

# **Town of Westville Meeting Minutes**

May 16, 2022

## **I. Call to order**

The regular meeting was opened by Deputy Supervisor Brenda St. Hilaire 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: Deputy Supervisor Brenda St. Hilaire  
Council person Michael Armstrong  
Highway Superintendent Kevin Nichols  
Council person Robert Reynolds  
Code Officer Robert Crossman

EXCUSED: Supervisor Rodrique Lauzon and Council person Dean Fleury

ABSENT: Dog Control Officer Kim Barcomb

ALSO PRESENT: 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 April 11, 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 Michael Armstrong to accept the April meeting minutes as presented, seconded by Robert Reynolds. Unanimously approved.

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

HUD Report – The CDBG report was presented by Brenda St. Hilaire. Deputy Supervisor St. Hilaire provided the Board with a report. A grant closeout was issued for NYS CDBG Project #1243HR316-18 along with a Certificate of Completion. Friends of the North Country provided the Board with a status report for the current grant projects. 2 homes that are nearly complete. We had 21 applicants for the new grant.

Code Officer's Report – A written report was provided to the Board by Bob Crossman. The Code office approved 1 Burn Permit and issued 1 Notice to Remedy. He took in \$10.00 for the month of April.

Highway Superintendent's Report – Kevin Nichols provided the Board with an oral report. The crew has been busy replacing culverts. Starting work on the Stone Road. Looking at possibly June for blacktopping. The new truck has some bells/whistles that are going off. Kevin is going to try to bring it out to Clarks to have it looked at. He called Clarks and they cannot look at it until June 1<sup>st</sup>. He's hoping it will make it out there. They have some ditching to do. Went through the old mower and rebuilt it. Snell from Potsdam is looking into some quotes for a tractor with a long arm.

Town Clerk's Report – Town Clerk, Ann Brady provided the Town Board with a monthly report indicating that the Town Clerk's Office issued 12 dog licenses. The total received by the Clerk's Office for the month of April was \$120.00; New York State Department of Agriculture and Markets received \$12.00; New York State Department of Health received \$0.00; and \$108.00 was paid to the Town of Westville, Town Supervisor.

At the end of April the Clerk ordered boxes, sleeves, shelves and two fire proof filing cabinets. All of the purchases were made with the grant funds. On May 16, 2022 the Clerk met with Alden Stevens to start the Records Management Grant. Alden and his wife Barbara will start the process of records management on May 17, 2022. The Clerk signed the Letter of Intent.

During the meeting, Barbara Stevens indicated that they could do the Justice Court records at the same time. This cannot be done with grant funds, but they would only charge the Town \$1400.00 to do the records. There is a grant through JCAP for this type of work, but it may have already passed for this year. The Clerk will check with the Judge to see if he is able to get any funding. Robert Reynolds indicated that if the Judge is unable to get the funding that the Town Board should approve the expenditure. Robert Reynolds made a motion to approve the \$1400.00 cost for the Justice Court records, Michael Armstrong seconded the motion. Unanimously approved.

Supervisor Report – Deputy Supervisor Brenda St. Hilaire presented the Board with the Town Supervisor's Report. FCSWMA provided the Town with payment for the 1<sup>st</sup> quarter Host Community Benefits. Wayne Milne sent a donation of \$150.00 for the Pine Grove Cemetery. Rod signed a PAL Contract with National Grid to have the power for the Pole at the new Town Hall transferred from the Church to the Town. We received notice from New York State that we will receive \$191,923.70 in funding through CHIPS, PAVENY, EWR and POP funding.

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                     | \$ 223,511.95 | \$ 144,886.35         | \$            |
| Highway                     | \$ 244,476.31 | \$ 119,834.93         | \$            |
| Reserve                     | \$ 131,708.92 | \$                    | \$ 131,708.92 |
| Trust & Agency              |               | \$ 1,932.46           | \$ 1,932.46   |
| Total                       | \$ 599,697.18 | \$ 266,653.74         | \$ 866,350.92 |

Deposits

**General:**

|                                 |            |
|---------------------------------|------------|
| Westville Town Court            | \$1,740.00 |
| Verizon Wireless                | \$1,124.17 |
| FCSWMA                          | \$8,419.83 |
| Late fee from Taxes             | \$1,919.02 |
| Donation from Wayne Milne       | \$150.00   |
| Sale of Furniture from New Hall | \$525.00   |

Transfers

From General Account to Westville Youth            \$2,500.00

***Motions:***

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

**V. Adjournment**

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

The next regular meeting of the Town Board is scheduled for June 13, 2022 at 6:30 p.m.

Minutes submitted by: Ann F. Brady, Town Clerk

Minutes approved by:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |