



## TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

### **TOWN OF WILLSBORO TOWN BOARD MEETING WILLSBORO TOWN HALL June 11th, 2025**

**ATTENDES**-Travis Crowningshield, Win Belanger, Polly Belanger, Michael Busone, Robin Belzile, Greg Gordon, Laura Carson, Pete Sowizdrzal, Sylvia Balderrama, John Morley, Anna Reynolds, Barbara Paye

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

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

**PLEDGE OF ALLEGIANCE**

Minutes accepted as amended with the correction of the salary of Kierstin Brown \$16.00 per hour and ACAP will pay for 30 hours and the Town will pay for 7.5 hours weekly.

#### **Supervisors Report**

##### **Town-**

##### **Correspondence-**

- Letter from Felix Lawrence regarding a banners program.
- Letter from Justice Morgan requesting alterations/compensations for more hours worked due to going to one judge and court clerk.
- Letter from ARCANA films that they are looking for homes/property to film their upcoming production. The filming will take place this fall.
- Letter from Ken Hughes, supervisor of Town of Essex to Minerva, Crown Point, Newcomb, and Willsboro supervisors requesting that the health insurance for Colin Mangan be split 5 ways beginning July 2025. This will not be done until January 2026.
- Letter from Essex County and Franklin County probation departments with Impact Statement forms and notification that the town has the right to share views of the crime, losses/damages suffered and opinion as to sentence with the Court.
- Parks Commission applied for and received an AARP grant award for \$15,000.00 for the Hathaway Park for Shuffle Board, this will be incorporated into the Park Development Plan.
- Waste Water Treatment plant study was presented. This study will allow us to be able to put it on the top of the grant list as a hardship. The town will be applying for as many grants as possible to get us close to 100% of the costs.
- Letter from Health Insurance company that they anticipate an increase of 15%.
- Letter from Upstate Insurance and they anticipate an increase of 12%.
- A bucket truck from Chesterfield will be used to put the Hometown Heroes banners up starting Friday June 13th.

##### **County-**

- The County will be collecting sales tax through short term rentals starting 2026. Based on the occupancy tax in short term rentals this will be an estimated 3 million dollars collected through sales tax in 2026.

The fish hatchery that was planned to close in 2026 and to be turned over to the property of Crown Point. DEC now has money to upgrade all of the fish hatcheries. DEC stated they will be able to meet the fish demand that the county has provided in the past.

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

**Roll Call-**

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

**Ayes-5**

**Nyes-0**

**Clerks Report- verbally by Susan Thompson**

The clerk's office in the month of May took in \$6,901.04 paying \$3.00 to NYS Ag and Markets and \$ 0 to the NYS Health Department. Decals for the month took in \$2,376.00 of which \$2,295.30 went to the state and the town's commission was \$80.70. Water/Sewer took in \$54,971.46.

**Christian made a motion to accept the Clerk's report. Benway seconded the motion.**

**All in favor.**

**DPW- Verbally by Travis Crowningshield**

GMC Truck 12 box has finally come in and picked up, they waited 8 weeks for this.

Crowningshield received all the specs for the pad for the dog kennel. DPW will be able to start with the pad now they have the specs at the Highway garage.

Coonrod Road and Woodlawn Lane have been blacktopped. 2,550 tons over blacktop were laid on these two roads. Towns of Chesterfield, Ausable, Westport, Essex and Essex County helped haul for this blacktopping.

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

Gilliland noted that he had signed and sent the permits with APA and Core of Engineers. The APA will be coming to look at the site soon and this should be moving forward.

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

**Codes Report-** written report submitted by Colin Mangan

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

**Youth Commission Report-** No written report submitted.

**Summer Program-** Sheehan stated that the Willsboro/ Essex Summer program is a 5 week program starting July 7th - August 8th and she wrote a grant for the summer program and the Essex Community Fund granted \$5,000.00 for 4 field trips for 72 children. This will include the YMCA, Get-Air trampoline park, going to the movies, rental of the water slide and t-shirts for 72 children and 11 staff.

**Parks Commission Report-** waiting for Kevin Hall the surveyor to complete the topographic survey, once this is complete the playground will be ready to go out to bid. They are hoping this all happens this year as they are on a tight time line.

**OLD BUSINESS-**

**Shehan made the motion to hire Kiran Evens, as Assistant Cook for the summer camp at \$15.00 per hour. Benway seconded the motion.**

Discussion- Sayward stated she didn't remember this being discussed to hire an assistant cook. Gilliland stated it was discussed with him and this position was left out during the hiring process. Sheehan stated it was budgeted when she met with Gilliland and it is reimbursed through the Federal Government program. She said 2 people are needed, you are going to pay a cook 7 hours or have help from an assistant. The original budget had an assistant cook for \$22.00 per hour and when Sheehan and Gilliland talked they decided that they should not be paying a 16 year old \$22.00 per hour and they adjusted the pay. Sayward asked for a copy of the budget and stated she did not remember seeing it.

**Roll Call-**

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

**Ayes-5**

**Nyes-0**

**Sayward made the motion to pay North Star Fireworks invoice for the firework display on July 3rd. Christian seconded the motion.**

**Roll Call-**

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

**Ayes-5**

**Nyes-0**

**Christian made the motion to authorize signing and execution of the NEIWPC contract and workplan.**

**Roll Call-**

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

**Ayes-5**

**Nyes-0**

**NEW BUSINESS-**

**Benway made the motion to adopt a Short Environmental Assessment form Type 1 project negative declaration for acquisition of Lily property. Sheehan seconded the motion.**

**In Favor - 4**

**Opposed - 1 Christian**

**Benway made a motion Authorizing The Issuance of up to \$1,200,000.00 in serial Bonds of the Town of Willsboro to Pay the cost of a New Willsboro Bay Park Project including the Acquisition of certain real property for such purposes: and authorizing the issuance of up to \$1,200,000.00 in bond anticipation notes of the town for the same purpose.**

**Sayward seconded the motion.**

Discussion- Sheehan stated that she had clarified that all legal fees, interest and everything would be reimbursed and that the town is paying what the Adirondack Trust paid for the property. Sheehan asked if section 1 could be read out loud of the proposal? Gilliland read.. **Section 1.** The specific object or purpose for which the obligations authorized by this Resolution (the "Bond Resolution") are to be issued is establishment of a new Willsboro Bay Park Project, including migratory bird and wildlife habitat enhancements, walking trails, boardwalks, benches, birding stations, interpretive signage, parking area and waterfront access, pavilion, picnic tables, bathroom facility and/or engineered septic system, along with the acquisition of real property on Ledge Lane, including related preliminary and incidental costs (the "Project"), and such specific object or purpose is hereby authorized at a maximum estimated cost of One Million Two Hundred Thousand 00/100 Dollars (\$1,200,000.00).

Benway asked if it mentioned anything about sports fields in the narrative. Sheehan stated that this was only brought up in the Parks meeting.

**Roll Call-**

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

**Ayes-4**

**Nyes-1 Christian**

**Benway made the motion to authorize application to NYSDEC WQIP program toward financing upgrades to the WWTP as detailed in the EPG. Sheehan seconded the motion.**

**All in Favor**

**Benway made the motion to release a letter to DEC to shift \$3M grant to the WWTP upgrade project. Sheehan seconded the motion.**

**All in favor.**

**Comments from the Board- None**

**Public Comment-**

Pete Sowizdrzal -

-Cost of the fireworks? Gilliland stated the cost is \$15,000.00.

-Drainage system in Buena Vista/ Grant for low income in Buena Vista.

-Could the septic program be increased from 250 feet from shoreline to 500 feet? He added that it was increased many years ago as his camp is 320 feet and he got a grant.

-Stated that the surface water is a major problem in Buena Vista.

Gilliland stated they could look into grants available for surface water. Sowizdrzal stated he would volunteer his time to write a grant if any are available. He also stated that he has diagrams from 1980 that would have resolved these problems and that the town was responsible to maintain the ditches. Gilliland asked to see them.

Michael Busone- application for the Bay Circle to connect to the main water system.

Sylvia Balderrama- application for the Bay Circle to connect to the main water system.

Balderrama's application has not come in front of the board yet and will have to be cleaned with Pat McCaulliffe and the board of health.

**Sheehan made a motion to allow Michael Busone, 391 Bay Lane to hook up to the main water line as an out of district customer. Christian seconded the motion. All in favor.**

A letter was sent to the board for an increase in pay for the Justice and clerk for the remainder of the year from Judge Morgan. The Board is allowed to change the compensation for the clerk with a resolution. An increase in the judge's pay in the middle of the year would have to be a local law. If the local law is passed it will have to go to the next board meeting for the adoption of the local law and it cannot take effect until 30 days after the adoption to allow people to put in a permissive referendum. This would not take effect until at least August. Discussion was had on the amount and for how long this would take place. Laura Carson, court clerk, spoke on how much extra work there is to do with the two judges becoming one and that the archiving and shredding that has not been done in years. She stated she will be applying for a court when it opens. She stated that they are asking for double the pay until the end of the year and they would go back to their normal pay and that they would not ask for anything next year other than their normal increase in pay.

**Sheehan made the motion for the Court Clerk to be paid at double the pay that she receives for the remainder of 2025. Christian seconded the motion.**

Discussion was made if it should be 50% increase or 100% on an increase.

**Roll Call-**

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

**Ayes-3**

**Nyes-1 Sayward**

**Abstained- 1 Benway.**

**Christian made the motion to introduce a Local law to temporarily increase the 2025 salary of the lone Town Justice of the Town of Willsboro as one of the two Town Justices for the Town of Willsboro has tendered his resignation. Sheehan seconded the motion.**

Discussion was had that the work load will still be the same even if they do not have court every week. Other offices are also short staffed and they are working together to try to have as many court cases heard in one evening and may have to add another evening occasionally. Sheehan stated that she would hope that there are no arraignment dropped in the middle of the night.

**Roll Call-**

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

**Ayes-3**

**Nyes-1 Sayward**

**Abstained- 1 Benway**

**Public Comment-**

Win Belanger

-What happens to the money that was put in the budget to pay the 2 judges that was not used. He stated that it is his understanding that the judges will get more money and still only come in twice a month.

**Adjourned @ 7:35pm**

Submitted by Susan Thompson