, Richard & Susan Law, Christine Batchelder and Robert & Wendy Lee.

Department Reports:

Grants- Treasurer Kaiding presented her report to the village board ahead of the meeting via email. Treasurer Kaiding asked the village board if they would like her to apply for the upcoming grant opportunity: NYS DOT TAP Grant – requires a 20% match that can be paid for with NY Forward Funds. A motion was made by Trustee McIntyre, seconded by Trustee Stabb to approve of the submission of a grant application for the NYS DOT TAP Grant opportunity, as presented. Ayes – Trustees McIntyre, Stabb, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried.

WWTP Capital Project Construction Payment Applications- The following payment applications were presented for board consideration:

CO Falter Construction	Payment App. No. 6	\$665,000.00
SC Spencer Electric	Payment App. No. 4	\$69,294.46
Barton & Loguidice	Inv. No. 158581	\$19,502.85
	Inv. No. 158637	\$36,400.98
Fiscal Advisors	Inv. No. 43970	\$2,025.75

A motion was made by Trustee Stabb, seconded by Trustee Satterly to approve the mayor’s signature on all the payment applications as presented. Furthermore, all applications and invoices are approved to be paid as indicated, the total amount being: \$792,224.04. Ayes – Trustees Stabb, Satterly, Andrews, McIntyre and Mayor Dellerba; nays – none. Motion carried.

Adirondack Justice Bail Account- Treasurer Kaiding stated that the Adirondack Justice Bail Account is pending dormancy and asked the village board what they would like to do with the remaining funds, as the village court has not been operational since 2017. A motion was made by Trustee McIntyre, second by Trustee Andrews to approve of the closure of the account and to turn over the remaining funds to the correct agency. Ayes – Trustees McIntyre, Andrews, Satterly, Stabb and Mayor Dellerba; nays – none. Motion carried.

WWTP Capital Fund \$2.5M BAN- Treasurer Kaiding presented the loan documents for a \$2,500,000.00 BAN to assist with the funding of the WWTP Mill Creek Interceptor and Improvements Project. A motion was made by Trustee Stabb, seconded by Trustee McIntyre to affirm the signatures of Treasurer Kaiding and Clerk Lee on the BAN closing documents. Ayes – Trustees Stabb, McIntyre, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried.

Police- Chief Olney presented his December report to the board prior to the meeting. In the month of December, a total of 273 calls were received for the village and 261 calls for service were answered by Boonville PD. Chief Olney stated that Officer Montegari has been working to organize all BPD warrants. He has entered all warrants into the E-Justice program and has confirmed all warrants with the court. Case files were built for all warrant cases so they can be properly executed.

BPD participated in both the “Back the Blue” program and Salvation Army Donation Bell Campaign in December.

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The cameras that were installed by Oneida County throughout the village have proven very useful. The PD has been using them to assist in the solving of investigations, to monitor road/weather conditions and to add to traffic case documentation for discovery and prosecutorial purposes.

Streets/Sewers- Supt. Welch presented his report to the board ahead of the meeting. In the month of December, the DPW continues plowing, sanding and hauling snow, clearing intersections and the catch basins of snow accumulation and taking the snow to the fairgrounds for the Snow Festival; the front driveshaft universals on the #4 truck have been repaired. Trustee Stabb presented the following quotes for the replacement of the front tires on the 2014 John Deere backhoe:

Quotes for street department's backhoe front tires (all tires are state contract pricing):

Crill's Service and Tires	Ascenso BHB315 L4	\$1,123.66
Crill's Service and Tires	Galaxy Hulk L4 TL	\$1,297.04
Crill's Service and Tires	Duraforce RT R4	\$1,405.04

A motion was made by Trustee Stabb, seconded by Trustee Andrews to approve of the purchase of the Ascenso BHB315 L4 tires at a cost of \$1,123.66 from Crill's Service and Tires. Ayes – Trustees Stabb, Andrews, McIntyre, Satterly and Mayor Dellerba; nays – none. Motion carried. Chief Pritchard stated that he and Grant Administrator Kaiding are currently working on a grant for the fire department to assist with the construction of an addition for a bathroom and sleeping quarters for a full-time EMT to stay in when they are on call.

WWTP- The December report was provided to the board via email ahead of the meeting. In the month of December, the belt press was running well; 39.36 tons of sludge was sent to the Ava Landfill; for the entire year of 2025 4,075 feet of sewer main was jetted; no overflow events in December; the jet machine was used in December: Kortenaer Village, 507 Post St., 11 Post Street, and at the fire department; CO Falter Construction Co. is on site and progressing with the pouring of concrete for the SBR tank area; SC Spencer Electric has been on site and is beginning the demolition and installation of the electrical upgrade; after the 10/7/25 pump was down and the reseeded of the biomass in the aeration tanks, the bacteria growth has been good; Koester Associates is on site of the pump station to replace pump bases and guide rails.

Parks- No report.

Transfer Site- No report.

Fire- The December fire report was submitted via email prior to the meeting. In the month of December, a total of 18 calls were answered for service: 9 calls were answered in the Village; 7 were attended in the Town of Boonville and 1 call was answered in the Town of Leyden and one call in the Town of Turin. Chief Pritchard and Treasurer/Grant Administrator Kaiding will be working on a grant application to obtain funding to put an addition on to the fire department for overnight EMTs. If the fund is granted, the addition will be sleeping quarters and a full bathroom and will be utilized by the EMT that is on an overnight shift.

Zoning & Codes- CEO/ZEO Doolittle provided the December report via email, for the board to review. During the month of December, CEO/ZEO Doolittle conducted 1 site inspections and 2 site visits and he also received 3 complaints of violation; properties in violation have started some of the work to correct the violations; the 2018 Village Code Book is being reviewed with the planning board; new building codes for December 31, 2025 are now implemented; fire and property maintenance inspection sheets will be getting updated; still working on Complete Streets and Comprehensive Plan.

Old Business: None.

New Business: None.

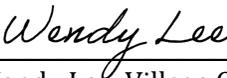
Bills & Payroll: A motion was made by Trustee Stabb, seconded by Trustee McIntyre to approve of the following bills of Abstracts #14 for the General Fund, Transfer Site Fund, WWTP Fund, #9 for the Trust & Agency Fund and the #50 of the Capital Project Fund at the WWTP, and the payrolls for the weeks of: December 21st, 28th, 2025 and January 4, 2026. Ayes – Trustees Stabb, McIntyre, Andrews, Satterly and Mayor Dellerba; nays – none. Motion carried.

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General Fund	Abs #14	\$70,858.46	Vou: #328-360
Transfer Site	Abs #14	\$3,009.83	Vou: #69-74
WWTP Fund	Abs #14	\$59,665.11	Vou: #99-111
Trust & Agency	Abs #9	\$3,104.12	Vou: #22-24
WWTP Capital Project	Abs #50	\$792,224.04	Vou: #74-78

Adjournment: There being no other business, a motion was made to adjourn at 8:25PM by Trustee Satterly, seconded by Trustee Stabb. Ayes – Trustees Satterly, Stabb, Andrews, McIntyre and Mayor Dellerba; nays – none. Motion carried.



Wendy Lee, Village Clerk