



TOWN OF WILLSBORO
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518-963-8668

TOWN OF WILLSBORO
TOWN BOARD MEETING
WILLSBORO TOWN HALL
January 10th, 2024

ATTENDEES- Travis Crowningshield, Patrick McCauliffe, Victor Putman, Chris Haring

BOARD MEMBERS- Steve Benway, Shaun Gilliland, Scott Christian, Lane Sayward
Excused- Lorilee Sheehan

PLEDGE OF ALLEGIANCE

CALLED TO ORDER @ 6:30pm

**Sayward made the motion to accept the minutes from the November 8th meeting.
Benway seconded the motion.**

Supervisors Report-
Town-

-There will be a meeting at 2:00pm on January 17th at the town hall to go over the design of the new water treatment plant if anyone would like to attend.

-On the 6th of February at 9:00am , the Office of Park and Recreation and historic preservation is coming to town hall. A copy of the letter was given to the board. A lot of administrative work that has to be done to get the contract. They will be going over this to get the contract to get the grant.

-January 11th @ 9:30am Bob Haufner will be meeting with Gilliland to do the final paperwork for closing for the tandem truck.

-Summer camp- The school does not want to partner with the town. Gilliland stated that he has been in office and had 10 summer camps and it's a constant problem with one issue after the other and he feels that one of the problems is that there is no continuity of staff. Each year the director is changing and each year with a new director, you constantly lose the corporate memory of how to run the summer camp and how to get the permits done. He feels it's a very heavy lift to run and administer from the town hall, with only three people, the town clerk, his clerk and himself. Gilliland is trying to figure out all the options available. The options are a 3 day summer camp, a 5 day summer

camp with expanded hours at Noblewood, a 5 day summer camp at Willsboro school with expanded hours and another option is to join Bouquet Valley as they bring in children from Lewis, Westport and Elizabethtown already. They have excess capacity and the school is a part of the summer camp program. So far, they have given us the green light to accept our children, they have not come up with final pricing yet, they discussed financing two counselor positions and it would run around \$200. per child and provide transportation. These are all options to look at. There will be a public discussion on January 24th, 6:30 at the townhall. An open discussion of what the town wants to do with the summer camp program going forward. If people are against change, we will need them to volunteer and work to make our program successful. The advantages that other towns have with their successful programs is they have a continuity of staff from summer to summer. Christian asked before the public discussion if the board could have the cost of running the summer camp and if the town gets reimbursed for any of it. Gilliland stated that we get approximately \$2000.00 from the county. Christian also asked if Willsboro residents would be hired to work out there.

-The golf course unemployment issue has been discussed in previous meetings and the previous golf course superintendent could not make a commitment or not until June and that is too late to hire. Gilliland will advertise for a superintendent for the golf course and a director for the summer camp program on the county website and also on Facebook as well.

-zoning and codes- the prospective zoning officer has not been available to meet for interviews due to kidney stones, he will be in touch with Gilliland as soon as he is able to interview.

-The salt and sand shed has basically completed construction and the check was written for the concrete phase of the project. They have to come back and make changes to the door, and need parts to complete. They have signed a punch list memo and will be back in the spring to fix it. Gilliland stated he will pay the company the remainder for the structure, this will allow the town to get reimbursement from DEC.

-wastewater treatment plant physical screen work has been completed and Gilliland will be paying for this as it has already been approved.

County-

-Gilliland announced that he had been elected the County Chairman again this year.

Benway asked for a correction to be made on an invoice to be paid to remove paying the sales tax.

-Benway made the motion to accept the warrant. Sayward seconded the motion.

Roll Call-

Benway, Christian, Sayward, Gilliland

Town Clerks Report-

The clerk's office in the month of December took in \$541.00 paying \$5.00 to NYS Ag and Markets and \$0 to NYS Department of Health. Decals took in \$121.00 of which \$114.33 went to the state and the town's commission was \$6.67. \$261.69 was taken in for Water and Sewer in December. As you all know tax season is upon us and also the 4th quarter billing of water and sewer. This is a crazy time of year. I have already taken in \$238,748.13. I will be paying the Fire Department by the end of the week. Their share is \$282,900.00. Then the town will start getting their payments after that. I want to make you all aware of something. These chairs that you all are sitting in are truly not safe, would it be or should it be advisable to purchase 5 new chairs before something happens. The court also uses these chairs on Thursday evenings and one breaking with someone in it would not be good.

DPW-

Winter finally hit in the last 4 days and today spring hit with all the snow melting. There have been no breakdowns and that has been great. The Salt/Sand Shed is complete except for the door and the signed letter that the company wrote says they will have it up by the end of May. They also will cinch the straps at this time. Benway asked if the town was making final payment or services provided so far. Gilliland stated this would be the final payment to get paid back with the grant money. Christian asked why the door was not in yet. Crowningshield stated it is because the door that they have did not come with the external handle. They are waiting for the extension to come to drill through the concrete to have the crank handle on the outside. Christian asked if the part would take until May to arrive. Crowningshield stated it will be in before May but gave the company a May date that the door had to be completed because of the birds. Crowningshield said he could call to see if they could come earlier. Christian said if it's just one part, he doesn't feel they need 6 months to complete and he stated he doesn't think they should be paid in full until completion of the project. Crowningshield stated that he wanted to pay them to be able to get the grant money from DEC. Benway asked if a bond was put up before they started the project. Gilliland stated that with his experience, there is a punch list for work that needs to be completed for major projects and contractors will honor the punch list. Crowningshield said he will call and ask them to complete the project sooner. Christian stated if the board wants to pay them, he wanted it on record that he was not in favor of paying them in full until the project was complete. Sayward asked how long it takes to get the money from the grant. Gilliland stated that they have to agree and sign that the project is complete and show the canceled checks and completed vouchers and the hours worked from the DPW for the inkind. He said DEC is usually pretty fast and you never know. The bid for the door and install is \$7,300.00 and Crowningshield will call and tell them that this is holding up final payment. Gilliland stated that this amount can also be part of the inkind. The

reimbursement is only 50% of cost minus the inkinds. Gilliland said Crowningshield will call and he will send an email to the board to let them know how this is going. Crowningshield stated that the old agway meter has died and this is where they get the total amount used. This is 40-50 years old and a new gas pump needs to be purchased. He will get prices and believes it is under \$500.00.

Water/Sewer-

McCaullife said that they are averaging 91,000 gallons a day flows at the wastewater plant. They ended up with an average of 94,000 gallons for the month. A non-compliance report will have to be done again. The life of the membranes have been averaging 1.469 gallons per month and 2.92 were done last month. He stated that overall the plant did a great job and the membranes will need to be cleaned once flows are down. The landfill can take the sludge again. The county has let them use another dumpster.

The water tank inspection has come in and he is trying to get some grant money to replace the old tank. The inspection recommended replacing them in the next 5 years. Signage was ordered that they recommended. Todd Hodgkins is looking over the report to get his input. There was a water leak on the Essex road and it was a T off the main and water was shut down for approximately 45 minutes to replace it. They will be meeting with MJ next week for the new water plant. He invited the board to join the meeting and he will share the link to join if anyone wants to.

Gilliland presented the board with the resolutions #1-49 and the board reviewed and agreed to vote all of them in total.

Resolution No. 1 of 2024

Resolution Setting Salaries for Elected Officials

RESOLVED, the following shall be the salaries for Town of Willsboro Elected Officials:

Town Supervisor	\$41,200
Town Clerk / Tax Collector	\$52,000
Highway Superintendent / DPW	\$75,000
Town Councilperson	\$5,260
Town Justice	\$14,170

Resolution No. 2 of 2024

Contracts in Force

RESOLVED, all contracts in force as of December 31 2023, and remaining within their respective effective terms, shall remain in effect in 2024 until terminated, expired, renewed, or amended.

Resolution No. 3 of 2024

Resolution Designating Liaisons / Committees

RESOLVED, that the following Town Council will serve as liaisons for the following Commissions, Departments, and Committees during 2024:

- Audit: Benway, Sheehan
- Youth Commission/Summer Camp: Sheehan
- LWRP: Sheehan
- Comprehensive Plan: Sayward, Benway
- Parks Commission: Gilliland
- Hiring: As required
- Union: As required
- Water/Sewer Districts Liaison: Benway
- Celebrations: Christian, Sayward

Resolution No. 4 of 2024

Resolution Designating Official Bank

RESOLVED, that Champlain National Bank is designated to be the official bank to deposit the Town of Willsboro's monies during 2024.

Resolution No. 5 of 2024

Resolution Designating Official Newspapers

RESOLVED, the official newspaper for advertising in 2024 shall be the Press Republican,

BE IT FURTHER RESOLVED that the Sun Community News shall also be designated as secondary official newspaper.

Resolution No. 6 of 2024

Resolution Designating Mileage Allowance

RESOLVED, that the Town Officials be compensated at \$0.67 cents per mile for use of private vehicles in the performance of their official duties in 2024 (IRS Official rate).

Resolution No. 7 of 2024

Resolution to Set Date of Monthly Meetings

RESOLVED, that the Town Board of the Town of Willsboro shall hold a monthly meetings, the second Wednesday of each month at 6:30 PM at the Willsboro Town Hall unless changed by Board Resolution. **Special meetings or workshops will be called as required by the Supervisor or 2 or more Councilpersons.**

That the Zoning Board of Appeals shall regularly meet the third (3rd) Tuesday of each month at 7PM at Willsboro Town Hall.

That the Planning Board shall regularly meet the fourth (4th) Tuesday of each month at 7PM at Willsboro Town Hall.

Resolution No. 8 of 2024

Resolution to Approve attendance at Association of Towns Annual Meeting

RESOLVED, that the members of the Town Board are authorized to attend the 2024 New York Association of Towns virtual Annual Meeting if desired. Expenses to be reimbursed.

Resolution No. 9 of 2024

Resolution Authorizing Supervisor to Send Financial Report

RESOLVED, that the Supervisor shall submit to the Town Clerk and to the State Comptroller, a copy of the Annual Report for 2024 within 60 days after the close of the year. **An extension may be applied for as needed.**

**Resolution No. 10 of 2024
Resolution to Appoint Registrar**

RESOLVED, that Susan Thompson is appointed to serve as Town Registrar for 2024.

**Resolution No. 11 of 2024
Resolution to Appoint Town Historian**

RESOLVED, that Ronald Bruno is appointed to serve as Town Historian for 2024
FURTHER RESOLVED, to sponsor Town Historian membership and dues in Association of Public Historians.

**Resolution No. 12 of 2024
Resolution to Appoint Codes Officer**

RESOLVED, that the Town Board reappoints Terry Pusifier. as the Town of Willsboro Code Enforcement Officer for 2024.

Resolution No. 13 of 2024

Resolution Authorizing Highway Superintendent to expend amounts under \$2000
RESOLVED, Pursuant to §142 of the Highway Law, that the Highway Superintendent be authorized to expend amounts under \$2000, per item, for repairs of Town equipment, tools, and other implements to be used for highway maintenance, construction and reconstruction; **ANY** other expenditure shall be reviewed by the Town Board.

**Resolution No. 14 of 2024
Resolution to Appoint Dog Control Officer**

RESOLVED, that the Town Board does hereby appoint John Mitchell to serve as Dog Control Officer for the Town of Willsboro for 2024.

**Resolution No. 15 of 2024
Resolution Appointing Town Counsel**

RESOLVED, that firm of Miller, Mannix, Schachner & Hafner LLC is hereby reappointed as Town's legal counsel for the Town of Willsboro by contract.

**Resolution No. 16 of 2024
Resolution Appointing Town Engineer**

RESOLVED, that Essex County Engineer, Todd Hodgdon, will be appointed as Town of Willsboro Town Engineer.

**Resolution No. 17 of 2024
Resolution Appointing Supervisor's Clerk**

RESOLVED, that the Supervisor does hereby appoint Kyli Miller as Clerk to the Supervisor for the year 2024.

Resolution No. 18 of 2024

Resolution to Appoint Board of Assessment Review (B.A.R.)

RESOLVED, that the Town Board does hereby appoint, the following board members, to serve on the Assessment Board of Review for the year 2024.

Darren Dickerson

Richard Drollette

Trisha Sheehan

Reggie Bedell

Jonathon Frank

Secretary: Kyli Miller

FURTHER RESOLVED, to appropriate the sum of \$575.00 for each member and secretary upon conclusion of B.A.R. proceedings for 2024.

Resolution No. 19 of 2024

Resolution to Appoint Town Health Officer

RESOLVED, that the Town Board does hereby appoint Smith House (UVM Health Network) to serve as Town Health Officer for the year 2024.

BE IT FURTHER RESOLVED, that the Supervisor shall contract with Mountain Medical Services for Drug & Alcohol testing services requirements.

Resolution No. 20 of 2024

Resolution to Appoint Highway Deputy Supervisor

RESOLVED, that the Town Board does hereby appoint, Michael Phinney to serve as Highway Deputy Supervisor for the year 2024.

Resolution No. 21 of 2024

Resolution to Delegate to the Supervisor Powers and Duties

RESOLVED, Pursuant to § 3-7 of the Town Law, that the Supervisor is authorized to conduct duties necessary for the day-to-day administration of the Town for the year 2024, and to expend under \$2000, per item, for Town repairs or urgent incident charges. **ANY** other expenditure over \$2000 shall be subject to Town Procurement policy.

Resolution No. 22 of 2024

Resolution to Appoint Water Superintendent

RESOLVED, that the Town Board does hereby appoint Patrick McCauliffe to serve as Licensed Water Superintendent for 2024.

Resolution No. 23 of 2024

Resolution to Appoint Sewer Superintendent

RESOLVED, that the Town Board does hereby appoint Patrick McCauliffe to serve as Sewer Superintendent for 2024

Resolution No. 24 of 2024

Resolution to Affirm Sewer District User Rates

RESOLVED, that sewer rates for 2024 shall be in accordance with adopted town ordinance. Properties within the sewer district that receive sewer service and have not

installed a water meter as delineated in the sewer ordinance shall pay the following rate per quarter:

Single residence/ Church	\$720.00
Rental per housing unit	\$720.00
Small Commercial	\$2160.00
Large Commercial	\$4320.00

Resolution No. 25 of 2024

Resolution to Affirm Sewer Debt Rate

RESOLVED, the annual sewer district debt rate per parcel will be \$282.30 for 2024.

Resolution No. 26 of 2024

Resolution to Affirm Water User Rates

RESOLVED, the yearly water meter user rate for 2024 shall be in accordance with the Town Water Ordinance after 1 January 2024. For users that have not installed or signed up for a mandated water meter, the following rates will apply:

Residence/Church	\$300.00
Senior	\$200.00
Small commercial	\$350.00
Large commercial	\$550.00

Resolution No. 27 of 2024

Resolution to Close out 2023 HRA Account

RESOLVED, that the Supervisor closes out the 2023 HRA account & funds transferred to 2024 account fund balances.

Resolution No. 28 of 2024

Willsboro/Essex Youth Commission Youth Commission

RESOLVED, the Willsboro Town Board ratifies the continued operation of a Town Youth Commission and youth recreation program in 2024.

RESOLVED, the Willsboro Town Board Reappoints the following persons to the Town of Willsboro Youth Commission:

Krissy Leerkes (Chair)
Jhami Santillo
Michelle Baker
Nancy Arthur
Tierra Reynolds

Further RESOLVED, that Krissy Leerkes is appointed as Representative for the Town of Willsboro to the ESSEX COUNTY YOUTH BOARD / PLANNING COMMITTEE.

Resolution No. 29 of 2024

Resolution to Appoint Deputy Town Supervisor

BE IT RESOLVED, that the Town Board of the Town of Willsboro ratifies the appointment of Councilman Steve Benway as Deputy Town Supervisor for 2024.

Resolution No. 30 of 2024

Resolution to Appoint Clerk to the Courts

RESOLVED, that the Town Board does hereby appoint Angeline Dickerson and Laura Carson to serve as clerks to the Courts for the year 2024.

Resolution No. 31 of 2024

Resolution to set Deputy Town Clerk / Deputy Tax Collector pay

RESOLVED, that the Town Board does hereby set the salary for a Deputy Town Clerk at \$18.00 per hour at such time as the Town Clerk appoints candidate to the position.

Resolution No. 32 of 2024

Resolution to Appoint Sole Assessor

RESOLVED, that the Town Board does hereby appoint David Galarneau to serve as sole Assessor for the year 2024 for the Town of Willsboro.

Resolution No. 33 of 2024

Resolution to Adopt Town Policy

RESOLVED, that the Town Board does hereby agree to adopt the following Policies, **subject to additions, deletions, revision and updating**, for the year 2024.

- o Procurement
- o Investment
- o Employee Manual (2013)
- o Water (2009)
- o Wastewater Treatment
- o Mail Box (1966)
- o Rabies (1994)
- o Water Ordinance (2023)
- o Wastewater Treatment (2023)
- o Town & County Emergency Plan
- o Workplace Violence (2011)
- o Youth/Ski Program Transportation (2007)
- o Youth Commission (2015)
- o Town Credit Card Policy (2017)

Resolution No. 34 of 2024

Resolution to Adopt Early Bill Payment

RESOLVED, that the Town Board does hereby agree to renew the resolution for early payment of regularly occurring bills so as to avoid penalties for the year 2024. (phone, utilities, insurance, taxes, bond)

Resolution No. 35 of 2024

Resolution to Adopt 2024 Holiday Schedule

RESOLVED, that the Town Board does hereby agree to adopt the 2024 Essex County Government Holiday Schedule for the Town of Willsboro.

Resolution No. 36 of 2024

Resolution to Join the Plattsburgh-North Country Chamber of Commerce
RESOLVED, that the Town Board does hereby agree to join the Plattsburgh North Country Chamber of Commerce for 2024.

Resolution No. 37 of 2024

Resolution to Renew Paine Memorial Library Contract

RESOLVED, that the Town Board does hereby agree to renew the contract with the Willsboro Library and pay the sum of \$20,000 for free library privileges for the year 2024.

Resolution No. 38 of 2024

Resolution to renew membership in New York Association of Towns

RESOLVED, that the Town Board does hereby agree to renew membership in the Association of Towns of the State of New for the year 2024.

Resolution No. 39 of 2024

Resolution to Renew Membership in Adirondack Park Local Government Review Board

RESOLVED, that the Town Board does hereby agree to renew membership in the Adirondack Park Local Government Review Group for 2024.

Resolution No. 40 of 2024

Resolution to Renew to Assess Delinquent Tax Re-Billing Fee

RESOLVED, that the Town Board sets the Tax notice re-bill fee at \$3.00 to be added to the recipient's tax bill.

Resolution No. 41 of 2024

Resolution to Renew Membership in Adirondack Association of Towns and Villages

RESOLVED, that the Town Board does hereby agree to renew membership in the Adirondack Park Local Government Review Group for 2024.

Resolution No. 42 of 2024

Resolution to Renew Membership in New York Planning Federation

RESOLVED, that the Town Board does hereby agree to renew membership in the New York Planning Federation for 2024.

Resolution No. 45 of 2024

Resolution to appoint Chairman of Planning Board

RESOLVED. The Town Board confirms Greg Gordon as Chairman of the Town Planning Board for 2024.

Resolution No. 43 of 2024

Resolution to appoint Chairman of the Zoning Board of Appeals

RESOLVED, The Town Board confirms Peter Sowizdrzal as Chairman of the Town Zoning Board of Appeals for 2024.

Resolution No. 44 of 2024

Resolution to Renew New York Government Finance Officers Association
RESOLVED, that the Town Board does hereby agree to renew membership in the New York Government Finance Officers Association for 2024.

Resolution No. 45 of 2024

Resolution to promulgate relevy listing to ESSEX COUNTY
RESOLVED, that the TOWN BOARD authorizes the Supervisor to promulgate and transmit the Water District and Sewer District relevy listing to ESSEX COUNTY if the due date of the listing is prior to regularly scheduled Town Board meeting. The Supervisor will provide the listing to the Town Board at the meeting immediately following the submission due date.

Resolution No.46 of 2024

Resolution to Appoint Town of Willsboro Marriage Officer
RESOLVED, that the Town Board appoints Susan Thompson as Town of Willsboro Marriage Officer pursuant to New York Marriage Law and New York town Law.

Resolution No. 47 of 2024

Resolution Appoint Members to Town Parks Commission
RESOLVED, that the WillsboroTown Parks Commission shall consist of the following persons for 2024:
Allen Thompson
Darren Darrah
Hannah Carson
Bud Wilson

Resolution No. 48 of 2024

Resolution to Designate Town Sponsored Events
RESOLVED, that the following are designated as Town sponsored events for 2024 for the expenditure of Town funds and resources to support:
Memorial Day Parade
Constitution Day Celebration
Christmas in the 'Boro

Resolution No. 49 of 2024

Resolution to Set Town Fees
RESOLVED, that the Town of Willsboro Fee Schedule for 2023: remain in force in 2024 until amended except as listed:

2024 Golf Course Prices

(2022 price is in parentheses- first number is before April 15th, second is after April 15th)

Adult/single membership: (425/450)	-\$475/500
Married Couple: (675/700)	-\$725/750
Family (same household): (750/775)	-\$775/800

Junior (up to age 21): (200/200)			-\$250/250
Student (WCS): (55/55)			-\$60/60
Locker Fee: (50/50)			-\$75/75
Cart and Trail Fee: (325/350)			-\$375/400
Greens Fee 9	(\$12)		-\$20
Greens Fee 18	(\$24)		-\$35
Cart 9	(\$12)	-\$20	
Cart 18	(\$14)		-\$35

Benway made the motion to approve Resolution #1- 49 as stated above all in one vote. Christian seconded the motion.

Roll Call- Benway, Christian, Sayward, Gilliland

Ayes-4

Nyes-0

New Business:

Benway made the motion to accept the grant from the Office of Parks Recreation and Historic Preservation Association for the Hathaway Park. Christian seconded the motion.

Roll Call- Benway, Christian, Sayward, Gilliland

Ayes-4

Nyes-0

Benway made the motion for a negative determination for the SEQRA for the park grant. Christian Seconded the motion. All in favor.

Benway made a motion to pay MCJ for the physical Screen in the amount of \$236,120.00. Christian seconded the motion.

Roll Call- Benway, Christian, Sayward, Gilliland

Ayes-4

Nyes-0

Comments/Resolutions from the Board-

Benway made a motion to authorize payment in full of \$273,836.30 if the door is put into the salt/sand shed before the Roll Call- Benway, Christian, Sayward, Gilliland

Ayes-4

Nyes-0

Above Social social media and marketing has sent a letter of their services available and pricing and have stated they would be interested in updating our website for the board to look at. Christian stated he has worked with this company and he would like to see them update our Town website first. They work with the Town of Wilmington and many other businesses in Essex County. The ranges of the cost varies depending on what they do. Gilliland stated that they were very professional to work with the last two years with Christmas in the 'Boro.

Christian made the motion to contract with Above Social to upgrade the Town of Willsboro's website and maintain it. Benway seconded the motion.

Roll Call- Benway, Christian, Sayward, Gilliland

Ayes-4

Nyes-0

Public Comment-

Chris Haring from CATS talked about asking for the Town of Willsboro's support in a grant that they have applied for. It was a very informative presentation on the CATS trails in Willsboro.

Benway made the motion for the Town of Willsboro to support the CATS trails organization in seeking a grant and asked for a unanimous second. All in favor.

Victor Putnam gave an update on the cribbing at the fishing Park area that will be done by CV-TECH. He will be doing the Park Agency inquiry form and the article 15 DEC permit and asked Gilliland if he would sign those. Gilliland agreed.

Adjourned @ 7:17pm

Submitted by Sue Thompson