

**Town of Willsboro**

**Office of the Town Clerk**

**REGULAR TOWN BOARD MEETING**

**DATE: May 9, 2018 AT 6:30 PM**

**LOCATION: WILLSBORO TOWN HALL**

**Present:** Supervisor, Shaun Gillilland, Councilors: Lane Sayward, Steve Benway, Lorilee Sheehan, Charles Lustig.

**Guests:** Travis Crowningshield, Justin Drinkwine, Terry Pulsifer Jr., Peter Sowizdrzal, Phil Kenndy, Gregg Gordon, Larry Allan, Rebecca Crowningshield.

Supervisor, Shaun Gillilland called the meeting to order at 6:30 P.M.

The board recited the Pledge of Allegiance.

**Supervisor Gillilland called for a motion to accept the April 11, 2018 regular town board meeting minutes. Charles Lustig moved. Lane Sayward seconded. All in favor and the motion carried.**

Guest TJ Pulsifer New Codes Officer: Terry introduced himself and just stated that he has started and is in full swing. He is working in Essex from 9am-1pm on Wednesday and plans on doing inspections after that.

ANCA- Jamie Rogers, Clean Energy Communities: Jamie briefed the board on the programs from ANCA as well as talked about the LED streetlights. They will come up with an amount and program and get back to us.

Reports:

* Supervisor
  + Correspondence: WBWC NYSDPS order: we have been assigned as the temporary operators.
* NYSDOM Veterans monument contract: the final contract with the New York State Dormitory Authority for the Veterans monument rebuild is all set.
  + Town:
    - Point Septic briefing Thursday June 14 at 3 pm
    - Cemeteries deed transaction we have copies of these. We have got this all sent off to the lawyer he will get this ready so that we can have the closing on this. We will also need to transfer over all the bank accounts.
    - WBWC turn on process: Bob will be there tomorrow he was a little delayed with the storm. The boil water is still in effect.
    - Finance school: Shaun attended and we will be changing a few things. Nothing major just a few minor things.
    - Water tank inspection leak: we will have a diver going in to do the inspection on the tank. We also have a leak they will fix this as well.
  + County: Solid waste costs probably increase: The county needs to invest 300-350 thousand dollars per year to replace the solid waste equipment. This equipment hasn’t been getting replaced. They are looking at a couple of options to do this. We will be seeing an increase in our punch cards.
  + Motion to accept Warrant, Supervisor’s Report: **Supervisor Gillilland called for a motion to accept the Warrant and Supervisor’s Report. Steve Benway moved. Lane Sayward seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.**
  + **Motion to raise revenue by $7,000.00 due to sale of real property and appropriate to General Contingency Fund. Charles Lustig moved. Steve Benway seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.**
  + FEMA STELLA: **Supervisor Gillilland called for a motion to amend the budget to accept the FEMA funds to Highway Equipment Reserve. Steve Benway moved. Land Sayward seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.**
* Town Clerk Report: Bridget stated that the monthly report is in your packet. The money is starting to come in from the Golf Course. The rabies clinic has been set to May 24th from 6- 7 pm at the Highway garage. If people are planning on attending then they can pre-register versus waiting in line by calling public health in Elizabethtown. The BAR is set for May 22nd. **Charles Lustig moved to accept the Town Clerks report. Steve Benway seconded. All in favor and the motion carried.**
* DPW Report: The oldest tandem is 11 years old. It has a dump box on it and it has a lot of stran on it. We haven’t been able to use the truck since we stopped hauling the topsoil. Travis brought the truck up to Lamoyas and looking at around 20-25K to fix it. A new box is $39,652.00 dollars that is the springs and everything. We can put it on ourselves. The price to have them install it was going to be $46,362.00. Travis would like to purchase the box and we install it. The truck is only 10 years old. We are close to 70K miles on it. This will defiantly get us through for at least another 10 years on the truck. We will piggy back on the Oneonta bid. We will make sure to have the documentation to make sure that we are all set. On the $39,652.00 this money is going to come out of the equipment line. This is the truck that we do all the state roads with. **Charles Lustig moved that we follow Travis’s recommendation and purchase the new box and we install it. Lorilee Sheehan seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.** The lawn mower trailer is homemade and the golf course equipment is ruining it. Travis got a quote for an all-aluminum trailer which will last us forever. The price on this trailer would be $3,295.00. **Steve Benway moved to purchase the trailer for $3,295.00. Lane Sayward seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.** Travis just wanted to thank all of his guys for coming together and working, everything went very smoothly. We had an issues on the generator but we were able to get it through. Travis would like to eventually have a spare one because they work so hard when the power is down. Travis will be going to highway school June 3-6th in Ithaca.
* Ambulance District Report: 36 calls for the month of April. This puts us to a total of 121 calls for the year. We did get mutual aid from Elizabethtown and Lewis. They were able to pull in three new members. They had some training for EVOC and the iPad training. National EMS week is May 20th they are looking to do somethings in the community. Shaun asked how things are going at 10 Gilliland. Becky said that they have made some changes and she has great communication with Eli. The state has approved for the people in the budget to increase the medicaid rates so we will get more than $8.00 a run.
* Youth Commission Report: Jen sent an email T-ball and baseball season is underway. Games will start soon. They were unable to find a coach for the 5 6 girls and had to withdraw from being on the schedule.
* Parks/Rec./Golf Course Report: Tennis nets are up. Pickle ball court stuff is out. We have been in contact with the CO’s and Pat is ordering the fence. They should have it up at the end of the month. Justin did talk with Allen because the seal that he put on is bubbling. He is talking with his distributor to see about getting that fixed. He will need to get that done before we can get it painted. The golf course is open. We have a lot of clean up from the storm. **Justin is working with Bill Dickerson on his radio station to see if we can get an advertisement run for $500.00. Lane Sayward moved. Charles Lustig seconded. Roll call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.**
* Cemetery: Larry asked on the mowing and stuff for the cemetery if he needs to send a letter. Shaun is thinking that we should give $1000.00. Steve feels fund them for a month of mowing then see where we are at. **Supervisor Gillilland called for a resolution to give them $800.00. Steve Benway moved. Lane Sayward seconded. Roll call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.** Ben Collins is out straight and there is a tree that needs to be taken care of in the cemetery. Bill said that he can go in and finish it up but doesn’t know if they will charge us. Larry didn’t know if the highway department could help. The big work is done. Shaun would like to wait till we officially take over.

Old Business:

1. WBWC-NYSDPS; rate and surcharge approval: The authorization order is in from NYSDPS and for the authorization for $250.00 per customer rate and the surcharge fee of $200.00 **Supervisor Gillilland called for a motion to accept and move forward with the order and to bill the customers to bill them $450.00. Charles Lustig moved. Lane Sayward seconded. Steve asked if that is in addition to the $5,000.00 Shaun said yes it is. All in favor and the motion carried.**
2. Summer Program Counselor, Rangers and Lifeguard hires: Justin would like to recommend **Alexus Welch, Olivia Politi, Jarred Joslyn, Kayla Gay, Margaret Frechette, Rylee Pierson, and Kelsey Reynolds as counselors. Kira Crowningshield, Brady Sweatt, Desiree Cassavaugh, Stephen Leibeck as Rangers. Zach Pierson and Haylee Vanderpool for life guards and cook will be Michelle Koenig. Charles Lustig moved. Lorilee Sheehan seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.** Lorilee would like to state that we have a great candidates and this town should be proud of the candidates.
3. CO projects proposed hires: **Supervisr Gilliland called for a resolution to hire John Kingston, Jeff LaGrey, Guy Dawson, John Leclair, Ron Foster, Rodney LaValley, David Gallaher, Laurie Tucker, Allen Baker, Douglas Hannah, Michael Myers, Robert Cook, Danny Johnston and accept the projects. Charles Lustig moved. Lane Sayward seconded. Roll call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.**
4. Resolution to proceed to bid for Veterans Monument design to build project: **Supervisor Gillilland called for a resolution to proceed to go out to bid on the rebuild. Shaun would like Charles Lustig to be lesion Lorilee Sheehan moved. Steve Benway seconded. All in favor and the motion carried**.

New Business:

1. Employee Resignation: Josh Palmer has given his two weeks he has been a great asset to the town and has been a great leader for the group. We are very sorry to see him leave. **Shaun called for a resolution to thank Josh Palmer for his service to the town Charles Lustig moved. Unanimous second**. According to highway law the highway superintendent has the authority to hire the new man. Travis said that we will need to fill this position we cannot go without it. Travis would like to hire a new heavy equipment operator. **Travis would like to put this out and accept application until the 6th of May. Charles Lustig moved to rehire and advertise. Steve Benway seconded. All in favor and the motion carried.** Travis will have the deputy and has invited Lane and Lorilee or Steve to attend the interviews. Lorilee will step aside so that Steve has the opportunity to interview. Shaun also stated that with the water and with us taking over the WBWC and we have the rebuild coming up we are going to need to get a new guy hired for the water department as well. Shaun feels that looking down the road we will only be growing we have an aging system that we will need to replace. Travis said that Bob is not able to take any time off unless it’s for a doctor’s appointment. Bob said that if we can get someone now we will only benefit when we are doing the building of the plant. Bob feels it is a minimum of 5 years to get to know everything. If either one of them get sick we will be in trouble. The state doesn’t even know how we can do it with only two guys. We need to have someone that wants to stay here because we will be putting so much into them. Steve asked on the build if they can finance some of that. Steve also stated that through rural water they may have someone who has started to trail. We do have some reserve in water now that we could hire someone with. If we do it we will defiantly have to budget for next year. After this storm and or if we lose either one of them the town will be in trouble. We will put the information out and make sure people are aware why we need to hire for water department.
2. WWTP Bid results: All the bids are back from the engineer. **Shaun asked for an analysis to be done and it was completed by Cedarwood. The County Engineer and community resources also looked at it and they are all in agreeance that they bid be awarded to MCJ’s constructions for $1,550,000.00 and alt1 1 and 2 also to MCJ construction in the amount of $214,500.00 and base electrical bid to JM Electric in the amount of $99975.00. Alternate bid 1 to JM Electric LLC for 21,000.00. This will make this a total of $1,885,475.00 and keeps us under our maximum amount allowance. We need the rankings as well for the alternates and remind that alt 1 of this project is to put the Town Hall and Fire Department on Sewer. Alt. 2 is list stations. We will structure the acceptance of the bid with the option to be cancelled if the project gets too high. Steve Benway move. Lorilee Sheehan seconded. Roll Call: Lustig, Gillilland, Sheehan, Sayward, Benway.**
3. **Resolution of appreciation to DPW and the Willsboro Fire Department for power loss recovery work: Charles Lustig moved. Unanimous second**. Lorilee would like to also thank Shaun for his hard work and getting the word out and keeping everyone updated as things continued to happen.
4. Scott Blanchard CDL physicals reimbursement **Shaun Gillilland called for a resolution to reimburse Scott in the amount of $302.00 for his physical. Charles Lustig moved. Lane Sayward seconded. Roll call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried**
5. Shift DEC grant for fishing platform to Boquet Boat Launch: we had a $16, 500.00 grant in there for the fishing platform. We can shift this over as long as it had to do with the river. Shaun would like to refurbish the small kayak boat launch. **Steve Benway moved to build a budget and come up with the project. Charles Lustig seconded. All in favor and the motion carried.**
6. Budgeting Multi Year Financial planning software (Williamson) - $2,000.00 Shaun briefed the board on this program. **Steve Benway made a motion to purchase Williamson program. Lane Sayward seconded. Roll call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.**
7. New Office Furniture ($1500.00): **Shaun would like to go with a smaller desk then we would have a room to move to for executive session. Lane Sayward moved to purchase Lorilee Sheehan seconded. Roll call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.**
8. Proposals for Grant Projects for CFA
   1. Fire hydrants replacement
   2. Bay Circle Septic EPG
   3. Bay Circle water district expansion EPG
   4. Waterfront Economic Development Strategic Planning
   5. Point Road Storm water detention (land acquisition/construction)
   6. Others: Charles recommended SHIPPO.
9. Proposal to shift Adsit cabin to NYS ownership Shaun has reached out to see if they will take this over and they have come back and they are interested in taking it over. Charles Lustig said that he feels if they will preserve it this is the way to go. **Lane Sayward moved to ship Adsit cabin to NYS ownership. Lorilee Sheehan seconded. All in favor and the motion carried.**
10. Town Hall security Bridget mentioned that there was some inappropriate comment made one day when she was here one day by herself by and older individual. The comments were very sexual and he was adamant. Bridget did talk with the state troopers and they have given some suggestions. They would like to see the window cut down as the Town Clerk is the target with handling all the money. We do have the panic button but we should have something else in place. Shaun feels when the court is here too that we should have something in place. Shaun would also like to have another panic button put in under Bridget’s desk. We will get quotes on this equipment**. Lorilee Sheehan moved we get quotes and move forward with security. Charles Lustig seconded. All in favor and the motion carried.**

Resolutions/Discussion from the Board: **Resolution to the Country store, village meat market and the Willsborough hardware for staying up and being there for the community in the time of need during the storm. Unanimous second.** Steve stated that we need to get a new flag put up we have one in the closet we will get one up.

Resolutions/Discussion from the Floor: Pete asked on the purchase of the property on the point road for Buena Vista and the drainage issues. Pete will dig up the records and bring them to Shaun. Shaun said it may not be have been accepted.

**Supervisor Gillilland called for a resolution to enter executive session to discuss employment with the invitation of Travis Crowningshield and the Town Clerk to be present. Lane Sayward moved. Lorilee Sheehan seconded. All in favor and the motion carried.**

**Lane Sayward moved to exit executive session. Lorilee Sheehan seconded. All in favor and the motion carried.**

No decisions were made.

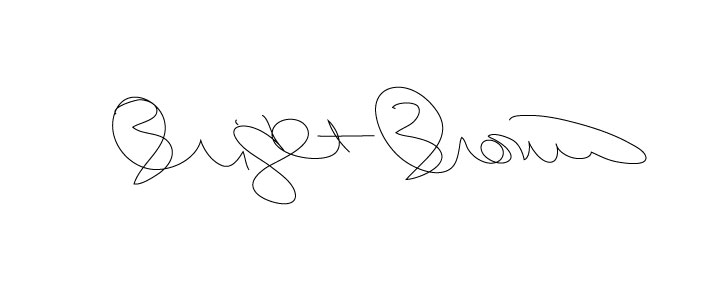
**Travis Crowningshield called for a resolution to move Lucas Strong to the HEO position. Lorilee Sheehan moved. Lane Sayward seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gillilland. All in favor and the motion carried.**

Jeff Levitt came and stated that he is very proud that he is living in Willsboro and that we were in the shape that we were in after the storm.

ADJOURNMENT –

**Supervisor Gillilland called for a motion to adjourn the meeting. Lorilee Sheehan moved to adjourn. Unanimous second.**

Respectfully Submitted,



Bridget Brown, Town Clerk