

# **Town of Westville Meeting Minutes**

May 8, 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.

## **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  
Council person David Leonard  
Code Officer Robert Crossman  
Highway Superintendent Kevin Nichols

ABSENT: Dog Control Officer Kim Barcomb

ALSO PRESENT: Kathy Nichols, Natalie Jarvis and Scott Brady

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

The regular meeting minutes and Public Hearing Minutes were presented to the Board for the meeting that was held on April 10, 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 David Leonard to accept the April minutes as presented, seconded by Michael Armstrong. David Leonard – aye; Michael Armstrong – aye; Robert Reynolds – aye; Sean Barnes – aye; and Rodrigue Lauzon – aye.

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

Code Officer's Report – A written report was provided to the Board by Bob Crossman. The Code office approved 4 Building Permits, 1 Septic Tank Permit, and performed 9 construction inspections and 1 follow-up inspection. He took in \$975.00 for the month of April.

Dog Control – No report.

Highway Superintendent's Report – Kevin Nichols provided the Board with an oral report. Kevin has been looking into the blacktopping and talking with other towns. Barretts have the materials and Burnells is going to do the blacktopping. They are going to start this week. Barretts will do the trucking. They are going to do a mile and 4/10ths of the Bird Road. Kevin addressed the Board about the Ashley Road and how far the Town is responsible for plowing. The Board is going to leave the road as is for now.

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 and 6 Death Certificates. The total received by the Clerk's Office for the month of April was \$190.00; New York State

Department of Agriculture and Markets received \$14.00; New York State Department of Health received \$0.00; and \$176.00 was paid to the Town of Westville, Town Supervisor.

On April 18, 2023 the Town Clerk sent correspondence to Ian Hazen with Resolution #12 of 2023 along with the Road Use Agreement signed by Kevin Nichols, Highway Superintendent and Rod Lauzon, Town Supervisor. On that same date, correspondence was sent to the Franklin County Clerk's Office with Oath of Office Forms for Madelyn Fleury and Edward Fleury (with a copy to the Real Property Office).

On April 18, 2023 the Clerk spoke with Barb Corrigan regarding payment of the Town bills and the recommended procedure for the same.

On April 21, 2023 an email was received from Henry Van Den Heever from NYMIR requesting a copy of the Westville Fire Department contracts. A copy of the contract was sent to Mr. Van Den Heever. On that same date, the Clerk sent the contracts to the Fire Department for their signature/review.

On April 24, 2023 an email was received from the Fire Department requesting the Resolution for the Fire Department to charge for EMS services. The Clerk drafted a Resolution for Board approval.

On April 26, 2023 an email was sent to the Fire Department with a draft of the Resolution for their review and approval.

On April 28, 2023 an email was received from Emily Vanier at the Franklin County Personnel Office requesting payroll certification forms for the Town Board. All the forms were drafted for signature by the Town Supervisor.

On April 30, 2023 Natalie Jarvis notified the Clerk that she would like to be appointed to the Variance Board; an e-mail was sent to the Town Supervisor and the Board notifying them of the same. A motion was made by Robert Reynolds, seconded by Michael Armstrong to approve Natalie Jarvis' appointment to the Variance Board. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

On May 1, 2023 an email was received with the May Board report from Friends of the North Country with respect to the open grants.

On May 6, 2023 correspondence was received by M&T bank with the Month End Collateral Statement. On the same date correspondence was received from the Town of Tupper Lake with Resolution #16 of 2023 authorizing the Town Supervisor to sign a contract for shared services on behalf of the Town.

The Town Clerk had a request from a resident to use the hall for business meetings once a week. The Board had questions regarding what type of business and would like more information. At the last meeting, a form was provided to the Board for the Use of Facilities. At the request of

the Board, the Clerk will send the form to the insurance company for further review and recommendation.

The Clerk requested that she be allowed to purchase a mop/bucket and vacuum cleaner for the new hall. A motion was made by Michael Armstrong, seconded by David Leonard approving the expenditure for a mop/bucket and vacuum. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

The Board received correspondence from the Board of Elections regarding the polling site. Deputy Supervisor, Michael Armstrong requested that the Clerk contact the Board of Elections for further clarification with respect to the polling site.

<b>May 8, 2023 Vouchers</b>		<b>Total Payment</b>
General Fund	#106 - #137	<u><b>\$30,933.01</b></u>
Highway Fund	#38 - #47	<u><b>\$8,713.73</b></u>

Supervisor Report – Supervisor Lauzon presented the Board with the Town Supervisor’s Report. The Board met at the four corners of County Route 19 and State Route 37 prior to the meeting. The Town Supervisor requested that the Highway Superintendent help remove the trees and square up the property at the four corners; to start getting it ready for our 200-year celebration. Waiting to hear from Billy Jones’ office regarding a grant for a small kitchenette at the Town Hall. John Carr is still working on the salt barn.

Roseanne Gallagher is looking to retire in July and she will then become Lisa Coryea’s assistant until Lisa is comfortable with her new position. The New York State Town Comptroller’s Office is currently auditing the Tax Assessor’s office.

The Planning Board had a meeting and they are interested in helping out with the 200-year celebration.

The Town Supervisor attended a meeting with Community Bank and Community has a great rate of interest at 4.69%, however, you must keep a minimum of \$100,000 a year in the account. Community Bank also has an insurance office; we will keep that in mind for next year’s insurance to see if they have a comparable policy.

The Town Supervisor would like to get a credit card for Town expenditures. A discussion was had amongst the Board as to what the limit should be and who should be on the account. A motion was made by Michael Armstrong, seconded by David Leonard to obtain a Town credit card with a limit of \$20,000.00 with the Town Supervisor and the Town Clerk on the account. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

**Resolution #16 of 2023** was presented to the Board by the Town Supervisor authorizing the Westville Volunteer Fire Department to charge for EMS services. A motion was made by Robert Reynolds, seconded by Sean Barnes to approve **Resolution #16 of 2023** as written. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

We received correspondence from Shelter point/Disability Insurance and Franchise Tax with the values for the utilities. The Town Employees signed the Employee Contract for the next three years.

The Supervisor received a bid from Adirondack Cleaning to clean the floors at the new hall. The bid was for \$1200.00 for all floors and carpets. A motion was made by Robert Reynolds, seconded by Sean Barnes to approve the expenditure to have Adirondack Cleaning clean all the floors. David Leonard – abstained; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

#### *Executive Session*

A motion was made by Rodrigue Lauzon to enter Executive Session to discuss a potential issue with a HUD grant, seconded by Sean Barnes. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

A motion was made by David Leonard, seconded by Michael Armstrong to return to the regular meeting. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

#### *NYMIR Inspection*

NYMIR did an inspection of all the facilities and provided the Supervisor with his findings: The park – Bleachers need to be cut down; playground surface does not meet the standards and needs to be rectified; and the pirate ship needs to be disposed of or otherwise made safe. Highway Department – Motor Vehicle record review needs to be performed on employees; road sign inspection – needs to be done twice a year; General Policies and Procedures – Fire Protection Agreement – hold harmless and listing the Town as an additional insured; Certificates of Insurance for Subcontractors need to be obtained; Annual Audits – Town Clerk and Tax Collector’s records and reports need to be examined once a year; Courtroom – folding chair security – the insurance company requested that the folding chairs be clamped together.

The Board made the following decisions based on the NYMIR report:

1. To remove the pirate ship and cut down the bleachers as requested by the Report. A motion was made by Michael Armstrong, seconded by Robert Reynolds to remove the pirate ship. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved. The Judge indicated that he had contacted Billy Jones to inquire about a grant for the playground equipment; Billy Jones’ office indicated that they are still working on the budget.
2. Highway Department – we only have two employees; the Board does not feel it is necessary to investigate the employees’ motor vehicle records (we all know the employees); and the Highway Superintendent will do the required road sign inspections.

3. General Policies and Procedures – the Town Clerk has provided the Fire Protection Agreement to the insurance company for review; the Town Clerk provided her accounts to the Board for review; the Tax Collector was not present at the meeting – the Board will request to review her records.
4. Courtroom – the Board discussed clamping the chairs together. The Board did not feel that this would be a safe alternative. The Board recommended that the Court take the benches that are at the new hall and have them moved into the Court. There was no decision made, but the Judge will investigate alternatives to comply with the insurance company's request as there is no more money left in his current grant.

HUD Report – The CDBG report was presented by Supervisor Lauzon. Talked to Friends of the North Country and the Board was provided with a written report from Friends of the North Country. There is currently one project unfinished.

*Hon. Scott Brady* – Judge Brady requested to address the Board. Adirondack Alarms moved the camera system out of the former Town Clerk's Office and placed it in the Court Clerk's Office. While they were at the Court, the Judge had them review the cameras. They are unable to see the fuel tanks from the cameras. The Judge requested that the Board authorize the expenditure for an additional camera to be added to the system to view the fuel tanks and the Town Clerk's records room at the cost of \$235.00. A motion was made by Robert Reynolds, seconded by Michael Armstrong to add an additional camera. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

The Judge requested that the Board contact the State regarding changing the signs indicating the change in location of the Town Hall.

Secure Shred will be coming to shred the old records. The Judge requested the Board's approval to pay Secure Shred \$350.00 for shredding. A motion was made by David Leonard, seconded by Michael Armstrong to approve the expenditure. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

The Judge also inquired about the park and the current neglect at the park. He also inquired about renting out the concession stand during Little League season. The Board agreed that the concession stand should be utilized. During the discussion, Kathy Nichols contacted an individual about utilizing the stand. The Board requested that Jesse Rockhill be contacted and consulted regarding the same.

Judge Brady provided the Board with the procedure that his office would be using for the audit of vouchers/claims. The Court Clerk will create the vouchers and he will review and approve the vouchers. He also indicated that he had spoken with his superiors and that unless, and until, the Board puts in writing the policies and procedures for vouchers/claims then he will turn his vouchers/claims into any Board member, Clerk, Supervisor or Highway Superintendent. The Judge indicated that unless there was a written policy and procedure that he will continue to provide the vouchers to whomever because there is nothing in writing.

A discussion was had amongst the Board regarding the policies and procedures for the vouchers/claims. The Supervisor requested that all the vouchers be submitted directly to him. The Clerk again provided the Board with the Town Laws (§§118, 119) with respect to the procedures for handling of the vouchers and indicated that the laws are specific to the Clerk's office. The Clerk also requested that the Board provide, in writing, a policy and procedures with respect to the voucher/claim process due to the lack of cooperation. The Board indicated that they would speak with Bill Empsall, the Town accountant, to provide them with guidance regarding the vouchers/claims and bill pay process.

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	\$ 330,936.15	\$ 63,390.76	\$
Highway	\$ 325,539.15	\$ 61,178.31	\$
Reserve	\$ 135,537.92	\$	\$ 135,537.92
Trust & Agency		\$ 1,714.96	\$ 1,714.96
Total	\$ 792,013.22	\$ 126,284.03	\$ 918,297.25

Deposits

**General:**

Wayne Milne, Pine Grove Cemetery	\$150.00
Ann Brady, Overpayment of Wages	\$210.00
Franklin County Solid Waste	\$9,196.50
Tax Collector, Late Fees	\$1,824.6
*US Dept of Fish and Wildlife	\$47.00
*4/3 Verizon Wireless	\$1,124.17
* Not included in April totals	

**Highway:**

None

**Transfers:**

None

**Corrected Budget Amendment #2 of 2023** was presented to the Board by the Town Supervisor. **Corrected Budget Amendment #2 of 2023** voted to increase A1110.4 (Justice Contractual) by \$18,432.06 for the amount awarded to the Westville Town Court from JCAP. The account number for the increase should be A1110.2. A motion was made by Sean Barnes, seconded by David Leonard to accept **Corrected Budget Amendment #2 of 2023** as written. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

**Corrected Budget Amendment #3 of 2023** was presented to the Board by the Town Supervisor. **Corrected Budget Amendment #3 of 2023** voted to increase A6772.4 (Aging Contractual) by \$1300.00 from A9990.0. The account number for the decrease should be A1990.4 (Special items – Contingencies). A motion was made by Sean Barnes, seconded by David Leonard to accept

**Corrected Budget Amendment #3 of 2023** as written. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

**Budget Amendment #4 of 2023** was presented to the Board by the Town Supervisor. **Budget Amendment #4 of 2023** voted to increase A1910.4 (Special items -- insurance) by \$1,223.00 to cover the cost of the increase of the insurance from A1990.0. A motion was made by Michael Armstrong, seconded by Robert Reynolds to accept **Budget Amendment #4 of 2023** as written. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

**Motions:**

- (1.) To accept the Code Officer Report – Motion by Michael Armstrong, seconded by David Leonard. All in favor. 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 David Leonard, 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 Michael Armstrong, seconded by Sean Barnes. All in favor. Approved.
- (8.) To accept the Supervisor’s Report – Motion by David Leonard, seconded by Sean Barnes. All in favor. Approved.

**V. Adjournment**

Rod Lauzon, Town Supervisor adjourned the meeting at 8:45 p.m. Motion by Robert Reynolds, seconded by Michael Armstrong. David Leonard – aye; Robert Reynolds – aye; Sean Barnes – aye; Michael Armstrong – aye; Rodrigue Lauzon – aye. Approved.

The next regular meeting of the Town Board is scheduled for June 12, 2023 at 6:30 p.m.

Minutes submitted by: Ann F. Brady, Town Clerk

Minutes approved by:

_____	_____
_____	_____
_____	_____

<b>TOWN OF WESTVILLE ABSTRACT</b>				
	<i>May 2023</i>			
<b>CLAIM #</b>	<b>PAYEE</b>	<b>A/C#</b>	<b>GENERAL</b>	<b>HIGHWAY</b>
	<b>TOTAL FORWARD</b>		<b>30,933.01</b>	<b>8,713.73</b>
23-38	MIS Inc.	DA5130.4		112.03
23-39	Adirondack Auto Parts	DA5130.4		550.76
23-40	Bailey Ford of Malone	DA5130.4		169.95
23-41	White Cap LP	DA5110.4		850.00
23-42	MJ Leroux Oil Company	DA5110.4		1,433.87
23-43	Excellus Health Plan Group	DA9060.8		4,487.40
23-44	Excellus Health Plan Group	DA9060.8		128.10
23-45	Tractor Supply Credit Plan	DA5130.2		115.44
23-46	White Cap LP	DA110.4		850.00
23-47	United Construction & Forestry	DA5130.2		10.20
23-106	Scott Brady	A1110.4	133.63	
23-107	Blue 360 Media LLC	A1110.4	112.49	
23-108	Adirondack Alarms	A1110.4	785.00	
23-109	Secure Shred	A1110.4	350.00	
23-110	Darrin Rubadeau	A1110.2	499.99	
23-111	Kevin Nichols	A5010.4	49.80	
23-112	CST Group, Inc.	A1110.4	149.66	
		A1220.4	74.89	
		A1330.4	49.89	
		A1355.4	49.89	
		A1410.4	49.89	
		A3620.4	49.89	
		A5132.4	49.89	
23-113	Smith Lumber	A1620.4	8.75	



23-114	Roseanne Gallagher	A1355.4	68.65	
23-115	Lavoie's Lawn Care	A8810.4	3,200.00	
23-116	Carolyn Firlik	A1355.4	175.00	
23-117	Edward Fleury	A1355.4	175.00	
23-118	Donna Andrew	A1355.4	175.00	
23-119	Charter Communications	A5132.4	114.48	
		A1110.4	164.48	
23-120	WB Mason Co Inc.	A1110.2	433.68	
23-121	Charter Communications	A1620.4	129.97	
23-122	WB Mason Co Inc.	A1220.4	171.97	
23-123	Empsall Accounting Service	A1315.4	708.33	
23-124	Johnson Newspaper Corp.	A1355.4	89.37	
23-125	Crystal Rock	A5132.4	69.96	
23-126	BGR Power, Inc.	A1620.4	85.00	
23-127	Excellus Health Plan Group	A9060.8	2,243.72	
23-128	Excellus Health Plan Group	A9060.8	64.05	
23-129	MJ Leroux Oil Company	A1620.4	248.06	
		A5132.4	1,221.85	
23-130	Sid G. Spear	A1910.4	17,082.79	
23-131	Department of Labor	A9050.8	307.21	
23-132	WB Mason Co Inc.	A1620.4	438.98	
23-133	Scott Brady	A1110.4	52.80	
23-134	Robert Crossman	A3620.4	22.55	
23-135	Energy Brothers, Inc.	A1110.4	149.92	
23-136	Rodrigue J. Lauzon	A8020.4	737.41	
23-137	Rodrigue J. Lauzon	A1220.4	79.20	
	<b>TOTAL ABSTRACT</b>		\$30,933.01	\$8,713.73