

**TOWN OF FORESTPORT
REGULAR TOWN BOARD MEETING MINUTES
FORESTPORT TOWN HALL
10275 State Route 28, Forestport N.Y.
November 19, 2025 @6:30 PM**

PRESENT: Supervisor Entwistle
Councilman Addison
Councilwoman Abrial
Councilman Scouten
Councilwoman Verschneider- VIA ZOOM

ABSENT: No members of the Town Board were absent

RECORDING SECRETARY: Tracy Terry, Town Clerk

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

GUEST SPEAKERS:

- **North Star Ambulance:** Steve Knapp, Executive Director (in charge of Executive issues and contracts) and Anthony Militello, Director of Operations (in charge of operations) were in attendance to introduce themselves and let the Board know what their plans were for the future. They would like to have a rig in Forestport. They need a heated garage to keep warm and a room for the staff. The Board is going to think about what can be done. The Town Hall has a room, but the garage is currently not heated. The response time is between 15-20 minutes and in the winter, they are anticipating it to be 30-35 minutes because of the weather conditions.



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Town of Forrestport Ambulance Call Information (7/1/2025-11/19/2025)

Call Volume

Forrestport Fire Dist- 77

Woodgate Fire Dist- 3

Total- 80 Calls for ambulance service

Transport Data

Number of Transports- 73 Transport
percentage- 91%

Response Time Data

Average Response Time- 15-20 Minutes (enroute to arrived)

Time of day Data

Total Per Day

Sun	Mon	Tues	Wed	Thur	Fri	Sat
12	14	11	10	10	11	12

Peak Times

09-23 09-17 12-18 12-18 12-18 12-20 12-23

- **Steve Boucher:** He gave an update on the Oneida County Budget. There hasn't been an increase in 14 years. There's a reason taxes must go up. The sales taxes are leveling out and there are changes with the SNAP program. The Federal government funds the SNAP Program. The state and County were splitting the administrative cost at 50%, but it will most likely be raised to 75% and passed to the Counties. Turning Stone Casino was discussed.

- Carl Thomas asked Mr. Boucher to investigate the issue he is having with the safety issues with Trestle Road. He stated he will drive out there and take a look to see what can be done and discuss it with Supervisor Entwistle.

ABSTRACTS:

GENERAL:

A motion was made by Councilman Addison and seconded by Councilwoman Abrial to pay Abstract # 11 Vouchers #645- #717 in the amount of \$47,616.19.

5 ayes/ 0 nays/0 absent MOTION CARRIED

HIGHWAY:

A motion was made by Councilwoman Verschneider and seconded by Councilman Scouten to pay Abstract #11 Vouchers #276- #315 in the amount of \$46,586.61.

5 ayes/ 0 nays/0 absent MOTION CARRIED

WATER DISTRICT #1:

A motion was made by Councilwoman Abrial and seconded by Councilman Scouten to pay Abstract #11, Vouchers #111- #123 in the amount of \$2,336.88.

5 ayes/ 0 nays/0 absent MOTION CARRIED

SEWER DISTRICT #1:

A motion was made by Councilman Addison and seconded by Councilwoman Verschneider to pay Abstract #11, Vouchers #50- #57 in the amount of \$11,031.07.

5 ayes/ 0 nays/0 absent MOTION CARRIED

BUCKHORN:

A motion was made by Councilman Scouten and seconded by Councilman Addison to pay Abstract #11, Vouchers #32-# 35 in the amount of \$436.53.

5 ayes/ 0 nays/0 absent MOTION CARRIED

TOWN CLERK MINUTES:

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

- October 15, 2025: Regular Meeting
- November 3, 2025: Preliminary Budget Hearing

5 ayes/ 0 nays/0 absent MOTION CARRIED

REPORTS

TOWN CLERK REPORTS

JUSTICE REPORT

SUPERVISOR REPORT

BUCKHORN WATER REPORT

WATER DISTRICT # 1 REPORT

PLANNING BOARD REPORT

A motion was made by Councilwoman Abrial and seconded by Councilman Addison to accept the monthly reports.

5 ayes/ 0 nays/0 absent MOTION CARRIED

NOCCOG: Lisa Bellinger went over the monthly announcements.

WATER:

- **Phone Line Update:** The original quote was higher than what the Board had anticipated. It has been brought down to \$15,000 with eliminating add On's Lucas Kafka said he didn't need.

SEWER:

Advertisement for bidders:

Town of Forestport

Wastewater Treatment Plant Upgrades

PN 222101

ADVERTISEMENT FOR BIDDERS

The Town of Forestport, Oneida County, New York will receive sealed bids for the construction of Wastewater Treatment Plant Upgrades in accordance with the plans and specifications heretofore prepared by Dodson & Associate, PLLC, Consulting Engineers.

The Work of Contract No. 5- Wastewater Treatment Plant Upgrades is generally described as follows: Installation of two (2) gravity filter beds including PVC piping, fittings, concrete splash pads, liner, pea gravel, weep basins, filter sand, etc., and two (2) pressure dosing filter beds including PVC piping, force main, fittings, liner, leaching chambers, distributor manhole, pea gravel, filter sand, etc., diversion manhole with frame/cover, pressure dosing lift station; sewage lift station improvements, piping, manhole upgrades, precast concrete chlorine contact tanks with frame/cover; demolition/removal of existing filter beds including filter material, liner, piping, equipment and appurtenances; access drive, site work, bypass pumping, and miscellaneous work.

The work of Contract No. 6- Electrical is generally described as follows: Upgrade of the electric service entrance to the Administration Building including: removal of existing main distribution panel and manual transfer switch; new main distribution panel, new propane generator, new automatic transfer switch, electric service to: new equipment pedestal; new equipment pedestal - Pressure Dosing Lift Station; control panel and pump(s) disconnects; site lighting; restoration; and miscellaneous work.

Both Contract Nos. 5 and 6 include Additive Bids as described below:

Contract No. 5

Additive 1 - Building Improvements

Additive 2 - Sewage Lift Station A Improvements

Contract No. 6

Additive I - Building Electrical Improvements Bids will

be received for:

**Contract No. 5- Wastewater Treatment Plant Upgrades Contract
No. 6-Electrical**

at the following location, until the stated date and time.

**Location: Town of Forestport
10275 State Route 28
Forestport, NY 13338**

Date: January 7, 2026

Time: 11:00 am

Proposals will be opened and read aloud on said date at 11:05 am at the Town Office.

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AFB-1

**Town of Forestport
Wastewater Treatment Plant Upgrades**

PN222101

Digital copies of the Contract Documents may be viewed at the following bid planholder sites:

1. Town of Forestport, 10275 State Route 28, Forestport, NY 13338
2. Dodson & Associate Consulting Engineers, PLLC, 1667 Elizabeth Street, Schenectady, NY 12303
3. Dodge Data & Analytics, 830 Third Avenue, 6th Floor, New York, NY 10022
4. Syracuse Builders Exchange, 6563 Ridings Road, Syracuse, NY 13206
5. Reed Construction Data, 30 Technology Parkway South, Suite 500, Norcross, GA 30092-2912
6. Eastern Contractors Association Inc. 6 Airline Drive, Albany, NY 12205
7. Greater Capital District Minority Business Association, 251 Pearl St., Albany, NY 12207

Digital copies of the Contract Documents may be obtained from Dodson & Associate, PLLC, 1667 Elizabeth Street, Schenectady, NY 12303 by calling (518) 382-5842 Ext. 24 or emailing to the address below upon receipt of a plan deposit payable to the Town of Forestport in the amount of \$50.00. A plan deposit check will be required regardless if Contract Documents are obtained from the bid planholder sites noted above. **BIDDERS OF RECORD ONLY**, within 30 days after bid opening will receive a 100 percent refund of the deposit price. All refunds will be made by the Town of Forestport.

The Town of Forestport secured funding for the project from Environmental Facilities Corporation - Clean Water State Revolving Fund (EFC-CWSRF) and The Water Quality Improvement Project (WQIP). The bidder shall comply with all requirements of Environmental Facilities Corporation - Clean Water State Revolving Fund (EFC-CWSRF) bid packet and WQIP as noted in Contract Documents.

Each bid proposal must be accompanied by a Bid Bond or certified check payable to the Town of Forestport in the amount of five percent (5%) of the Total Bid Price. Complete Bid Bond forms included

in the Bid Proposal section of the Project Manual. If a Bidder fails to enter into a Contract with the Town of Forestport, upon acceptance of bid, the bid security shall be forfeited to the Town of Forestport.

No bidder may withdraw his bid within forty-five (45) days after the date of the bid opening. The successful bidder must provide a one hundred percent (100%) Performance and Payment Bond with a surety company satisfactory to the Town of Forestport and conforming to the requirements of Article 6 of the General Conditions.

Bidders are required to certify that bids have been prepared without collusion with other bidders, subcontractors or suppliers. Each bidder must sign a non-collusion certification statement included in the Bid Proposal of the Project Manual.

The Town of Forestport reserves the right to waive any informalities or to reject any and all bids.

Bidders are not to include sales taxes in their bid proposal on materials, equipment and supplies incorporated in this Project.

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AFB-2

Town of Forestport

Wastewater Treatment Plant Upgrades

PN 222101

Town of Forestport

(315) 392-2801

Town of Forestport

Consulting Engineers

Dodson & Associate
PLLC

(518) 382-5842 Ext

(518) 382-8876 (Fax)

C. Jack Dodson, Principal

Email: cjdodsonpe@dodsonandassociate.com

Tracy Terry, Town Clerk Consulting Engineers,

Date _____

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AFB-3

A motion was made by Councilman Scouten and seconded by Councilwoman Abrial to schedule a meeting to open sealed bids on January 7, 2025, at 11:00 A.M.

5 ayes/ 0 nays/0 absent MOTION CARRIED

BUCKHORN WATER

- **Rate Increases:** The new rates will go into effect in March of 2026

OLD BUSINESS BOARD:

- **Budget Adoption:**

A motion was made by Councilman Addison and seconded by Councilwoman Abrial to approve the budget as formally adopted.

5 ayes/ 0 nays/0 absent MOTION CARRIED

*A copy of the budget is included in the minutes.

- **Cemeteries**

- **Ideas to help cemeteries reduce expenses:** Supervisor Entwistle asked the community members if they could think of ways for the cemeteries to save money, please let him know. Kim Lambert, from the Gallery asked if people were still being buried as they are being cremated more. It was answered that people who are being cremated are still being buried. Beechwood Cemetery and Woodgate Cemetery have between 8-12 burials a year. Supervisor Entwistle mentioned having Lucas' summer helper to mow the cemeteries during the summer and having the cemeteries reimburse them their hourly wage. He also mentioned the possibility of having Lucas use the tractor to dig the graves. The cemeteries would pay Lucas and a stipend for using the tractor. The Towns IT is revamping one of the old computers that will be wiped clean to the Beechwood Cemetery.

- **Town Hall Kitchen:** The quote Supervisor Entwistle received was \$47,500. There isn't going to be much construction work needed to get the kitchen going. Carl Thomas, from the gallery stated most commercial Kitchens are gas, why electric? It was answered that's what the school had. The kitchen would be a nice addition to the rental, because you could have fundraisers. Councilwoman Abrial asked if there were dishes and it was answered no. Councilwoman Verschneider asked if there was money from the renting the town hall. It was answered not enough for the kitchen, Councilwoman Verschneider asked about using the rental money for dishes.
- **Hometown Heroes:** The Town will be doing the Hometown Heroes again in the Spring, with the same pricing hopefully.

NEW BUSINESS BOARD:

- **Election Results:** Supervisor Entwistle congratulated everyone that was re-elected.
- **New highway hire:** Mike Cross was just hired as a Full-Time employee. The Highway crew is at full capacity.
- **End of year meeting:** The End of Year Meeting is December 29, 2025, at 9:00A.M.
- **Organizational meeting:** The Organizational Meeting is January 5, 2025, at 6:30P.M.

A motion was made by Councilman Scouten and seconded by Councilwoman Abrial to schedule the End of Year Meeting on December 29, 2025, at 9:00A.M. and the year-End meeting on January 5, 2025, at 6:30P.M.

5 ayes/ 0 nays/0 absent MOTION CARRIED

- **TextMyGov:**

Tracy Terry, Town Clerk gave an overview of the program. Residents will be able to get emergency alerts via text message from the town.

- **Round Lake Road Bridge:** Supervisor Entwistle read the resolution aloud:

BRIDGE NY RESOLUTION BY MUNICIPALITY

(Bridge Project)
RESOLUTION
NUMBER: 12

Authorizing the implementation and funding of the costs of 100% of the costs of a transportation project, which may be eligible for federal-aid and/or state-aid, or reimbursement from Bridge NY funds.

WHEREAS, a project for the Bridge NY 2021: Round Lake Rd. Over Long Lake Outlet P.I.N. 2754.66 (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds; and

WHEREAS, the Town of Forestport will design, let and construct the Project: and

WHEREAS, the Town of Forestport desires to advance the Project by making a commitment of 100% of the costs of the work for the Project or portions thereof.

NOW, THEREFORE, the Forestport Town Board Board, duly convened does hereby

RESOLVE, that the Forestport Town Board hereby approves the above-subject Project; and it is hereby further

RESOLVED, that the Forestport Town Board hereby authorizes the Town of Forestport to pay 100% of the cost of all eligible work for the Project or portions thereof, with the understanding that qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds; and it is further

RESOLVED, that the sum of one million two hundred ten thousand four hundred and no cents (\$1,210,400) is hereby appropriated from the Forestport Highway Fund and made available to cover the cost of participation in the above phase(s) of the Project; and it is further

RESOLVED, that the Forestport Town Board hereby agrees that the Town of Forestport shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid, or NY Bridge funding awarded to the Town of Forestport; and it is further

RESOLVED, that in the event the Project costs not covered by federal-aid, state-aid, or NY Bridge funding exceed the amount appropriated above, the Town of Forestport Town Board shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Supervisor hereof; and it is further

RESOLVED, that Town of Forestport hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

RESOLVED, that the Supervisor of the Town of Forestport be and is hereby authorized to execute on behalf of the Town of Forestport all necessary agreements, certifications or reimbursement requests for federal-aid and/ or state-aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the Town of Forestport's funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

RESOLVED, this Resolution shall take effect immediately.

A motion was made by Councilman Scouten and seconded by Councilwoman Abrial to pass Resolution #12.

5 ayes/ 0 nays/0 absent MOTION CARRIED

- **Replacement of Fuel Tank:** the current price for the replacement of the in-ground fuel tank is around \$300,000. To replace both boilers with a propane broiler is \$83,000. That does not include the removal of the existing tank. To remove the existing tank would be an additional \$100,000.

NEW BUSINESS PUBLIC:

- Kim Lambert, from the Gallery, is interested in grant opportunities for a tourist website. She would like to be added to the list of volunteers.

ADJOURNMENT:

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

5 ayes/ 0 nays/0 absent MOTION CARRIED

There being no further business, the meeting was adjourned at 7:42P.M. by Supervisor Entwistle.

Respectfully submitted,
Tracy M. Terry

Forestport Town Clerk