

MINUTES

Tuesday July 15, 2025

Meeting opened at 6:32 PM by Mayor Stiles with the Pledge to the Flag. In attendance were Mayor Jeffrey S. Stiles, Trustees Ian M. Feulner and K. Don Brigham, DPW Superintendent Wayne B. Valentine, Village Attorney Jill A. Poulson, and Deputy Clerk-Treasurer Eve Bouboulis. Guests in attendance were Rick DeAngelo, Resident and Building/Safety Inspector, Angelica Palmer, Resident and CVCFC Board Representative, Noelle Adamoschke, HCVB, and Anna Gaeta, League of Women Voters.

Approval of the June 17, 2025 minutes as members received in final written form. It was upon motion of Trustee Brigham, seconded by Trustee Feulner, unanimously carried, to accept the minutes as written.

Treasurer's Report

Checking Account		6/30/25 Balance
General		\$ 266,578.44
Water		\$ 15,397.89
Total Fund		\$ 281,976.33
Trust & Agency		\$ 2,508.96
Village of Cherry Valley Baseball League		\$ 1,378.05
Savings Accounts		6/30/25 Balance
Water System Repair Reserve		\$ 3,007.42
Cemetery Capital Reserve		\$ 11,231.67
Unemployment Insurance Reserve		\$ 2,720.02
Water Debt Service Reserve		\$ 21,715.94
Parks & Recreation Reserve		\$ 3,692.04

General Fund Savings		\$ 26,028.61
	Water	Taxes
Taxes and Water Unpaid 7/1/25	\$ 0.00	\$ 228,638.58
Paid in June	\$ 0.00	\$ 120,279.43
Adjusted in June	\$ 0.00	\$ 0.00
Billed in June	\$ 0.00	\$ 0.00
Unpaid 7/1/25	\$ 0.00	\$ 108,359.15

It was upon motion of Trustee Feulner, seconded by Trustee Brigham, unanimously carried, to accept the report as given.

Guests:

1. Rick DeAngelo was in attendance to provide employment paperwork as needed for his position as Building Inspector.
2. Noelle Adamoschek, Historic Cherry Valley Businesses, presented information to plan for a fall Village event on October 25, 2025 (the Saturday before Halloween). Vendors, a ghost tour by resident and historian Susan Miller, and hay rides are planned. Approval to for use of the parking lot was provided by the Board and a discussion will be had as to the Village's other contributions to the event. Museum staff will be contacted to seek their participation to enhance the event (as it is usually closed by October 25). More event planning will be shared and Mayor Stiles will participate. Additionally, an update on improving the sidewalk on Main Street to allow for business establishment included that Wayne Valentine, DPW has spoken to Gridley paving to provide the cement. DPW will have one week notice to remove the old cement. The sidewalk will be cordoned off for potentially one week for safety purposes while the repairs are in process.
3. Angelica Palmer, Telegraph School, thanked the Board for approving use of the gazebo in the park for the Drum Circle event. The event went well and will occur again each month this summer. Also, the Telegraph School will be making building repairs that will require the sidewalk to be cordoned off. Professional contractors will be doing the work and they do not anticipate that traffic will be impacted. Regarding her role on the CVFC Board, the possibility of applying for Soil and Water funds for trees/plants as a buffer for the river was discussed. This would likely increase shade, improve ease of lawn mowing, potentially help with flooding among other benefits. Discussion of types of

trees/plants, where to plant, and the consistency with existing tree types was had. Further discussion will be had, and the Spring of 2026 is likely the earliest that the project could begin. Angelica Palmer noted that as a Heat Smart Community, it is possible to seek grants for heating and cooling centers for the Village. Perhaps the gymnasium or smaller rooms at 2 Genesee Street could be used. She offered her time and effort to look into this possibility. The Board both thanked her and expressed appreciation for all of her contributions. Jill Poulson, Esq. asked about the hours of band practice and if the Senior Center is used. An anonymous source was concerned about practice beginning as late as 10pm and continuing to midnight and potentially causing some noise disturbance. Angelica Palmer had not been informed of any concerns but agreed to look into the matter.

4. Anna Gaeta, in attendance on behalf of the League of Women Voters, sought to observe the meeting. Observance of public meetings to assess consistency with legal expectations such as the Sunshine Laws is an example of the goals of the organization. After meetings are observed the organization reports out on findings in various ways such as newspaper articles. She thanked the Board and hoped to attend again. Mayor Stiles welcomed her back in the future.

Old Business:

DPW Superintendent Valentine:

Progress was made on the well repair today. Calcium chunks were removed and capacity is 100% (was in the low 60s). Lab testing on the water is being followed up on as well as continued repairs.

Further discussion since last meeting regarding the harboring of animals ordinance and safety/sanitation concerns was held due to continued problems with dead rats. A letter written by Attorney Poulson and signed by the DPW Superintendent was hand delivered today to inform the residents of potential violations of laws/regulations and to invite the residents to the meeting today to address concerns and find solutions. Mayor Stiles received a phone call from the residents who had questions about what is allowable versus prohibited regarding harboring of animals and seemed open to follow up discussions to address the problems. Safety of adults and children in the community as well as pets, wildlife, river impacts, etc. were discussed as concerns. Attorney Poulson added that she had a concerning photo on her cell phone of a garbage bag with a paw sticking out of it on the front yard. Mayor Stiles expects a resolution by the end of next week with an extremely aggressive effort to find solutions to this issue. The residents' questions will be followed up on by Attorney Poulson as well as solutions to protect the community (i.e. Dept of Health, Dept. Agriculture and Market, NYS DEC, among others). In the future, similar letters to residents will be signed by the mayor.

Reports of additional stray cats has come to the attention of the DPW Superintendent. Mayor Stiles was made aware and contacted the Dog Control Officer to determine what role he might be able to play in assisting with this issue. Attorney Poulson will contact the SPCA and set up a meeting to follow up on the issue.

Attorney Poulsen:

The lease with the Legion for 15 years with the ability to extend it was presented. The lease includes language to ensure Cherry Valley Artworks can continue their use of the building should the building ever be sold. Some of the requirements were noted, such as, the building can be inspected by the Village, the Village is not required to repair it if it becomes uninhabitable, and \$2.00 per year lease. Resolution to approve the lease with the American Legion: motioned by Trustee Brigham, seconded by Trustee Feulner, unanimously approved by the Board.

The landscaping contract with AA Property Care has been worked on and Attorney Poulsen will follow up with Clerk-Treasurer Gregory on its finalization for Board review.

Attorney Poulsen sent a letter to a resident, Barry Ellis Jr., regarding potential violation of local regulation regarding numerous vehicles on property, and with a possible solution to help remove the vehicles. Discussion was had regarding the lack of response and ways the Village may follow up. Attorney Poulsen will send the letter by certified mail and research options for the Village to position itself if there is again no response.

Deputy Clerk-Treasurer Bouboulis:

Thank you to Clerk-Treasurer Gregory for preparing reports and the agenda before leaving for training this week.

NYCLASS Equipment Repair Fund follow up: The Board unanimously decided to table the establishment of a "Equipment Repair Fund" until the next meeting at which time the well repair bill will likely have been received.

Payment for prior vehicle accident follow up: Clerk-Treasurer Gregry looked back at meeting minutes and the budget but was unable to find anything noting where (budget code) we would pay her from. Attorney Poulsen recalled this issue and an email sent to the Clerk-Treasurer to review regarding the payment. Resolution to approve payment to Marilyn Mollen's \$1,000.00 from the general fund motioned by Trustee Feulner and seconded by Trustee Brigham was unanimously approved.

Well #1 Repair follow up: How would the board prefer to pay for the well repairs? The Board agreed they will table this discussion until the final bill is received.

Cemetery entrance check has been received (7/8/25) for full amount of \$8,827.97. Funds should be deposited in the Cemetery Reserve Fund.

Water bills were sent out on Monday June 30, 2025 with the updated water information sheet, as well as the newsletter (graciously put together by Mrs. Helen Stiles). There have been a handful of complaints on the new pricing.

Youth Sports additional accident insurance follow-up: Attorney Poulsen looked at the Village's policy and recommended the Village be added to the programs' insurance as "additionally insured" if possible. The Clerk-Treasurer should ask programs that use the facilities if this is possible.

Casella follow-up: Toters continue to be exchanged per resident requests. Office staff met via phone call with Adam Critti and Destiny Felter on Monday 7/7/25 about these exchanges and other various questions. Clerk-Treasurer Gregory inquired about a Village Refuse Day(s) as offered by Casella and information provided includes:

- One week's notice is required
- Casella would drop off a 30- or 40-yard dumpster on the Friday and pick up on Monday (at no extra charge besides the charge for tonnage that is incurred when they bring it to the transfer station).
- No hazardous waste would be allowed and Adam Critti will send over a list
- Someone would have to be present to collect monies for dumping of items that have costs (mattresses, couches, etc.) - like would be usually collected for refuse permit stickers with Thursday pick-ups. Adam Critti will be putting together an updated list, and collectors of monies could be anyone that is willing, even volunteers from within the Village
- Clerk-Treasurer Gregory would like to inquire as to where the money would come from to pay for the cost of the tonnage at the transfer station.

The Board discussed the above and would like information as to how other villages/towns plan their refuse days and pay for the tonnage fees. Unanimous decision by the Board to consider having a refuse day next year.

Office computer software systems follow-up:

Regarding **water system software** billing, Clerk-Treasurer Gregory spoke with Dianna Andrews (Client Relation Manager) from QuikWater/Tak Technology, Inc and found the following information:

Initial costs were: \$495.00 for "Ultra" on 3/5/2021 and \$995.00 for "Rural" (what we currently use) on 6/2/2022. The next (and final) step up is "Net5" which is currently priced at \$4,195.00. Dianna noted, "Our support rate is \$125.00 per hour, with a one-hour minimum. We also offer a support contract for \$125.00 per month, billed quarterly, which includes unlimited calls and email support."

Regarding **billing/budget software**, Clerk-Treasurer Gregory is looking into pricing for QuickBooks online (not ideal, but may be what needs to be done in the meantime), as we are starting to get more error messages from the desktop version - there is the potential too with the online version, to include payroll and utility (which was done at one point on our desktop version). An update will be provided at the next meeting.

The Board agreed that that would like to wait for an update at the next meeting after Clerk-Treasurer Gregory's training. The Water billing system does not appear to meet the needs of our rural village, and Trustee Brigham noted QuickBooks has not been recommended at the village level as per training attended earlier this year. Angelic Palmer noted that in her experience a short-term upgrade in QuickBooks would not be a cost-effective or timely solution due to up front preparation requirements and implementation time. The Board would like to consider what the Clerk-Treasurer may have learned as alternatives while at training this week. Trustee Brigham may have a vendor to provide solutions. He will gather information from the potential vendor and bring it to the next meeting.

New Business:

DPW Superintendent Valentine:

DPW staff will notify residents of high-water usage more often. They were able to inform several residents of high usage last month in preparation for water bills being sent out.

Attorney Poulsen:

Nothing to report

Deputy Clerk-Treasurer Bouboulis:

- Resident, Martha Sherwood, has requested that the board review and consider a reduction to her water bill (per her talk with Mayor Stiles) - she is aware she has a leak and has stated to Clerk-Treasurer Gregory, on 7/10/25, that she is working to get it fixed.
 - The Board discussed and would like information including when did the leak start, when was she notified by DPW of high usage, and how high is the water bill. This information should be provided at the next meeting.
- Clerk-Treasurer Gregory is requesting the ability to increase/approve Deputy Clerk-Treasurer Bouboulis' hours as necessary. Certain times of year require more time to complete projects within deadlines such as Jan.-taxes; Feb. & Mar.-budget; May-end of fiscal year & taxes; June-water bills; July-AFR; Dec.-water bills part 2. Right now, for example, how to seek an extension on the AFR is being sought.
 - Discussion was had by the Board and more time to consider this request is needed. Information that the Clerk-Treasurer obtained at training this week is needed. However, Trustee Brigham noted that the AFR needs to be done and additional hours for that purpose should be approved. The Board unanimously agreed.

- Clerk-Treasurer Gregory's current working hours are proving to be not enough to get all the work done (well and on time); she has been putting in many extra hours just to attempt to keep up on tasks. Both Clerk and Deputy Clerk-Treasurers are still doing some catch-up still from the prior year(s) and continually working to get things corrected and organized in the systems
 - Many of the time-related complications arise from having to manually enter information which often takes a large amount of time (some being just tedious work, like preparing the many new pages for each of the four accounts and bill tracking books) simply because there are various day-to-day tasks that pop up and need dealing with in the moment (phone calls, emails, in-person visits, etc.) and at times can lead to much longer than anticipated tasks within themselves.
 - As discussed above, the Board unanimously agreed that the AFR needs to be completed and additional hours are approved for that purpose, otherwise the request is tabled until the next Board meeting.

Other Business:

Mayor Stiles had a conversation with Pat Wingate who may be interested in selling her property known as the park/gazebo on Main Street to the Village. Potential cost to purchase would be \$30,000.00. Discussion was had including should there be a potential offer and questions such as size of parcel, what are the costs of taxes, can the Village have first refusal, assessed value, what the land may be used for were reviewed. The Board ultimately agreed that Mayor Stiles will invite her to attend the next Board meeting for a follow up discussion.

Mayor Stiles reminded everyone that the 3rd Thursdays in August are planned for Folkfest for Food.

Finances:

Audit of Claims:

After review by the board, it was upon motion of Trustee Brigham, seconded by Trustee Feulner, unanimously carried, to make payment on paid bills as follows:

Abstract # 2

General Fund	Ch. #s 16607-16641	\$ 19,031.84
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Water Fund	Ch. #s 16607-16641	\$ 5,143.12
Total Fund	Ch. #s 16607-16641	\$ 24,174.96
Trust and Agency	Ch. #s 2073 & Auto Deductions (including SS & Med Correction)	\$ 3,465.33
Agency Fund (Youth Baseball)	Ch. #s ACHs	\$ 205.20

Budget Modifications N/A			
To	Amount	From	Amount
	\$		\$
Budget Amendments N/A			
To	Amount	To	Amount

Adjournment:

The meeting adjourned at 8:41 p.m. upon motion of Trustee Feulner, seconded by Trustee Brigham, unanimously carried.

Respectfully Submitted,

Eve Bouboulis, Deputy Clerk-Treasurer

August 19, 2025