

Town of Westville Meeting Minutes

April 10, 2023

I. Call to order

The regular meeting was opened by Supervisor Rodrigue Lauzon at 6:33 p.m. at the Westville Town Hall with the Pledge of Allegiance.

II. Roll call

Town Clerk, Ann Brady, conducted a roll call.

PRESENT: Supervisor Rodrigue Lauzon
Deputy Supervisor Michael Armstrong
Council person Sean Barnes
Council person David Leonard
Code Officer Robert Crossman
Highway Superintendent Kevin Nichols

ABSENT: Council person Robert Reynolds and Dog Control Officer Kim Barcomb

EXCUSED: Code Officer, Robert Crossman

ALSO PRESENT: Kathy Nichols, Natalie Jarvis, Kathy Nichols and Matt Maguire.

III. Approval of minutes from last meeting

The regular meeting minutes were presented to the Board for the meeting that was held on March 13, 2023; the minutes were submitted to the Town Board by the Town Clerk; the Town Board having reviewed the minutes prior to the meeting; a motion was made by Rodrigue Lauzon to amend or accept March's meeting minutes. Sean Barnes made a motion to accept the March meeting minutes as presented, seconded by Michael Armstrong. Michael Armstrong – aye; Sean Barnes – aye; David Leonard – abstained; Rodrigue Lauzon -- aye. Approved.

IV. Open issues and Reports

Code Officer's Report – A written report was provided to the Board by Bob Crossman. The Code officer attended an Educational Conference in Lake Placid March 6th through the 8th. On March 12th he checked on renovations on the Upper Flat Rock Road; Checked on a new build; and performed some road checks. On March 19th he sent out a permit for a slab for a home on the Bull Run Road; performed a check on Route 37 on construction; checked a home on the Durant Road to see if the junk had been removed; Did a recheck on the Anderson Road – nothing new; and performed road checks. On March 26th he sent an application for a new sign on Route 122; spoke with Roseanne Gallagher and Lisa Coryea regarding properties that they had questions on; performed Road checks. The Code office approved 1 building permit; performed 6 construction inspections and took in \$50.00 for the month of March.

Matt Maguire from Sid Spear Insurance -- Matt Maguire from Sid Spear Insurance was present to provide the Board with a quote for the insurance policy. Sid Spear asked for quotes from Trident Insurance and Selective Insurance to see if there were any other competitive options; the quotes came in higher than NYMIR Insurance. NYMIR's rates will increase by approximately a total of 6%. Mr. Maguire went over the insurance policy with the Board. The

Cyber Insurance increased by 21%. Total increase for the Town's policy is around 11%. Highway Superintendent asked that they increase the amount for the new truck (for replacement cost). Mr. Maguire will get back to the Town with a new premium rate. A motion to accept the cost of the insurance was tabled until the next meeting.

Dog Control – No report.

Highway Superintendent's Report – Kevin Nichols provided the Board with an oral report. Kevin indicated that they are trying to get the dirt roads back into shape after the winter. They will be removing the snow plow equipment from the trucks. They had an issue on the Ashley Road between two home owners. It may be an issue that needs to be resolved outside of Town interference.

The Town Supervisor indicated that the monitor heater from the Court House was removed and he asked Kevin if it was something that could be used in the Town Garage. Kevin did not think it would work for the garage and suggested that it be used in the front area of the new Hall.

Town Clerk's Report – Town Clerk, Ann Brady provided the Town Board with a monthly report indicating that the Town Clerk's Office issued 5 dog licenses and 10 Death Certificates. The total received by the Clerk's Office for the month of March was \$165.00; New York State Department of Agriculture and Markets received \$7.00; New York State Department of Health received \$0.00; and \$158.00 was paid to the Town of Westville, Town Supervisor.

On March 18, 2023 the Town Clerk sent an official notice to the Board of Elections regarding the resignation of Brenda St. Hilaire. On the same date, correspondence was sent to the Franklin County Clerk with the Oath of Office forms for David Leonard and Brett Durant.

On March 19, 2023 correspondence was received from the Town of Duane with Resolution #7 of 2023 (shared services).

On March 28, 2023 the Town Clerk sent an official notice to the Board of Elections for the upcoming General Election with the vacant seats for November 2023 elections.

On April 3rd, 2023 the Town Clerk spoke with Ian Hazen from NYPA regarding the Road Use Agreement. Mr. Hazen e-mailed a new copy with changes to the Clerk for the Supervisor and Highway Superintendent to sign. The Agreement was signed by the Supervisor and the Superintendent.

On April 4th, the Clerk contacted Symquest regarding the copier that was gifted to the Town. The code that is being received from the copier indicates that the circuit board might be fried. This would have been caused by a power surge from an improper power source being plugged into the copier. It will cost \$135/hour for Symquest to come diagnose the issue and see if it can be resolved.

The Town Clerk drafted a “Use of Facilities Form” by combining forms that were provided by the Insurance Company and one she found on the internet. The Board will review the form to see whether they want to add/remove any of the language.

The Town Clerk addressed the Town Board regarding issues with the bill pay and processing of vouchers/abstract. The Clerk requested the Board’s assistance and indicated that she has purchased a new secure drop box for vouchers. The Clerk had contacted the New York State Town Comptroller’s office and the advice of the Association of Towns with respect to the issues regarding the bill pay process. The Board suggested contacting vendors to move the dates the payments were due and/or moving the day of the meeting to resolve the issues.

The following Vouchers/Invoices were presented to the Board for approval and payment:

April 10, 2023	Vouchers	Total Payment
General Fund	#82 - #105	<u>\$14,173.19</u>
Highway Fund	#27 - #37	<u>\$52,995.67</u>

Supervisor Report – Supervisor Lauzon presented the Board with the Town Supervisor’s Report. The Grievance Board needs a new member due to the passing of Ed Strong. A motion was made by Michael Armstrong, seconded by Robert Reynolds to approve Edward Fleury to fill the vacant seat. Michael Armstrong – aye; Robert Reynolds – aye; David Leonard – aye; Rodrigue Lauzon – aye. Approved.

We are still in need of two Variance members. Supervisor Lauzon asked Jack Collins and Natalie Jarvis if they would be interested in the positions. If they are, to meet with the Town Clerk after the meeting.

The Supervisor is meeting with Community Bank on April 11th to discuss the interest rates and Town funds. Right now, Community Bank’s interest rates are higher; they are trying to keep the money in the area.

The Supervisor asked Billy Jones for a grant for kitchen equipment. They are still waiting on the budget.

The New York State Comptroller’s office made some changes to our AUD report. There’s new reporting that needs to be done.

The Supervisor met with Garland Parent about cleaning the ceramic tile at the new hall. His quote was approximately \$1300.00. It would be May before he would be able to get it done. David Leonard recommended contacting Perfection Cleaning out of Plattsburgh for an estimate; and Michael Armstrong recommended contacting Adirondack Cleaning for additional quotes. The motion to accept Garland Parent’s quote was tabled until other pricing could be obtained.

John Carr is supposed to go to a meeting with the DEC to see what we can do about the salt barn.

The Highway Contract was reviewed and approved by the employees. The Town Board added a holiday to the contract (Juneteenth) and the raises will be as follows: 2024 - \$20.50/hour; 2025 - \$21.00/hour; and 2026 - \$21.50/hour. The Town Supervisor asked for a motion to accept the Highway Contract; a motion was made by Michael Armstrong, seconded by David Leonard to accept and approve the Highway Contract. Michael Armstrong – aye; David Leonard – aye; Sean Barnes –aye; and Rodrigue Lauzon – aye. Approved.

We need to come up with a design for the four corners of County Route 19 and Route 37. The Planning Board wants to place the placard in that area. The Board will meet at the corner prior to the next Board meeting to look at the area and propose a design. They will meet at 6:00 p.m.

The Town Supervisor asked the Board about purchasing a chip reader for the Dog Control Officer (not to exceed \$300.00). Deputy Supervisor Michael Armstrong recommended that we contact Kim Barcomb (DCO) and request that she contact the other Towns that she works with about doing a “shared service”; that the Towns could purchase the chip reader together. The Supervisor will contact the DCO about contacting the other towns.

Resolution #15 of 2023 was presented to the Board by the Town Supervisor to approve Local Law #1 of 2023 as written. A motion was made by Michael Armstrong, seconded by David Leonard to approve **Resolution #15 of 2023** as written. Michael Armstrong – aye; David Leonard – aye; Sean Barnes – aye; and Rodrigue Lauzon -- aye. Approved.

HUD Report – The CDBG report was presented by Supervisor Lauzon. Everything has been accounted for. There’s nothing left to spend. All of the contractors need to be HUD Certified; they are currently waiting for a HUD Certified contractor to pour the concrete for the trailer in the Town parking lot. The Supervisor has signed all of the paperwork; everything has been allocated. The Town will hold off on applying for another grant. We are currently working on closing out two grants.

Budget Update by Rod Lauzon –

Town Supervisor Lauzon presented the Budget. The current account information is:

Account Information:	CLASS	Community Bank	Total
General	\$ 329,662.80	\$ 69,449.42	\$
Highway	\$ 324,286.58	\$ 77,564.90`	\$
Reserve	\$ 135,016.41	\$	\$ 135,016.41
Trust & Agency		\$ 1,734.96	\$ 1,734.96
Total	\$ 788,965.79	\$ 148,749.29	\$ 937,713.08

Deposits

General:

*3/1 Verizon Wireless \$1,124.17

*3/2 Justice Court 3/23 \$3,807.91

* Not included in March totals

Highway:

03/17 Franklin County Snow & Ice Contract \$40,629.61

Transfers/Budget Amendments:

Budget Amendment #2 of 2023 was presented to the Board by the Town Supervisor to increase A1110.4 (Justice Contractual) by \$18,432.06 – the amount awarded to the Court by the JCAP Grant. A motion was made by Michael Armstrong, seconded by Sean Barnes to approve *Budget Amendment #2 of 2023* as written. Michael Armstrong – aye; Sean Barnes – aye; David Leonard – aye; Rodrigue Lauzon – aye. Approved.

Budget Amendment #3 of 2023 was presented to the Board by the Town Supervisor to increase A6772.4 (Aging – Contractual) in the amount of \$1,300.00 from A9990.0. A motion was made by Michael Armstrong, seconded by Sean Barnes to approve *Budget Amendment #3 of 2023* as written. Michael Armstrong – aye; Sean Barnes – aye; David Leonard – aye; Rodrigue Lauzon – aye. Approved.

Motions:

- (1.) To accept the Code Officer Report – Motion by Michael Armstrong, seconded by David Leonard. Michael Armstrong – aye; David Leonard – aye; Sean Barnes – aye; and Rodrigue Lauzon -- aye. Approved.
- (2.) To accept the Dog Control Officer Report – No report.
- (3.) To accept Highway Superintendent’s Report – Motion by Michael Armstrong, seconded by Sean Barnes. Sean Barnes – aye; Michael Armstrong – aye; David Leonard – aye; and Rodrigue Lauzone -- aye. Approved.
- (4.) To accept Town Clerk’s report – Motion by Michael Armstrong, seconded by Sean Barnes. Michael Armstrong – aye; David Leonard – abstained; Sean Barnes – aye; and Rodrigue Lauzon -- aye. Approved.
- (5.) To accept HUD Report – Motion by Sean Barnes, seconded by David Leonard. Sean Barnes – aye; David Leonard – aye; Michael Armstrong – aye; and Rodrigue Lauzon -- aye. Approved.
- (6.) To pay bills – Motion by Michael Armstrong, seconded by Sean Barnes. Michael Armstrong – aye; Sean Barnes – aye; David Leonard – aye; and Rodrigue Lauzon -- aye. Approved.
- (7.) To accept the Budget Update – Motion by Michael Armstrong, seconded by Sean Barnes. Michael Armstrong – aye; Sean Barnes – aye; David Leonard – aye; and Rodrigue Lauzon -- aye. Approved.
- (8.) To accept the Supervisor’s Report – Motion by Michael Armstrong, seconded by Sean Barnes. Michael Armstrong – aye; Sean Barnes – aye; David Leonard – aye; and Rodrigue Lauzon -- aye. Approved.

V. Adjournment

Rod Lauzon, Town Supervisor adjourned the meeting at 8:00 p.m. Motion by David Leonard, seconded by Sean Barnes. David Leonard – aye; Sean Barnes – aye; Michael Armstrong – aye; and Rodrigue Lauzon -- aye. Approved.

The next regular meeting of the Town Board is scheduled for May 8, 2023 at 6:30 p.m.

Minutes submitted by: Ann F. Brady, Town Clerk

Minutes approved by:

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