



TOWN OF WILLSBORO
OFFICE OF THE TOWN CLERK

MINUTES
TOWN BOARD MEETING
DATE: September 8th, 2021 AT 6:30 PM
LOCATION: WILLSBORO TOWN HALL

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

Guests: Terry Pulsifer, Travis Crowningshield, Scott Christian, Spencer Hathaway, John Carver, Pete Sowizdrzal, Gregory Gordon.

Supervisor, Shaun Gilliland called the meeting to order at 6:30pm

No review of minutes from August Town Board Meeting. Postponed until a special board meeting next week due to the leave of absence of the Town Clerk.

Reports:

Supervisor:

- A huge thank you to the WCS community for the welcome that Shaun and Linda Gilliland's foreign exchange students have received. They have had a great first couple of days at school.
- Correspondence: We received letters from the attorney in regards to Spectrum. We have received a new proposed lease for the Golf Course and the attorney is reviewing now and we will review this next month.
Division of the budget – we will be getting \$200,000.00 in total in the ARPA funds, so far, we have received \$100,00.00.
We have received a letter from the Town Clerk letting us know she is taking a leave of absence for a personal matter she needs to attend to. This creates an absence temporarily and there are actions later to appoint deputy clerks.
- Town: Saturday, September 18th is Constitution Day and it is being held at the Willsboro Fish & Game Club. Everyone is welcome and invited to attend. This day is a community event, bringing people all over the county together to celebrate the Constitution and highlight our town. There will be games, skeet shooting, bb gun shooting and a BBQ.
Tokio Marine came in and reviewed our documentation and made recommendations. Those recommendations are as follows:
Cemetery Signage - grounds clearly signed for rules and hours, in process of getting these rules and hours established.

Cemetery Ordinance – ordinance has been drafted and will be going to our attorney for review.

Warning Signage at DPW – these signs have been posted.

Documented Park/Playground Inspection Program – there are inspection sheets to follow for doing a proper inspection weekly and monthly, parks ordinance in place – the ordinance has been drafted and will be sent to the attorney for review, playground equipment maintenance – Bakers Acres Park needs to be removed or replaced as the safety requirements have changed over the years and the play structure is not complaint as it stands currently.

Warning Signage – signs have been posted stating that the beach at Noblewood is closed due to not having any lifeguards on duty, proof of insurance required prior to lease/rental – we do require this for rentals.

Lead Remediation – in process as to what we need to do for the possible lead exposure at the museum.

Documented Social Media and Driving Policy – these are both covered within the Town of Willsboro employee handbook, handbook/manual issued to employees – the Town of Willsboro handbook has been distributed to full time town employees, but we need to distribute to part time, seasonal and volunteers.

Plowing of Non-entity Property – we are working on a written agreement with any entity or organization for which the town supplies snow removal and or plowing

Building Access – the town needs to have keys to all town owned buildings, we will need to receive a key to the museum, so the town has access for emergency purposes.

Contracts need to be reviewed by legal counsel – the town does have the town review most contracts, but now all contracts will be reviewed by our attorney.

2022 Budget Preparation – recommending a schedule for the budget season. Any new budget requests for major purchases should be to Gilliland by the 22nd of September. Supervisor’s tentative budget done by September 30th. The Town Clerk will submit tentative budget to Town Board by October 5th. The Town Board will review/revise/accept as preliminary budget on October 13th at the regular town board meeting. Notice of public hearing budget on October 28th. The budget public hearing will be held on November 3rd. The budget adoption on November 10th at the regular town board meeting. CAP is 2% which is approximately \$26,160.00. Contract pay increase is 3%. Medical insurance increases are estimated to be between 6-9%, but we are currently waiting for an accurate estimate. Also, on November 3rd, there will be a public hearing for the new Sewer Ordinance.

- County: On September 11th at 9:11am after the sirens go off in the entire county, we please ask you for a moment of silence to remember all the service men and women, on the 20th anniversary.

The Delta Variant is really coming and affecting our community in the North Country. Essex County has seen over 30 cases in the last 3-4 days. There aren’t any clusters and it has been hitting people that are vaccinated and nonvaccinated. Small

departments at the County have been hit. 3-4 infections at the county could shut some departments down. Booster shots will be becoming available and people will need to be 8 months out from their last shot. The state has stated that it will be up to the counties to handle vaccination sites and that the state will not be setting up state vaccination sites. The booster shots will be for Pfizer only at this time.

- Warrant: We do not have a warrant at this time due to the leave of absence of the Town Clerk.

Motion to accept Supervisor's report: Lustig moved, Sheehan seconded. Roll call: Lustig, Sheehan, Sayward, Benway, Gilliland. All in favor and the motion carried.

Town Clerk:

- There is not a Town Clerk report this month due to the leave of absence. Gilliland will arrange a special board meeting next week and have the Town Clerk report and warrant available.

DPW:

- As you may have seen the State is working on Route 22. They have a grinding company coming in and will be grinding 2" off from the Farmer's Market to the Village Meat Market. From the railroad trestle to Noblewood will all be newly paved over the next couple of weeks. The town has been putting down 50/50 mix on the dirt roads and the town has received great remarks in regards to the dirt roads. In a few weeks the town will start hauling sand from Doug West's Pit for this winter.

Ambulance Report:

- Written report.

Youth Commission:

- Written report.

Golf Course:

- John Carver stated that his expense as of July 31st are about \$63,000.00. The golf course as brought in about \$102,500.00. Carver stated that he expects the golf course to be on course to clear about \$10,000.00-\$15,000.00.
- Carver stated that the golf course needs a new green's mower. He received a quote for \$27,000 over 5 years at 4.99%. He explained that having a new green's mower would make all the world of a difference and bring the golf course to the next level. They are repairing equipment daily. Gilliland stated that anything over \$20,000.00 would have to go to bid unless it's state pricing. Gilliland stated that we cannot do a commercial loan, but there is a possibility of doing a interfund loan. Sheehan stated

that it sounds like it's something that we need to do and Lustig agreed. Sheehan also stated that if the lease of the golf course was taken that the town would then sell the green's mower. Gilliland will look at getting a ban on it. Benway stated that if the golf course does in fact clear \$10,000.00-\$15,000.00 this year, there is potential to pay off the green's mower in 2022.

- Carver stated that the lease for the golf carts will be up soon. It is a 5-year contract. Carver is in the process of reviewing the lease.

Old Business:

Water/Sewer District Capital Improvement Proposals:

Gilliland stated that we currently have \$84,000.00 still available from the state grant for the meters and we have to spend this money before December 1st or we will lose those funds. We also have \$200,000.00 in the American Recovery Act money. We have a grant application out right now and we have a strong probability of receiving those funds. Capital improvements on wastewater treatment, piping and pumping for sludge and compost sludge, and then we won't have to haul sludge to the landfill. We will know in December if we get the grant.

ARPA could be shifted to water meters if we do get the grant. If we don't, ARPA can go towards the new screen for the sewer plant. If we do get the grant, we can add more water meter users. The Town would buy the telemetry and the water meters. The telemetry needs to be put in and operable before we put more water meters in. Zenner quoted the town about \$18,000.00 to establish and install the telemetry, then the town would like to purchase the water meters. Gilliland would like to do this process over the next year or so.

New Business:

Proposed Town of Willsboro Sewer Ordinance:

The proposed Sewer Ordinance would replace the current Sewer Ordinance that was written in the 1980's. Gilliland used the 5-month study from water usage as a guide. Resolution to set a public hearing for the proposed sewer ordinance on November 3rd. **Lustig moved, Benway seconded. All in favor and the motion carried.**

Orkin Contract for Services at the Town Hall

There has been a rodent issue here at the Town Hall. We received a quote from Orkin for their services for an annual fee of \$1045.00. The first initial startup fee is \$605.00 and then after that it is \$85.00 per month. **Benway moved to proceed with hiring Orkin for their services, Sheehan seconded. All in favor and the motion carried.**

Expenditure up to \$25,000.00 for Water Meter Telemetry

Water meter telemetry needs to be installed prior to more water meters being installed. **Lustig moved to proceed with hiring Zenner to install the necessary water meter telemetry up to \$25,000.00, seconded by Sayward. All in favor and the motion carried.**

Purchase DASHCAMS for Town Vehicles

Proposal to purchase (8) DASHCAMS for the town vehicles for safety purposes. The DASHCAMS are about \$130.00 per DASHCAM. This would include the town's van. **Benway moved to proceed with purchasing and equipping all (8) of the town's vehicles with DASHCAMS, seconded by Lustig. All in favor and the motion carried.**

Appoint Town Clerk

Gilliland stated that we need to appoint a new Town Clerk due to the absence of the Town Clerk. Gilliland read a letter from Bridget Brown stating that she appoints Justin Drinkwine as the First Deputy Town Clerk and Jessica Johnson as the second. Justin Drinkwine will be compensated \$1,000.00 per pay period and Jessica Johnson will be compensated \$278.00 per pay period. **Lustig moved to proceed with appointing Justin Drinkwine as the First Deputy Town Clerk and Jessica Johnson as the second with the proposed pay scales, seconded by Benway. All in favor and the motion carried.** Gilliland asked if there was any discussion. Sayward asked if Justin Drinkwine would still be working for the water and sewer department. Gilliland stated that he will be working for the water and sewer department for 60 hours per pay period and at the town hall for 20 hours per pay period. Justin Drinkwine will be at the town hall from 10am-12pm doing clerical duties. In addition, he will need to prepare for town board meetings, attend town board meetings, month end and closing books. Additionally, we will be having an audit and during that audit the town clerk is needed. We don't have a date yet for the audit as the Comptroller is understaffed and backed up. Sheehan clarified that Justin Drinkwine was at school this week for the water and sewer department and that he would return and start his town clerk duties on Monday, September 13th, 2021. Sayward asked if Jessica Johnson would be at the town hall more and also asked how long this would be taking place. Gilliland stated that with Jessica Johnson's work schedule it is difficult for her to be here and that we do not know a timeline at this point.

Gilliland invited anyone from the public to speak.

Public:

Charles Lustig announced that there will be a Detox Center established in Saranac Lake with efforts to help substance abuse. St. Josephs will be running it.

Spencer Hathaway, representing Mr. Wyatt, inquired about the parcel that the town owns on Cedar Lane. There is about a 50' section that doesn't have a road on it. Gilliland stated that the town does have the authority to divide and sell it off, if it is so desired. Gilliland stated that the question comes to snow plowing and as to whether there is an alternative way to be able to clear the snow

without putting it where Mr. Wyatt would like to build a garage. Spencer Hathaway stated that he doesn't want to put the garage in that exact location where the snow is put, but would like enough land to be able to build a garage as he needs the square footage without having to get an approval for a variance. Gilliland stated to Spencer Hathaway that the first definite is that Mr. Wyatt needs to get the parcel appraised. The town can only sell it at an appraised value.

Pete Sowizdrzal followed up in regards to the yield signs. Gilliland stated that he checked in with DOT and Travis was looking into it as well and it is currently going through the State's hands. Gilliland stated that we cannot mix signs and there are no more than 2 yield signs allowed. Pete Sowizdrzal asked if the roads off of Point Road were the right of way roads and Travis Crowningshield stated he was correct.

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

Gilliland adjourned the meeting at 7:13pm.

Respectfully Submitted,

Morgan Denton
Clerk to the Supervisor

DRAFT