



TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

**TOWN OF WILLSBORO
TOWN BOARD MEETING
WILLSBORO TOWN HALL
January 8th, 2024**

ATTENDES-Travis Crowningshield, Victor Putman, Greg Gordon

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

CALLED TO ORDER @ 6:30pm.

PLEDGE OF ALLEGIANCE

Motion was made by Sheehan to accept the minutes of the December 19th,2024 meeting. Benway seconded the motion. All in Favor

Supervisors Report-

Town-

Supervisor Hughes sent a letter regarding the transfer station Capital improvements and the Town of Essex paid for these improvements out of their fund balance.

Fema Flood Plain Maps are available. Willsboro had many parcels moved out of the flood plan because of the removal of the dam. Public meetings will be held on January 14th at Emergency services 3-7 and the 15th in Ticonderoga at Kof C

Eagle Feather sent a notice that they no longer will be taking dangerous dogs after June of 2025 because of insurance reasons.

Essex County EMS needs to meet with Travis Crowningshield to set up a driver for their ambulance service. Gilliland is having a meeting with them tomorrow.

The water project is on hold due to easements and tree cutting, this will be discussed when Peter Paine is back in town.

Letter from Lea Heitt asking for inventory, historical expenditures and revenues, etc We are working on getting the information together to send to her.

Comprehensive Plan update is finishing up an RFP for a planner. The committee will get together to approve the RFP.

Gilliland has a phone conference on January 10th with Lake Champlain Basin Program and The Adirondack Land Trust to talk about the mechanics of funds transferred between the two of them. The closing on the property is coming soon.

The State has finished their comments on the local waterfront redevelopment program plan. This plan will need to be edited as the Lilly property will need to be added.

The Parks committee will be giving the technical details to put together the bids for the OHRHD grant for Hathaway Park.

County-

The Organizational meeting was held last week. Nothing new to report.

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

Roll Call-

Christian, Sheehan, Benway, Sayward, Gilliland

Ayes-5

Nyes-0

Clerks Report-

The clerk's office in the month of December took in \$2,559.10 Decals for the month took in \$15.00 of which \$14.17 went to the State and the town's commission was \$0.83 Water and sewer took in \$270.00. I want to publicly thank everyone involved in the Christmas in the 'BORO for making it so successful this year. A lot of hard work and planning goes into this weekend and we have some very dedicated individuals, who without them this would not be possible. This year we were able to donate over \$3,000.00 each to both the Fitzpatrick Cancer Center and The American Heart Association. We are also pleased to have had a handful of people show interest in joining the committee and helping out next year. We have new ideas to make next year even better and I look forward to bringing these ideas back to the board. The taxes and water/sewer bills all have gone out and the office is starting to get very busy.

Benway made a motion to accept the clerks' report. Christian Seconded the motion. All in Favor.

DPW-

The year has not started out well with 3 out of the 4 trucks broken down. All are fixed now. They have ordered 2 sets of chains. The back up truck wouldn't start and they fixed the starter. Everything is now fixed and working. The Ice rink has been sprayed 4 times and hopefully will be ready for skaters within the next few days. Chipping brush on the side roads will begin next week. The Kayaks at Noblewood are in bad condition, DPW tried to clean them up and the none use and the animals living in there destroyed them. Crowningshield said that the board of Health

The Clean Energy Act grant was granted to the DPW for \$5000.00. This will allow the DPW to purchase landscaping equipment such as battery powered chainsaws, weedwhackers, pole saws, hedge trimmers, batteries and chargers.

Water/Sewer- written report submitted by [Patrick McCauliffe](#).

EMS- written report submitted by Kira Crowningshield

Youth Commission- written report submitted by [Krissy Leerkes](#).

Parks Commission- A write up was submitted to go for a RFP for Higby Park. The Parks Commission reviewed the by-laws and would like to make a few changes.

1- Change members from 7 to 5, with two (2) liaisons from the town board and each liaison has ½ of a vote.

2- Chairman may conduct an email vote if an in person meeting is not conducive to the members.

3- Each member shall serve a three (3) year term and upon choice serve another three (3) term with support of the Parks Commission and the Town Board.

Benway made a motion to release an RFP to request proposals for the work to be done on Higby Park. Sayward seconded the motion. All in Favor.

Sayward made a motion to ratify the Parks commission by-laws with the following changes. Members from 7 to 5, with two (2) liaisons from the town board, with each liaison having ½ of a vote. Allowing the Chairman to conduct an email vote if an in person meeting is not conducive to the members. Allowing each member to serve a three (3) year term and upon choice serve another three (3) term with support of the Parks Commission and the Town Board. Beway seconded the motion. All in Favor

Discussion of the Resolutions 1-50 by the Town Board was to not support The Constitution Day in Resolution #49 and Gilliland will be sending a letter to the Fish and Game Club. Add Kami Phinney and Lucas Strong to Resolution #28.

Benway made a motion to accept all Resolution #1- #50 as amended per discussion and as stated below. Sheehan seconded the motion. All in Favor.

Resolution No. 1 of 2025

Resolution Setting Salaries for Elected Officials

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

| | |
|------------------------------|----------|
| Town Supervisor | \$42,850 |
| Town Clerk / Tax Collector | \$54,080 |
| Highway Superintendent / DPW | \$78,000 |
| Town Councilperson | \$5,500 |
| Town Justice | \$14,737 |

Resolution No. 2 of 2025

Contracts in Force

RESOLVED, all contracts in force as of December 31 2024, and remaining within their respective effective terms, shall remain in effect in 2025 until terminated, expired, renewed, or amended.

Resolution No. 3 of 2025

Resolution Designating Liaisons / Committees

RESOLVED, that the following Town Council will serve as liaisons for the following Commissions, Departments, and Committees during 2025:

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

Resolution No. 4 of 2025

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 2025.

Resolution No. 5 of 2025

Resolution Designating Official Newspapers

RESOLVED, the official newspaper for advertising in 2025 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 2025

Resolution Designating Mileage Allowance

RESOLVED, that the Town Officials be compensated at \$0.69 cents per mile for use of private vehicles in the performance of their official duties in 2025 (IRS Official rate).

Resolution No. 7 of 2025

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 2025

Resolution to Approve attendance at Association of Towns Annual Meeting

RESOLVED, that the members of the Town Board are authorized to attend the 2025 New York Association of Towns virtual Annual Meeting if desired. Expenses to be reimbursed.

Resolution No. 9 of 2025

Resolution to Appoint Zoning Officer

RESOLVED, RESOLVED, that the Town Board reappoints Jonathon Franke. as the Town of Willsboro Zoning Enforcement Officer for 2025.

Resolution No. 10 of 2025

Resolution to Appoint Registrar

RESOLVED, that Susan Thompson is appointed to serve as Town Registrar for 2025.

Resolution No. 11 of 2025

Resolution to Appoint Town Historian

RESOLVED, that Ronald Bruno is appointed to serve as Town Historian for 2025

FURTHER RESOLVED, to sponsor Town Historian membership and dues in Association of Public Historians.

Resolution No. 12 of 2025

Resolution to Appoint Codes Officer

RESOLVED, that the Town Board reappoints Terry Pulsifer. as the Town of Willsboro Code Enforcement Officer for 2025.

Resolution No. 13 of 2025

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 2025

Resolution to Appoint Dog Control Officer

RESOLVED, that the Town Board does hereby appoint VACANT to serve as Dog Control Officer for the Town of Willsboro for 2025.

Resolution No. 15 of 2025

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 2025

Resolution Appointing Town Engineer

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

Resolution No. 17 of 2025

Resolution Appointing Supervisor's Clerk

RESOLVED, that the Supervisor does hereby appoint Kyli Miller as Clerk to the Supervisor for the year 2025.

Resolution No. 18 of 2025

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 2025.

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 2025.

Resolution No. 19 of 2025

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 2025.

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

Resolution No. 20 of 2025

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 2025.

Resolution No. 21 of 2025

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 2025, 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 2025

Resolution to Appoint Water Superintendent

RESOLVED, that the Town Board does hereby appoint Patrick McCauliffe to serve as Licensed Water Superintendent for 2025.

Resolution No. 23 of 2025

Resolution to Appoint Sewer Superintendent

RESOLVED, that the Town Board does hereby appoint Patrick McCauliffe to serve as Sewer Superintendent for 2025.

Resolution No. 24 of 2025

Resolution to Affirm Sewer District User Rates

RESOLVED, that sewer rates for 2025 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: \$120.00/Quarter up to \$16,000 gallons metered and \$.005 per gallon beyond

Resolution No. 25 of 2025

Resolution to Affirm Sewer Debt Rate

RESOLVED, the annual sewer district debt rate per parcel will be \$288.46 for 2025.

Resolution No. 26 of 2025

Resolution to Affirm Water User Rates

RESOLVED, the yearly water meter user rate for 2025 shall be \$37.50 / Qtr. Up to 16,000 gallons and \$.005/gallon beyond. 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 2025

Resolution to Close out 2024 HRA Account

RESOLVED, that the Supervisor shall close out the 2023 HRA account & funds transferred to 2025 account fund balances.

Resolution No. 28 of 2025

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 2025.

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

Krissy Leerkes (Chair) , Tierra Reynolds, Kami Phinney, Lucas Strong

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 2025

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 2025.

Resolution No. 30 of 2025

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 2025.

Resolution No. 31 of 2025

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 2025

Resolution to Appoint Sole Assessor

RESOLVED, that the Town Board does hereby appoint, David Galarneau to serve as Sole Assessor for the year 2025 for the Town of Willsboro.

Resolution No. 33 of 2025

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 2025.

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

Resolution No. 34 of 2025

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 2025. (phone, utilities, insurance, taxes, bond)

Resolution No. 35 of 2025

Resolution to Adopt 2025 Holiday Schedule

RESOLVED, that the Town Board does hereby agree to adopt the 2025 Essex County Government Holiday Schedule for the Town of Willsboro.

Resolution No. 36 of 2025

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 2025.

Resolution No. 37 of 2025

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 \$18,000 for free library privileges for the year

2025.

Resolution No. 38 of 2025

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 2025.

Resolution No. 39 of 2025

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 2025.

Resolution No. 40 of 2025

Resolution to Renew to Assess Delinquent Tax Re-Billing Fee

RESOLVED, that the Town Board sets the Tax notice re-bill fee at \$5.00 to be added to the recipient's tax bill.

Resolution No. 41 of 2025

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 2025.

Resolution No. 42 of 2025

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 2025.

Resolution No. 43 of 2025

Resolution to appoint Chairman of Planning Board

RESOLVED. The Town Board confirms Greg Gordon as Chairman of the Town Planning Board for 2025.

Resolution No. 44 of 2025

Resolution to appoint Chairman of the Zoning Board of Appeals

RESOLVED, The Town Board confirms Anna Reynolds as Chairman of the Town Zoning Board of Appeals for 2025.

Resolution No. 45 of 2025

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 2025.

Resolution No. 46 of 2025

Resolution to promulgate reley listing to ESSEX COUNTY

RESOLVED, that the Town Board authorizes the Supervisor to promulgate and transmit the Water District and Sewer District reley 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.47 of 2025

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. 48 of 2025

Resolution Appoint Members to Town Parks Commission

RESOLVED, that the Willsboro Town Parks Commission shall consist of the following persons for 2025:

Bud Wilson (Chairman)
Krissy Leerkes
Hannah Carson
Lorilee Sheehan (Liaison)
Steve Benway (Liaison)

Resolution No. 49 of 2025

Resolution to Designate Town Sponsored Events

RESOLVED, that the following are designated as Town sponsored events for 2025 for the expenditure of Town funds and resources to support:

Memorial Day Parade, Christmas in the 'BORO, Independence Day Parade & Fireworks.

Resolution No. 50 of 2025

Resolution to Set Town Fees

RESOLVED, that the Town of Willsboro Fee Schedule for 2024: remain in force in 2025 until amended except as listed:

MEMORIAL CEMETERY OF WILLSBORO NEW YORK
3516 ESSEX ROAD, WILLSBORO, NEW YORK 12996

CEMETERY FEES AS OF 2025

SALE OF LOT(S):
SINGLE LOT (4' 6" WIDE BY 10' LONG) \$ 600.00
DOUBLE LOT (9' WIDE BY 10' LONG) \$1100.00
PERPETUAL CARE \$ 300.00
INTERMENTS FEE (OPENING OF GRAVE):
FULL CASKET GRAVE OPENING \$ 900.00
CREMATION GRAVE OPENING \$ 450.00

New Business-

Sheehan made a motion to authorize the Supervisor to sign the County Snow & Ice Contract of 2025. Benway seconded the motion. All in Favor.

Old Business- None

Comments/Resolution from the Boards

Sheehan asked if the Codes and Zoning departments could give a report to the board each month. Gilliland stated he will make that happen.

Public Comment-

Victor Putman - Imery's will be doing a mining expansion and it is open for public comment.

Adjourned @ 7:08pm

Submitted by Susan Thompson