

Town of Westville Meeting Minutes

December 9, 2019

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
Highway Superintendent, Kevin Nichols
Council person Dean Fleury
Council person Michael Armstrong
Council person Robert Reynolds
Dog Control Officer Kim Barcomb
Code Officer Robert Crossman

ALSO PRESENT: Cathy Bonville, Natalie Jarvis, Lisa Brown and EJ Gonzales from
The Malone Telegram

III. Approval of minutes from last meeting

The regular meeting minutes were presented to the Board for the Meeting that was held on November 11, 2019; 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 Dean Fleury to accept the November meeting minutes as presented, seconded by Brenda St. Hilaire. All in favor. Approved.

IV. Open issues and Reports

HUD Report – The report was presented by Rodrique Lauzon. We have three stick built homes in process. Everyone of the new homes will need wells and septic tanks. The well driller is out of Plattsburgh (Ormsby). On November 15th Rod Lauzon, Town Supervisor, received a Grant Agreement on WES-18-01. On November 19th Rod Lauzon, Town Supervisor, received a Grant Agreement on WES-18-02. On November 21st Rod Lauzon, Town Supervisor, received a Grant Agreement for WES-18-05.

Code Officer's Report – A written report was provided to the Board by Bob Crossman. The Code office approved 1 Building Permit and performed 16 Construction Inspections and took in \$75.00.

Highway Superintendent's Report – Kevin Nichols provided an update to the Board. With the warmer weather we had this month, Kevin and crew took advantage of it and they have been getting maintenance done on the equipment. They have been working on the sanders. He has been looking at purchasing a new snow plow/truck.

Resolution #39 of 2019 was presented to the Board to authorize Town Supervisor, Rod Lauzon, and Highway Superintendent, Kevin Nichols, to sign any paperwork necessary for purchase of the new truck. A motion was made by Brenda St. Hilaire to accept **Resolution #39 of 2019** as written, seconded by Dean Fleury. All in favor. Approved.

Town Clerk's Report – Town Clerk, Ann Brady provided the Town Board with a monthly report indicating that the Town Clerk's Office issued 7 dog licenses, 1 Certified Copy of Death Certificate and received a \$40.00 donation for use of the Town Hall. The total received by the Clerk's Office for the month of November was \$165.00; New York State Department of Agriculture and Markets received \$13.00; New York State Department of Health received \$0.00; and \$152.00 was paid to the Town of Westville, Town Supervisor.

On November 13, 2019 the Clerk attended a grant writing seminar in the Town of Plattsburgh. It was discovered during the seminar that the Westville Volunteer Fire Department is also eligible for the grant for inactive records.

On November 16, 2019 correspondence was sent to all local officials, Senators, Legislators, Assemblymen and the Governor enclosing Resolution #34 of 2019 against the Bail/Discovery Reform Act.

On November 16, 2019 correspondence was received from the State of New York Office of the State Comptroller requesting updated information for the Justice Court. On that same date, correspondence was received from the New York State Department of Public Service asking if we need any updated publications for residents to help with energy costs.

On November 18, 2019 the Clerk met with the Board of the Westville Fire Department and discussed their options for the inactive records Shared Services grant.

On November 19, 2019 correspondence was sent to Friends of the North Country enclosing a Mortgage Affidavit for a CDBG project.

On November 25, 2019 the Clerk met with members of the Fire Department and a grant writer, Alden Stevens, to discuss the potential for a shared-services grant for the Town. Mr. Stevens was extremely excited by our project and would like to attempt to write the grant for the Town.

On November 25, 2019 correspondence was sent to Friends of the North Country enclosing a Mortgage Affidavit for a CDBG project.

On November 26, 2019 correspondence was received from Mark Wells requesting a certified death certificate. The death certificate was sent to him. On that same date an e-mail was sent to Alden Stevens notifying him that the Town was interested in retaining his services to write our shared services grant.

On December 6, 2019 correspondence was received from Community Bank with a Notice of Change in terms to the Bank's Account Agreement.

On December 7, 2019 correspondence was received from the Franklin County Legislature looking for updated information for our Board. On that same date correspondence was received from the Board of Elections certifying that Brenda St. Hilaire and Dean Fleury were elected in the 2019 General Election.

Supervisor Report – Rod Lauzon presented the Board with the Town Supervisor’s Report. On December 2nd a letter of intent from the Town was sent to New York State Archives regarding applying for a Shared Services Grant through LGRMIF for Inactive Records. The Town of Duane and the Town of Malone sent letters indicating that they issued a Resolution in support of our Resolution regarding the Bail/Discovery Reform Act. Dental insurance has increased per person. Received a letter from New York State DEC thanking us for participating in the North Country Watersheds Discovery meetings. Received an e-mail from Franklin County that effective November 18th the Human Rights Law will require employers to grant leave to employees who are known victims of domestic violence.

Dog Control Officer’s Report – Kimberly Barcomb was present at the meeting and provided the Board with an oral report. She picked up a Mastiff that was dropped off on the Buell Road and he was temporarily adopted (going to see if it’s a good fit). Bobbie Jo called and wants to start surrendering her dogs.

Budget Update by Rod Lauzon –

Town Supervisor, Rod Lauzon, presented **Budget Amendment #2 of 2019** to the Board. Transfers from: A9060.8 (\$6,000.00) and A9010.8 (\$1,932.00) to A3410.4 (\$5,507.00) and A1110.2 (\$2,425.00); and DA9060.8 (\$5,010.00) to DA5148.4 (\$5010.00). A Motion was made by Dean Fleury, seconded by Brenda St. Hilaire to approve **Budget Amendment #2 of 2019** as written. All in favor. Approved.

The current account information is:

Account Information:	CLASS	Community Bank	Total
General	\$ 176,789.53	\$ 69,851.16	\$
General –Savings	\$	\$	\$ 0.00
Highway	\$ 139,442.49	\$ 65,673.50	\$
Highway – Savings		\$	\$ 0.00
Reserve	\$ 138,965.66	\$	\$ 138,965.66
Trust & Agency		\$ 1,917.45	\$ 1,917.45
Total	\$ 455,197.68	\$ 137,442.11	\$ 592,639.79

Deposits

General:

Franklin County Mortgage Tax	\$7,000.10
Verizon	\$1,124.17

Motions:

- (1.) To accept the Code Officer Report – Motion by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (2.) To accept the Dog Control Officer Report – Motion by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (3.) To accept Highway Superintendent’s Report – Motion by Brenda St. Hilaire, seconded by Dean Fleury. All in favor. Approved.
- (4.) To accept Town Clerk’s report – Motion by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.
- (5.) To accept HUD Report – Motion by Dean Fleury, seconded by Michael Armstrong. All in favor. Approved.
- (6.) To pay bills – Motion by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.
- (7.) To accept the Budget Update – Motion by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (8.) To accept the Supervisor’s Report – Motion by Dean Fleury, seconded by Brenda St. Hilaire. All in favor. Approved.

V. New Business

Lisa Brown of CST – Lisa Brown of CST was present and addressed the Board regarding Cyber Security and the policies that are required to be in place for the Town. The Town Supervisor’s computer was recently compromised and her company restored his computer and got him back up and running. Lisa wants to install her software on all Town owned computers and wants her office to monitor the Town owned computers. Supervisor Lauzon indicated that it would cost \$25 per month per computer. Supervisor Lauzon questioned whether Roseanne Gallagher’s computer would be a “Town Owned” computer as she is shared with other Towns. Lisa has already installed her software on the Judge’s computers, the Town Supervisor’s computer and the Tax Collector’s computers. Lisa also indicated that one of the Judge’s computers was running Windows 7 and she had contacted the Court system on the Town’s behalf to get that computer replaced (at no cost to the Town).

Resolution #38 of 2019 was presented to the Board by Rodrique Lauzon. The Resolution is to approve the use of CST Group to monitor the Town’s computers. A motion was made by Robert Reynolds to accept and approve ***Resolution #38 of 2019*** as written, seconded by Michael Armstrong. All in favor. Approved.

VI. Adjournment

Rod Lauzon, Town Supervisor adjourned the meeting at 7:35 p.m. Motion by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.

The next regular Meeting and Reorganizational Meeting of the Town Board is scheduled for January 13, 2020 at 6:30 p.m.

Minutes submitted by: Ann F. Brady, Town Clerk

Minutes approved by:

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_____	_____
_____	_____