Village of Constableville

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES

December 1, 2025

A meeting of the Board of Trustees of the Village of Constableville, a Municipality, was held on December 1, 2025, at 6:00 pm, at the Village Library on Main St., Constableville, NY.

Trustees Present: Stephen Ward, Cody McDonald, Mark Sullivan, Sonia Wendt

Others present: Christine Healt, Tug Hill Counsel
Mark Sullivan, Sewer Plant Operator
Robert Boliver, BCA
Alan Klossner, Village Resident
Samantha Brown, Village Resident

Trustee Ward made a motion to appoint Sonia Wendt as Mayor to fill the vacancy created by the resignation of Samantha Brown, motion was seconded by Trustee McDonald and carried.

Call to Order: Mayor Sonia Wendt called the meeting to order at 6:05 pm. A quorum of trustees was present, and the meeting, having been duly convened, was ready to proceed with business.

Trustee Mark Sullivan regretfully submitted his letter of resignation as Village Trustee and Deputy Mayor, as recommended by Village Attorney Gilbert, citing a conflict of interest with him also being the Sewer Plant Operator. Trustee McDonald made a motion to accept his resignation; motion was seconded by Trustee Ward and carried.

Clerk Failing reviewed with the Board email correspondence with Attorney Gilbert regarding appointing new mayor, resignation of Trustee/Deputy Mayor Mark Sullivan, Conflict of interest for two of the potential Trustees, how to appoint a trustee(s) to fill vacancies.

Approval of Minutes: Trustee McDonald made a motion to approve the minutes of the November 2025 monthly meeting. The motion was seconded by Trustee Ward, motion carried.

Financial Review: The Board reviewed the Financial Reports for November 2025. Trustee Ward made a motion to approve the financial report as presented, seconded by Trustee McDonald, motion carried.

Bob Boliver, BCA updated the board on the Water and Sewer Projects.

SEWER:

- He will ask the Sewer Plant operator in Port Leyden if he would be interested in doing Constableville also.
- The work at the sewer plant:
    - Installed a new fiberglass metering manhole.
    - Pumped out all septic tanks and cleaned them.
    - Put in a concrete wet well for the pump station.
    - The old wooden catwalk and stairs have been removed, the new ones are being installed.
    - Electric service to the new UV building has started Trustee McDonald asked if the UV building will be a prefab building. Bob said No, it will be built on site.
    - The total construction contract is $569,000, they have submitted for $271,415.00. DEC will reimburse 75% and EFC 25%
    - Project looks to be under budget, we may be able to purchase a baseboard heater for sewer plant office with left over budget money.

Mayor Wendt reviewed and signed the paperwork to be submitted to DEC and EFC for reimbursement to the village.

WATER:

- Casey & Jeremy are working on a proposal for the engineering design of Main Street (to match the County's Complete Streets (elevations, curb design and storm water drains) Replacing the water pipes and sidewalks was included in the original contract but these items were not.
- The money will come from NBRC Grant Funds.
- Trustee McDonald asked if the storm water drains coming down West Main Street will tie into existing storm drains/pipe that goes across Wilton's back yard and across the ball field to the river. Bob said yes.

Water Plant Operator's Report:

Water Plant Operator Mary Wilton was not present at the meeting. Clerk Failing reported that Mary had told her that by fixing the leak at the store, the usage went down to 45,000/day.

Sewer Plant Operator's Report: Mark didn't have anything to add to Bob's report.

Other Business:

Discussion was held regarding the vacant Trustee positions with Sonia Wendt being appointed Mayor and Mark Sullivan's resignation. Clerk Failing reported that she has had a few people contact her that may be interested. She will request that they send a letter of interest, then we will narrow it down and interview two.

Clerk Failing reported that she contacted the company that owns the store regarding the rumors of the store closing at the end of the year. Apparently, the gas company went into the store and saw the condition and lack of food on the shelves and cooler. She had talked to some village residents about possibly writing letters to Circle K, Stewarts, Fast Trac, etc. to get someone else in there. She was told that they are looking for a new operator and exploring other options. She said she also contacted Derek Stewart because she had heard he was interested in operating the store. He said he had talked to the company a while ago and he wouldn't run it under them because they wouldn't put any money into the building.

Clerk Failing reported that she had a zoom meeting with Attorney Gilbert, Casie and Grace from Planning Dept., Thomas from DANC and John Reed, County Highway Superintendent. She reported to them Sam's willingness to help in any way, including continuing to log into the NBRC portal. They said she will no longer be able to do that, and the new mayor will be responsible for that. Grace will check with NBRC to find out what is needed to transfer this to Sonia. They said she can certainly still attend meetings and offer opinions/guidance of the visions for Complete Streets and the Sewer and Water Projects.

Clerk Failing presented to the board a resolution authorizing Mayor Wendt to be the Authorized Official for the NBRC Grant Funding. Trustee McDonald made a motion to adopt said resolution, the motion was seconded by Trustee Ward, motion carried and Resolution No. 17-2025 was adopted.

Clerk Failing handed out NYS Municipal Officers Guidelines of the duties of the Mayor, Clerk, Treasurer and Trustees.

Mayor Wendt reported that we had a good turnout for the tree lighting at the bandstand. Clerk Failing reported she counted approximately 30 people.

Former Mayor Samantha Brown turned in her keys to the Village buildings and brought the microphone owned by the village to be stored at the library for upcoming events.

Christine reviewed the Cooperative Tug Hill announcements.

Vouchers were audited by the board and signed by Mayor Wendt and Trustees Ward & McDonald.

There being no further business to come before the Board, the meeting was adjourned at 7:10 pm, on motion by Trustee Ward and seconded by Trustee McDonald and carried.

Respectfully submitted by:

Mary Falling

Mary Falling, Village Clerk