

# **Town of Westville**

## **Meeting Minutes**

Re-Organizational Meeting and Regular Meeting

January 10, 2022

### **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 10, 2022 in the Westville Town Hall.

Pledge of Allegiance.

Swearing in: Town Clerk, Ann Brady swore in Code Officer Robert Crossman, Highway Superintendent Kevin Nichols, Town Council Robert Reynolds, Town Council Michael Armstrong and Dog Control Officer Kimberly Barcomb.

### **II. Roll call**

PRESENT: Deputy Supervisor Brenda St. Hilaire  
Council person Robert Reynolds  
Supervisor Rodrique Lauzon  
Code Officer Robert Crossman  
Dog Control Officer Kimberly Barcomb  
Council person Michael Armstrong  
Highway Superintendent Kevin Nichols

ABSENT: Council person Dean Fleury

ALSO PRESENT: Hon. Scott Brady and Kathy Nichols

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

The minutes of the regular Town Board Meeting held on December 13, 2021 having been submitted to the Town Board by the Town Clerk; and the Town Board having reviewed the minutes; and that the minutes of the Town Board Meeting held on December 13, 2021 were approved as submitted. Motion to accept the meeting minutes by Brenda St. Hilaire, seconded by Michael Armstrong. All in favor. Approved.

### **IV. Open issues**

**HUD Report** – Town Supervisor Rod Lauzon provided the Board with a report. The Supervisor presented **Resolution #6 of 2022** to the Board designating the Town Supervisor to act as the Fair Housing Officer for Fair Housing matters. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to accept **Resolution #6 of 2022** as written. All in favor. Approved.

**Resolution #13 of 2022** was presented to the Board by the Town Supervisor; the Resolution supports the creation and maintenance of affordable housing and to accept the award of a \$750,000 grant. A motion was made by Michael Armstrong, seconded by Robert Reynolds to accept **Resolution #13 of 2022** as written. All in favor. Approved.

**Resolution #14 of 2022** was presented to the Board by the Town Supervisor; the Resolution adopting the Policies and Procedures Manual which include the Sub-Recipient Monitoring Policy and Report Template. A motion was made by Robert Reynolds, seconded by Michael Armstrong to accept

**Resolution #14 of 2022** as written. All in favor. Approved.

**Resolution #15 of 2022** was presented to the Board by the Town Supervisor; the Resolution designates the Town Supervisor as the ADA Coordinator and to adopt the (1) Notice Under the American with Disabilities Act; (2) Grievance Procedures; and (3) Grievance Form. A motion was made by Brenda St. Hilaire, seconded by Robert Reynolds to accept **Resolution #15 of 2022** as written. All in favor. Approved.

**Resolution #16 of 2022** was presented to the Board by the Town Supervisor; the Resolution to adopt the Fair Housing Plan, allow the Town Supervisor to sign the Fair Housing Plan, and for the Town Supervisor to act as the Fair Housing Officer. A motion was made by Robert Reynolds, seconded by Brenda St. Hilaire to accept **Resolution #16 of 2022** as written. All in favor. Approved.

**Resolution #17 of 2022** was presented to the Board by the Town Supervisor; the Resolution to act as Certifying Office for the Environmental Review Process. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to accept **Resolution #17 of 2022** as written. All in favor. Approved.

**Resolution #18 of 2022** was presented to the Board by the Town Supervisor; the Resolution determining the Environmental Review Record to be classified a Type II Action for the Town's Office for Community Renewal Community Development Block Grant. A motion was made by Michael Armstrong, seconded by Robert Reynolds to accept **Resolution #18 of 2022** as written. All in favor. Approved.

**Resolution #19 of 2022** was presented to the Board by the Town Supervisor; the Resolution to authorize the capital expenditure of \$128,000 plus administrative, project delivery and other soft costs in accordance with the Town of Westville Mobile Home Replacement Program. A motion was made by Michael Armstrong, seconded by Robert Reynolds to accept **Resolution #19 of 2022** as written. All in favor. Approved.

Code Officer's Report – A report was given to the Board by Bob Crossman. The Code office performed 12 Construction Inspections and issued 1 Building Permit and took in \$75.00.

Dog Control Officer's Report – A report was submitted to the Board by Kimberly Barcomb dated August 2021 through December 2021. On December 1<sup>st</sup> found a female dog on Lower Flat Rock Road; owner was found and the dog was returned home. On December 14<sup>th</sup> she received a call about a dog running loose on the Coal Hill Road; dog was returned to the owner. On that same date a dog was picked up on the Jewitt Road and claimed by the owner. On December 22<sup>nd</sup> received a call that a female lab has been wandering. Kim went to the owner and spoke to them about the situation; they are going to pay better attention.

Highway Superintendent's Report – A report was given to the Board by Kevin Nichols. The guys are busy plowing and sanding. Everything has been going pretty well and it looks like the salt pile is holding up. He has had problems with the loader and he has called on it. The company said that they will send someone when they can. If we need a loader, Fort Covington will let us borrow their loader.

**Resolution #1 of 2022** to approve the Hold Harmless Agreement for Franklin County to assist the Town of Westville Highway Department. Town Supervisor Lauzon read through **Resolution #1 of 2022** and a motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to accept **Resolution #1 of 2022** as written. All in favor. Approved.

**Resolution #5 of 2022** is to approve and allow the Town of Westville Highway Department to use, borrow or exchange any Town owned equipment, tools, material or employees by any State, County, Town, Local Fire Department, etc. Town Supervisor Lauzon read through **Resolution #5 of 2022**. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to accept **Resolution #5 of 2022** as written. 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 and 5 certified copies of Death Certificates. The total received by the Clerk's Office for the month of December was \$115.00; New York State Department of Agriculture and Markets received \$7.00; New York State Department of Health received \$0.00; and \$108.00 was paid to the Town of Westville, Town Supervisor.

On December 31, 2021 correspondence was sent to the following: (1) Franklin County Clerk's Office with four of the Oaths of Office; (2) the Vital Records Registration Unit was sent the Notice of Appointment of Registrar of Vital Statistics; and (3) Friends of the North Country with Resolution #42.

On January 8, 2022 correspondence was received from the Association of Towns with documentation for the first Board meeting of the year.

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

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<b>Account Information:</b>	<b>CLASS</b>	<b>Community Bank</b>	<b>Total</b>
General	\$ 223,429.36	\$ 97,651.42	\$
Highway	\$ 44,029.22	\$ 200,588.28	\$
Machinery Reserve	\$ 111,660.78	\$	\$ 111,660.78
Trust & Agency		\$ 2,002.46	\$ 2,002.46
<b>Total</b>	<b>\$ 379,119.36</b>	<b>\$ 300,242.16</b>	<b>\$ 679,361.52</b>

Deposits

<u>General</u>	
Verizon	\$1,124.17
Walmart	\$299.00 return of Chrome Books
CHIPS	\$77,670.30
CHIPS	\$64,028.75
Justice Ct for 12/21	\$852.00

Transfers

CHIPS Funding to Highway \$141,699.05

Supervisor Report – Rod Lauzon gave the Town Supervisor's Report. Jesse Rockhill indicated that due to the pandemic they were unable to do any youth sports for 2021. We received money back for shared services. Equalization rates are now at 93%. Rod had to do a letter for Community Bank to remove Shirley Kelly from the checking account and to add Heather Peryea to the account.

**Resolution #2 of 2022** to approve the Franklin County Mutual Aid Plan with the Westville Volunteer Fire Department. Town Supervisor Lauzon read through **Resolution #2 of 2022** and a motion was made by Michael Armstrong, seconded by Brenda St. Hilaire to accept **Resolution #2 of 2022** as written. All in favor. Approved.

**Resolution #3 of 2022** is to approve the Code of Ethics. Town Supervisor Lauzon read through **Resolution #3 of 2022**. A motion was made by Robert Reynolds, seconded by Brenda St. Hilaire to accept **Resolution #3 of 2022** as written. All in favor. Approved.

**Resolution #4 of 2022** is to approve the Sexual Harassment Policy. Town Supervisor Lauzon read through **Resolution #4 of 2022**. A motion was made by Michael Armstrong, seconded by Robert Reynolds to accept **Resolution #4 of 2022** as written. All in favor. Approved.

**Resolution #7 of 2022** is to approve the Official Undertaking. Town Supervisor Lauzon read through **Resolution #7 of 2022**. A motion was made by Michael Armstrong, seconded by Robert Reynolds to accept **Resolution #7 of 2022** as written. All in favor. Approved.

**Resolution #8 of 2022** is to approve the signing of the Undertaking. Town Supervisor Lauzon read through **Resolution #8 of 2022**. A motion was made by Robert Reynolds, seconded by Brenda St. Hilaire to accept **Resolution #8 of 2022** as written. All in favor. Approved.

**Resolution #9 of 2022** is to approve the Computer Use Policy. Town Supervisor Lauzon read through **Resolution #9 of 2022**. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to accept **Resolution #9 of 2022** as written. All in favor. Approved.

**Resolution #10 of 2022** is to approve the Citizens' Notification Policy. Town Supervisor Lauzon read through **Resolution #10 of 2022**. A motion was made by Michael Armstrong, seconded by Robert Reynolds to accept **Resolution #10 of 2022** as written. All in favor. Approved.

**Resolution #11 of 2022** is to approve and adopt the Computer Use Policy and Citizens' Notification Policies. Town Supervisor Lauzon read through **Resolution #11 of 2022**. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to accept **Resolution #11 of 2022** as written. All in favor. Approved.

*Hon. Scott M. Brady* – Judge Brady was present at the meeting and provided the Town Board with his records for the Board to complete an audit. The Board reviewed the records and asked Judge Brady questions regarding his accounting procedures. The audit was completed and **Resolution #12 of 2022** was presented to the Board to approve the Court Records and dockets of the Justice Court. Town Supervisor Lauzon read through **Resolution #12 of 2022**. A motion was made by Robert Reynolds, seconded by Brenda St. Hilaire to accept **Resolution #12 of 2022** as written. All in favor. Approved.

Contracts were presented to the Board as follows:

Lauzon's Towing and Storage for seizure and impoundment;  
Fire Protection and Building Code Inspectors with Robert Crossman;  
Dog Control with Kimberly Barcomb;  
Health Contract with Lucy Nichols; and  
Recreation Committee Contract with Jesse Rockhill

All contracts were approved and signed.

## **V. New business**

### *Motions:*

- (1) To accept/amend December 2021 meeting minutes. Motion made by Brenda St. Hilaire, seconded by Michael Armstrong to accept December 2021 meeting minutes. All in favor. Approved.
- (2) To re-appoint Robert Crossman as Code Enforcement Officer. Motion made by Michael Armstrong, seconded by Robert Reynolds. All in favor. Approved. (Contract signed; Sworn in)
- (3) To accept the Code Officer Report. Motion made by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (4) To re-appoint Kimberly Barcomb as Dog Control Officer. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved. (Contract signed; Sworn in)
- (5) To accept the Dog Control Officer Report. Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (6) To approve payment of bills for December 2021 and January 2022. Motion made by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (7) To accept the HUD Program Update. Motion made by Brenda St. Hilaire, seconded by Michael Armstrong. All in favor. Approved.
- (8) To accept the Town Clerk's Report. Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (9) To accept the Budget Update. Motion by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (10) To accept the Highway Superintendent's Report. Motion by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (11) To accept the Town Supervisor's Report. Motion by Robert Reynolds, seconded by Brenda St. Hilaire. All in favor. Approved.
- (12) To accept Dave Nichols as Deputy Highway Supt. Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (13) To accept Brenda St. Hilaire as Deputy Town Supervisor. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (14) To keep Malone Telegram as the Town Newspaper. Motion made by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (15) To keep Community Bank as the Town Bank. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (16) To keep monies invested at MBIA (Class accounts). Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.

- (17) To retain Richard Edwards as Town Attorney. Motion made by Michael Armstrong, seconded by Brenda St. Hilaire. 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 Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (20) To re-appoint Jean Goddard as Town Historian. Motion made by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (21) To re-appoint Lucy Nichols, RN as Health Officer. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (22) To re-appoint Lauzon's AutoTech as Car Seizure Officer. Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. Rod Lauzon abstained. Brenda St. Hilaire – yes; Robert Reynolds – yes; Michael Armstrong -- yes. Approved.
- (23) To have Rod Lauzon as Fair Housing Officer for 2021. Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (24) To pay 55 cents per mile for mileage. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (25) To re-appoint Jamie Gratton as Cemetery Records Keeper (\$200/year). Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (26) To appoint Jesse Rockhill as Youth Director. Motion made by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved. (contract signed)
- (27) To keep the same procurement policy. Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (28) To have Dean Fleury and Rod Lauzon Buildings and Grounds (Grants). Motion made by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (29) To have Dean Fleury as Fire Department Liaisons. Motion made by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (30) To have Mike Armstrong and Dean Fleury as Highway Department Liaisons. Motion made by Robert Reynolds, seconded by Michael Armstrong. All in favor. Approved.
- (31) To have Robert Reynolds and Michael Armstrong on the Recreation Committee. Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.
- (32) To approve Contract with Fort Covington Senior Citizens. Motion made by Brenda St. Hilaire, seconded by Robert Reynolds. All in favor. Approved.

Planning Board Members: Lynn Jock, James Premo, Steve Reynolds and Diane Tremblay

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

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

**VI. Adjournment**

Town Supervisor Rod Lauzon adjourned the meeting at 7:20 p.m. Motion made by Brenda St. Hilaire, seconded by Michael Armstrong. All in favor. Approved.

The next meeting of the Town Board is scheduled for February 14, 2021 at 6:30 p.m.

Minutes submitted by: Ann Brady, Town Clerk

Minutes approved by: Rod Lauzon \_\_\_\_\_  
Brenda St. Hilaire \_\_\_\_\_  
Michael Armstrong \_\_\_\_\_