

**TOWN OF FORESTPORT  
REGULAR TOWN BOARD MEETING MINUTES  
FORESTPORT TOWN HALL  
10275 State Rte. 28, Forestport, N.Y. 13338  
March 16, 2022**

**PRESENT:** Supervisor Entwistle  
Councilwoman Kardash  
Councilman Scouten  
Councilwoman Abrial  
Councilwoman Verschneider

**ABSENT:** No members of the Town Board were absent.

**RECORDING SECRETARY:** Tracy Terry, Town Clerk

**CALL TO ORDER:**

The meeting was called to order at 6:37 PM by Supervisor Entwistle.

**ABSTRACTS:**

**GENERAL:**

A motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to pay Abstract #3, Vouchers #142- #192 in the amount of \$37,062.03.

Roll call vote:

Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

**HIGHWAY:**

A motion was made by Councilwoman Verschneider and seconded by Councilwoman Kardash to pay Abstract #3, vouchers #60- #100 in the amount of \$23,779.17.

Roll call vote:

Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

**AMBULANCE:**

A motion was made by Councilwoman Abrial and seconded by Councilman Scouten to pay Abstract #3, voucher #2 in the amount of \$18,750.00

Roll call vote:

Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

**TOWN CLERK MINUTES:**

A motion was made by Councilwoman Verschneider and seconded by Councilwoman Abrial to accept the minutes from the:

Town Board Regular Meeting- February 16, 2022

Roll Call Vote:

Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

**REPORTS**

**TOWN CLERK REPORT**

**JUSTICE REPORT**

**PLANNING REPORT**

**DOG REPORT**

**SUPERVISOR REPORT**

A motion was made by Councilwoman Abrial and seconded by Councilman Scouten to approve the reports as a whole.

Roll Call Vote:

Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

**NOCCOG:**

Lisa, from NOCCOG went over the monthly announcements.

## OLD BUSINESS BOARD

- **NOCCOG 5-year Intermunicipal agreement:** Supervisor Entwistle read the following Resolution aloud:

*Municipal Projects  
Coordinator  
John Healt  
(315) 941-2818  
jhealt@tughill.org*



*Executive Committee  
Robert Sauer, Chairman  
John Dolron, Vice-Chairman  
Betsy Mack, Fiscal Officer  
Edward Davis, Director*

[www.nocccog.org](http://www.nocccog.org)

**To:** Member Town Supervisors, Village Mayors and Clerks  
**From:** Robert Sauer, Chairman  
**Date:** January 3, 2021  
**Subject:** 5-year Intermunicipal Agreement (IMA) Renewal

We would like to thank all of our member towns and villages for your continued support. NOCCOG remains committed to providing services to all of our 17-member municipalities. You may remember the amendments to the IMA were reviewed and approved at our annual meeting held in October of 2021.

Attached, please find the revised NOCCOG IMA. This agreement, by law, runs for five years. We are asking our member communities to review the IMA and act on the resolution below before April 1, 2022.

**WHEREAS,** the town/village of Forestport reaffirms that continued membership in NOCCOG is important to both the town/village and the region, and

**WHEREAS,** NYS General Municipal Law Article 5-G requires that any intermunicipal agreement be renewed within a five year period.

**BE IT RESOLVED,** that the town/village of Forestport approves renewing the intermunicipal agreement, and be it further

**RESOLVED,** that a copy of this resolution be transmitted to NOCCOG for its records.

Approved at a meeting of the town/village of Forestport on March 16, 2021. 

Mayor/Supervisor Signature

The IMA requires the signature of all municipalities that are party to the agreement. The sample resolution above is for each member to present to their board for approval. Once this resolution is approved, please send a signed copy of the approved resolution to John Healt at [jhealt@tughill.org](mailto:jhealt@tughill.org) or NYS Tug Hill Commission, 317 Washington Street, Watertown, NY 13601.

At the close of 2021, the NOCCOG Executive Committee bid farewell to longtime director Mark Trnchik. Mark was a valuable asset to the Board and will be missed. His resignation leaves a vacancy that has yet to be filled. We are asking each municipality if there might be an interest from any current board member. If so, please reach out to John Healt at the email address listed above.

If you have any questions or concerns about the IMA or the executive committee vacancy, please let me know as soon as possible. I can be reached at 315-335-2492.

As always, thank you for your support of our local council of governments.

-Bob S.

**Towns:** Annsville ~ Ava ~ Boonville ~ Camden ~ Floyd ~ Forestport ~ Lee ~ Remsen ~ Steuben ~ Trenton ~ Vienna ~ Western  
**Villages:** Boonville ~ Camden ~ Holland Patent ~ Remsen ~ Sylvan Beach

## **Northern Oneida County Council of Governments Intermunicipal Agreement**

Adopted August 2015  
Adopted October 2021

### **Mission Statement**

To provide technical assistance, including planning, grant writing and training, and to create a framework for intermunicipal cooperation and communication among members and with outside organizations, on behalf of the 17 NOCCOG member communities.

### **Purpose**

In order to provide service and affect issues of common and individual concern to the municipalities located in the northern part of Oneida County in the Tug Hill Region, the Northern Oneida County Council of Governments (NOCCOG) is comprised of the undersigned towns and villages, pursuant to Article 5-G of General Municipal Law.

It is the intention of the Northern Oneida County Council of Governments, through cooperation and a system of regular communication with member communities, to represent these municipalities in bringing resources to bear on issues of common concern including, but not limited to, community development and planning; matters affecting the natural environment; and local government management information needs.

### **Primary Objectives**

1. To provide staff who will, through regular contact with member municipalities identify possible areas of assistance and provide requested services where possible, and who will coordinate activities designed to address all such issues.
2. To establish a representative forum by which issues and opportunities of common or individual concern can be affected, both through making recommendations for action, as well as through providing direct support to local government activities.
3. To establish a communication system by which all representatives to the Northern Oneida County Council of Governments report on a regular basis to their respective governing boards.
4. To explore avenues of cooperation by and between member municipalities, and carry out cooperative projects when desirable and feasible.
5. To visualize the future from a big picture or multi-municipal perspective and to create opportunities through cooperation for achieving such vision.
6. To provide technical and project review assistance, as requested, to Northern Oneida County municipalities.

### **Membership**

Each of the member municipalities shall designate annually, at their organizational meeting, a person to serve as their NOCCOG representative. The representative shall be the chief elected official of the member municipality, unless he/she designates another local official of that municipality to represent the governing board. For purpose of business of the Northern Oneida County Council of Governments, the municipal representatives shall be the voting members. Attendance and participation at the Northern Oneida County Council of Governments meetings by all interested local officers is encouraged. A quorum shall be

constituted when a majority of the member municipalities are present. Members must be present in order to vote.

#### **Meetings**

The Northern Oneida County Council of Governments shall meet on an annual basis to agree on a budget, establish membership dues, elect an Executive Board, and accomplish other business as may be necessary. Other meetings may be called at the request of two or more member municipalities, or upon the initiative of the Chairman, following due and proper notice given to all representatives. Prior to any official meeting, each municipality shall designate an individual to vote on its behalf.

#### **Fiscal Officer**

An elected officer in a member NOCCOG community shall be the NOCCOG fiscal officer and shall have the following responsibilities:

1. To receive and disburse funds of NOCCOG.
2. To oversee an accurate accounting of all receipts and expenditures of NOCCOG.
3. To sign all NOCCOG expenditure checks.

#### **Finances**

NOCCOG shall establish and approve an annual budget prior to November 1 of each year. In doing so, the member municipalities shall be requested to consider their share of the budget. The NOCCOG fiscal year shall be the calendar year. Each member municipality shall pay its annual appropriation within 60 days of receipt of its warrant from NOCCOG.

#### **Amendments**

All amendments to this agreement shall be signed by all municipalities that are parties to the agreement.

#### **Bylaws**

The Northern Oneida County Council of Governments may adopt bylaws to govern the conduct of its activities. Bylaws may be adopted at any regular or special meeting of the board, and shall require a 2/3 vote of the municipalities present

#### **Withdrawal**

Any member municipality may withdraw from the Northern Oneida County Council of Governments and from the conditions of this agreement by giving written notice of withdrawal to the NOCCOG fiscal officer. Such withdrawal shall become effective at the end of the fiscal year for which the municipality has already contributed.

A motion was made by Councilman Scouten and seconded by Councilwoman Verschneider to approve the Resolution.

Roll call vote:

Councilwoman Kardash -yes

Councilman Scouten- yes

Councilwoman Abrial – yes

Councilwoman Verschneider-yes

Supervisor Entwistle-yes

- **Master Plan Committee:** There are currently three members and hopefully they will have four. There should be a Memorial kick-off. This is a two-year project.
- **Lambert/Wheatley Area Variance:** Supervisor Entwistle read off the 5 factors considered.



**LaFave, White & McGivern, L.S., P.C.**  
**Land Surveyors**

Consideration when requesting a variance.

1. An undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by granting the variance.

No. The property is a well-kept property very visible from Dustin Road and the lake. This addition would only enhance the appearance and character of the neighborhood.

2. The benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than a variance.

No. The existing structure was built around 1955. Any alteration to the property will need a variance given that the entire structure is within the current setback requirements.

3. The request variance is substantial.

No. There is an existing deck of 284 square feet that will be removed. The new addition of living space will be 256 square feet and with a new deck of 246 square feet, there will be a net additional area of 218 square feet. The closest point to the water is only 3' closer than the existing deck. The remaining residences along McKoon Road are also with the current setback of the 100' to the mean high water.

4. The proposed variance will have an adverse effect of impact on the historical or environmental conditions in the neighborhood or district.

No. The additional will be in existing architecture of the present structure. The NYS Canal Corporation has been contacted and they see no adverse effect to the shore of the lake or their property, and written sign-off has been obtained from the DEC.

5. The alleged difficulty was self created, which consideration shall be relevant to the decision, but shall not necessarily preclude granting the variance.

The request for the addition is self-created. The home was placed prior to the current zoning and was not under the control of Ms. Lambert and Mr. Wheatley. The addition to the structure will only enhance the appearance and character of the neighborhood, as attested to by their neighbor, Ms. Margaret Peterson.

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A motion was made by Councilman Scouten and seconded by Councilwoman Verschneider to approve the Lambert/Wheatley Variance.

Roll call vote:

Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

- **Allison Area Variance:** The Allison Variance is tabled until next month. Mr. Allison gave the Town Board permission to walk the property.
- **Quarry Update:** The Planning Board held a Public Hearing regarding the Town approval of the Quarry on Stone Quarry Road. It was attended by in-person and via zoom. The DEC and APA has approved Mr. Sunderlin's permit to mine the area. The Planning Board is reviewing his application to the Town for Site Plan. The majority of what is being reviewed is the use of a seasonal town road to access the mine site. The Planning Board is currently waiting on a 239 Review from County Planning Office to review the project, DOT for the intersection of

Route 28 and Stone Quarry Road and a couple other minor things. The next Planning Board meeting is April 13, 2022, at the Town Hall at 6:30PM. It will be on zoom as the Planning Board recessed the Public Hearing. The zoom link will be posted on the town website.

- **Highway Barn camera:** Big Apple music has installed a camera aimed at the gas pumps at the Highway Barn.

#### **NEW BUSINESS BOARD:**

- **Yoga Room:** The Town is working with Wholesome Living and other yoga instructors to create this Yoga space. Ash Fletcher has a Yoga program on Wednesday at 10am and Teresa Nickerson Yoga Fire is Tuesday at 5:30pm. Anyone interested in teaching Yoga or Zumba can utilize the space. In discussion regarding the Yoga room, Karen Howard asked if they could rent a room for the Cemetery. Supervisor Entwistle stated the rooms are currently full, but if there is an opening they could discuss it.
- **Camp Nazareth:** They will be opening up this summer. They increased the cost to the Town to \$300 per camper. There is approximately \$6,000 in the budget to send the children. If the Board pays the total cost, they could send twenty campers. If parents pay a portion, they could send a few more. Councilwoman Kardash stated if it's the first time, they should go for free and if it's the second time, they should pay something. There were a lot of generous donations which is included in the \$6,000. Registration is not open yet as the Town doesn't have the applications. Once they do, it will be posted on the website. It's open to children ages 8-15.
- **Summer Recreation:** Supervisor Entwistle has reached out for instructors but hasn't heard anything back yet.
- **Trail Counters for Trackside Blazers:** The Town has contributed money towards these trail counters. There was one at the Alder Creek intersection and one by the Clubhouse on Horton Road. The Horton Road counter shows 177 snowmobiles a day and the Alder Creek intersection shows 53 sleds a day. The town felt this is useful because when the town applies for grants, data is the basis for the grant award. There is an invoice from Trackside Blazers.
- **Alder Creek Solar:** They are currently working on wildlife surveys and once the snow goes, they will be doing wetland delineation and cultural resource testing. They are submitting a jurisdictional determination package to the DEC and the Army Corp of Engineers to get the wetland limits reviewed and approved. There is a several month turnaround time. They are planning on submitting the application in the fourth quarter of this year. Once they submit it, they will be discussing the PILOT program.

- **StaR Ambulance Merger:** Supervisor Entwistle attended a meeting with the Trenton, Remsen and Steuben Supervisors and Brian Healey with StaR ambulance and Tom Meyers, Central Oneida County Ambulance. StaR Ambulance is in a great place financially, but do not have staff due to COVID. StaR has entered discussions with Central Oneida County Ambulance to merge with them. StaR would maintain their name and service. Central Oneida County Ambulance would be responsible for billing and filling the gaps when STAR staff is low. StaR has had to eliminate overnight paid staff. StaR needs all Town's approval for the merger to take place. The goal is to have the merger completed by September. With Central Oneida County Ambulance, there is a possibility of having Forestport residents obtain EMT training. There is also the possibility of offering Tele Health to individuals who would like to do that instead of riding in the ambulance. Central Oneida County Ambulance has the ability to compile data to see where the most calls come from, the time of call and the need. There may be a possibility of having an ambulance stationed in Forestport from time to time. Discussion took place regarding certificates of need.

A motion was made by Councilwoman Abrial and seconded by Councilwoman Kardash to approve the merger.

Roll call vote:

Councilwoman Kardash -yes  
 Councilman Scouten- yes  
 Councilwoman Abrial – yes  
 Councilwoman Verschneider-yes  
 Supervisor Entwistle-yes

- **Old Forge Ambulance:** Gary, the President of the Old Forge Ambulance and Danielle attended the meeting and stated Old Forge Ambulance would like the contract to be changed. Supervisor Entwistle asked Gary to come up with the new language and the Board will review it. Gary also asked the Town Board to consider an increase in funding to be able to provide the ambulance service. Last year they had 57 calls to Forestport.
- **Ash Fletcher:** Supervisor Entwistle read a letter aloud from Ash Fletcher with her building use requests. Ash has been charging the town \$50 a week for the senior yoga. Temporarily while she's using the gym for dance, she's not charging the Town for the yoga and the town is not charging her for the gym use. All the yoga instructors pay rent, but in this particular situation, while Ash is doing the yoga for the town, she will not be charged. Once the Yoga space is completed, the Town Board will reevaluate the space rental.

A motion was made by Councilwoman Abrial and seconded by Councilman Scouten to allow Ash Fletcher to use the gym and Yoga room for the Spring retreat and Spring Training for Just Dance.

Roll call vote:



Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

- **Building use:** There is a lot of community use for the gym. When someone is done using the gym, they need to return the key. If they want to rent again, they have to submit another request.

- **Mileage:** Supervisor Entwistle stated with gas prices increasing, he suggested raising the rate to 58 cents per mile. The Federal reimbursement rate for mileage is 58.5 cents per mile. Councilwoman Kardash suggested 56 cents per mile.

A motion was made by Councilwoman Kardash and seconded by Councilwoman Verschneider to raise the gas mileage rate to 56 cents per mile.

Roll call vote:

Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

- **Website:** The Town is currently using Digital Towpath. The Town Board discussed where the money would be taken out of for a new website company. Coughlin is very responsive when you call and are cheaper than the other companies, they are ADA compliant and there is an option for an email alert that's posted to the website. The Town Clerk has been putting minutes on the website from 2008, but there is an issue is when they get scanned in. You can't search those minutes because they are scanned in. For an added fee, there is a program that allows for scans to be readable.

A motion was made by Councilman Scouten and seconded by Councilwoman Abrial to approve changing the website company to Coughlin.

Roll call vote:

Councilwoman Kardash -yes  
Councilman Scouten- yes  
Councilwoman Abrial – yes  
Councilwoman Verschneider-yes  
Supervisor Entwistle-yes

### **NEW BUSINESS PUBLIC:**

- A woman from the Gallery stated on Kincaid Road, they dug up a foot and a half on her yard. She asked if they were going to fix it. Supervisor Entwistle gave her Bill Gardner's cell phone number.
- Ron, from Trackside Blazers thanked the Board for their support. He said the cooperation from Bill and the highway guys was outstanding. Trackside Blazers donated \$500 to a local food bank. He said maybe next year they can make a donation for Camp Nazareth.

### **EXECUTIVE SESSION:**

A motion was made by Councilman Scouten and seconded by Councilwoman Abrial to enter Executive Session regarding a legal matter.

Roll call vote:

Councilwoman Kardash -yes

Councilman Scouten- yes

Councilwoman Abrial – yes

Councilwoman Verschneider-yes

Supervisor Entwistle-yes

The Board returned at 8:12 PM with no action taken.

### **ADJOURNMENT:**

A motion was made by Councilwoman Abrial and seconded by Councilman Scouten to adjourn the meeting.

Roll call vote:

Councilwoman Kardash -yes

Councilman Scouten- yes

Councilwoman Abrial – yes

Councilwoman Verschneider-yes

Supervisor Entwistle-yes

There being no further business, the meeting was adjourned at 8:12 pm by Supervisor Entwistle.

Respectfully submitted,

Tracy M. Terry

Forestport Town Clerk