



TOWN OF WILLSBORO
OFFICE OF THE TOWN CLERK

MINUTES
TOWN BOARD SPECIAL MEETING
DATE: November 19th, 2021 at 1:30PM
LOCATION: WILLSBORO TOWN HALL

Present: Supervisor, Shaun Gilliland, Councilors: Steve Benway, Lane Sayward, Lorilee Sheehan, Charles Lustig

Guests: Sue Thompson, Win & Polly Belanger

Supervisor, Shaun Gilliland called the meeting to order at 1:30pm.

Gilliland stated that he would like to appoint a temporary receptionist to help with normal every day activities due to the shortage of personnel at the town hall. Gilliland stated he spoke with the county attorney and they didn't see anything wrong with the receptionist being able to collect funds. Gilliland stated that this will be a temporary position until December 31st, 2021 and exempt from the normal civil service requirements. Gilliland stated that we have an unofficial newly elected position for Town Clerk and Tax Collector as of January 1st, 2022 and the thought process is to bring the person in to start getting up to speed on the requirements and the pace of the operations at the town hall. In order to prevent a hiccup with taxes at the end of the year. Gilliland would like to move forward with a resolution to appoint Sue Thompson as a temporary town hall receptionist. County attorney and the auditors have been asked. Three pay periods left for the year - \$1667.30 per pay period. **Charlie Lustig moved to hire Sue Thompson as the Town of Willsboro receptionist until December 31, 2021, Benway seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gilliland. All in favor and the motion carried.** Gilliland welcomed Sue Thompson to the team!

Gilliland stated that he needs a resolution to appoint himself and Morgan Denton as authorized business users for the credit card account. **Benway moved to proceed with Shaun Gilliland and Morgan Denton as the authorized business users for the credit card, seconded by Sayward. Roll Call: Benway, Sayward, Sheehan, Lustig, Gilliland. All in favor and the motion carried.**

Gilliland asked if there was any other business. No other business.

Gilliland adjourned the meeting at 1:35pm.

Respectfully Submitted,

Morgan Denton
Clerk to the Supervisor