

TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

TOWN OF WILLSBORO

**Organizational Meeting
TOWN BOARD MEETING
WILLSBORO TOWN HALL
January 4th 2023**

ATTENDEES- Greg Gordon, Victor Putnam

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

**CALL TO ORDER @ 6:30PM
PLEDGE OF ALLEGIANCE**

SUPERVISORS REPORT- TOWN-

-Gilliland discussed the new State Law that was passed authorizing volunteer Firefighter/EMT property tax exemption. Needing to pass before March 1st, 2023, he then opened the discussion. He explained that if this was approved, the next steps would be to have the law written up and introduced at the next meeting.

-Youth Playground and multi-station adult fitness course. Gilliland researched and worked with community resources and put together the RFP. This was put on the county website today. RFP's can be amended and we will see what kind of interest is coming in.

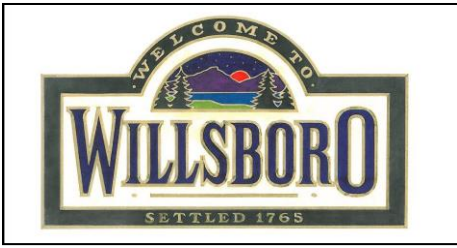
-Summer Camp was discussed and Gilliland asked what the board's thoughts were on how the Summer Youth Program should run. Sheehan stated she thought it ran well and because of the three day week the attendance remained steady. The attendance was 35-45 each day. The board decided to go ahead on the advertisement of new hires for the summer program Director, Cook and Golf Course manager for the Summer of 2023.

COUNTY-

Gilliland was appointed as the County Chairmen for the 2023 year.

RESOLUTION REVIEW-

Gilliland asked the board if there was anything from the resolutions to discuss- then asked the public
Corrections below were done.



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Resolution # 3 Parks commission removed Scott Christian replaced with Lorilee Sheehan. Hiring removed Steve Benway and replaced with Lorilee Sheehan.
Resolution # 7 the time changed to 6:00pm from 7:00pm
Resolution # 18 removed Constance Eisenhardt and replaced with Hannah Carson.
Changed \$500 to \$575.

Resolution No. 1 of 2023

Resolution Setting Salaries for Elected Officials

RESOLVED, the following shall be the salaries for Town of Willsboro Elected Officials:

Town Supervisor	\$40,000
Town Clerk / Tax Collector	\$47,728
Highway Superintendent / DPW	\$68,000
Town Councilperson	\$5,104
Town Justice	\$13,783

Resolution No. 2 of 2023

Contracts in Force

RESOLVED, all contracts in force as of December 31 2022, and remaining within their respective effective terms, shall remain in effect in 2023 until terminated, expired, renewed, or amended.

Resolution No. 3 of 2023

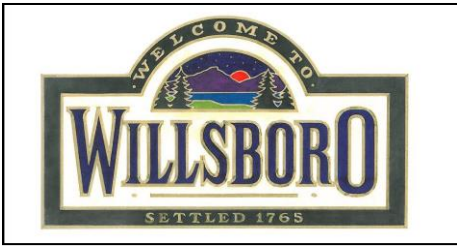
Resolution Designating Liaisons / Committees

RESOLVED, that the following Town Council will serve as liaisons for the following Commissions, Departments, and Committees during 2023:

- Audit: Steven Benway, Scott Christian
- Youth Commission: Lorilee Sheehan
- Parks Commission: Lorilee Sheehan
- Noblewood Park: Lorilee Sheehan
- Hiring: Lorilee Sheehan, Scott Christian
- Union: Steve Benway, Shaun Gilliland
- Emergency Preparedness: Steve Benway, Lorilee Sheehan
- Charges & Rates Review: Scott Christian, Lane Sayward
- Water/Sewer Districts Liaison: Steve Benway
- Celebrations: Scott Christian, Lane Sayward

Resolution No. 4 of 2023

Resolution Designating Official Bank



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RESOLVED, that Champlain National Bank is designated to be the official bank to deposit the Town of Willsboro's monies during 2023.

Resolution No. 5 of 2023

Resolution Designating Official Newspapers

RESOLVED, the official newspaper for advertising in 2023 shall be the Press Republican, **BE IT FURTHER RESOLVED** that the Sun Community News shall also be designated as secondary official newspaper.

Resolution No. 6 of 2023

Resolution Designating Mileage Allowance

RESOLVED, that the Town Officials be compensated at \$0.655 cents per mile for use of private vehicles in the performance of their official duties in 2023 (IRS Official rate).

Resolution No. 7 of 2023

Resolution to Set Date of Monthly Meetings

RESOLVED, that the Town Board of the Town of Willsboro shall hold a 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 2 or more Councilpersons.**

That the Zoning Board of Appeals shall regularly meet the third (3rd) Tuesday of each month at 6PM at Willsboro Town Hall.

That the Planning Board shall regularly meet the fourth (4th) Tuesday of each month at 6PM at Willsboro Town Hall.

Resolution No. 8 of 2023

Resolution to Approve attendance at Association of Counties Annual Meeting

RESOLVED, that the members of the Town Board are authorized to attend the 2023 New York Association of Counties virtual Annual Meeting if desired. Expenses to be reimbursed.

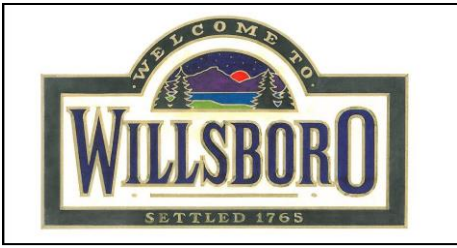
Resolution No. 9 of 2023

Resolution Authorizing Supervisor to Send Financial Report

RESOLVED, that the Supervisor shall submit to the Town Clerk and to the State Comptroller, a copy of the Annual Report for 2023 within 60 days after the close of the year. **An extension may be applied for as needed.**

Resolution No. 10 of 2023

Resolution to Appoint Registrar



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RESOLVED, that Susan Thompson is appointed to serve as Town Registrar for 2023.

Resolution No. 11 of 2023

Resolution to Appoint Town Historian

RESOLVED, that Ronald Bruno is appointed to serve as Town Historian for 2023

FURTHER RESOLVED, to sponsor Town Historian membership and dues in Association of Public Historians.

Resolution No. 12 of 2023

Resolution to Appoint Zoning / Code Officer

RESOLVED, that the Town Board reappoints Mr. Bobby Sturgess. as the Town of Willsboro Code Enforcement Officer for 2023.

Resolution No. 13 of 2023

Resolution Authorizing Highway Superintendent to expend amounts under \$2000

RESOLVED, Pursuant to §142 of the Highway Law, that the Highway Superintendent be authorized to expend amounts under \$2000, 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 2023

Resolution to Appoint Dog Control Officer

RESOLVED, that the Town Board does hereby appoint John Mitchell to serve as Dog Control Officer for the Town of Willsboro for 2023.

Resolution No. 15 of 2023

Resolution Appointing Town Counsel

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

Resolution No. 16 of 2023

Resolution Appointing Town Engineer

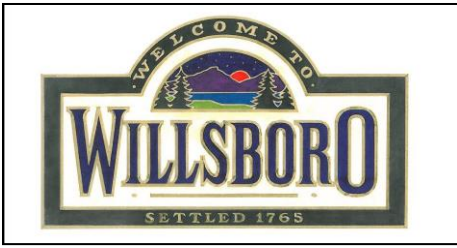
RESOLVED, that Essex County Engineer, Todd Hodgdon, will be appointed as Town of Willsboro Town Engineer.

Resolution No. 17 of 2023

Resolution Appointing Supervisor's Clerk

RESOLVED, that the Supervisor does hereby appoint Kyli Miller as Clerk to the Supervisor for the year 2023.

Resolution No. 18 of 2023



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Resolution to Appoint Board of Assessment Review (B.A.R.)

RESOLVED, that the Town Board does hereby appoint, the following board members, to serve on the Assessment Board of Review for the year 2023.

Hannah Carson

Darren Dickerson

Richard Drollette

Trisha Sheehan

Reggie Bedell

Secretary: Kyli Miller

FURTHER RESOLVED, to appropriate the sum of \$575.00 for each member and secretary upon conclusion of B.A.R. proceedings for 2023.

Resolution No. 19 of 2023

Resolution to Appoint Town Health Officer

RESOLVED, that the Town Board does hereby appoint Smith House (UVM Health Network) to serve as Town Health Officer for the year 2023.

BE IT FURTHER RESOLVED, that the Supervisor shall contract with Mountain Medical Services for Drug & Alcohol testing services requirements.

Resolution No. 20 of 2023

Resolution to Appoint Highway Deputy Supervisor

RESOLVED, that the Town Board does hereby appoint, Michael Phinney to serve as Highway Deputy Supervisor for the year 2023.

Resolution No. 21 of 2023

Resolution to Delegate to the Supervisor Powers and Duties

RESOLVED, Pursuant to § 3-7 of the Town Law, that the Supervisor is authorized to conduct duties necessary for the day-to-day administration of the Town for the year 2023, and to expend under \$2000, per item, for Town repairs or urgent incident charges. **ANY** other expenditure over \$2000 shall be subject to Town Procurement policy.

Resolution No. 22 of 2023

Resolution to Appoint Water Superintendent

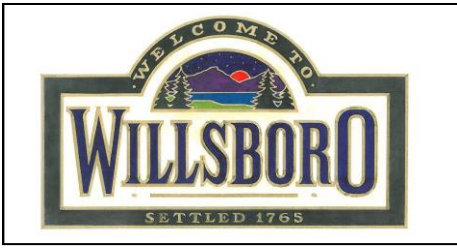
RESOLVED, that the Town Board does hereby appoint Patrick McCauliffe to serve as Licensed Water Superintendent for 2023.

Resolution No. 23 of 2023

Resolution to Appoint Sewer Superintendent

RESOLVED, that the Town Board does hereby appoint Patrick McCauliffe to serve as Sewer Superintendent for 2023.

Resolution No. 24 of 2023



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Resolution to Affirm Sewer District User Rates

RESOLVED, that sewer rates for 2023 shall be in accordance with 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:

Single residence/	\$720.00
Church	
Rental per housing unit	\$720.00
Small Commercial	\$2160.00
Large Commercial	\$4320.00

Resolution No. 25 of 2023

Resolution to Affirm Sewer Debt Rate

RESOLVED, the annual sewer district debt rate per parcel will be \$282.30 for 2023.

Resolution No. 26 of 2023

Resolution to Affirm Water User Rates

RESOLVED, the water user unit rate for 2023 shall be in accordance with the Town Water Ordinance after 1 April 2023. Prior to 1 April the following rates shall apply:

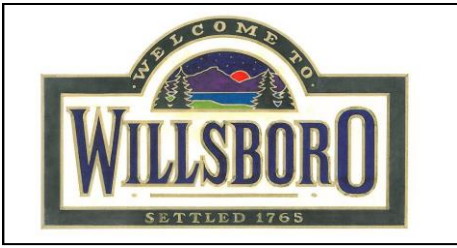
Residence/Church	\$150.00
Senior	\$100.00
Small commercial	\$175.00
Large commercial	\$275.00

The Town Board shall determine increased user rates, and date to enact, for properties on the water system that have not installed water meters.

Resolution No. 27 of 2023

Resolution to Close out 2020 HRA Account

RESOLVED, that the Supervisor closed out the 2022 HRA account & funds transferred to 2023 account fund balances.



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Resolution No. 28 of 2023

Willsboro/Essex Youth Commission Youth Commission

RESOLVED, the Willsboro Town Board ratifies the continued operation of a Town Youth Commission and youth recreation program in 2023.

RESOLVED, the Willsboro Town Board Reappoints the following persons to the Town of Willsboro Youth Commission:

Krissy Leerkes (Chair)
Jhami Santillo
Michelle Baker
Nancy Arthur
Tierra Reynolds

Further RESOLVED, that Krissy Leerkes is appointed as Representative for the Town of Willsboro to the ESSEX COUNTY YOUTH BOARD / PLANNING COMMITTEE.

Resolution No. 29 of 2023

Resolution to Appoint Deputy Town Supervisor

BE IT RESOLVED, that the Town Board of the Town of Willsboro ratifies the appointment of Councilman Steve Benway as Deputy Town Supervisor for 2023.

Resolution No. 30 of 2023

Resolution to Appoint Clerk to the Courts

RESOLVED, that the Town Board does hereby appoint Angeline Dickerson and Laura Carson to serve as clerks to the Courts for the year 2023.

Resolution No. 31 of 2023

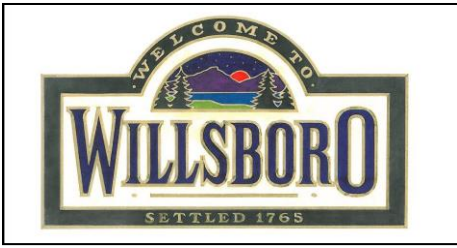
Resolution to set Deputy Town Clerk / Deputy Tax Collector pay

RESOLVED, that the Town Board does hereby set the salary for a Deputy Town Clerk at \$18.00 per hour at such time as the Town Clerk appoints candidate to the position.

Resolution No. 32 of 2023

Resolution to Appoint Sole Assessor

RESOLVED, that the Town Board does hereby appoint, David Galarneau to serve as Sole Assessor for the year 2023 for the Town of Willsboro.



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Resolution No. 33 of 2023

Resolution to Adopt Town Policy

RESOLVED, that the Town Board does hereby agree to adopt the following Policies, **subject to additions, deletions, revision and updating**, for the year 2023.

- Procurement
- Investment
- Employee Manual (2013)
- Water (2009)
- Wastewater Treatment
- Mail Box (1966)
- Rabies (1994)
- Town & County Emergency Plan
- Workplace Violence (2011)
- Youth/Ski Program Transportation (2007)
- Youth Commission (2015)
- Town Credit Card Policy (2017)

Resolution No. 34 of 2023

Resolution to Adopt Early Bill Payment

RESOLVED, that the Town Board does hereby agree to renew the resolution for early payment of regularly occurring bills so as to avoid penalties for the year 2023. (phone, utilities, insurance, taxes, bond)

Resolution No. 35 of 2023

Resolution to Adopt 2023 Holiday Schedule

RESOLVED, that the Town Board does hereby agree to adopt the 2023 Essex County Government Holiday Schedule for the Town of Willsboro.

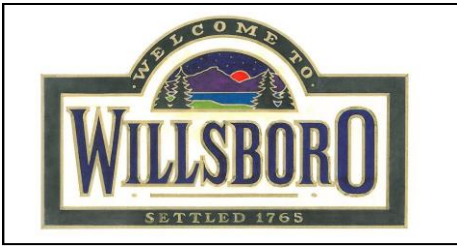
Resolution No. 36 of 2023

Resolution to Join the Plattsburgh-North Country Chamber of Commerce

RESOLVED, that the Town Board does hereby agree to join the Plattsburgh North Country Chamber of Commerce for 2023.

Resolution No. 37 of 2023

Resolution to Renew Articles of Agreement with SPCA



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RESOLVED, that the Town Board does hereby agree to renew the Articles of Agreement with the SPCA and pay \$3098.25 for services for the year 2023 and a \$250 retainer for Dangerous Dog retention services..

Resolution No. 38 of 2023

Resolution to Renew Paine Memorial Library Contract

RESOLVED, that the Town Board does hereby agree to renew the contract with the Willsboro Library and pay the sum of \$20,000 for free library privileges for the year 2023.

Resolution No. 39 of 2023

Resolution to Renew Life Flight Contract

RESOLVED, that the Town Board does hereby agree to renew the contract with Life Flight and pay the sum of \$500 for the year 2023.

Resolution No. 40 of 2023

Resolution to renew membership in New York Association of Towns

RESOLVED, that the Town Board does hereby agree to renew membership in the Association of Towns of the State of New York and pay the sum of \$1000 .00 for the year 2023.

Resolution No. 41 of 2023

Resolution to Renew Membership in Adirondack Park Local Government Review Board

RESOLVED, that the Town Board does hereby agree to renew membership in the Adirondack Park Local Government Review Group for 2023 at a cost of \$300.

Resolution No. 42 of 2023

Resolution to Renew to Assess Delinquent Tax Re-Billing Fee

RESOLVED, that the Town Board sets the Tax notice re-bill fee at \$2.00 to be added to the recipient's tax bill.

Resolution No. 43 of 2023

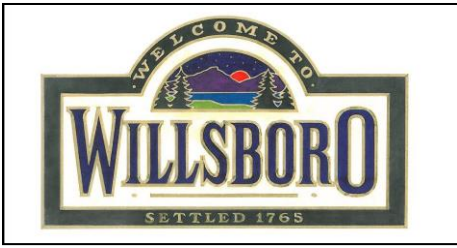
Resolution to Renew Membership in Adirondack Association of Towns and Villages

RESOLVED, that the Town Board does hereby agree to renew membership in the Adirondack Park Local Government Review Group for 2023 at a cost of \$500.

Resolution No. 44 of 2023

Resolution to Renew Membership in New York Planning Federation

RESOLVED, that the Town Board does hereby agree to renew membership in the New York Planning Federation for 2023 at a cost of \$270.



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Resolution No. 45 of 2023

Resolution to appoint Chairman of Planning Board

RESOLVED. The Town Board reappoints Greg Gordon as Chairman of the Town Planning Board for 2023.

Resolution No. 46 of 2023

Resolution to appoint Chairman of the Zoning Board of Appeals

RESOLVED, The Town Board appoints Peter Sowizdrzal as Chairman of the Town Zoning Board of Appeals for 2023.

Resolution No. 47 of 2023

Resolution to appoint Secretary to Planning and Zoning Board of Appeals

RESOLVED, that the Town Board appoint Kyli Miller as Secretary to the Planning Board and Zoning Board of Appeals for 2023.

Resolution No. 48 of 2023

Resolution to Renew New York Government Finance Officers Association

RESOLVED, that the Town Board does hereby agree to renew membership in the New York Government Finance Officers Association for 2023 at a cost of \$175.

Resolution No. 49 of 2023

Resolution to promulgate releveling listing to ESSEX COUNTY

RESOLVED, that the TOWN BOARD authorizes the Supervisor to promulgate and transmit the Water District and Sewer District releveling listing to ESSEX COUNTY if the due date of the listing is prior to 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.50 of 2023

Resolution to Appoint Town of Willsboro Marriage Officer

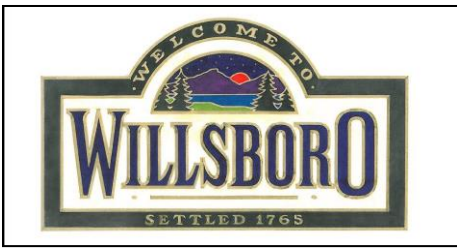
RESOLVED, that the Town Board appoints Susan Thompson as Town of Willsboro Marriage Officer pursuant to New York Marriage Law and New York town Law.

Resolution No. 51 of 2023

Resolution Appoint Members to Town Parks Commission

RESOLVED, that the Willsboro Town Parks Commission shall consist of the following persons for 2023:

Allen Thompson
Darren Darrah
Alison Sucharowski
Hannah Neilly



TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

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Steve Benway

Resolution No. 52 of 2023

Resolution to Designate Town Sponsored Events

RESOLVED, that the following are designated as Town sponsored events for 2023 for the expenditure of Town funds and resources to support:

Memorial Day Parade

4th of July Parade

4th of July Fireworks

Constitution Day Celebration

Christmas in the 'Boro

Resolution No. 53 of 2023

Resolution to Set Town Fees

RESOLVED, that the following is adopted as the Town of Willsboro Fee Schedule for 2023:
2023 Town Clerk Fees

Birth Certificates: \$10

Birth Reprints: \$10

Cemetery Perpetual Care: \$150

Cemetery Burial: \$700- full casket \$300 cremation

Death Certificates: \$10

Death Reprints: \$10

Fax: \$1 per sheet

Copies: .25 per copy

Kennel Permit: \$30

Peddlers Permit: \$30

Landfill tickets: \$7, \$14, \$28

Marriage Certificates: \$40

Marriage Reprints: \$10

Road Signs: \$30- one sided, \$45- two sided

Dog Licenses: \$6, non-spay or neutered \$12

Return Check Fee: \$30

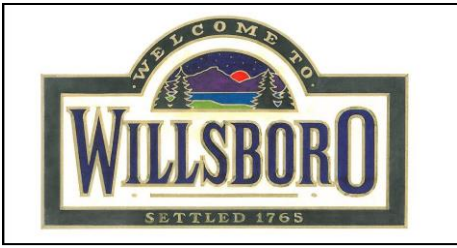
Noblewood: \$800 with alcohol + insurance

\$400 without alcohol

\$25 non-profit

2023 Golf Course Prices

(2022 price is in parentheses- first number is before April 15th, second is after April 15th)



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Adult/single membership: (400/425)	-\$425/450
Married Couple: (650/675)	-\$675/700
Family (same household): (725/750)	-\$750/775
Junior (up to age 21): (200/200)	-\$200/200
Student (WCS): (55/55)	-\$55/55
Locker Fee: (45/45)	-\$50/50
Cart and Trail Fee: (300/325)	-\$325/350

Benway made the motion to approve Resolutions 1-53 as written with changes.

Christian seconded the motion.

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

Ayes-5

Nyes-0

PUBLIC COMMENT-

Victor Putnam spoke regarding BRASS and he said he is trying to reorganize the program. Gilliland expressed to Putnam that there is a planner who is working on the parks and multiple other projects that are being focused on one by one. Sheehan expressed to Putnam that his concerns were heard and that he has a lot to offer- she will try her best to address them at the end of the month in the January meeting and asked to take his personal information- putnam@gmail.com to bring him on board with the Parks and Rec Committee.

Gilliland stated many people have suggested doing a newsletter through email because mailing is so expensive. He said that he will be doing an electronic mailer once a month to keep people up to date and that you can email newletter@townofwillsboro.gov to be put on the list to receive these newsletters.

Meeting adjourned at 7:03pm