

# **Town of Westville Meeting Minutes**

March 13, 2023

## **I. Call to order**

The regular meeting was opened by Supervisor Rodrigue Lauzon at 6:30 p.m. at the Westville Town Hall with the Pledge of Allegiance.

A moment of silence was observed for former Town Supervisor, Ed Strong. Ed passed away earlier this week.

## **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 Robert Reynolds  
Code Officer Robert Crossman  
Highway Superintendent Kevin Nichols

ABSENT: Dog Control Officer Kim Barcomb and Council person Brenda St. Hilaire

ALSO PRESENT: Kathy Nichols, Brett Durant, Scott Premo, David Leonard, Norman Bonner & Jamie Gratton.

## **III. Approval of minutes from last meeting**

The regular meeting minutes were presented to the Board for the meeting that was held on February 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 Robert Reynolds to accept the February meeting minutes as presented, seconded by Michael Armstrong. Unanimously approved.

## **IV. Open issues and Reports**

Code Officer's Report – A written report was provided to the Board by Bob Crossman. The Code office approved 1 Building Permit, 1 Septic Tank Permit, 1 Temporary Certificate of Occupancy, 1 Certificate of Compliance and performed 7 construction inspections. He took in \$145.00 for the month of February.

Dog Control – No report.

Highway Superintendent's Report – Kevin Nichols provided the Board with an oral report. Kevin and his crew have been busy plowing and sanding. There have been a few minor breaks with the equipment. Time to start getting ready for spring clean up; depending on the weather. We are good for salt and sand. Everything is in the air for blacktopping this year. Getting the materials out of Norwood is going to be difficult; even with the shared services with other towns. Kevin has been talking to other towns to figure out what they are going to do with Upstone closing their facility. Deputy Supervisor, Michael Armstrong recommended looking into tractor trailers hauling the blacktop. Kevin will keep the Board posted.

Town Clerk's Report – Town Clerk, Ann Brady provided the Town Board with a monthly report indicating that the Town Clerk's Office issued 10 dog licenses, 2 Cemetery plots and 1 Marriage Certificates. The total received by the Clerk's Office for the month of February was \$525.00; New York State Department of Agriculture and Markets received \$12.00; New York State Department of Health received \$0.00; and \$513.00 was paid to the Town of Westville, Town Supervisor.

On February 25, 2023 correspondence was sent to Aaron Jarvis with Tisdell Associates enclosing the Post Closure Monitoring & Maintenance Agreement along with the check for \$1300.00.

On February 28, 2023 correspondence was sent to the following: (1) Ian Hazen of NYPA with the Road Use Agreement; (2) New York State Racing & Wagering Board with the Verified Statement for Raffle Ticket Operations for the Westville Volunteer Fire Department; (3) Friends of the North Country with Resolution #6; (4) Ricky Provost and the Westville Volunteer Fire Department with Resolution #2; and (5) to all the Town Supervisors in Franklin County with Resolution #5.

<b>March 13, 2023</b>		<b>Vouchers</b>	<b>Total Payment</b>
General Fund	#61 - #81		<u><b>\$9,148.28</b></u>
Highway Fund	#20 - #26		<u><b>\$5,462.06</b></u>

Westville Volunteer Fire Department – The Fire Department was present to provide the Town Board with an update. Norm Bonner addressed the Board and indicated that they had reviewed Local Law #1 and had a few changes/additions that they would like to add. (1) a line item for honorary members; and (2) for deceased spouses. They had questions regarding deceased members and whether their spouse would still be eligible.

Supervisor Report – Supervisor Lauzon presented the Board with the Town Supervisor's Report. Brenda St. Hilaire has tendered her resignation to the Board. A motion was made by Sean Barnes, seconded by Michael Armstrong to accept her resignation, with regrets. All in favor. Approved.

The Town Supervisor requested that the computer/monitoring equipment be removed from the Town Clerk's office and placed in the general hall. The Town Clerk agreed that the equipment should be moved out of her office and asked the Board to place it in a secure box/location within the hall so that the Board would have access to it but that it would not be accessible to the general public. The Town Supervisor indicated that it could just be placed on top of the filing cabinets with signage. Deputy Supervisor Michael Armstrong recommended that the equipment be placed in a secure box and that it shouldn't cost much for a steel box with a lock. The rest of the Board agreed that the equipment should be secured. A motion was made by Michael Armstrong to move the equipment and place it in a secure box in the general hall area, seconded by Robert Reynolds. All in favor. Approved.

Pat Maguire indicated that the cyber insurance increased by 6%. Pat is going to look into another insurance company for the Town. The Town Supervisor met with Lisa Brown to go over the paperwork required by the insurance company; they are working on completing that paperwork. The Tax Collector presented a letter to the Board indicating that cloud-based back up is not necessary for her computer. She does not download anything to the computer; all of her tax collection software is through the internet with protections through the County. The Town Supervisor and the Town Clerk will meet with a NYMIR representative on Friday at 1:00 p.m. at the new Hall.

There are new banking and ACH Procedures/Policies in place. Deputy Supervisor, Michael Armstrong, will need to be added to the bank accounts as Brenda St. Hilaire resigned her position. A motion was made to approve Electronic Banking Procedures by Rod Lauzon, seconded by Michael Armstrong. All in favor. Approved.

**Resolution #13 of 2023** was presented to the Board by the Town Supervisor authorizing Michael Armstrong to sign all checks and access the accounts electronically. A motion was made by Robert Reynolds, seconded by Sean Barnes to approve **Resolution #13 of 2023** as written. All in favor. Approved.

**Resolution #14 of 2023** was presented to the Board by the Town Supervisor to authorize Deputy Supervisor, Michael Armstrong, to do ACH's and wire transfers into and out of NYCLASS Accounts and to move money between accounts. A motion was made by Sean Barnes, seconded by Robert Reynolds to approve **Resolution #14 of 2023** as written. All in favor. Approved.

The AUD Report is finalized. A copy of the report was provided to the Board. A motion was made by Robert Reynolds, seconded by Michael Armstrong to approve the 2022 AUD report. All in favor. Approved. The Town Clerk will add it to the website and put an ad in the paper.

The Planning Board held their first meeting. They want to place the marker at the four corners in Westville. They have a new member, Brett Durant. A motion was made to appoint Brett Durant to the Planning Board by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.

#### *Executive Session*

A motion was made by Robert Reynolds to go into Executive Session to discuss the Highway Crew Contract for the next three years – 2024 – 2026, seconded by Sean Barnes. All in favor. Approved.

A motion was made by Michael Armstrong to come out of Executive Session and return to the regular meeting, seconded by Sean Barnes. All in favor. Approved.

In light of Brenda St. Hilaire's resignation, the Board is in need of another Town Council Person. A motion was made by Michael Armstrong, seconded by Sean Barnes to appoint David Leonard to the Town Board. All in favor. Approved.

The Supervisor received a written complaint regarding Roseanne Gallagher and Lisa Coryea going on someone's property. The Supervisor responded to the Complaint after talking to the Town Attorney.

Kitchenette for the new Town Hall – the Supervisor contacted Billy Jones to see if there were any grants available. Mr. Jones indicated that the Supervisor should wait until the budget is finalized.

The Board received a Thank you card from Jean Goddard on behalf of the Westville Historical Organization.

HUD Report – The CDBG report was presented by Supervisor Lauzon. Talked to Friends of the North Country about the trailer parked at the Town Hall. They have to pour the slab. The trailer will be in the parking lot until the end of April.

Budget Update by Rod Lauzon –

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

<b>Account Information:</b>	<b>CLASS</b>	<b>Community Bank</b>	<b>Total</b>
General	\$ 358,365.26	\$ 101,164.02	\$
Highway	\$ 323,086.03	\$ 42,613.12`	\$
Reserve	\$ 134,516.57	\$	\$ 134,516.57
Trust & Agency		\$ 1,754.96	\$ 1,754.96
Total	\$ 815,967.86	\$ 145,532.10	\$ 861,499.96

Deposits

**General:**

\*3/1 Verizon Wireless \$1,124.17

\*3/2 Justice Court 2/23 \$2,072.00

\* Not included in February totals

**Highway:**

None

**Transfers:**

None

***Motions:***

- (1.) To accept the Code Officer Report – Motion by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved.
- (2.) To accept the Dog Control Officer Report – No report.
- (3.) To accept Highway Superintendent's Report – Motion by Sean Barnes, seconded by Michael Armstrong. All in favor. Approved.
- (4.) To accept Town Clerk's report – Motion by Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (5.) To accept HUD Report – Motion by Robert Reynolds, 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 Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (8.) To accept the Supervisor’s Report – Motion by Robert Reynolds, seconded by Sean Barnes. All in favor. Approved.

**V. Adjournment**

Rod Lauzon, Town Supervisor adjourned the meeting at 7:48 p.m. Motion by Robert Reynolds, seconded by Michael Armstrong. Unanimously approved.

The next regular meeting of the Town Board is scheduled for April 10, 2023 at 6:30 p.m.

Minutes submitted by: Ann F. Brady, Town Clerk

Minutes approved by:

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_____	_____
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