

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

**MINUTES**  
**TOWN BOARD MEETING**  
**DATE: July 8, 2015**  
**LOCATION: WILLSBORO TOWN HALL**

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

**Highway Superintendent:** Travis Crowningshield

**Guests:** Terry Cross, Marci Oliver, Polly Belanger, Ed Smith, Vic Putnam, Gale Wilkins, Justin Drinkwine, Gregg Gordon, Scott Allen.

Supervisor, Shaun Gilliland called the meeting to order at 6:30 P.M.

The board recited the Pledge of Allegiance.

**MINUTES:**

**Supervisor Gilliland called for approval of the June 10, 2015 minutes and June 24, 2015 minutes. Steve noted that on page 4 of the June 10<sup>th</sup> minutes that the WBWC annual fee is \$6,000.00. On the TV that he wanted to make sure that it's not a distraction to the employees. Steve also noted that on the June 24 minutes for the DAM removal he asked if the interest could be charged to the grant funding not Sheehan's. Steve Benway moved to accept the minutes with the corrections. Charles Lustig seconded. All in favor and the motion carried.**

**GUEST PRESENTATION: Mr. Gale Wilkins spoke in regards to the summer basketball clinic. They would like to see all children that are grade three or higher be able to attend this program. They would like to do it on Monday nights from 6-7:30pm. The first 45 minutes they would like to have fundamentals and then the last 45 minutes do game participations. Charles Lustig moved to accept this event as a town sponsored event. Steve Benway seconded. All in favor and the motion carried.**

**Reports:**

**Supervisor Report:** Correspondence: Draft Consent Order on the WWTP.

**County:** We have one parcel that is up for auction. We have the battle of the Boquet coming up. It is scheduled for the 11<sup>th</sup> of July.

**Town:**

On the 22<sup>nd</sup> of July we have scheduled a public meeting for the WBWC. This meeting will be held

here at the town hall and is scheduled at 6:00 pm. This is to discuss Wilkins interest of getting out of the water business. Supervisor Gilliland has asked for our attorney to attend the meeting to help with any correspondence that may come up. Mr. Paine would like to meet at the end of August to discuss a longer lease with the golf course. Rick Sayward has a 20 ft. by 20 ft. tent he is willing to sell. If it is in good condition we could use this for a number of different town events. Shaun has asked Travis to go look at it and buy it if it's in good shape. The fourth of July was great. Supervisor Gilliland has meet with Essex and would like to get it into a rotation every other year. He will continue to work with Essex to negotiate this agreement.

**Motion to Accept Supervisor's Report, Operating Statement and Warrant: Lorilee Sheehan moved. Lane Sayward seconded. All in favor and the motion carried.**

**Town Clerk:** We had a busy month. We took in \$24,906.65 this month. Water and sewer bills went out .

**Highway/ DPW:** We put the bids out for the tractor. We only received the one bid back. Travis would like to plan on going down and seeing the machine with Bucky. They would like to stay overnight. Travis would like a motion to accept the bid upon Bucky's approval. Steve Benway moved to approve the bid as long as Bucky is okay with everything. Charles Lustig seconded. Roll Call: Benway, Sayward, Sheehan, Lustig, Gilliland. All in favor and the motion carried. Travis stated that they did the black topping on Reber road. We will be under on the amount that he planned on. We are getting \$85,000 from CHIPS. We have a water leak on the River Road and Point Road. We have at least 18 hours of looking for it. We can't even find the main now. We were going to call someone to come and find the leak. However they need to know where the main line is. This was put in years ago. So we can tie in where the water is at the soccer field and run it up the road or we can tie in a new line. Bobby gave use two offers, one for \$3,699.99 and the other of \$3,880.21 from Ferguson. He prefers to go with Ferguson because of the couplings. Steve Benway moved to accept the Ferguson waterworks bids. Lorilee Sheehan seconded. Roll call: Benway, Sayward, Sheehan, Lustig, Gilliland. All in favor and the motion carried.

**Youth Commission:** Summer camp is up and running we have about 60 kids. We are averaging about 50 kids a day. They went to the movies last week and are going to Essex Farms this week. They had 14 kids on the float. We will be starting to advertise for soccer coaches and have scheduled a meeting with all the parents. Lorilee asked if we are low for the number of staff members. Lorilee would like to keep an eye on that for next year.

**Parks and Recreation:** The beaches complete but, the water is high. The department of health showed up last Monday and everything is good. Lifeguards are down using it now. They have had an average of 5-6 people using it a day. Rangers have done a great job of getting everything up and going for us. The only complaint is the road. They are going to start working at Florence Hathaway Park to get the trail set up. They will be setting up the volley ball net and putting in horseshoe pits.

**Golf Course:** We are still doing great. We have more tournaments coming up. We have had a lot of compliments around town. We had a golf cart incident. They had a bachelor party and there is about \$4,000.00 dollars in damage. Ernie went to the sheriff's department. We might have to move into a civil action against them.

**250<sup>th</sup> Celebration:** This weekend is the Battle of the Boquet. The boat parade is rescheduled for July 25, 2015. Then we have the social on the 8<sup>th</sup>. We have sent the invitations out and we are going to see about advertising. The beverage glasses look great.

**Old Business:**

1. **Ambulance District Essex is planning on accepting the map plan and report tomorrow night. Supervisor Gilliland asked for a motion to accept the map plan and report and to authorize the supervisor to approach the board of elections to get it placed on the ballot. Charles Lustig moved. Lorilee Sheehan seconded. All in favor and the motion carried.**
2. **WBWC rate adjustment: Supervisor Gilliland has had many meetings. Gale has requested a lower rate. Since that rate was set in the beginning and since then they have lost 4 customers. Therefore they have lost \$1,000.00 in revenue. We are proposing to lower the bulk rate to \$5,000.00 a year. They have been working well with us. Charles Lustig moved. Steve Benway seconded however, he would like to make sure that the people that were lost were told that they needed to pay Wilkins and the town and they were at the meeting and understood that. They do not pay Wilkins now. When the Public service put out the letter they have not been paying them Roll Call: Benway, Sayward, Sheehan, Lustig, Gilliland. All in favor and the motion carried.**
3. **WWTP order on consent: Shaun has sent it to the attorney and if we pass he would like it to be no objection from the attorney. This will also allow the Supervisor to adjust the SEQR. Shaun got DEC to agree to have Bob be able to take the test and be a 2A operator. They also were in agreement from \$6, 0000 to \$1,000.00. The first thing we are going to have to do is come up with a program of inspection that will look at all of our waste water facilities. The Swazo Brothers are trying to apply for a grant that would be around \$25,000.00. This would help with the inspection plan etc. Once we are under the concept order this will put us under the gun Steve asked if we can get the funding quicker this way. Charles Lustig moved to sign upon subject of no objection from our attorney approval. Lorilee Sheehan seconded. All in favor and the motion carried.**
4. **Boots and Safety Glasses: This is stated in the employee manual. It is stated that they can get boots or glasses of \$150.00 a year for safety equipment.**
5. **Zoning ordinance Scott Allen: In May we sent the zoning amendment draft to the APA. They had a turnover in staff and they finally meet. They did the amendments. There was just mechanical changes. Scott asked for approval and would like to submit it with a resolution. Scott Allen gave a copy of the resolution and read it.  
Whereas the Willsboro Town Board has heretofore authorized the creation of a drat amendment of the existing Town Zoning Ordinance; and  
Whereas the Willsboro Town board has before it a Final Draft of the Amended Town Zoning Regulations; and  
Whereas before the Town Board can approve its adoption, the Town Zoning Amendment must first be approved by the Adirondack Park Agency;  
NOW THEREFOE BE IT RESOLVED that the Willsboro Town Board does hereby:**

**SEEK FORMAL ADIRONDACK PARK AGENCY REVIEW AND APPROVAL OF THE REVISED TOWN ZONING AMENDMENT Lorilee Sheehan moved to approve. Lane Sayward seconded. All in favor and the motion carried.**

**New Business:**

- 1. Boat wash station:** We have to add a sign and that has been ordered. Travis is going to get a hose set up so that we can be covered by DEC.
- 2. Culvert Policy:** Travis brought this issue back from Ithica. Supervisor Gilliland received the policy from the county. Once that is put in and in place and once it is accepted it will be maintained by the Highway Superintendent. Lane Sayward moved. Charles Lustig seconded. Steve would like to see on page 2, number a little more details. Travis stated that this is only for driveways not your roadways. Also, that once you put a culvert in now you have to have number 2 stone or item 4. This is mandatory now for NYS. All in favor and the motion carried.

**Motions from the board:** Charles Lustig would like a resolution of thanks for Dan Adsit for being in the parade. Unanimous second.

**Public Comments/ Motions:** Vic stated on the question on the DAM for the funds. No they cannot charge the interest for the DAM. Vic stated that the money is coming. Vic also noted that on the Streambank the state is going to allow us to use some of that extra money for clean up. Also, congrats to you all, the 4<sup>th</sup> of July was great.

Ed Smith asked what version of the zoning amendment was sent to the APA. There was some changes that were made above and beyond what the committee had made. Supervisor Gilliland will check but thinks it's the one that was on the website.

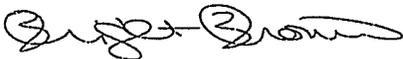
**Executive session contract matters:** Lane Sayward moved. Steve Benway seconded. All in favor and the motion carried.

Supervisor Gilliland called for a motion to hire Donna Lindsay for 10-15 hours a week. Her duties will be to clean the Town Hall, Visitors Center and Noblewood pavilion as needed. Her rate of pay will be \$11.00 an hour. Steve Benway noted that her hire will be with a probation period and if she doesn't meet standards within 60 day we will re-advertise. She will report to Bridget Brown. Lane Sayward seconded. All in favor and the motion carried.

**ADJOURNMENT -**

Supervisor GILLILLAND called for a motion to adjourn the meeting. Charlie Lustig moved to adjourn. Unanimous second.

Respectfully Submitted,



Bridget Brown, Town Clerk