



**TOWN OF WILLSBORO**  
OFFICE OF THE TOWN CLERK

**MINUTES**  
**TOWN BOARD MEETING**  
**DATE: May 13, 2020 AT 6:30 PM**  
**LOCATION: WILLSBORO TOWN HALL**

**Present:** Supervisor, Shaun Gilliland, Councilors: Lane Sayward, Lorilee Sheehan, Steve Benway, Charles Lustig

**Guests:** Travis Crowningshield

Supervisor, Shaun Gilliland called the meeting to order at 6:30pm

The board recited the Pledge of Allegiance.

**Supervisor Gilliland called for a resolution to approve the 8 April 2020 regular Town Board meeting. Charles Lustig moved. Lorilee Sheehan seconded. All in favor and the motion carried.**

Public Comment:

Reports:

Correspondence: Nothing

Town: NY Pause Phasing Plan: Shaun briefed on the process we will take to come out of the pause. This will be done in three phases. We have met the requirements to go into phase 1. Forward.ny.gov it talks about the phasing plans. Tonight and tomorrow they will post on what the businesses have to do in order to reopen. Phase 2 has to be a minimum of 14 days between each phase, if all 7 of the areas remain in the green we can continue to move forward. Landscapers and low risk recreational activities can start after the 15<sup>th</sup>. Shaun would like to say that on the 15<sup>th</sup> he hopes everyone doesn't think that we can just go back to normal we need to take this is small steps to be safe and be able to keep moving forward. Shaun feels. We will be to a new normal by July, he is thinking. This will include social distancing, masks etc. Town Hall plan: we have had the doors locked we will unlock them starting on Monday. However, whoever comes in needs to wear a mask. All town hall employees will have to wear a mask as well. BAR: we will continue to do this as normal. This is the 3-year reassessment. It is difficult to get in and see Dave but he is taking phone calls and doing the best he can. We will not have a delay in the reassessment because of the Covid. Meters update: we will start this once the construction is getting up and going. We are first on the list. Shaun will get with Luck Brothers on the Vet memorial. We have a couple other projects as well. We will have to watch the governor if we don't get the stimulus packaged passed we could be cut on some of the grants. Another big area is CHIPS we have an email from the state on this and they don't know if this will be held back or not. This is defiantly going to require a lot of changes if we don't get all the funding.

County: Return to work plan(s): Highway will start back next week in phase two the offices will all go back however we will need to make changes to social distance.

- Motion to accept Warrant: Lorilee Sheehan asked on the Cedarwood bill for consulting is that for water and sewer. Shaun said that is for the speedies permit. **Steve Benway moved to accept the warrant report. Charles Lustig seconded. Roll Call: Lustig, Gilliland, Benway, Sayward, Sheehan. All in favor and the motion carried.**
- Town Clerk Report: Monthly report is in the packet. We have settled with the county on the town and county taxes. 2<sup>nd</sup> quarter of water and sewer has been sent and we have slowed down tremendously in the office. **Supervisor Gilliland called for a motion to accept town clerks report. Steve Benway moved to approve. Charles Lustig seconded. All in favor and the motion carried.**
- DPW: Travis discussed the CHIPS. Travis said that he will hold back on paving if it is there at the end of the year we will proceed and do it but he will not spend that amount of money and then not be able to get reimbursed. The highway guys have been working every day and have been working on the water and sewer plant. We have had a few water leaks and did a new hook up last week. The welding for the filters is done. They have changed a lot of bolts and plumbing we looked at the phases to get it up to date. Steve briefed on the phases of the project and they are working on a list of maintenance as well as a schedule. The sewer plants probes we purchased are working very well. The plant is actually shutting down at night for about 3 hours for our low time. This is allowing us to save on electricity, food and etc. The dehumidifier is great, there is no moisture at the water plant. Travis said they will start sweeping next week and then start with the road work. We will need to purchase 4 tires in the amount of \$2,550.00 for the 4 on state contract. **Charles Lustig moved to purchase 4 tires in the amount of \$2,550.00. Steve Benway seconded. Roll Call: Lustig, Gilliland, Benway, Sayward, Sheehan. All in favor and the motion carried.** Shaun has the invoices from JFP. The one amount is \$18,280.00 to pay JFP. **Charles Lustig moved to pay JFP in the amount of \$18,280.00. Lorilee Sheehan seconded. Roll Call: Lustig, Gilliland, Benway, Sayward, Sheehan. All in favor and the motion carried.** Steve noted we got more than we expected from the JFP. Nathan Jacques: is there a yearly inspection done by the health department. Yes, they do Shaun said. In the inspection was there anything in writing that stated it needed to be fixed. Shaun doesn't have it right in front of him he will look for that. Also, the \$3,200.00 that wasn't in the original contract he said that should have been in that plan and they would have to come back and fix that. Shaun asked if he could email that to us. He said he mailed it when the work was being done and when it needed to be completed.
- Ambulance District Report: excused
- Youth Commission Report: excused

- Parks/Rec./Golf Course Report: Justin has been working at the golf course everyone seems to be following the guidelines and if you can't physically walk they can use a cart for a single person. The only big question is can a husband and wife use a cart. Shaun said the state has set that it is 1 person per cart.

Old Business:

1. Board of Assessment review appointment: Supervisor Gilliland stated the only letter of interest we received was Darren Dickerson. **Charles Lustig moved to appoint Darren Dickerson to the BAR. Lorilee Sheehan seconded. All in favor and the motion carried.**

New Business

1. Planning board appointments: we had a few resign and we were able to get some new members to join. We did get a 5<sup>th</sup> today for consideration but we didn't get it back in time for this meeting.
  - a. Gina Minessale
  - b. Laura Steenburg
  - c. Brian King
  - d. Chauntel Gilliland

**Supervisor Gilliland called for a resolution to appoint the above people. Lorilee Sheehan moved. Lane Sayward seconded. All in favor and the motion carried.** Their first meeting will be the 18<sup>th</sup>.

2. Summer camp Determination: we may not be able to get all the department of health qualifications that we need. We are not covered under our municipal insurance for the Covid virus. Camps are in phase 4 which would be sometime in July. Now they are saying that pediatrics can get it. With all this many other towns have already cancelled their programs. Shaun's personal recommendation is to cancel. **Steve Benway moved that we don't open for the 2020 summer season. Lane Sayward seconded. Roll Call: Lustig, Gilliland, Benway, Sayward, Sheehan. All in favor and the motion carried.**

**Resolutions/ Discussion from the board: Lorilee wanted to thank Steve for all of his volunteer work to the town for covering water department. unanimous second.**

ADJOURNMENT -

**Supervisor Gilliland adjourned the meeting.**

Respectfully Submitted,

Bridget Brown Town Clerk

