

# **Town of Westville Meeting Minutes**

March 14, 2022

## **I. Call to order**

The regular meeting was opened by Supervisor Lauzon at 6:15 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 Michael Armstrong  
Highway Superintendent Kevin Nichols  
Council person Dean Fleury

EXCUSED: Code Officer Robert Crossman

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

ALSO PRESENT: Kathy Nichols and Scott Brady

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

The regular meeting minutes were presented to the Board for the meeting that was held on February 14, 2022; 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 Brenda St. Hilaire to accept the February meeting minutes as presented, seconded by Michael Armstrong. Unanimously approved.

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

HUD Report – The CDBG report was presented by Rod Lauzon. Supervisor Lauzon provided the Board with a report from Friends of the North Country. An Environmental Review Record was submitted on behalf of the Town. A copy of the report will be kept in the Town Clerk's Office. On March 15<sup>th</sup> a Notice of Intent to Request Release of Funds will be published.

Two places have been completed and two are well on their way to completion. Drawdown #3 was just signed.

Code Officer's Report – A written report was provided to the Board by Bob Crossman. The Code office approved 1 Certificate of Occupancy. He took in \$0.00 for the month of February.

Highway Superintendent's Report – Kevin Nichols provided the Board with an oral report. The highway crew has been busy with salting, plowing and sanding; just trying to stay ahead of the storms. They recently serviced the chipper. Hoping that the nice weather is just around the corner and they can start cleaning up from the winter. The loader is still acting up; they are dealing with it.

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 and 3 Death Certificates. The total received by the Clerk's Office for the month of February was \$75.00; New York State Department of Agriculture and Markets received \$5.00; New York State Department of Health received \$0.00; and \$70.00 was paid to the Town of Westville, Town Supervisor.

On February 12, 2022 correspondence was sent to Joan Casazza with the Internal Audit for the Justice Court.

On March 5, 2022 correspondence was sent to: (1) the Town of Bangor with the Shelter Contract for 2022; (2) Friends of the North Country with Resolutions 23 and 24; (3) New York State Wagering Board with the Westville VFD Verified Statement for Raffle Ticket Operations; and (4) Edward Adams, Superintendent of Highways with the Agreement for Expenditure of Highway Monies.

On March 12, 2022 correspondence was sent to: (1) Jolene and Louis Martin with a Birth Certificate for a new baby; (2) to Natalie Jarvis regarding the Town website; and (3) to Aaron Jarvis with the Short Form Engineering Agreement.

Supervisor Report – Rod Lauzon presented the Board with the Town Supervisor's Report. Rod recently met with Pat Maguire regarding the insurance. Kevin Nichols indicated that he can remove the 92 from the insurance and replace it with the chipper. The insurance is estimated to increase by 4% due to cyber crimes. We need to add the new Town Hall; estimated it at \$550,000 with contents at \$20,000.

Rod contacted Suburban Propane for the new Town Hall and Suburban would not honor the State contract price. Rod contacted Energy Brothers, Met Rx and Adirondack – they will all honor the State contract price.

Dow Electric provided a bid: 200 AMP Panel replacement in Basement and 100 AMP Panel on Main Floor; New Meter Socket on Pole and Riser -- \$3200; Replacement of 30' Pole with new Wire -- \$1800.00; Installation of 4 receptacles in offices with 1 data and 1 phone in each office -- \$1650.00; Replacement of Thermostats -- \$475.00; Removal of Wall in bathroom, new toilet, new sink, door replacement to be ADA compliant -- \$13750.00. A motion was made Brenda St. Hilaire, seconded by Dean Fleury to accept and approve the work/bid from Dow Electric.

A discussion was had regarding the office spaces. Rod indicated that the office to the left could be for the Town Clerk; that the Tax Collector is only open for 3 months and could use the small room at the front of the building. That we need to clean out the built-in cabinets in the office on the right hand side of the building. Rod indicated that the Town Supervisor and Code Enforcement office could share that space. The Clerk requested that a partition be installed at the back of the building for proper office space; Dean Fleury indicated that that can be revisited at a later date. Rod indicated that no partition is necessary.

Rod indicated that we could sell the pews – that they are solid oak. The Board approved a price of \$100.00 each. Rod was going to check with the Fire Department to see if they had any need for any. Michael Armstrong indicated that we should save a few to repurpose them for

use at the new Town Hall; for shelves along the walls.

Lisa Coryea wants to draw New York State Retirement and add her Town position to her current retirement account. We have to approve her as a permanent employee. **Resolution #25 of 2022** was presented to the Board by Town Supervisor Lauzon to switch from part time to salary employee. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to approve **Resolution #25 of 2022** as written. All in favor. Approved.

*Hon. Scott Brady* – Judge Brady was present at the meeting to discuss his grant. He put in for (and was approved) to build a wall to create a jury deliberation room. The Supervisor questioned the need for a wall. A discussion was had among the Board members regarding leaving the space open for the Town in the event of an emergency. Michael Armstrong asked Judge Brady to look into a double door so that the wall could be erected and that the two doors could be left open when not in use by a jury. Judge Brady indicated that he would look into it and see if it will fall into the price range that he was approved for. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to approve the wall for a jury deliberation room. All in favor. Approved.

Dog Control Officer's Report – No report.

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	\$ 223,442.82	\$ 188,911.59	\$ 412,354.41
Highway	\$ 244,400.72	\$ 156,876.18	\$ 532,945.12
Reserve	\$ 131,668.22	\$	\$ 131,668.22
Trust & Agency		\$ 1,949.96	\$ 1,949.96
Total	\$ 599,511.76	\$ 347,737.73	\$ 947,249.49

Deposits

**General:**

Westville Town Court	\$1,551.00
Verizon Wireless for July	\$1,124.17

**Motions:**

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

- (7.) To accept the Budget Update – Motion by Dean Fleury, seconded by Michael Armstrong. All in favor. Approved.
- (8.) To accept the Supervisor’s Report – Motion by Dean Fleury, seconded by Michael Armstrong. All in favor. Approved.

**V. Adjournment**

Rod Lauzon, Town Supervisor adjourned the meeting at 7:25 p.m. Motion by Brenda St. Hilaire, seconded by Michael Armstrong. Unanimously approved.

The next regular meeting of the Town Board is scheduled for April 11, 2022 at 6:30 p.m.

Minutes submitted by: Ann F. Brady, Town Clerk

Minutes approved by:

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