



TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

TOWN OF WILLSBORO TOWN BOARD MEETING WILLSBORO TOWN HALL September 19th, 2023

ATTENDEES-Victor Putman, Win Belanger, Polly Belanger, Darren Darrah, Barbara Paye, Travis Crowningshield, Pat McCauliffe.

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

CALL TO ORDER @ 6:30pm

PLEDGE OF ALLEGIANCE

Sayward made the motion to accept the minutes from the August 9th, 2023 meeting. Benway seconded the motion. All in favor.

**SUPERVISOR REPORT-
TOWN-**

-NYSLRS anticipated retirement invoice for 2024 is up 16% to \$106,500.00 for the year. A teamster representative will be coming to offer what they have for insurance. This will include non-union and retirees.

-A budget request from BRASS was sent to the board for \$600.00 for next year.

-Willsboro/Essex EMS budget request also came in for \$68,500.00. This is a 30% increase from last year.

-A letter was received from the Nature Conservancy from the last steward inspection of Noblewood. They have stated we can no longer have metal signs; they must be brown and yellow and wooden. The two outbuildings that are used for summer camp need to be stained dark brown. Gilliland is checking with the NYS Department of Health regarding the beach closed sign.

-An inspection was done by the NYS AG & Markets on the dog control officer and everything was great.

-Gilliland stated that a few weeks ago a resident tried turning a dog over to the Town, County, and local shelters. This dog had been badly quilled for 4-5 days. After making several calls to try to get somewhere to take this dog in, Gilliland had the dog picked up and personally went to the vet for treatment. He brought the dog to his home and the dog is now known as Bonnie. Crowningshield asked who is responsible for this type of situation. Gilliland stated that the SPCA refused to take the dog and he will be looking into other alternatives to shelter dogs. Darren Darrah asked who is the dog control officer, and was told that John "Bub" Mitchell is the DCO.

-The county is paying for us to do a study for an asset management plan for our water and sewer systems. MJ the contracting firm that is doing the work for the water plant is putting this study together and is developing a phase in plan maintenance system for all the components of our systems.

-NYS Department of Health has given final approval on the report of the water pilot study. This means that we can now go to EFC and go to short term financing and the water project can move forward finishing up the design and go to bid for construction.

-Salt/Sand Shed work has commenced already. The highway has done quite a bit of work, with the county engineer in sighting and getting ready for the project. This is a 3 week build once everything is on location.

-Gilliland is working on a tentative budget for next year, all input is welcome. It is a 2 % tax cap, based on some of the increases so far, Gilliland is not sure that it is going to be easy keeping it under 2%. The tentative budget is due by the 1st week of October. The preliminary budget must be approved by October 20th, with the final Budget due November 9th.

County-

-Gilliland wanted to clarify the article in the paper regarding the State Police and the County. Comments were made by the State Police that an offer was made and the County changed it. Gilliland stated that is not true, they came to an oral agreement that they would pay all the back rent at the rate of \$16.00 per square foot and that would be the base to negotiate when the current lease is over. The State Police came back and changed that and they wanted it lowered and basically tried to re-open negotiations. In the end the State Police said they were not authorized to decide without going through the comptroller, that is when the county realized they were not negotiating in good faith. The probation department, elections, and the public defenders will occupy the space. This will also allow the county to take down the old jail and stop paying rent for the public defenders in Elizabethtown and elections will be able to use the garage to store the machines.

-Fish Hatchery sustained about a million dollars' worth of damage during the last storm. The NY DFC wants the county to build a sewage treatment plant for the fish at the estimated cost of 3 million dollars. After getting much data and discussing with the DFC about what needs to happen. They wanted the county to buy allocations from Ti mill. They then said the BOD is too high and the county will have to build a treatment plant. There will be another meeting at the end of the month. The county will probably end up turning the fish hatchery over to the state. There are grants to build a treatment plant, however, it is the cost to run it that is outrageous and to keep it staffed would be an issue.

-Gilliland attended the NYSEG meeting with all the legislative heads throughout all the counties talking about the state. Voting changes have passed both houses in the legislature and will be sitting on the Governor's desk. This will change all town and village elections to all be in even years. This is to increase voter participation. The Association of Towns and Counties is against this change and they are asking everyone to contact the governor.

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

All in favor.

CLERK'S REPORT-

The clerk's office in the month of August took in \$23,604.49 paying \$9.00 to NYS Ag and Markets and \$45.00 to NYS Department of Health. Decals took in \$2979.00 of which \$2837.57 went to the state and the town's commission was \$141.43. We have taken in \$51,522.46 in Water/Sewer this month and the water meter sign-up and delivery scheduling has been keeping us very busy.

Sayward made the motion to accept the Clerk's report. Christian seconded the motion. All in favor

DPW- Sidewalks have been completed on Middle Road, Mill Street, and part of Sunset. The sidewalks were a little over \$6,000.00. Crowningshield wanted to Thank Josh and Mike Carson for cutting the trees at the highway garage. The gravel from the road work has been put down as a base for the Salt and Sand shed. Bids were opened on Monday 18th, 2023 for the base of the salt/sand shed. 3 bids came in on time and 1 did not come in on time. Up stone was \$8.00 a ton, Pike was \$10.30 a ton and Jointa lime was \$9.45 a ton. The savings was \$4,300.00 to go with the cheapest, however after doing the math with the cost of fuel and wear on the trucks and only being able to do 5 loads a day. Crowningshield recommended going with the Jointa lime quote.

A motion was made by Sheehan to accept the Jointa lime bid for \$9.45 a ton for the fill for the base of the Salt/Sand Shed. Christian seconded the motion.

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

Ayes-5

Nyes-0

The crew has been working at the shop for the last 3 weeks. Crowningshield was given the same price for sand as last year through West. Crowningshield is going to contact AuSable and Chesterfield and ask about using their screening machine, this will make the screening process go much faster and that way it will be done for the season, while they wait for the building to go up, they will be doing shoulder work.

Water/Sewer- The sewer plant has been running well even with all the rain. The contractors were on site last week and will be putting in a new screen as soon as it arrives in the next few weeks. Nolan Murphy was able to complete the installation at the sewer plant to disconnect the power in case of a power outage. They have been performing the usual maintenance to get ready for the winter months. One of the main blowers in the control room was running hot and the cooling fans that run 24 hours had seized up. There are 2 blowers so they were able to shut one down and they ordered a new one and while changing that one out the other blower stopped working. They had ordered 2 and when replacing the second one it was defective and they had to send that one back. In the end they replaced both blowers and had a spare on hand. On the water side, they have had to deal with more frequent back washes lately. They had an inspection from the DOH and it went very well. They had to give her a tour of the distribution system. There are 36 miles of main water line. There was one small leak and 2 service taps. The pilot study was approved by DOH.

Crowningshield had Nolan Murphy come look at the generator at the Fire Station to see about putting in a transfer switch as the Town Hall does not have power when we lose power without

manually transferring. It can only have one transfer switch per generator. The Firehouse gives us 30 amps on a lead cord that is underground. Murphy gave a quote with the Town buying the generator and the transfer switch with no tax and final inspection is \$13,916.23. That would run the whole town hall. The emergency plan with the county the Town Hall is the commanding control center. Benway and Sayward asked if there was money left for this year. Gilliland stated there is currently \$15,000.00 in the building's line.

Benway made a motion to purchase a generator for the Town Hall to not exceed \$15,000.00. Sayward seconded the motion.

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

Ayes-4

Nyes-1 (Christian)

Ambulance District Report- In board packet. No one was present to give a report. Gilliland stated he had a long discussion with Becky Crowningshield that they need more coverage through the county for day shifts. They are critical for drivers currently. In some towns, town employees can go but this just is not feasible for Willsboro.

Youth Commission- No report

Parks Commission- Darren Darrah stated that they had had a meeting the week before this meeting and they are moving forward with the proposal building at Hathaway Park and they staked out the building location and all the paperwork with the APA and building permits are in order. They got a bid for the materials needed for a shell building, not including a bathroom or a septic system, this part would be done next year. The bid from Willsborough Hardware was \$11,863.56. Darrah asked if they could have the board's approval to use Roost money toward the cost of this. Gilliland stated that the town just received the first payment from Roost for \$33,000.00, which is the first 5 months of the occupancy tax money. Darrah asked if there was any way for the Parks Commission to keep a running balance of the Roost money line item as it is used. Gilliland stated he would have to develop it, with this being the first year getting it. Darrah asked if the board members wanted any diagrams, quotes of the project. Gilliland stated that if it is under \$20,000.00 that 3 quotes would be needed. Benway stated that the septic tank and the various plumbing that goes with it was estimated to be \$5,000. Fill will also be needed to raise the pavilion and to raise the leach field area, this estimate was \$10,000. He said there is also blacktop involved and there is no estimate for this. Crowningshield stated it would be about \$5,000.00 to blacktop. Benway stated that the total so far would be \$32,000.00.

A motion was made by Benway to authorize the Supervisor to approve the best value quote for materials to the pavilion based on 3 quotes with the money source being the Roost payment. Sheehan seconded the motion.

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

Ayes-4

Nyes-1(Christian)

OLD BUSINESS-

A motion was made by Benway to appoint Anna Reynolds and Christine Benedict to the Zoning Board of Appeals for a term of 6 years. Seconded by Lane Sayward.

All in Favor.

A motion was made by Christian to authorize the Supervisor to sign the contract with Essex County for the Youth Program. Sayward seconded the motion.

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

Ayes-5

Nyes-0

Gilliland gave the board the bids for the security/alarm services to look at them to address at the next board meeting.

New Business-

Gilliland explained the audit from the CDBG grant and we need to correct our policy for Americans with Disability Act. We do have a complete section on compliance policies but ours is geared towards only our employees and not members of the public as well and/or applicants for the CDBG grants. So, we are ratifying Section 900 to the employee handbook where it has the Americans with Disability Act and includes any applicants of CBDG grants. See below the actual verbiage.

Christian made the motion to ratify section 900 of the employee handbook where it has the Americans with Disability Act and include any applicants of CBDG grants per the v. Sheehan seconded the motion.

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

Ayes-5

Nyes-0

Section 504 Policy:

900 Compliance Policies

909- Policy Statement - It is the policy of the Town of Willsboro to comply fully with the provisions and spirit of the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities, including the general public and municipal employees. All employment practices, such as recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, employer-sponsored activities, including recreational or social programs, will be conducted so as not to discriminate unlawfully against persons with disabilities. This also extends to prohibit discrimination based on a person's relationship or association with a disabled individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) along with work assignments, classifications, seniority, leave, and all other forms of employment compensation or advantage.

Reasonable Accommodation – Reasonable accommodation is available to all qualified employees and applicants with disabilities, unless it imposes an undue hardship on the Town and/or operations of a program.

Pre-Employment Inquiries - Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position and not any disabling condition. Pre-employment physical exams will only be requested when in compliance with the law. The Town of Willsboro intends to base employment decisions on principles of equal employment opportunity and not discrimination, as defined by law.

Notification of Policy Violations – An employee should immediately report any perceived violation of this policy to the employee's Department Head. In the event the employee is unable to discuss this matter with the Department Head, the complaint should be reported in writing to the Town Supervisor or any member of the Town Board. All complaints of discrimination will be investigated discreetly and promptly. An employee who reports discrimination will not suffer adverse employment consequences as a result of making the complaint. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency.

Application of Policy – This policy is for Town use only and does not apply in any criminal or civil proceeding. This policy shall not be construed as a creation of higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this policy will only form the basis for Town administrative action. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

The Cemetery draft ordinance that was written by the underwriter was given to the board member.

A motion was made by Sayward to introduce the draft Town of Willsboro Cemetery Ordinance to set a public hearing for the draft ordinance for 6:30 pm on October 11, 2023 prior to the Town Board meeting with the Board Meeting immediately following. Sheehan seconded the motion. All in Favor.

The Town of Willsboro and the Town of Essex take part with Willsboro/Essex EMS to provide services for our communities. This year's budget request is \$68,500.00. An agreement with the Town of Essex since the beginning of the ambulance district that the cost would be divided $\frac{2}{3}$ - $\frac{1}{3}$. There are 1905 Willsboro residents and 621 Essex residents. The Town of Essex has requested that the payment be divided into $\frac{3}{4}$ Willsboro and $\frac{1}{4}$ Essex. The call volume was 371 to Willsboro and 66 Essex. The board discussed this and the population is $\frac{1}{3}$ - $\frac{2}{3}$ and the senior housing is based in Willsboro.

Barbara Paye asked if we wanted to have the veteran's day things down in the basement moved and it was agreed that it was in the back room and not in the way at all. Paye also asked about the occupancy tax and Gilliland explained that it was decided to be more evenly distributed to all the towns in the county. He also said if you know of people who are doing short term rental that are not registered, notify the treasurer.

Win Belanger asked if the Parks Commission could replace the porta potty at Gateway Park and could it be considered. He also thanked everyone who attended Constitution Day and participated.

Victor Putman from Brass reported that the water testing has been done and reports will be sent to the town.

Gilliland was contacted by the fireworks company and will confirm the second Saturday in December for fireworks.

Adjourned at 7:45 pm.