



TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

TOWN OF WILLSBORO

TOWN BOARD MEETING MINUTES

WILLSBORO TOWN HALL

August 10, 2022

Attendees: Travis Crowningshield, David Sayward, Pat McCauliffe, Win Belanger, Polly Belanger, Van Calkins, Mark Lafountain, Becky Crowningshield, Greg Gordon, Roger Sayward

Board Attendance: Steve Benway, Lorilee Sheehan, Scott Christian, Lane Sayward, Shaun Gilliland

CALL TO ORDER @ 6:30PM

PLEDGE OF ALLEGIANCE

The initial public meeting for the Water District ordinance was opened to hear the public's comments on the draft water ordinance that has been drawn up by Supervisor Gilliland, Water Superintendent McCauliffe, and County Civil Engineers and Attorneys. Gilliland explained that there are a lot of changes, especially with everyone eventually having meters, and that these changes will allow us to apply for grants to improve and upgrade our water plant and water distribution system. We are going to continue to apply for grants to try and get free meters until that funding has run out. Win Belanger stated he thought the ordinance looked good and asked about the billing and the 2 clerks mentioned in it. He asked if that would be assigned to someone currently employed or if it was a new position. Gilliland stated it was for current staff. Their current functions are as is, and staffing could be changed as required. Belanger also asked if there was a standard rate. Gilliland stated that after 5–6 months of research from monitoring the sewer district, there will be 1 standard rate. The average that was found was around 3,300 gallons per month, per household. The national average for a 3.2 family size is 4,000 gallons a month per household, which is 16,000 gallons per quarter. Above the max, you will be charged 1/2 cent per gallon. We currently have the lowest cost in the county at \$150.00 yearly, and there will be no discount for using less than 16,000 gallons per quarter. David Sayward asked if there was a discount for agriculture. Gilliland stated there is currently no agricultural discount at this time. There is an incentive to install a meter. Those that choose to not be metered will be charged more than \$37.50 a quarter. Once we have the majority of the meters in place, the board can go back and look at the consumption and adjust the rates. Pat McCauliffe gave an example of the cost breakdown for having approximately 20 cows and the cost of water quarterly for them. There is no start date as of right now for this. Gilliland suggested getting on the list for free meters and seeing your consumption before the meter reading starts. No more questions or comments.

Close Public Hearing

Open Regular Board Meeting

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-Gilliland proposed a resolution of condolence to the family of Leroy Crowningshield, who had passed away in the past 24 hours. He stated he thinks everyone has sat in a chair of Crowningshield at least once. ***Benway made the motion. Unanimous second. All in favor.***

Review of minutes. ***Christian made the motion to accept the minutes. Sayward seconded the motion.*** Discussion-Sheehan asked to edit the minutes on page 7, changing dormant money to dormitory authority. Page 4 Change the spelling to Baughman. ***Benway made a motion to accept the minutes with the above changes. Sheehan seconded the motion. All in favor.***

Correspondence-

Notice from the State and Federal governments of the second depository for the art funds for roughly \$100,000.00, bringing us over \$200,000.00 in the arts distribution American Recovery Act. This was deposited into a separate fund in the class accounts, New York class.

We received a copy of the Dog Control Officer's inspection report with no issues.

Town Report-

The town's Codes and Zoning Officer has resigned from his position. The town has advertised the position on Facebook and the county website. There has not been anyone that has been interested in the position as of yet.

Budget preparation will begin next month. Gilliland asked for all committees to have budget requests in by then.

One of the projects that got delayed because of COVID was to have the stairs and walkway at the front of the Townhall re-masoned.

The town has had delays with the contracts coming through from DEC. They are finally starting to come in and we are waiting on the salt/sand shed contract. Gilliland stated he was told it would be to us within two weeks. The town did receive a contract for two million dollars for Buena Vista Community Septic, but it was for construction only. This may have to be put on hold for a while until we can get another grant to do a possible district formation map plan report. This money is good for a few years, which will allow us to pursue getting funding for that.

The town got the contract for the wastewater screen. The grants from DEC and the Lake Champlain Basin Program are good to go, and the county released the bid for this project. The bids will be due next month.

A Lake Bank Stabilization Engineering Ad, An initial meeting has been had with the Engineer, the same firm that did the dam removal work. I'm meeting with Shaun and Travis on Friday morning to go over the scope of the work down at Noblewood.

Food Shelf Construction: Walls are up and sheetrock is up; finishing putting the mud on. I'm just waiting for the window to come in.

Essex County Water Quality Tour: They are touring Willsboro this year. They want to see Gilliland Park, the Wastewater Treatment Plant, River Bank Stabilization, and Shaun's farm. followed by pizza at the Old Orchard on the 21st of September (starting at 9am).

The golf course septic system engineer is putting together his work estimate/plan to give to Peter and then he will choose the contractor.

Out behind the Reber Cemetery, there are piles and piles of glass and bottles. The solid waste contractor that the county uses, called Circle, was under contract and was supposed to recycle glass from all of the transfer stations in the county. Instead, it was dumped on this property. West Family, DEC, Circle, and the County Attorney have been working on this issue for quite a while. The county is going to purchase an industrial crusher. The plan is for the crusher to come in and crush it down to a level of 3/8 inches or less, and then it can be mixed in a 3 to 1 mixture with sand to be used as construction material. Circle is responsible for cleaning and moving the bottles, and the County will crush the glass. It is a legal issue, and the county has been working on this for a while.

County property in North Hudson, trying to move forward with a large equine event/rodeo ring to tie all areas together. The county owns 100 acres right in the middle of that, so we are trying to develop but also conserve older Frontier Town amenities out there.

County Budget meeting is coming up. a little more than 6 million dollars in A.R.P.A. funding—some of the money has already been used for early childhood daycare training and other smaller things. They have \$300,000.00 coming in for opioid/settlement money. They are still working on deciding what to do with that. Public and mental health law enforcement projects: Gilliland is going to recommend getting drug dogs with the increase in drug activity in the county.

Christian asked who is giving out permits from the Codes position. Gilliland said we don't currently have anyone but our code officer is still here and going to finish all of the current permits that have been started but not start any new ones at this time.

Motion to accept Warrant. ***Sheehan made a motion to accept the warrant. Benway second the motion. Roll call- Christian, Sayward, Sheehan, Benway, Gilliland.***

Town Clerk Report- great month, we took in \$21,267.21. No questions for the Town Clerk. ***Sayward made a motion to accept the Clerks' report. Christian second the motion. All in favor***

DPW-Doug West usually provides us with sand, so his stepson is going to meet with Travis next week to help us get sand. Last year we screened our own sand out there with his equipment, so he gave us a lower price. He is willing to work with us to do the same. It's just getting harder to get sand, so Travis mentioned to him the possibility of getting enough sand for two years while we have it available. We average 2,000-2,500 yards a year and try to have at least 3,000 yards stocked up. Travis Crowningshield recommended hiring Terry Pulsifer for the position. His position title will be "maintenance mechanic" through the county; as soon as he gets his license, he will get a 50-cent raise. Gilliland requested to wait until after the executive session to make a decision about this particular topic.

Ambulance Report- 50 ambulance calls in the month of June. 61 ambulance calls in the month of July. They still have a county employee and a paramedic in house Monday-Thursday from 6am-4pm. He covers 25–35% of the calls, which works out well because the shortage of volunteers is during those times. He has been certified as a CPR instructor, so he is trained to offer his services to any business, organization, or group. If anyone is interested in this, please reach out to him and he will do his best to schedule a time that works best for everyone. -A new ambulance has been ordered, and a lift stretcher will be ordered once the ambulance comes.

A dinner was held at the Essex Inn in June for the membership; it was very well attended and a relaxing night. Nate and Justin were recognized for an outstanding job during COVID.

Youth Commission- Krissy Leerkes' message: They are planning soccer sign-ups for families next Tuesday, August 16th, at 5:30 at the Point Road soccer fields to assess team sizes. All age group coaches have been confirmed.

Summer Camp-tomorrow is the last day. They will have a BBQ for parents and families. averaged about 40 kids per day. The highest day was 49. Everything went well, and the staff would recommend we mirror the 3 days a week next year.

Parks Commission: The meeting was held on the 4th Wednesday of last month (it usually meets on the 3rd Wednesday) and was attended by Curt Baughman, the representative for the playground equipment distributor—the discussion was on what he wants to see for playground equipment there. We are going to meet again on the 3rd Wednesday, the 17th at the park to make suggestions on what we want to see for all ages. Mr. Baughman is coming back in two months to potentially make an estimate for the equipment.

OLD BUSINESS:

The town is celebrating Constitution Day with the Fish and Game again this year on September 17th. We voted last year to make it a town event, so we put \$3,000 in the budget. Win Belanger-Roger Sayward is the Vice-President of the Fish and Game, Win is the consultant-said it was a great event last year; great publicity by Alvin Rhiner (two page write up in the paper); the packet that was prepared was to help understand how much it actually cost; they lost money with the kitchen, banner and everything else. They want to give free food with some of the budget money and put two banners (we will not need new banners every year; Loremans have agreed to just update the date every year) on each end of town with bigger print. All information is in the packet for estimates, awards, etc. What they are asking for is roughly \$1,200, or at most \$1,600. ***Benway made the motion to authorize the allocation up to \$3,000 for the Constitution Day at the Fish and Game Club. Sheehan second the motion. Roll Call- Christian, Sayward, Sheehan, Benway, Gilliland.***

NEW BUSINESS:

New Bank account- authorization to open a new bank account, specifically for water and sewer deposits- we currently only have one Town Clerk account so all of the money goes into one account making it much more difficult to reconcile. We need a resolution with the bank, for the bank to open a new account, the signatories would be Town Clerk and deputies. ***Sawyard made a motion to approve the opening of a new bank account for water and sewer. Christian second the motion. All in favor.***

Resolution to Submit an Attempt to Apply Grant- Restore the downtown old IGA with the Willsborough Hardware Store- funding up to two million dollars.

Christian made a motion to submit the Attempt to Apply Grant on behalf of Willsborough Hardware for the Old IGA building. Benway second the motion. Sayward asked for clarification on how the process works. The Town has to apply for the grant because the Town will be the administrator of the grant- it's complicated how the money will move- the Town has to be a pass through for the grant. ***All in Favor.***

We have to replace the pumps in the lift stations at the sewer district. Patrick stated, some pumps have already been replaced—there is an inspection done every October, and last October the technician made a recommendation on what was needed to repair the existing pumps that are 28 years old. It is not very cost-effective to repair the old ones for roughly \$6,000 when we can replace them for roughly the same amount of money. It makes more sense to upgrade the pumps instead of repairing them. Gilliland's recommendation is to make a resolution to put this out for bid. ***Benway made a motion to bid for a new pump. Christian seconded the motion. All in favor.***

The justices are asking to seek a grant to buy a new copier. We need a resolution to authorize the justices to apply for a grant for this new copier. ***Sayward made a motion to have the justices apply for a JCAP grant in 2022-2023 grant cycle up to \$7,000. Sheehan second the motion. All in favor.***

No comments

Christian made a motion to discuss personnel issues in executive session. Sayward second the motion.

The Town Board came back into public session.

Christian made a motion to accept Travis Crowningshield recommendation to hire Terry Pulsifer as a maintenance mechanic. Sayward second the motion. Roll Call- Christian, Sayward, Sheehan, Benway, Gilliland.

**Christian made the motion to adjourn.
Meeting adjourned at 8:07pm.**

Submitted by Susan Thompson