



TOWN OF WILLSBORO

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**TOWN BOARD MEETING
WILLSBORO TOWN HALL
December 13th, 2023**

ATTENDEES- Alan Thompson, Travis Crowningshield, Patrick McCauliffe, Roger Sayward, Robin Belzile, Darren Darrah, Greg Gordon, Christine Benedict, Isabelle Bureau, MJ Lawrence

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

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.

-Isabelle Bureau and MJ Lawrence spoke from Roost to let us know what exactly Roost does and what they do and how they can help the community with upcoming events. They will be coming back after the holidays to inform the town how they can help promote the solar eclipse on April 8th.

-Hometown hero banners representative Robin Belzile handed out a letter to the board and spoke on behalf of the banners and that there was no hard feelings on her part (even though there was a lot of bad mouthing on FB) she was not a part of that and always had a good working relationship with the town board and highway department and did not want that to change.

Supervisors Report-

Correspondence-

NYSDOT Highway work Permit

Snow & Ice Contract

Town-

-The 2nd annual Christmas in the 'Boro was a success. Congratulations to everyone that worked so hard at putting this together. Gilliland stated he enjoyed his "jump in the lake" and encouraged more to join him next year. Hoping each year will be bigger and better.

-Pro-Housing a Governor's program through HCR (Homes Community Renewal) he has asked for Willsboro to be designated as a pro housing community to give us legs up on a number of community renewal or community revitalization grants going into the future. Sheehan is credited with bringing this to Gilliland's attention. Gilliland did put in an intent email and was sent back the links needed. The application process will take some research to prove by our permits that have gone out that we are a pro housing

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community and issue a lot of permits. The income issues will also need to be looked into. Gilliland stated that he feels we should be able to do this with the 1% housing growth in one year. They also look into the zoning code to make sure the town is open for development.

Playground grant- The Town of Willsboro was given a grant from the Department of Parks and Historical Preservation.

Comprehensive plan grant was also given to the town to get a consultant to start to put together an update to our comprehensive plan.

Gilliland signed today a short term financing with the EFC (Environmental Facilities Corporation) for the water project, which will allow us to finish the engineering and get the design in and move into construction. It is a short term loan of \$7,486,573.00. With about \$5,000,000.00 being a grant and the remainder being interest free. If anymore comes in above interest free level, we will pay the interest through until construction is done or no later than 2028.

-Gilliland had a meeting with DEC and BRASS on the fishing crib on the river near the parking area at Gilliland's park. The fishing crib and rocks were put in in 1995 by Moriah Shock prisoners and they are very worn and the stairs need repair. DEC is going to provide professional engineering oversight and look into having BOCES come in to refurbish this in possibly the fall of 2024.

-Gilliland completed with the Nature Conservancy the final easement review. The color of the outbuildings at Noblewood near the building and the Nature Conservancy painted the building to have them comply. The other issue is the color and material of the beach closed signs. The signs were removed.

- Salt/Sand Shed work should be completed next week and should be financed very quickly and get the sand and salt in there for operations.

County-

-Going forward into 2024, they will be moving departments into the public safety building. This will include Elections and Probation first. This will allow the old jail to be demolished as there is funds for this project that need to be used before it disappears. Also ground breaking and construction of the Youth and Ag building at the fairgrounds will begin soon.

Sheehan made the motion to accept the warrant. Benway seconded the motion.

Roll Call- Sheehan, Benway, Christian, Sayward, Gilliland

Ayes-5

Nyes-0

Town Clerks Report-

The clerk's office in the month of November took in \$1,574.25 paying \$2.00 to NYS Ag and Markets and \$ to NYS Department of Health. Decals took in \$1,489.00 of which \$1,407.00 went to the state and the town's commission was \$82.00. \$1,600.25 was taken in for Water and Sewer this month. This is the time of year that I am getting all my things in order to complete the year end on everything as we will be in tax mode by the end of the week. Councilman Christian and I attended the training for all elected positions that was put on by my clerks association and this training was attended by

clerks, board members, highway superintendants and supervisors. This was extremely informative and I feel we really learned a lot.

Benway made the motion to accept the clerk's report. Sayward seconded the motion. All in Favor.

DPW-

The Hometown Hero banners came down this week. Thanks to the help of Jeffery Bigelow and Herb Longware who donated a lift and a bucket truck. There were 6 men and they were able to get them all down in 1 ½ days. The Hometown Hero committee will be sending a Thank you but Crowningshield wanted to publicly thank them. The Stocker property was purchased last week and the DPW has removed the building, put it in a pile and burnt it on site and got it all cleaned up. This will be an area to store culverts, etc. and use it as a stockyard. DPW has been out a few times sanding and plowing and things seem to be going well. The covers should be on the Salt/Sand building by Friday and they will return on Monday to put the rest of the bracing up and will be completed by the end of next week. There were two parts to the bid for the shed and the foundation part is completed and he would like to pay them for this part and as soon as the rest of the building is done and acceptable the second part can be paid. Crowningshield has been looking around for propane to use for the generator, the town uses Adirondack and MX has the state contract, which is the same the town gets all their fuel through. Crowningshield has spoken to Damien with MX to see about switching all the propane to MX to save us money with the state contract price. Adirondack wanted an extra \$1000.00 to hook up the propane tanks to the generator. Essex Fire Department commissioners have contacted the Town to purchase gas for their new truck the same as Willsboro Fire Department and Willsboro/Essex EMS does. All Agreed. The Town of Essex had a problem with one of their trucks that needed to replace the box. The DPW has had a spare box for 3 1/2 years sitting outside that was taken off the 2007 Sterling, it was 14 years old when taken off. This box is a combo box that you can sand or as a dump truck. DPW was going to scrap it as everything on it has been cannibalized for the sanding part of it and it's just an old dump box. Crowningshield would like to give it to the Town of Essex to help another town out because scrap metal prices are very low and maybe someday Essex can return the favor. All agreed.

Water/Sewer

Two service lines have been leaking and they have fixed those, both of these were on opposite sides of the road from the main. Both sides had to be dug up and push new lines under in both spots. One on Middle and one on Point road. As always Thank you to the DPW for giving us assistance with both projects. The fire hydrant winterization is about ½ finished, the point is complete and the rest should be completed by the end of the week.

The power outage 2 weeks ago at 2:00am cost the water plant to lose all 4 of their filters. The recirculation pump never came back on, when they opened the plant in the morning, they knew right away something was wrong. Because backwashing had been done two days before, an emergency backwash had to be done immediately and this procedure is very risky. They were able to get two filters back on line to turn the pumps

on. The good thing is the tanks were full when it happened. They will be meeting this month with MJ Engineering with regards to the treatment plant project. They have sent a couple preliminary floor plans for the plant. They have made a few adjustments and they have sent rough ideas of what the plant will look like. McCauliffe will share these with the board. There is almost a 9,000 square foot facility.

The sewer side has had a very difficult month. They are permitted to process 75,000 gallons a day, averaging 91,750 gallons a day. Coboto told them that the membranes can do 120,000 in a day and they did 131,000 two days ago. They have not had to bypass any of the storage tanks and it is catching up. They will probably violate the permit again this month and there will be extra paperwork to send in. There is nothing that can be done about the weather. All in all the plant has done a very good job. Last month they discussed the landfill is no longer permitted to accept the sludge. The 40 yard dumpster is full, the county was nice enough to give them a 30 yard dumpster that was dropped off this week. This will hopefully get them into January when they are able to have a permit to accept the sludge again. As of Monday, the new screen has arrived. It has been 38 weeks in the waiting. They completed the installation today. They are flying in a Rep from Germany tomorrow, he has to commission and test it in order to get the full warranty. It is the same contractor that did the first screen. The DOH inspections have come back and passed with flying colors on the town system and a critical violation on Willsboro Bay Water Company, which is very irritating because it is out of the town's control. The way the system was built it cannot maintain 20 psi at all times. When they opened the valve to take a sample it went below 20 psi. It is a pride McCauliffe and out of his control.

Crowningshield stated he forgot to mention that switching the propane over next week would be for Heritage, Noblewood, Water Plant, Sewer Plant and the generator. Darren Darrah asked if they ever found out why the Heritage was using so much and Crowningshield had said that if the office is set higher than the other rooms that they would pull from all rooms to get to that temperature. Darrah stated they will address it.

Ambulance District Report- No report. Gilliland stated he would discuss that with them.

Youth Commission Report- No report

Parks Commission Report- Darren Darrah stated that some material is on site for the pavilion and Crowningshield stated the rest was delivered to the highway garage. Alan Thompson stated that if the town crew has time they will begin work on the pavilion this winter, weather permitting, if not it will be started in the spring. They just received a grant for \$177,800.00, that will hopefully be signed in March. Once they have a contract, they can move forward with putting bids out for materials for the playground. The commission talked about hiring a planning professional to design the playground. Gilliland stated he would like to see if that could be covered under the grant. They would also like to order equipment for the pavilion such as grills, water fountain, signage, benches, etc. and are hopefully by summer to install these things. Sayward questioned if there was money to purchase these items and Gilliland stated it would be covered under ROOST money. That the committee can bring the cost of these items to the board for approval. Thompson asked if the town crew would be able to handle maintenance for the park. If not, the commission talked about other ways to maintain the park as in creating a tax district. Gilliland stated that it would have to be a town wide

taxing district and did not feel it would go over well. He also asked about putting a sidewalk to the park. Crowningshield stated a sidewalk would have to go through the state and it would be a large project. Sayward asked if the speed could be reduced and Crowningshield said that they have tried to reduce the speed limit at other locations and they have all been denied. Thompson also asked if the skating rink could be moved. Crowningshield said it is a hard to freeze ice rink that they have now and that it would be very easy to get one like Westport has. Crowningshield will contact David Reynolds for where and the cost of the one they have. Gilliland stated if they move from one park to another with the skating rink that they need to know what was going to happen to the other one. Darrah stated he had an update on the outline that was handed to the board with some additions that he added in January the Parks plan outline and then in February a Parks Plan draft proposal and by March they will submit a Paks plan for the board. He stated they have a timeline, but what is happening is they have "the horse and the cart going side by side and they are trying to backtrack a bit".

Old Business-

-summer camp, The Willsboro Central School has provided the town with a copy of the draft license for the use of the school for summer camp. The town's attorney looked it over and said it was acceptable with no major concerns on it. Gilliland stated that he has looked at several options. He stated that the license was not a partnership with the town and that it was a barebones charter, where the town pays for everything and rents the space. This will have to be discussed further in the near future.

New Business-

Gilliland had two authorizations for the Salt and Sand Shed. There is a ban of \$800,000.00 to pay for this and the first would be paid for the foundation in an amount of \$183,000.00. The final price would be for the finish of the structure and not be paid until it was complete.

Sayward made the motion to authorize the payment of \$183,000.00 to Eagle Associates of Cazenovia for the foundation of the Salt/Sand building. Christian seconded the motion.

Roll Call- Sheehan, Benway, Christian, Sayward, Gilliland

Ayes-5

Nyes-0

Sayward made a motion to pay the remainder of the Salt/Sand shed upon completion of the structure with an acceptance by our highway superintendant to Eagle Associates of Cazenovia. Benway seconded the motion.

Roll Call- Sheehan, Benway, Christian, Sayward, Gilliland

Ayes-5

Nyes-0

Benway made a motion to make a loan from the highway department's fund balance to the sewer district to pay for the cost and installation of the physical screen and the sewer district will pay back to highway department upon receiving grant money. Sayward seconded the motion.

Roll Call- Sheehan, Benway, Christian, Sayward, Gilliland

Ayes-5

Nyes-0

-Gilliland spoke on the problems the the Bay Lane Water has caused and that he has looked into all avenues to resolve this problem and he proposes to the board that he writes a letter to the public service commission and tell them in light of these problems that the Town of Willsboro is going to withdraw from operation of maintenance of the system and see what happens. He stated for too many years that these problems have been thrown onto the town's back and it is unsolvable. Sheehan and Benway both stated that this problem has been going on for too long. Benway asked McCauliffe if when speaking with DOH if they needed a class C and McCauliffe was not sure and would ask Marlene. They would have to do their own maintenance and purchase water from the town. This would be 35-40 residents. Gilliland agreed to write a letter.

-Brass contacted Gilliland and they are applying for a grant to hire a full time director under grant funding. They would like a letter of support from the board.

- Gilliland was told of a piece of land on Lily Lane that has come up for sale. This is almost 70 acres and the list price is \$850,000.00. He has continually heard in his time in office of the need for a beach for Willsboro. He contacted the Adirondack land trust and asked if they would be interested in taking a look at this land as possibly having a piece of property with open space and waterfront. He suggested partnering with them to possibly have a town beach. There was discussion on taking the land off the tax roll, if there was actually a beach area and the possibility of down the road having a place to put a wastewater treatment plant. The board agreed to check into it.

Benway made a motion to put a letter of interest in the property on Lily lane to the Adirondack Land Trust Company. Christian seconded the motion. All in Favor.

-Gilliland got the draft for the dangerous dog control contract from Eagle Feather Veterinary clinic in Plattsburgh. This will allow all dangerous dogs to go there. The contract is for dangerous dogs but they will take abandoned dogs also. Gilliland has looked into building a small area at the highway department that has electricity, waterproof inside, heater to 55 degrees, water available and access to the outside to house abandoned dogs that would be a 2 dog facility. This would be a place to hold a non dangerous dog for a few days if Eagles Nest cannot take the dog.

Christian made the motion to authorize the supervisor to sign a contract with Eagle Feather Veterinary Clinic in Plattsburgh to take all dangerous dogs from the town of Willsboro for 2024. Sheehan seconded the motion.

Roll Call- Sheehan, Benway, Christian, Sayward, Gilliland

Ayes-5

Nyes-0

Sayward made the motion to allow Supervisor Gilliland to sign the DOT 2023/2024 Municipal Lump Sum Snow and Ice Agreement Supplemental Agreement and Adjustment/Calculation worksheets for contract #DO14777. Sheehan seconded the motion.

Roll Call- Sheehan, Benway, Christian, Sayward, Gilliland

Ayes-5

Nyes-0

Comments- Christian commented that the training he attended in Plattsburgh that was put on by the Town Clerks Association for all elected officials was very good and he learned a lot from the comments from others as well as the powerpoint presentation. He had a copy of it and shared it with all the board.

Public Comment-

Victor Putman thanked the board for the support that was given to BRASS. He wanted to expand a little on the cribbage project. DEC offered to donate the logs to replace the lower level. CV-Tech and Chris Hucro is actually the person that will be in charge of this.

Roger Sayward stated that as far as the HomeTown Heroes Banner goes, if one or two people have come forward that it is not the legion. They appreciate everything that the town has done and they will do anything they can to help and they would like to continue to have a good working relationship with the town. And with the designated flags in front of someone's house, when they come out to place them, it takes too much time to try to please people.

Christian made the motion to go into Executive Session. Sayward seconded the motion.

Entered into Executive Session @ 7:47pm. to discuss employment applications.

Out of Executive Session @ 8:03pm

No decisions were made. Back in the regular session. A contingent special board meeting is scheduled on Dec 27th @ the Town Hall.

Adjourned @ 8:04pm