



TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

TOWN OF WILLSBORO TOWN BOARD MEETING WILLSBORO TOWN HALL September 10th, 2025

ATTENDES-Win Belanger, Polly Belanger, Thomas Doolittle, Margery Doolittle, Pete Sowizdrzal, Victor Putman, Cathy Alden, Robin Belzile, Barbara Paye, Travis Crowningshield, Ashley Murphy, Darren Dickerson, Tracie McGill, Mark McGill, Laura Carson, Greg Gordon, Sylvia Balderrama, John Morley, Tom Morley, Jennifer Medler, Jeff Neevel, Felix Lawrence

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

PLEDGE OF ALLEGIANCE

Meeting CALLED TO ORDER @ 6:30pm

Minutes of the August 13th, 2025 Town Board meeting were accepted as written.

Supervisors Report-

Correspondence-

-Letter from Russell, McCormick & Cowen requesting for the formation of a seasonal water district to the Bay Lane Water District area.

Town-

Town Budget Development deadlines-

- Departments and Agencies submit budget inputs to Supervisor - 9/17
- Tentative Budget due from Supervisor - 9/30
- Town Clerk submits tentative budget to Town Board - 10/3

Workshop reviews of tentative budget-

- General / EMS / Highway - 10/7
- Water/Sewer - 10/15
- Town Board schedules reviews of tentative budget - 10/15
- Town Board approves tentative budget, as amended, as Preliminary Budget 10/30
- Public Hearing on Preliminary Budget - 11/6
- Final adoption of Budget as Final Budget 11/12 (but no later than 11/20).

The tax cap is 2% this year. A law has been passed by legislature and has not been signed by the Governor yet to remove the tax cap from ambulance services. Once signed the Comptroller's Office will put out the information to the towns.

Employee health insurance is estimated to go up 15% and union wages up \$1.25 per hour. That alone will put the budget over the tax cap, so there will be work to be done in the workshops.

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

Roll Call-

Sheehan, Sayward, Christian, Benway, Gilliland

Ayes- 4

Nyes- 0

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Clerks Report- verbally by Susan Thompson

The clerk's office in the month of August took in \$3,716.72 . Paying \$90.00 to NYS Department of Health. Decals for the month took in \$735.00 of which \$694.46 went to the state and the town's commission was \$40.54. Water/Sewer took in \$20,462.16.

Sheehan made the motion to accept the Clerks Report. Christian seconded the motion.

All in Favor.

DPW-Verbally by Travis Crowningshield

-The person that was approved in last month's meeting to be hired for the water/sewer department did not accept the job offer. A new job posting was put out and the applications are due by September 29th.

-The dog kennel is in place and NYSEG is coming to set a pole to get electricity to the building. Alan Gardner will be putting in the mini split after the electricity is installed.

-The soccer field at Hathaway Park is completed and the new goals are in place. The garden shed has been moved there and will be used for storage.

-Cutting of shoulders and ditching has begun, to get ready for winter.

-Scott Blanchard came in to help Terry Pulsifer learn how to use the grader.

-Starting the beginning of October, the hauling of sand will begin and the cost is \$6.50 a ton. The estimated amount needed is 3,000-3,500. The same sand (crushed stone) will be used again this year.

Crowningshield stated that the Noblewood/Visitors Center roofing will begin shortly.

WATER/SEWER- Written report submitted by Justin Drinkwine -Verbal report given by Travis Crowningshield

- One of the pumps went down at the sewer plant. It was discovered by the county Engineer that it is not the right pump for what is needed for the application. This is a major organ to keep things going and the station is working on just one pump with a delivery time of 6 weeks to replace the pump. The county engineer is working on a temporary plan should the other pump go down before these can be replaced. They called the company and received a quote for the new dual team pumps of \$35,334.00.

Benway made the motion for an emergency purchase from Fleet Pump Systems of the submersible pumps equipped with 280 volt- 2.7 horsepower 1800 RPM with all equipment to install and installation for \$35,334.00. Christian seconded the motion.

Roll Call-

Sheehan, Sayward, Christian, Benway, Gilliland

Ayes- 4

Nyes-0

Gilliland stated once the dog kennel is completed, that the town will work up an agreement with other towns to house dogs from the municipalities and they will pay to keep them here. By NYS law we can house a dog 5 days minimum and 13 maximum and then after that the town will try to put it up for adoption. Fees will be charged for housing a dog-to-dog owners as well.

Youth Commission- No Report

EMS Report- Written by Kira Crowningshield

Parks Commission -

-They had a meeting on August 3rd. Tracie McGill volunteered to do a summary on the easements on Noblewood for the parks commission at their meeting. The plans have been sent to Essex County Community Resources and the Essex County Engineer to look over because one portion of the plan goes into the boundary area of the wetland. Community resources put in a GIF to the APA to look into this.

There are also concerns about drainage because of the clay. They also discussed the Summer program moving back to Noblewood next year.

Old Business-

NYS DOT is financing a traffic study to look at Point road, Farrell road and other roads to look into the feasibility to improve alternative transportation routes such as bicycle, walking, etc. This study will start with a traffic count. This will be of no cost to the town.

Sayward made a motion to authorize the Supervisor to sign the MJ Engineering work agreement for the Town of Willsboro Multi-Model Safety Study financed by NYSDOT. Benway seconded the motion. All in Favor.

Sheehan made a motion to authorize the Supervisor to sign the Accounting Services Agreement with Drescher & Malecki LLP for AFR preparation and submission. Benway seconded the motion.

Roll Call-

Sheehan, Sayward, Christian, Benway, Gilliland

Ayes- 4

Nyes- 0

Sheehan made the motion to authorize the Supervisor to sign the Soccer Field Intermunicipal Agreement with Willsboro Central School for the Youth Soccer use for this year. Benway seconded the motion.

Roll Call-

Sheehan, Sayward, Christian, Benway, Gilliland

Ayes- 4

Nyes- 0

New Business-

Review of the letter received from Russel, McCormick and Cowen law firm to form a seasonal water district at Bay Lane. There are 33 residents in Bay Lane that are interested in this. A map plan report needs to be done by the town under the general fund and then the board makes a decision and if the new water district is formed then the water district would incur the cost of this plan. The town will have to make sure that the plan states that it is a seasonal water district.

Sheehan made the motion to do an RFP for the cost of a map plan report for the water district at Bay Lane. Sayward seconded the motion.

All in Favor.

Sayward made a motion to appoint Charles Robinson as an alternate for the Town of Willsboro Planning Board. Benway seconded the motion.

All in Favor.

Board Comments-

Sayward asked if the town was using the text program?

Gilliland stated that he has been using it and would start using it more with notices of meeting, etc.

Sheehan asked if we had gotten correspondence from the Reber Cemetery and Lakeside Cemetery for their budget requests.

Gilliland stated he had received both.

Public Comment-

-Barbara Paye

Will we have access to get a scanner for the dog scanner?

Gilliland stated the Ag and Market is applying for grants and that they have plans to have a few scanners in the county. Travis Crowningshield will check to see if the cat scanner will work on dogs that the Willsboro Community-Feral Cat Committee has.

Paye suggested that the town board look into having all Planning Board / Zoning Board members when they first come onto the boards take training on ethics and things that protect the town board, taxpayers, members and property owners; this is in addition to their normal training.

Gilliland stated there is a mandate of 4 hours of training each year.

-Pete Sowizdrzal

Stated that The APA does have training and has offered to come to Willsboro if enough people would participate.

-Win Belanger

Asked if the Board of supervisors could petition the governor to take health care out of the 2% tax cap because that is what puts us over the cap every year.

Gilliland stated he will look into that idea.

-Victor Putman

BRASS is hosting a training on Friday September 12th 8-4. This is for Water Quality Improvement. A Cold Brook contract has been signed for Atlantic testing. Lamprey treatment has been postponed until November because of the low water. The state has approved a source water protection plan between Essex, Willsboro and Port Kent to improve the quality of drinking water.

-Pete Sowizdrzal

He feels the Summer Program needs to be moved back to Noblewood because they don't seem to get a break from school when it is held at Willsboro Central School.

Asked if the CPA that was hired will be a permanent or temporary hire?

Gilliland stated that this is a temporary hire to do the inputs of the Annual Financial Reports that are not complete. There were severe errors in the system years ago because of untrained operators. He explained that expenses were put in as revenues and not fixed and that it compounded over time. The Accountant and Kyli Miller have gone back years to find and fix these problems and the Accounting firm will be doing the AFR entries and then will be done.

Sowizdrzal also asked if the town had anything to do with the Point road soccer fields?

Gilliland stated that the Town did not sign the lease for these fields with Diddle LLC.

Sowizdrzal encouraged everyone to fill out the survey for the Comprehensive Plan and asked if anyone had looked at the old one? He stated that the existing plan needs some fixes but it was not a bad plan. He also encouraged people to look at it before filling out the survey.

Win Belanger commented and suggested people also read the Willsboro Economic Development Study.

Sowizdrzal also stated he has become involved with the Heritage Museum and he would like to see something done in honor of Ron Bruno for all his incredible work he has done for years as the Town historian and with the Heritage Center. He also stated that they are also looking for new members.

Gilliland stated that he had given a proclamation of appreciation to Ron Bruno's wife Sue and suggested that the Heritage Center could possibly name a collection at the center in honor of Ron Bruno.

-Felix Lawrence

Thanked the Town board for all they do moving the Town forward.

Stated that in May he sent a letter to the Town Board with a proposal for a second banner project and asked if there were any developments on this.

Gilliland stated that the letter was received and Lawrence had not come to present this other option to the board and asked Lawrence if he would like to be put on the agenda and present this to the board. Lawrence stated he could not make it to the next meeting but would in the future.

-Jeff Neevel

He stated he was one of the 33 residents in the Bay Lane Water system and thanked the board for moving this project forward.

Adjourned @ 7:30 pm

Submitted by Susan Thompson