

**TOWN OF FORESTPORT
REGULAR TOWN BOARD MEETING MINUTES
OTTER LAKE FIRE HALL
13853 State Route 28, Forestport, N.Y.
June 18, 2025 @6:30PM**

PRESENT: Supervisor Entwistle
Councilman Addison
Councilwoman Verschneider
Councilwoman Abrial

ABSENT: Councilman Scouten

RECORDING SECRETARY: Tracy Terry, Town Clerk

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ABSTRACTS:

GENERAL:

A motion was made by Councilwoman Abrial and seconded by Councilwoman Verschneider to pay Abstract # 6 Vouchers #299- #362 in the amount of \$38,454.69.
4 ayes/ 0 nays/1 absent MOTION CARRIED

HIGHWAY:

A motion was made by Councilwoman Verschneider and seconded by Councilwoman Abrial to pay Abstract #6 Vouchers #150- #184 in the amount of \$190,158.88.
4 ayes/ 0 nays/1 absent MOTION CARRIED

WATER DISTRICT #1:

A motion was made by Councilman Addison and seconded by Councilwoman Abrial to pay Abstract #6, Vouchers #61- #67 in the amount of \$1,777.45.
4 ayes/ 0 nays/1 absent MOTION CARRIED

SEWER DISTRICT #1:

A motion was made by Councilman Addison and seconded by Councilwoman Abrial to pay Abstract #6, Vouchers #38- #41 in the amount of \$304.92.
4 ayes/ 0 nays/1 absent MOTION CARRIED

BUCKHORN:

A motion was made by Councilwoman Verschneider and seconded by Councilman Addison to pay Abstract #6, Voucher #18 in the amount of \$61.86.
4 ayes/ 0 nays/1 absent MOTION CARRIED

TOWN CLERK MINUTES:

A motion was made by Councilwoman Abrial and seconded by Councilwoman Verschneider to accept the minutes from the:
May 21, 2025: Regular Town Board Meeting
4 ayes/ 0 nays/1 absent MOTION CARRIED

REPORTS

TOWN CLERK REPORTS

JUSTICE REPORT

PLANNING REPORT

DOG REPORT

SUPERVISOR REPORT

WATER

BUCKHORN

SEWER

A motion was made by Councilwoman Abrial and seconded by Councilwoman Verschneider to accept the monthly reports.
4 ayes/ 0 nays/1 absent MOTION CARRIED

NOCCOG: John Healt went over the monthly announcements.

WATER:

SEWER:

OLD BUSINESS BOARD:

- **Church Demolition:** 12188 Woodhull Road. Bronze Construction will be getting scheduling the demolition soon. It was asked if the windows could be saved and Supervisor Entwistle stated they could not because the price would increase.
- **Woodgate School:** The town is in the process of turning Woodgate school into a park.
- **Comprehensive Plan:** Supervisor Entwistle thanked everyone for attending the Comprehensive Plan Open House in May. All documents are available online under the Comprehensive Plan Committee. The draft Plan will be available at the July 16th meeting at the Otter Lake Fire Hall.
- **AIS Kiosk Grant:** The Invasive Species Kiosk is at the Town Hall. The town received a \$35,000 grant and the kiosk was \$23,000. Councilman Addison stated it is not what they expected. It is built well, but not longevity, especially for that price. He has been speaking with NYS and the Liaison of the building company. At this point they have agreed to lower the price by almost \$10,000 so we can use that money for something else. The kiosk was supposed to be mobile, and it isn't mobile unless you use heavy equipment.

- **Boat Wash Hours:** Monday 11AM-4PM, Tuesday, Wednesday and Thursday 12PM-5PM and Friday 10PM-6PM. You can bring your kayaks, canoes or boats.
- **Standard Workday and Reporting Resolution**

A motion was made by Councilwoman Abrial and seconded by Councilman Addison to adopt resolution #7 of 2025 below:

4 ayes/ 0 nays/1 absent MOTION CARRIED

Office of the New York State Comptroller

 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001

Please type or print clearly
 in blue or black ink

Employer Location Code

30677

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

**Standard Work Day and
 Reporting Resolution for
 Elected and Appointed Officials**

RS 2417-A

(Rev.12/23)

BE IT RESOLVED, that the TOWN OF FORESTPORT / 30677 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
STEVEN ADDISON			TOWN BOARD	6/1/24 - 12/31/27	6	13.3	☐	MONTHLY	☐
SHIRLEEN PASCHKE			TAX COLLECTOR	6/1/24 - 12/31/25	7.5	2.8	☐	MONTHLY	☐
Appointed Officials:									
TONYA BROWN			ASSESSOR	10/1/19 - 9/30/25	7	8	☐	BI WEEKLY	☐
CRAGG JENKS			DOG CONTROL	6/1/25 - 12/31/25	8	3	☐	MONTHLY	☐
SHIRLEEN PASCHKE			COURT CLERK	6/1/25 - 11/1/26	7	5.71	☐	BIWEEKLY	☐

I, Tracy M. Terry, secretary/clerk of the governing board of the TOWN OF FORESTPORT, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 18th day of JUNE, 2025 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Forestport on this 18th day of JUNE, 2025

Tracy M. Terry
 (Signature of Secretary or Clerk)

Affidavit of Posting: I, Tracy M. Terry being duly sworn, deposes and says that the posting of the Resolution began on 6/19/2025 and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

☐ Employer's website at: TOWN OF FORESTPORT.GOV

☐ Official sign board at: 10275 RTE 28, FORESTPORT, NY 13330

☐

(seal)

NEW BUSINESS BOARD:

- **Accessibility Grant:** Councilman Addison and Jen Hartsig, the Town Grant writer are working on this grant. It is to make the Town Hall more handicap accessible. It would allow the Town Hall to have accessible bathrooms, ramps, an automatic door and a keypad would be added into this grant.
- **Zoning/SRL Update Grant:** In conjunction with the Comprehensive Master Plan, the Town is hoping to apply for the Grant to update the Site Review Law and Subdivision Law. Completing the Comprehensive Master Plan gives the Town a leg up. This project would cost around \$100,000. The Town is hoping to continue to use LaBella for the Company as they were easy to use and knowledgeable.
- **Reappointment of Tonya Brown, Sole Assessor:**
A motion was made by Councilwoman Verschneider and seconded by Councilman Addison to reappoint Tonya Brown as Sole Assessor for a 6-year term.
4 ayes/ 0 nays/1 absent MOTION CARRIED
- **Art Contest for kids:** Town Clerk, Tracy Terry stated the Art Contest is open for voting at the Town Hall and Councilman Addison has created a poll on Facebook for voting. She has created baskets for all children who participated.
- **EXPO:** Town Clerk, Tracy Terry has a date for the EXPO for September 24, 2025, the last Wednesday in September from 10AM-2PM. Campbell's will be making subs for the attendees of the event. She also mentioned she reached out to the Oneida County Historical Society, and they will be bringing what they have for Forestport as long as they have the staffing to make the event.
- **Primary Election:** Supervisor Entwistle reminded everyone to exercise their right to vote at the Republican Primary on June 24th.

NEW BUSINESS PUBLIC:

- Ms. Kennedy from the Gallery mentioned she would like to see the senior lunches at the Town Hall brought back because they need socialization. Supervisor Entwistle stated they are working on the bagged lunches right now and hopefully it can turn into hot lunches. As of right now, they do not have any kitchen equipment, but if anyone knows where they can buy it or if someone knows what they actually need for the kitchen, let him know as they are actively looking. Discussion took place.
- Ms. Kennedy also mentioned a "ChimFire" that can stop a chimney fire.
- Councilwoman Verschneider suggested a bulletin board outside Ash's art room for the kid's artwork. The board agreed, and they will be purchasing one.

- Ms. Porter from the gallery stated she has been in contact with James O'Brien with NYS Preparedness and he is willing to have a meeting for 1 ½-2 hours with the community. They have backpacks they give out to families in case of an emergency. She gave Supervisor Entwistle his information as they need more information.

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

4 ayes/ 0 nays/1 absent MOTION CARRIED

There being no further business, the meeting was adjourned at 7:09 pm by Supervisor Entwistle.

Respectfully submitted,
Tracy M. Terry

Forestport Town Clerk