



## TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

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### **TOWN OF WILLSBORO TOWN BOARD MEETING WILLSBORO TOWN HALL May 14th, 2025**

**ATTENDEES-** Laura Carson, Greg Gordon, Vic Putman, Michael Phinney, Travis Crowningshield  
**BOARD MEMBERS-** Steve Benway, Lorilee Sheehan, Scott Christian, Lane Sayward, Shaun Gilliland

**CALLED TO ORDER @ 6:30pm**

**PLEDGE OF ALLEGIANCE**

**Minutes accepted as submitted.**

#### **Supervisors Report**

##### **Town-**

##### **Correspondence-**

- Verizon Notice of claim from damage that was done on their lines. Crowningshield has been working with Verizon and they have verbally stated they will be dropping the claim.
- IRS letter that was dated in March and just received and all items have been corrected that were in this letter.
- SPEDS renewal permit septic system at Noblewood. This renewal on the septic system will be done by Patrick McCauliffe.
- Even year election law was overturned in the Appellate Court.
- Fish and Wildlife letter to do a lampricide treatment of the Bouquet will be May 20th and this might be cancelled due to the river flows.
- Masonry company will be coming in the fall to repair the front steps of the Town Hall.
- Dog kennel from Verizon Structures will be arriving around August 4th.
- National Honor society has requested to reserve the pickleball courts for a tournament on June 21st.
- MJ Engineering has given a production schedule for the Water Plant and they are scheduled to start in early 2026.

##### **County-**

- CAT Court where a judge could come in and handle arraignments. The Sheriff Department, public defenders and the DA are in collaboration to make first appearance and arraignment go smoother and not have overnight stays. OCA will have to approve this.
- EMS on call is now a policy and they are working on getting people to sign up in Essex and Willsboro. They are in the process of hiring a New County EMS Director.

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

##### **Roll Call-**

**Sayward, Sheehan, Benway, Christian, Gilliland**

**Ayes-5**

**Nyes-0**

**Clerks Report- verbally by Susan Thompson**

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The clerk's office in the month of April took in \$6,463.14 paying \$3.00 to NYS Ag and Markets and \$ 0 to the NYS Health Department. Decals for the month took in \$350.00 of which \$330.68 went to the state and the town's commission was \$19.32. Water/Sewer took in \$44,642.84. Tax collection ended at the end of April and I settled with the county May 1st with no problems. My deputy is back from a 4 month retreat and has a new grandbaby that she is going to be watching a few days a week. She will help out for a bit with my scheduled dr. appointments and such but I am going to put it out there that I am actively seeking a deputy and will be putting it out on social media soon. If anyone knows of someone please send them in my direction. It's very rewarding and the townhall crew is a pleasure to work with!!! Newsletters are all out today. We are gearing up for the 4th of July celebration.

**Christian made a motion to accept the Clerk's report. Sheehan seconded the motion.  
All in favor.**

**DPW- Verbally by Travis Crowningshield**

Spring clean up is done and in the process of doing it the Broom tractor broke down. They were able to borrow the County's. The clutch went in the 1993 Boom tractor. It was taken up to United Ag and Turf and fixed.

They have been working on water service installations and there were several leaks that needed to be fixed.

Paving is the second week of June. Woodlawn Lane is going to be shut down for a day to replace two cross culverts and also they will replace one on Coonrod road.

Portable radios quote was given to the board as the set that they have no longer held charge and they are obsolete. The quote is \$1142.00.

Crowningshield stated he attended a meeting for the playground and they are waiting on the engineer to design it to know where to start building the pavilion.

**Christian made a motion to purchase 2 portable radios at \$1142.00 for the Highway Department to utilize for traffic control/flagging. Sayward seconded the motion.**

**Roll Call-**

**Sayward, Sheehan, Benway, Christian, Gilliland**

**Ayes-5**

**Nyes-0**

**Water/Sewer- written report by Patrick McCaulliffe**

**Zoning Report-** written report submitted by Jonathan Franke

**Codes Report-**none

**Ambulance District-**written ledger submitted by Kyla Crowningshield

**Youth Commission Report-** No Report

Sheehan stated T-ball sign-ups were a big turnout.

**Parks Commission Report-** Met with GPI planners and they need a TOPAL survey and have contacted Kevin Hall.

**OLD BUSINESS-**

An application for a Cook has been received from Maria Evens. She has prior experience with the Summer program and works at Willsboro Central School.

**Christian made a motion to hire Maria Evens for the cook position at the Willsboro/Essex Summer program for the 2025 session. The pay rate will be \$25.00 per hour that the town board passed at an earlier meeting. Sheehan seconded the motion.**

**Roll Call-**

**Sayward, Sheehan, Benway, Christian, Gilliland**

**Ayes-5**

**Nyes-0**

Summer program counselors interviews are complete and the recommendations are in front of the board with the payrate per individual.

**Christian made the motion to hire these counselors for the 2025 Willsboro/Essex Summer Program at the following rates per hour.**

<b>Jenna Ford</b>	<b>Director</b>	<b>\$22.50</b>
<b>McKinley Belzile</b>	<b>Asst Director</b>	<b>\$18.00</b>
<b>Hailey King</b>	<b>Arts/Crafts</b>	<b>\$18.00</b>
<b>Danica Santillo</b>	<b>Sr. Counselor</b>	<b>\$16.00</b>
<b>Laney Nolette</b>	<b>Sr. Counselor</b>	<b>\$16.00</b>
<b>Manny Frechette</b>	<b>Sr. Counselor</b>	<b>\$16.00</b>
<b>Bradie Morgan</b>	<b>Jr. Counselor</b>	<b>\$16.00</b>
<b>Wyatt Palmer</b>	<b>Jr. Counselor</b>	<b>\$16.00</b>
<b>Emma Jacques</b>	<b>Jr. counselor</b>	<b>\$16.00</b>
<b>Kierstin Brown</b>	<b>Jr. Counselor</b>	<b>\$16.00 - (ACAP will pay for 30 hours)</b>
<b>Jasmine Gay</b>	<b>Jr. Counselor</b>	<b>\$15.00</b>
<b>Maci Gagnier</b>	<b>Jr. Counselor</b>	<b>\$15.00</b>

**Benway seconded the motion.**

**Roll Call-**

**Sayward, Sheehan, Benway, Christian, Gillilland**

**Ayes-5**

**Nyes-0**

There are three pieces of equipment that the town has from operating the golf course. Crowningshield acquired values of this equipment from dealerships. These pieces are valued at fairway mower- \$6,500.00, John Deere riding lawnmower -\$8,500.00 and the greens mower- \$20,000.00. The board discussed that giving any of these to the golf course is illegal from a municipality. They are the property of the town, even if donations were given toward the purchase of these items.

**Benway made a motion to put the fairway mower and the riding lawnmower on a two week notice for a short bid and look for best value and if the bids are not acceptable they can list again or bring it back to the board for discussion. Sayward second the motion.**

**Gillilland amended the motion to declare both pieces excess and put them to bid. Benway seconded the motion.**

**Roll Call-**

**Sayward, Sheehan, Benway, Christian, Gillilland**

**Ayes-5**

**Nyes-0**

A meeting was held with MJ Engineering on the water plant. They have the permit packages ready to go. Peter Paine changed the easement and the permit is for the septic to allow a bathroom at the plant. Also a permit application going to all the regulatory agencies including APA and the Corp of Engineers. These need to be signed and authorized by the supervisor to be submitted.

**Benway made a motion for Supervisor Gillilland to sign the permit applications to be submitted for the new water treatment plant facility. Sheehan seconded the motion. Sheehan seconded the motion. All in favor.**

**New Business-**

The public service commission has authorized the removal of the tariff for the Willsboro Bay Water Company and released the town from operation and maintenance of that system. The commission sent a letter that will need to go out to all residents on this system. In the letter it will have a note saying the water has been tested by the Department of Health. The system has been turned on and it is working. It will be the responsibility of users of the seasonal water system to maintain the system and also to test the water in accordance with the New York Department of Health regulations. All they need to do is to have an operator, this position does not require any permits or qualifications. This person will turn the system on in spring and off in the fall and fix leaks. The town charges \$250 to each customer using this season. It takes a lot of hours to maintain this system each year.

**Benway made a motion to acknowledge the public service commission's decision and authorize sending out the proper notification that was written by the Public Service Commission. Sheehan seconded the motion. All in favor.**

The roofs of the Visitors Center, Noblewood, Band Stand and the Cupola on the Town hall all need to be replaced. This would need to go out to bid with a 30 year protection material or alternate of metal and have each project be a separate bid. Gilliland said he will clear it through codes to see if metal can be put on a public building.

**Benway made the motion to put out to bid the roofs of the Visitors Center, Noblewood, Bandstand and the Cupola on the Townhall. These bids will all be separate and with a 30 year protection material and alternate metal. Sheehan seconded the motion. All in favor.**

The Yamaha golf carts lease agreement has two more years left and Gilliland reached out to Diddle LLC to see if they would want to take over the lease agreement and they responded that they were not interested in more than one year. Gilliland sent a copy of the lease to the lawyer and they drafted a letter to Yamaha to get out of the lease because we are not operating any longer.

**Sheehan made the motion for Gilliland to send the letter to Yamaha that the attorney drafted. Sayward seconded the motion. All in favor.**

There was a situation at the Visitors Center recently and several over the last few years. The cameras that are there no longer work and Gilliland said there is a need to have cameras both inside and outside. Estimated cost is \$500.

**Sheehan made the motion to install cameras in the visitors center inside to cover the office and food locker and also outside that cover the parking lot. Benway seconded it.**

**Roll Call-**

**Sayward, Sheehan, Benway, Christian, Gilliland**

**Ayes-5**

**Nyes-0**

The Memorial cemetery has a CD at Champlain National Bank. Larry Allen is the administrator and has requested to be removed from this account.

**Sayward made the motion to have Shaun Gilliland and Susan Thompson be administrators of the Memorial Cemetery perpetual care Certificate of Deposit. Benway seconded the motion.**

**Roll Call-**

**Sayward, Sheehan, Benway, Christian, Gilliland**

**Ayes-5**

**Nyes-0**

**Benway made the motion that the Town of Willsboro pay \$100.00 dues to be a municipal member of the Willsboro Development Corporation. Christian seconded the motion.**

**Roll Call-**

**Sayward, Sheehan, Benway, Christian, Gilliland**

**Ayes-5**

**Nyes-0**

**Comments from the Board-**

Sheehan stated that there was a backside to the counselor positions salaries.

**Public Comment-**

Vic Putman-

May 3rd a successful planting at Bardell farm/ Bever Brook 685 trees with 52 volunteers.

They have had some very generous donors and BRASS is coming around.

**Sheehan made the motion to enter into executive session. Sayward seconded the motion.**

**Entered into executive session @ 7:20pm**

**Opened public meeting @ 8:00pm**

**Adjourned @ 8:01pm**

Submitted by Susan Thompson