

Town of Westville Meeting Minutes

December 13, 2021

I. Call to order

The regular meeting was opened by Supervisor Lauzon at 6:30 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 Rodrique Lauzon
Deputy Supervisor Brenda St. Hilaire
Council person Robert Reynolds
Council person Dean Fleury
Council person Michael Armstrong
Highway Superintendent Kevin Nichols

EXCUSED: Code Officer Robert Crossman

ABSENT: and Dog Control Officer Kim Barcomb

ALSO PRESENT: Shirley Kelly, Tax Collector; Ed Kelly, Laurie Kelly and Kathy Nichols

III. Approval of minutes from last meeting

The regular meeting minutes were presented to the Board for the meeting that was held on November 8, 2021; the minutes having been submitted to the Town Board by the Town Clerk; the Town Board having reviewed the minutes; and a motion was made by Michael Armstrong to accept the November meeting minutes as presented, seconded by Brenda St. Hilaire. Unanimously approved.

IV. Open issues and Reports

HUD Report – The report was presented by Rod Lauzon. An old trailer has been torn down/removed and the grant is going well. We would like to do 5 units. **Resolution #42 of 2021** was presented to the Town Board by Supervisor Lauzon to authorize the capital expenditure of \$128,000.00 for project #WES-20-01. A motion was made by Michael Armstrong, seconded by Robert Reynolds to accept **Resolution #42 of 2021** as written. All in favor. Approved. A copy of the income guidelines for the 2022 CDBG Grant are in and were provided to the Board.

Retirement of Shirley Kelly, Tax Collector – **Resolution #41 of 2021** was presented to the Board by Rodrique Lauzon. Shirley Kelly has been the Westville Tax Collector for 20 years. On December 31, 2021 Shirley Kelly will retire as Tax Collector. A motion was made by Dean Fleury, seconded by Michael Armstrong to accept **Resolution #41 of 2021** as written. All in favor. Approved. The Resolution was presented to Shirley Kelly by Town Clerk, Ann Brady; a plaque was presented to Shirley Kelly by the Town Supervisor, Rod Lauzon. The Board paused in their deliberations to thank Shirley Kelly for her service to the Town of Westville.

Code Officer's Report – A written report was provided to the Board by Bob Crossman. The Code office approved 3 Building Permits and performed 13 Construction Inspections. He took in \$194.00 for the month of November.

Highway Superintendent's Report – Kevin Nichols provided the Board with an oral report. The highway crew has been busy with salting, plowing and sanding. They lost the chain on the sander and had to get a new one. They have been trying to keep up the roads with current weather conditions.

Town Clerk's Report – Town Clerk, Ann Brady provided the Town Board with a monthly report indicating that the Town Clerk's Office issued 3 dog licenses, 1 Marriage license and 10 certified copies of Death Certificates. The total received by the Clerk's Office for the month of November was \$170.00; New York State Department of Agriculture and Markets received \$3.00; New York State Department of Health received \$17.50; and \$144.50 was paid to the Town of Westville, Town Supervisor.

On November 6, 2021 correspondence was received from the Office of the New York State Comptroller with respect to the Justice Court Fund requested up to date information. On November 27, 2021 correspondence was sent to Friends of the North Country with Resolution #40 and to the Franklin County Personnel Office.

On November 27, 2021 correspondence was received from the New York State Department of Health with regard to appointment of Registrar of Vital Statistics and Deputy for 2022. On that same date correspondence was received from The State Education Department outlining the guidelines for the Records Management grant.

In November, 2021 Governor Kathy Hochul has put into law that Meeting Minutes must be on the Town website two weeks after any Board meetings and any Executive Meeting Minutes must be on the Town website one week after any Executive Session meeting. The Clerk and the Supervisor both spoke with the Town Attorney, Richard Edwards to clarify what "minutes" are to be publicized after an Executive Session

On December 4, 2021 a Birth Certificate was issued to a local couple for their new baby girl.

The Clerk addressed the Board regarding removing CST Group from her Town computer. The Board authorized CST Group in January 2021 to provide computer support services to the Town. CST Group is not performing back up on any Town computers (except for the Supervisor's computer). CST Group is currently installing windows patches and providing antivirus protection. The Clerk indicated that the Town computer is extremely slow and asked that she be allowed to remove CST Group and perform her own computer safety. The Town Supervisor indicated that he would have to check with the Town Attorney; no decision was made.

The Grant money came in from the New York State Education Department. The Clerk spoke with Alden & Barbara Stevens and they have slated Westville for the spring. The Clerk ordered the heating/cooling system and provided the Board with the breakdown for what the grant money will be spent on. The grant needs to be completed by June 30, 2022.

Supervisor Report – Rod Lauzon presented the Board with the Town Supervisor’s Report. Frances Moore sent a letter of resignation from the Planning Board. Fran thanked the Town for allowing her to serve the community in her resignation letter. A motion was made by Dean Fleury, seconded by Brenda St. Hilaire to accept Fran’s resignation, with regrets. All in favor. Approved.

We are too late to join in the “Opt-out Law” for marijuana dispensaries. Premiums for 2022 Excellus Blue Cross/Blue Shield Health Care are in. The paperwork for the purchase of the Church has been sent to Supreme Court for approval. Bob Crossman is getting done in Malone. He is going to need a computer/printer to do his monthly reports. The Board authorized the Town Supervisor to purchase a computer/printer. The Town will have to pay for 50% of his training costs this year.

Dog Control Officer’s Report – No report.

Budget Update by Rod Lauzon –

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

Account Information:	CLASS	Community Bank	Total
General	\$ 223,422.80	\$ 112,248.05	\$ 335,670.85
Highway	\$ 44,027.94	\$ 72,109.40	\$ 227,794.75
Reserve	\$ 111,657.41	\$	\$ 111,657.41
Trust & Agency		\$ 2,002.46	\$ 2,002.46
Total	\$ 379,108.15	\$ 186,359.91	\$ 565,468.06

Deposits

General:

Westville Town Court	\$1,328.00
Verizon Wireless for July	\$1,124.17
Franklin Co. Mortgage Tax	\$9,478.10
State Education Dept. (Grant)	\$14,259.00

Budget Amendment:

A motion was made by Dean Fleury, seconded by Brenda St. Hilaire to accept the following Budget Amendments:

A1110.1	\$3,725.00
A1220.4	\$800.00
A1410.4	\$600.00
A1910.4	\$100.00
A1920.4	\$100.00
A8020.4	\$300.00
A9030.8	\$800.00

All in favor. Approved.

Motions:

- (1.) To accept the Code Officer Report – Motion by Brenda St. Hilaire, seconded by Robert Reynolds. Unanimously approved.
- (2.) To accept the Dog Control Officer Report – No report.
- (3.) To accept Highway Superintendent’s Report – Motion by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (4.) To accept Town Clerk’s report – Motion by Dean Fleury, seconded by Robert Reynolds. All in favor. Approved.
- (5.) To accept HUD Report – Motion by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (6.) To pay bills – Motion by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (7.) To accept the Budget Update – Motion by Robert Reynolds, seconded by Dean Fleury. All in favor. Approved.
- (8.) To accept the Supervisor’s Report – Motion by Robert Reynolds, seconded by Brenda St. Hilaire. All in favor. Approved.

V. Adjournment

Rod Lauzon, Town Supervisor adjourned the meeting at 7:20 p.m. Motion by Dean Fleury, seconded by Michael Armstrong. Unanimously approved.

The next regular and reorganizational Meeting of the Town Board is scheduled for January 10, 2022 at 6:30 p.m.

Minutes submitted by: Ann F. Brady, Town Clerk

Minutes approved by:

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_____	_____