



TOWN OF WILLSBORO
5 FARRELL ROAD WILLSBORO, NY 12996
518-963-8668

**TOWN OF WILLSBORO
TOWN BOARD MEETING
WILLSBORO TOWN HALL
January 14th, 2026**

ATTENDEES-Mark McGill, Pete Sowizdrzal, Jennifer Sowizdrzal, Ashley Murphy, Cathy Alden, Travis Crowningshield, Marycay Doolittle

BOARD MEMBERS- Steve Benway, Lane Sayward, Scott Christian, Victor Putman, Tracie McGill

PLEDGE OF ALLEGIANCE

Meeting CALLED TO ORDER @ 6:30pm

Supervisor McGill opened the meeting thanking everyone for the help they have given her to make the transition to the new position easier. Also announce that she will be trying a new format and starting with public comments at the beginning of the meeting and also at the end, asking the person wishing to speak to introduce themselves and limiting comment to three minutes.

PUBLIC COMMENT-

Pete Sowizdrzal

-Welcome Supervisor McGill to the board and stated that he hopes everything goes well in 2026.

Minutes of the November 12th, 2025 Town Board meeting were reviewed and accepted as written.

Supervisors Report-

Discussion on the 2026 resolutions. All the same as last year with a resolution to add an amendment with the DOT contract for snow and ice. A resolution to change the existing ethics policy in the employee handbook and creating a policy as a stand alone ethics policy. Also a resolution to create a town communications policy.

**Resolution No. 1 of 2026
Resolution Setting Salaries for Elected Officials**

The following shall be the salaries for Town of Willsboro elected officials:

- Town Supervisor: \$42,850
- Town Clerk / Tax Collector: \$56,430
- Highway Superintendent / DPW: \$83,000
- Town Councilperson: \$5,700

- Town Justice: \$14,743

Resolution No. 2 of 2026

Contracts in Force

All contracts in force as of December 31, 2025, and remaining within their respective effective terms, shall remain in effect in 2026 until terminated, expired, renewed, or amended.

Resolution No. 3 of 2026

Resolution Designating Liaisons / Committees

The following Town Council will serve as liaisons for the following commissions, departments, and committees during 2026:

- Audit: Sayward, Christian
- Youth Commission / Summer Camp: Sayward
- LWRP: Putman
- Comprehensive Plan: Putman, Benway
- Parks Commission: Benway, Christian
- Hiring: McGill, Christian
- Union: Benway
- Water/Sewer Districts Liaison: Benway
- Celebrations: Christian, Sayward

Resolution No. 4 of 2026

Resolution Designating Official Bank

Champlain National Bank is designated to be the official bank to deposit the Town of Willsboro's monies during 2026.

Resolution No. 5 of 2026

Resolution Designating Official Newspapers

The official newspaper for advertising in 2026 shall be the Press Republican. Sun Community News shall also be designated as a secondary official newspaper.

Resolution No. 6 of 2026

Resolution Designating Mileage Allowance

Town officials shall be compensated at \$0.725 per mile for use of private vehicles in the performance of their official duties in 2026 (IRS official rate).

Resolution No. 7 of 2026

Resolution to Set Date of Monthly Meetings

The Town Board shall hold 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 two or more Councilpersons.

The Zoning Board of Appeals shall regularly meet the third Wednesday of each month at 7:00 PM at

Willsboro Town Hall. The Planning Board shall regularly meet the fourth Tuesday of each month at 7:00 PM at Willsboro Town Hall.

Resolution No. 8 of 2026

Resolution to Approve Attendance at Association of Towns Annual Meeting

Members of the Town Board are authorized to attend the 2026 New York Association of Towns virtual Annual Meeting, if desired. Expenses to be reimbursed.

Resolution No. 9 of 2026

Resolution to Appoint Zoning Officer (if applicable)

The Town Board reappoints Jonathon Franke as the Town of Willsboro Zoning Enforcement Officer for 2026.

Resolution No. 10 of 2026

Resolution to Appoint Registrar

Susan Thompson is appointed to serve as Town Registrar for 2026.

Resolution No. 11 of 2026

Resolution to Appoint Town Historian

The Town Board appoints VACANT to serve as Town Historian for 2026.

The Town will sponsor Town Historian membership and dues in the Association of Public Historians.

Resolution No. 12 of 2026

Resolution to Appoint Codes Officer

The Town Board reappoints William Mangan as the Town of Willsboro Code Enforcement Officer for 2026.

Resolution No. 13 of 2026

Resolution Authorizing Highway Superintendent to Expend Amounts Under \$2,000

Pursuant to §142 of the Highway Law, the Highway Superintendent is authorized to expend amounts under \$2,000 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 2026

Resolution to Appoint Dog Control Officer

The Town Board reappoints John Mitchell to serve as Dog Control Officer for the Town of Willsboro for 2026.

Resolution No. 15 of 2026
Resolution Appointing Town Counsel

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

Resolution No. 16 of 2026
Resolution Appointing Town Engineer

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

Resolution No. 17 of 2026
Resolution Appointing Supervisor's Clerk

The Supervisor appoints Kyli Swires as Clerk to the Supervisor for the year 2026.

Resolution No. 18 of 2026
Resolution to Appoint Board of Assessment Review (B.A.R.)

The Town Board appoints the following to serve on the Assessment Board of Review for the year 2026:

- Darren Dickerson
- Richard Drollette
- Trisha Sheehan
- Reginald Bedell
- Jonathon Frank
- Secretary: Kyli Swires

Furthermore, the sum of \$575.00 shall be appropriated for each member and secretary upon conclusion of B.A.R. proceedings for 2026.

Resolution No. 19 of 2026
Resolution to Appoint Town Health Officer

The Town Board appoints Smith House (UVM Health Network) to serve as Town Health Officer for the year 2026.

The Supervisor shall contract with Mountain Medical Services for Drug & Alcohol testing services requirements.

Resolution No. 20 of 2026
Resolution to Appoint Highway Deputy Supervisor

The Town Board appoints Michael Phinney to serve as Highway Deputy Supervisor for the year 2026.

Resolution No. 21 of 2026
Resolution to Delegate to the Supervisor Powers and Duties

Pursuant to §3-7 of Town Law, the Supervisor is authorized to conduct duties necessary for the day-to-day administration of the Town for the year 2026, and to expend under \$2,000 per item for Town repairs or urgent incident charges. Any other expenditure over \$2,000 shall be subject to Town Procurement policy.

Resolution No. 22 of 2026
Resolution to Appoint Water Superintendent

The Town Board appoints Justin Drinkwine to serve as Licensed Water Superintendent for 2026.

Resolution No. 23 of 2026
Resolution to Appoint Sewer Superintendent

The Town Board appoints Justin Drinkwine to serve as Sewer Superintendent for 2026.

Resolution No. 24 of 2026
Resolution to Affirm Sewer District User Rates

Sewer rates for 2026 shall be in accordance with the 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 per quarter up to 16,000 gallons, and \$0.005 per gallon beyond.

Resolution No. 25 of 2026
Resolution to Affirm Sewer Debt Rate

The annual sewer district debt rate per parcel will be \$282.32 for 2026.

Resolution No. 26 of 2026
Resolution to Affirm Water User Rates

The yearly water meter user rate for 2026 shall be \$37.50 per quarter up to 16,000 gallons, and \$0.005 per 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 2026
Resolution to Close Out 2025 HRA Account

The Supervisor shall close out the 2025 HRA account and transfer remaining funds to the 2026 account fund balances.

Resolution No. 28 of 2026
Willsboro/Essex Youth Commission (Ratify Program and Appointments)

The Willsboro Town Board ratified the continued operation of a Town Youth Commission and youth recreation program in 2026.

The Willsboro Town Board reappoints the following persons to the Town of Willsboro Youth Commission:

- Krissy Leerkes (Chair)
- Ashlee Lee
- Tierra Reynolds

- Kami Phinney
 - Lucas Strong
- Krissy Leerkes is appointed as Representative for the Town of Willsboro to the Essex County Youth Board / Planning Committee.

Resolution No. 29 of 2026
Resolution to Appoint Deputy Town Supervisor

The Town Board ratifies the appointment of Councilman Steve Benway as Deputy Town Supervisor for 2026.

Resolution No. 30 of 2026
Resolution to Appoint Clerk to the Courts

The Town Board appoints Morgan Drinkwine and Laura Carson to serve as clerks to the Courts for the year 2026.

Resolution No. 31 of 2026
Resolution to Set Deputy Town Clerk / Deputy Tax Collector Pay

The Town Board sets the salary for a Deputy Town Clerk at \$18.72 per hour at such time as the Town Clerk appoints a candidate to the position.

Resolution No. 32 of 2026
Resolution to Adopt Town Policy (Policy List for 2026)

The Town Board agrees to adopt the following policies, subject to additions, deletions, revision and updating, for the year 2026:

- 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. 33 of 2026
Resolution to Adopt Early Bill Payment

The Town Board agrees to renew early payment of regularly occurring bills so as to avoid penalties for the year 2026 (phone, utilities, insurance, taxes, bond).

Resolution No. 34 of 2026

Resolution to Adopt 2026 Holiday Schedule

The Town Board agrees to adopt the 2026 Essex County Government Holiday Schedule for the Town of Willsboro.

Resolution No. 35 of 2026

Resolution to Join the Plattsburgh-North Country Chamber of Commerce

The Town Board agrees to join the Plattsburgh North Country Chamber of Commerce for 2026.

Resolution No. 36 of 2026

Resolution to Renew Paine Memorial Library Contract

The Town Board agrees to renew the contract with the Willsboro Library and pay the sum of \$10,000 for free library privileges for the year 2026.

Resolution No. 37 of 2026

Resolution to Renew Membership in New York Association of Towns

The Town Board agrees to renew membership in the Association of Towns of the State of New York for the year 2026.

Resolution No. 38 of 2026

Resolution to Renew Membership in Adirondack Park Local Government Review Board

The Town Board agrees to renew membership in the Adirondack Park Local Government Review Group for 2026.

Resolution No. 39 of 2026 – Resolution to Renew to Assess Delinquent Tax Re-Billing Fee

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

Resolution No. 40 of 2026

Resolution to Renew Membership in Adirondack Association of Towns and Villages

The Town Board agrees to renew membership in the Adirondack Association of Towns and Villages for 2026.

Resolution No. 41 of 2026

Resolution to Renew Membership in New York Planning Federation

The Town Board agrees to renew membership in the New York Planning Federation for 2026.

Resolution No. 42 of 2026

Resolution to Renew New York Government Finance Officers Association

The Town Board agrees to renew membership in the New York Government Finance Officers Association for 2026.

Resolution No. 43 of 2026

Resolution to Appoint Chairman of Planning Board

The Town Board confirms "VACANT" as Chairman of the Town Planning Board for 2026.

Resolution No. 44 of 2026

Resolution to Appoint Chairman of the Zoning Board of Appeals

The Town Board confirms Anna Reynolds as Chairman of the Town Zoning Board of Appeals for 2026.

Resolution No. 45 of 2026

Resolution to Promulgate Relevy Listing to Essex County

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 a 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 2026

Resolution to Appoint Town of Willsboro Marriage Officer

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 2026

Resolution Appoint Members to Town Parks Commission

The Willsboro Town Parks Commission shall consist of the following persons for 2026:

- Lloyd Wilson (Chairman)
- Krissy Leerkes
- Hannah Carson
- Steve Benway (Liaison)
- Scott Christian (Liaison)

Resolution No. 48 of 2026

Resolution to Designate Town Sponsored Events

The following are designated as Town sponsored events for 2026 for the expenditure of Town funds and resources to support: Memorial Day Parade, Christmas in the 'BORO, Independence Day Parade & Fireworks.

Resolution No. 49 of 2026

Resolution to Set Town Fees

The Town of Willsboro Fee Schedule for 2025 shall remain in force in 2026 until amended, except as listed:

Memorial Cemetery of Willsboro, New York

3516 Essex Road, Willsboro, New York 12996

Cemetery fees as of 2026

Sale of lot(s):

- Single lot (4'6" wide by 10' long): \$600.00
- Double lot (9' wide by 10' long): \$1,100.00
- Perpetual care: \$300.00

Interments fee (opening of grave):

**HOLD FOR
RATE
REVIEW**

- Full casket grave opening: \$900.00
- Cremation grave opening: \$450.00

Noblewood Park Willsboro, New York

96 Noblewood Park, Willsboro, New York 12996

Lodge Rental fees as of 2026

- Per Day (with alcohol permit): \$900.00
- Per Day (without alcohol permit): \$500.00
-

Adopts a standalone Town of Willsboro **Code of Ethics** policy (based on the ethics section of the Town Employee Handbook) consistent with General Municipal Law §806 and related conflict of interest laws. The policy applies to Town officers and employees, including members of boards and commissions, and addresses gifts, conflicts, outside employment and investments, confidentiality, and post-employment restrictions, with violations subject to penalties allowed by law.

Resolution No. 51 of 2026

Resolution to Create a Town Communications Committee

Creates an advisory Town Communications Committee to evaluate and recommend improvements to Town communication processes and tools, including meeting notices, agendas and minutes publication, website updates, bid notifications, email/text messaging options, and public signage, and to provide a written recommendations report to the Town Board within 90 days.

Resolution No. 52 of 2026

Authorization for Town Supervisor to Execute NYSDOT Municipal Snow and Ice Supplemental Agreement

Authorizes the Town Supervisor to execute NYSDOT Municipal Snow and Ice Supplemental Agreement No. 6 for Contract #D014777 for the 2025/2026 season and to submit required supporting documents, including the Agreement Adjustment/Calculation Worksheet.

Benway made a motion to approve resolutions 1-48 and 50-52 as written.

Eliminating #49 until this can be further looked at. Changing the resolutions #'s to be 1-51. Putman seconded the motion.

Roll Call-

Sayward, Benway, Christian, Putman, McGill

Ayes-5

Nyes-0

McGill stated the purchase of the Lilly Property closed on December 12th and the transaction is complete and the next phase will be going to bid for a planner to start the process of public hearings and gathering public input.

A report was received from Essex Supervisor Hughes on the 2025 transfer station. Expenses totalled almost \$88,000.00 and revenues were a little over \$99,000.00. Generating a net surplus

of \$11,000.00. This was transferred to the transfer station fund balance, which was \$157,000.00 before this deposit. The cost of transfer tickets will be increasing January 1st.

Pete Sowizdral asked if the town ever got the money from the state to run the transfer station. McGill stated she will find out about this.

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

Clerks Report- verbally by Susan Thompson

The clerk's office in the month of December took in \$4078.96. No dog or marriage licenses this month. Decals for the month took in \$929.96 of which \$925.24 went to the state and the town's commission was \$15.04. Water/Sewer took in \$1,693.91. This month has been very busy so far and I am pleased to say I have a new computer although it took 4 days to completely get everything up and running, it's so much faster!! My old one was purchased 10 years ago so to say it was outdated is an understatement. After months of searching I have finally found a 2nd deputy, she comes with a background of administrative support with proficiency in computer knowledge. I would like your support in hiring Cathy Alden as my second deputy. Prom Class of 2027 Chairs and tables from Noblewood on May 23rd. McGill added that the funds for this position are in the 2026 approved budget and that there was \$12,480.00 in the budget last year and only a little over \$2,000.00 was spent.

Putman made a motion to hire Catherine Alden as the Town Clerk 2nd deputy. Benway seconded the motion.

Roll Call-

Sayward, Benway, Christian, Putman, McGill

Ayes-5

Nyes-0

The Class of 2027 is asking to borrow the chairs and tables from Noblewood on May 23rd for the prom to be held at the Old Orchard this year.

Christian made a motion to let the Willsboro Central Class of 2027 borrow the tables and chairs from Noblewood for the prom to be held at the Old Orchard on May 23, 2026.

Sayward seconded the motion. All in Favor.

DPW- verbal report given by Travis Crowningshield

It has been a very busy month. The sand supplier has a shortage of sand this year. DPW has placed a pile out for the public and put gates up to prevent anyone going in to take a truckload of sand. The county has told Crowningshield that they do have enough if the town runs out. The ice rink was in almost perfect condition to be opened when the 2' water line broke, once that was repaired, the weather warmed up.

Crowningshield was approached by the the Towns of Ausable and Chesterfield to go thirds on a new bucket truck as the one that is currently being used is not going to pass inspection this year. The cost will be \$177,850.00. The cost for the DPW would be \$59,284.00 for a brand new

2026. The highway uses the truck about one week out of the year, the rest is Christmas banners, lights etc. McGill asked Crowningshield to get the copy of the shared services for this and hopefully the amount of money that the DPW has from the 22,23,24 and 25 years will be known soon and it can then be decided on.

The vacant position is a DPW laborer/trainee and he would like to put this position out to be filled.

Benway made a motion that the DPW put out advertisements for a laborer/trainee position. Christian seconded the motion.

Roll Call-

Sayward, Benway, Christian, Putman, McGill

Ayes-5

Nyes-0

WATER/SEWER- written report submitted by Justin Drinkwine

Crowningshield added to the water/sewer report that with the 3 phase that NYSEG had the other day two motors and two blowers were taken out and these need to be replaced. This would go to our insurance company and eventually be the responsibility of NYSEG. This is an emergency purchase that is needed.

Benway made a motion for Justin Drinkwine to purchase the motors and blowers needed as an emergency purchase to replace the damaged ones. Putman seconded the motion.

Roll Call-

Sayward, Benway, Christian, Putman, McGill

Ayes-5

Nyes-0

Crowningshield added that the new roof on the Visitors Center on the side of the sidewalk is very dangerous in the winter. He asked Stockwell to give quotes on the ice breakers for the roof. The 2 bars going completely across the quote is \$18,000.00 and the snow cleats quote is \$8,650.00. This is potentially a safety issue and needs to be addressed. Discussion was had possible to go out to bid for cheaper prices however Benway and Christian stated that they would be worried about the warranty of the roof if they didn't go with RWS Construction, the contractor that put the roof on.

Benway made a motion to proceed with installation of the snow cleats on the Visitors Center with RWS construction for \$8,650.00. Sayward seconded the motion.

Roll Call-

Sayward, Benway, Christian, Putman, McGill

Ayes-4

Nyes-0

Abstain-1 Christian

Youth Commission- written report submitted by Krissy Leerkes

Jennifer Sowizdral asked why games are not announced on the school message board and graduation etc. McGill stated she could look into that and it was also suggested to call the school or ask the school board.

EMS Report- Written submitted by Kira Crowningshield

Parks Commission - No report

Old Business-

There was a change order presented for the Florence Hathaway Park from GPI Engineering last month for \$8,000.00. This is still under evaluation. The town is looking into alternative options including utilizing county resources. McGill will update next month.

New Business-

There are two individuals that are interested in joining the planning board. Mcgill recommends Daniel Koenig and Leslie Keeling

Sayward made the motion to appoint Daniel Koenig and Leslie Keeling to the Town of Willboro Planning Board. Putman seconded the motion. All in Favor.

Board Comments-

Benway made a motion recognizing Shaun Gilliland for the 12 years of service to the Town of Willsboro. Unanimous seconded.

Putman made a motion recognizing Robin Ulmer who passed away December 29th, 2025. She was the BRASS Executive Director and did a lot of work in Willsboro, coordinating the construction of the boat launch on the river, cribbing/fishing access at Gilliland Park. Unanimous seconded.

Victor Putman

-BRASS written report Submitted and handed out to board and public.

McGill added regarding the Felix Lawrence request for a new banner program in Willsboro.

There have been conversations with his attorney and the town's attorney. The Town's attorney sent a letter to Mr. Lawrence's attorney stating that the town is not interested in participating in such a banner program and that Mr. Lawrence is welcome to continue participating in Town Board meetings.

Public Comment-

Cathy Alden (taking comments off FB Live)

Barbara Paye- seems like that should have been in the original estimate for any roof in the north country.

Cindy Tucker- Can the sidewalk be blocked off until the work is done?

Win Belanger- Close sidewalk, make caution signs-\$100.99

Barbara Paye- Where can I get a copy of the resolutions approved tonight?

Adjourned @ 7:18pm.
Submitted by Susan Thompson