



TOWN OF WILLSBORO
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**TOWN OF WILLSBORO
TOWN BOARD MEETING
WILLSBORO TOWN HALL
November 12th, 2025**

ATTENDEES-Mark McGill, Tracie McGill, Polly Belanger, WinBelanger, Patty Schwenker, Lloyd Wilson, Tavis Crowningshield, Victor Putman, Justin Drinkwine, Tom Doolittle, Marycay Doolittle, Robin Belzile, Ashley Alden, Barbara Paye, Krissy Gay, Cathy Alden

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

PLEDGE OF ALLEGIANCE

Meeting CALLED TO ORDER @ 6:30pm

Minutes of the October 8th, 2025 Town Board meeting and October 30th, 2025 were reviewed and accepted as written.

Supervisors Report-

Correspondence-

-Resignation of Greg Gordon from the Planning Board was received.

Benway made a motion for a resolution of appreciation for the many years served on the Planning board for Greg Gordon for his community service. Unanimous second. All in Favor.

-Seasonal water system Map Plan & RFP proposals for the formation of a seasonal water district on Bay Lane. The cost range estimate is \$13,000.00- \$23,000.00.

Town-

-Water/Sewer unpaid list has been relieved to the county for \$136,147.83.

County-

-The fish hatchery will be closing flowing the next spring stocking and the building will be turned over to the Town of Crown Point. The Three employees that work there have been offered jobs at the County DPW.

-The County budget will be moving forward and is within the State Cap.

Benway made the motion to accept the warrant and to remove the GPI invoice for further review. Sayward seconded the motion.

Discussion- Sayward asked about the accounting and how much longer that it will take?

Gilliland stated that the 2022 AFR has been accepted by the state and they are working on the submission of 2023 AFR and all the months have been closed out so he doesn't feel this will take as long.

Benway/Sheehan questioned the invoice on GPI for Hathaway Park. There are charges from Planet Fitness, Chili NY, SO phase 2 Renovations and more

Roll Call-

Sheehan, Benway, Sayward, Christian, Gilliland

Ayes- 5

Nyes- 0

Clerks Report- verbally by Susan Thompson

The clerk's office in the month of October took in \$4895.78 . Paying \$22.50 to NYS Department of Health and \$7.00 to NYS Ag & Markets. Decals for the month took in \$4088.00 of which \$3848.46 went to the state and the town's commission was \$225.37. Water/Sewer took in \$73,435.99.

Discussion- Sheehan stated that although the board gets bank statements from the clerk, she can't tell where the deposits come from. Gilliland stated that the deposits are reconciled by the clerk for each account. Sheehan stated she feels moving forward that there needs to be more done. Gilliland stated that the clerk's office has the lowest staffing around and even the Town of Essex has more manpower than Willsboro does and he feels that they need to look into getting more staff. Sue Thompson stated she has a report on all the accounts that are generated everyday in her office.

Sayward made the motion to accept the Clerks Report. Christian seconded the motion. All in Favor.

DPW- verbal report given by Travis Crowningshield

-they had their first snowstorm and everything went well.

-River Road is the biggest project with 29 dead trees that need to come down from the gypsy moss that never recovered. They will be working on them all winter.

WATER/SEWER- written report submitted by Justin Drinkwine

- Drinkwine asked to get the approval to replace two new base plates at the cost of \$1,726.42 through blue book.

Discussion- Benway asked if this equipment would be used after the new plant is built and Drinkwine stated it would be. Christian asked how much money do we have on that line? He said he would like them to purchase only one until they know how much money is there.

Benway made a motion to purchase one new base plate for the cost of \$1726.42.

Sheehan seconded the motion.

Discussion-

Roll Call-

Sheehan, Benway, Sayward, Christian, Gilliland

Ayes- 5

Nyes- 0

Crowningshield added that the County would be paving the Middle road tomorrow.

Drinkwine added that the water plant is back to normal operating conditions and the restriction can be lifted to normal usage.

Youth Commission- verbally by Krissy Leerkes

-Thank you to Imery's for the significant contribution toward the 5-6 grade goals that were purchased for Florence Hathaway Park. Thank you to Lorilee Sheehan for spearheading the contribution. Thank you to the Town for getting the field ready and for putting the shed down at the field for storage. Thanks Also to the Coaches: Dan Arnold, Ryan Pierce, Bridgit Moran, Lucas Strong, Catherine Kaletia and James Leibeck. Soccer celebration was held in October and she thanked Lorilee Sheehan, Scott Christian and Tracie McGill for attending. Town DPW, Sheriff's Department for getting the lights. The class of 2026 made concessions. Also thanking Ryan Pierce, Lucas Strong and Brandon Jaquish for Refereeing. Also wanted to thank the kids and parents. Leerkes stated that from the soccer program over the last few years that there are several teams (not Youth Commission) that travel to play soccer and she hopes if Willsboro ever gets a building they will be able to host events here in town. Basketball sign ups are in the next couple of weeks and that season starts in January. Late January early February they will do a Futures night that is a spin off of the soccer celebration. This is held in the gym at WCS and showcases the future athletes.

EMS Report- Written submitted by Kira Crowningshield

Parks Commission - verbally by Lloyd Wilson

-There has been a considerable amount of work done at Noblewood, removing trees that have fallen in paths. They put money in the budget to have some fencing put in to make it safer. They are hoping to get the fill delivered into Florence Hathaway Park by the end of the year. GPI is hoping to present the town with the specs for the bid. Wilson stated that GPI is looking at getting \$2,500.00 more for administrative costs. Benway stated he would like to know how it has gone beyond the scope. Sheehan stated that she doesn't feel they have used that kind of time to have used up the initial bid. Benway agreed. Wilson stated he would get on the phone with them and find out. Wilson stated that the Lily property that the lawyers are working through the paperwork.

Old Business-

Sheehan made the motion to accept the 2026 Preliminary Budget as the 2026 Final Budget. Sayward seconded the motion.

Sheehan, Benway, Sayward, Christian, Gilliland

Ayes- 5

Nyes- 0

New Business-

Gilliland appointed Deputy Supervisor Tracie McGill for the remainder of the year.

Sayward made the motion to appoint Jhami Santillo as the Willsboro Planning Board and Zoning Board of Appeals secretary. Sheehan seconded the motion

Sheehan, Benway, Sayward, Christian, Gilliland

Ayes- 5

Nyes- 0

**Sheehan made the motion to accept the Essex County FEMA approved Hazard Mitigation Plan as the Town of Willsboro Plan. Benway seconded the motion.
All in Favor.**

**Christian made a motion to approve the road naming in the vicinity of Sheehan's Trailer Park. Sayward seconded the motion.
All in Favor**

Board Comments-None

Public Comment-

Win Belanger

-Asked if the Town Board was going to appoint a new chairman for the Planning Board?

Gilliland stated he was just waiting for a nomination from the planning board.

Victor Putman

-BRASS is still waiting for the report for the declaration work done on Reber road potential bridge replacement.

Gilliland made a motion to enter into Executive Session to consider personnel action on an employee. Deputy supervisor McGill and Highway Superintendent Crowningshield were invited into executive session. Christian seconded the motion.

Back to the Regular meeting @ 7:24

Adjourned @ 7:25 pm

Submitted by Susan Thompson