

Town of Westville

Meeting Minutes

Re-Organizational Meeting and Regular Meeting
January 9, 2023

I. Call to order

Rodrique Lauzon, Town Supervisor called to order the regular meeting and the re-organizational meeting of the Westville Town Board at 6:30 p.m. on January 9, 2023 in the Westville Town Hall.

Pledge of Allegiance.

Swearing in: Town Clerk, Ann Brady swore in: Code Officer, Robert Crossman; Dog Control Officer, Kimberly Barcomb; and Deputy Town Clerk, Shane Brady.

II. Roll call

PRESENT: Council person Robert Reynolds
Council person Michael Armstrong
Council person Sean Barnes
Highway Superintendent, Kevin Nichols
Supervisor Rodrique Lauzon
Code Officer Robert Crossman
Dog Control Officer Kimberly Barcomb

ABSENT: Council person Brenda St. Hilaire

ALSO PRESENT: Kathy Nichols, Hon. Scott Brady and Paul Lauzon

III. Approval of minutes from last meeting

The minutes of the regular Town Board Meeting held on December 12, 2022 having been submitted to the Town Board by the Town Clerk; and the Town Board has reviewed these minutes; and that the minutes of the Town Board Meeting held on December 12, 2022 were approved as submitted. Motion to accept the meeting minutes by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.

IV. Open issues

Code Officer's Report – A report was given to the Board by Bob Crossman. The Code office performed 10 Construction Inspections. He checked on the slab for construction on Grand View Drive; no progress. He checked on the apartments on the Fay Road, but no one was available. Reviewed all permits for 2022 for the Tax Assessor. The Code Office took in \$0.00.

Dog Warden's Report – Kimberly Barcomb was reappointed as Dog Control Officer by the Board and sworn in by Town Clerk, Ann Brady. There was nothing to report for the past month.

Highway Superintendent's Report – A report was given to the Board by Kevin Nichols. The guys are busy plowing and sanding. They have been busy cutting trees from the last storm. They started chipping some of the trees, but there was too many. He looked for a motor for the old tractor and they do not make them anymore. Roller is complete. Working on the little Massey.

Resolution #1 of 2023 to approve the Hold Harmless Agreement between the Franklin County Highway Department and the Town of Westville. A motion was made by Michael Armstrong to approve **Resolution #1 of 2023** as written, seconded by Robert Reynolds. All in favor. Approved.

Resolution #5 of 2023 to authorize and approve the Highway Superintendent to use, borrow or exchange any Town owned equipment to the State, County, Towns, Fire Department, Municipalities, School Districts, Community College or State University. A motion was made by Sean Barnes to approve **Resolution #5 of 2023** as written, seconded by Robert Reynolds. 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 5 dog licenses. The total received by the Clerk’s Office for the month of December was \$65.00; New York State Department of Agriculture and Markets received \$7.00; New York State Department of Health received \$0.00; and \$58.00 was paid to the Town of Westville, Town Supervisor.

On December 24th the Association of Towns sent a reminder that the Association is offering schooling for all newly election officials and sent a packet of information to be read at the first board meeting of 2023.

HUD Update by Rod Lauzon – The annual report was sent to Friends of the North Country to be submitted to New York State. A list of projects was sent around for the Board to review.

Budget Update by Rod Lauzon – The current account information is:

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Account Information:	CLASS	Community Bank	Total
General	\$ 196,631.32	\$ 46,344.34	\$
Highway	\$ 146,651.84	\$ 93,768.14	\$
Reserve	\$ 133,613.66	\$	\$ 133,613.66
Trust & Agency		\$ 1,792.46	\$ 1,792.46
Total	\$ 476,896.82	\$ 141,904.94	\$ 618,801.76

Deposits:

General:

Verizon Wireless	\$1,124.17
Justice Court for December 2022	\$1,067.00
NYS Dept. of Education – Archives	\$2,852.00

Budget Amendments:

Budget Amendment #1 of 2023 to increase the salary of Denise McLane to \$6,300 in 2023. A motion was made by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.

Budget Amendment #3 of 2022 to increase/decrease the following:

Increases

A1410.4	Clerk Contractual	\$12,700.00 (Records Management Grant)
A1620.2	Building Equipment	\$27,000.00 (Town Hall Renovations)
A1620.4	Building Contractual	\$7,900.00 (Town Hall Alarm System)
A1920.4	Municipal Dues	\$200.00 (Dues Increase)
A5010.1	Salaries- Highway	\$500.00 (Kevin Nichols Safety bonus)

Decreases

A3060	Records Grant	\$2,852.00 (Additional grant funds)
A7110.2	Park Improvements	\$2,300.00
A7110.4	Park Expenses	\$800.00
A1420.4	Legal	\$4,500.00
A9010.8	Retirement	\$10,500.00
A9060.8	Health Insurance	\$9,000.00
Appropriate Unreserved Fund Balance		\$18,348.00

A motion was made by Michael Armstrong, seconded by Robert Reynolds to approve ***Budget Amendment #3 of 2022*** as written. All in favor. Approved.

Justice Court – Hon. Scott Brady was present at the Board meeting for a Justice Court audit by the Board. The Board performed an audit of the Judge’s records and completed the Annual Checklist.

Resolution #11 of 2023 to accept the records as audited by the Board and that no inaccuracies were found. A motion was made by Sean Barnes to approve ***Resolution #11 of 2023*** as written, seconded by Michael Armstrong. All in favor. Approved.

Supervisor Report – Rod Lauzon gave the Town Supervisor’s Report. James Premo provided the Board with his resignation from the Planning Board. A motion was made by Michael Armstrong to accept his resignation, seconded by Robert Reynolds. All in favor. Approved. The Board accepted Jim’s resignation, with regrets. Rod received a Memo from the Franklin County Legislature with the Statement of Taxes and Equalization Table for 2023.

V. New business

Motions:

- (1) To accept/amend December 2022 meeting minutes. Motion made by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.
- (2) To approve payment of bills for December 2022 and January 2023. Motion made by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (3) To accept the HUD Program Update. Motion made by Sean Barnes, seconded by Robert Reynolds. All in favor. Approved.
- (4) To keep Robert Crossman as the Code Officer. Motion made by Sean Barnes, seconded by Michael Armstrong. All in favor. Approved.
- (5) To accept the Code Officer Report. Motion made by Robert Reynolds, seconded by Sean Barnes. All in favor. Approved.
- (6) To keep Kimberly Barcomb as Dog Control Officer. Motion made by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (7) To accept the Dog Control Officer Report. No report.
- (8) To accept the Town Clerk’s Report. Motion made by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.

- (9) To accept the Budget Update. Motion by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (10) To accept the Highway Superintendent's Report. Motion by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (11) To accept the Town Supervisor's Report. Motion by Sean Barnes, seconded by Robert Reynolds. All in favor. Approved.
- (12) To accept Dave Nichols as Deputy Highway Supt. Motion made by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.
- (13) To accept Michael Armstrong as Deputy Town Supervisor. Motion made by Sean Barnes, seconded by Robert Reynolds. All in favor. Approved.
- (14) To keep Malone Telegram as the Town Newspaper. Motion made by Sean Barnes, seconded by Michael Armstrong. All in favor. Approved.
- (15) To keep Community Bank as the Town Bank. Motion made by Robert Reynolds, seconded by Sean Barnes. All in favor. Approved.
- (16) To keep monies invested at MBIA (Class accounts). Motion made Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.
- (17) To retain Richard Edwards as Town Attorney. Motion made by Sean Barnes, seconded by Michael Armstrong. All in favor. Approved.
- (18) To retain William Empsall as Town Accountant. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (19) To appoint Ann Brady as Registrar of Vital Statistics. Motion made by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (20) To re-appoint Shane Brady as Deputy Registrar of Vital Statistics. Motion made by Sean Barnes, seconded by Michael Armstrong. All in favor. Approved.
- (21) To re-appoint Jean Goddard as Town Historian. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (22) To re-appoint Lucy Nichols, RN as Health Officer. Motion made by Sean Barnes, seconded by Robert Reynolds. All in favor. Approved.
- (23) To re-appoint Lauzon's Auto Tech as Car Seizure Officer. Motion made by Michael Armstrong, seconded by Sean Barnes. Rod Lauzon abstained from the vote. Michael Armstrong -- Yes. Sean Barnes -- Yes. Robert Reynolds -- Yes. Approved.
- (24) To pay 55 cents per mile for mileage. Motion made by Sean Barnes, seconded by Michael Armstrong. All in favor. Approved.

- (25) To re-appoint Jamie Gratton as Cemetery Records Keeper. Motion made by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.
- (26) To keep Jesse Rockhill as Youth Director. Motion made by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (27) To keep the same procurement policy. Motion made by Sean Barnes, seconded by Robert Reynolds. All in favor. Approved.
- (28) To have Sean Barnes and Rod Lauzon Buildings and Grounds (Grants). Motion made by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.
- (29) To have Michael Armstrong and Brenda St. Hilaire as Fire Department Liaisons. Motion made by Sean Barnes, seconded by Robert Reynolds. All in favor. Approved.
- (30) To have Sean Barnes and Michael Armstrong as Highway Department Liaisons. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (31) To keep Robert Reynolds and Michael Armstrong on the Recreation Committee. Motion made by Sean Barnes, seconded by Michael Armstrong. All in favor. Approved.
- (32) To approve Contract with Fort Covington Senior Citizens. Motion made by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (33) To approve Contract with Constable Food Pantry. Motion made by Dean Fleury, seconded by Michael Armstrong. All in favor. Approved.
- (34) To approve Michael Armstrong to sign draw down payments for HUD. Motion made by Sean Barnes, seconded by Robert Reynolds. All in favor. Approved.
- (35) To approve the following dates for Town Board meetings in 2023: February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13 and December 11. A motion was made by Sean Barnes, seconded by Robert Reynolds to approve the dates of meetings for 2023. All in favor. Approved.

Resolution #2 of 2023 to approve the Franklin County Fire Mutual Aid Plan. A motion was made by Sean Barnes to approve **Resolution #2 of 2023** as written, seconded by Michael Armstrong. All in favor. Approved.

Resolution #3 of 2023 to approve the Code of Ethics. A motion was made by Robert Reynolds to approve **Resolution #3 of 2023** as written, seconded by Sean Barnes. All in favor. Approved.

Resolution #4 of 2023 to approve the Town of Westville Harassment Policy. A motion was made by Michael Armstrong to approve **Resolution #4 of 2023** as written, seconded by Robert Reynolds. All in favor. Approved.

Resolution #6 of 2023 to adopt and approve the Fair Housing Plan, to authorize the Town Supervisor to sign the Fair Housing Plan, and to designate the Town Supervisor as the Fair Housing Officer. A motion was made by Michael Armstrong to approve **Resolution #6 of 2023** as written, seconded by Robert Reynolds. All in favor. Approved.

Resolution #7 of 2023 to approve the document entitled “Town of Westville Official Undertaking of Municipal Officers”. A motion was made by Sean Barnes to approve **Resolution #7 of 2023** as written, seconded by Michael Armstrong. All in favor. Approved.

Resolution #8 of 2023 to approve the Official Undertaking of Municipal Officers. A motion was made by Michael Armstrong to approve **Resolution #8 of 2023** as written, seconded by Sean Barnes. All in favor. Approved.

Resolution #9 of 2023 to approve the Westville Computer Use Policy. A motion was made by Robert Reynolds to approve **Resolution #9 of 2023** as written, seconded by Sean Barnes. All in favor. Approved.

Resolution #10 of 2023 to approve the Westville Citizens’ Notification Policy. A motion was made by Michael Armstrong to approve **Resolution #10 of 2023** as written, seconded by Robert Reynolds. All in favor. Approved.

Planning Board Members: Lynn Jock, Steve Reynolds, Dorothy Reynolds

Variance Board Members: Roseanne Clark, Judy Queor, and Roger Willingham

Grievance Board Members: Donna Andrew, Carolyn Firlik and Ed Strong

VI. Adjournment

Town Supervisor Rod Lauzon adjourned the meeting at 7:25 p.m. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.

The next meeting of the Town Board is scheduled for February 13, 2023 at 6:30 p.m.

Minutes submitted by: Ann Brady, Town Clerk

Minutes approved by: _____

