

Town of Westville Meeting Minutes

February 14, 2022

I. Call to order

The regular meeting was opened by Supervisor Lauzon at 6:20 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

EXCUSED: Code Officer Robert Crossman

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

ALSO PRESENT: Kathy Nichols, Austin Dishaw and Norm Bonner

III. Approval of minutes from last meeting

The regular meeting minutes were presented to the Board for the meeting that was held on January 10, 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 January 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 presented **Resolution #23 of 2022** to the Board to approving the capital expenditure of \$49,243.00 for project #WES-20-06. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to accept **Resolution #23 of 2022** as written. All in favor. Approved.

Resolution #24 of 2022 was presented to the Board by Supervisor Lauzon to adopt the Section 3 Plan authorizing the Town Supervisor to sign the Section 3 Plan and to designate the Town Supervisor to act as the Section 3 Coordinator for Section 3 matters which includes the Town's Office for Community Renewal Community Development Block Grant Programs. A motion was made by Michael Armstrong, seconded by Brenda St. Hilaire to accept **Resolution #24 of 2022** as written. All in favor. Approved.

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 Certificate of Occupancy and performed 14 Construction Inspections. He took in \$110.00 for the month of January.

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. John Deere loader tech came to inspect the loader. Kevin was unable to replicate the issues he is having with the loader and the tech was not able to work on it and/or determine the issues. He did run the computer on it and couldn't see any issues.

Blacktopping for 2022: Looking at resurfacing the Stone Road (a mile of it); a half mile on the McQueen Road; and a half mile on the Mary Riley Road.

Resolution #20 of 2022 was presented to the Board by the Town Supervisor. The Resolution presented was in accordance with Section 284 of the Highway Law asking the Board to approve an Agreement for the Expenditure of Highway Monies. A motion was made by Michael Armstrong, seconded by Brenda St. Hilaire to accept **Resolution #20 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 7 dog licenses. The total received by the Clerk's Office for the month of January was \$85.00; New York State Department of Agriculture and Markets received \$9.00; New York State Department of Health received \$0.00; and \$76.00 was paid to the Town of Westville, Town Supervisor.

On January 15, 2022 correspondence was sent to: (1) Kimberly Barcomb with Contract for 2022; (2) DMV for handicap parking permits; (3) Franklin County Board of Elections with notification that there are not any vacant seats to be voted on; (4) Jamie Gratton with Contract for 2022; (5) Jesse Rockhill with Contract for 2022; (6) to Franklin County Clerk with Oath of Office Forms.

On January 22, 2022 correspondence was sent to Lucy Nichols with the 2022 Contract. On that same date, correspondence was received from the Franklin County Treasurer with a list of payments that were made to the Town in 2021.

On January 29, 2022 correspondence was sent to the following: (1) Edward Adams & Donna Kissane with Resolution #1 of 2022; and (2) Friends of the North Country with Affidavits for Exemption of Mortgage Tax.

On January 29, 2022 correspondence was received from the Bangor Town Clerk with the 2022 Bangor Shelter Contract. A motion was made by Michael Armstrong, seconded by Brenda St. Hilaire to enter into the Sheltering Contract for \$1200.00. All in favor. Approved.

On February 5, 2022 correspondence was sent to: (1) the Franklin County Board of Elections with the Polling Site Agreement for 2022; and (2) Ricky Provost and the Westville Volunteer Fire Department with Resolution #2 of 2022.

Supervisor Report – Rod Lauzon presented the Board with the Town Supervisor's Report. On February 14, 2022 the purchase went through for the old Catholic Church on State Route 37. Power and insurance are now in the Town's name. Steven Leroux is going to the Church on

Wednesday to put a new fuel tank in the basement. We need to decide what we are going to do with the pews? Sell them? Judge Brady wants a few for the Justice Court. We will need to move some of the phone lines (Town Clerk/Code Officer) to the new Hall.

Resolution #21 of 2022 was presented to the Board by Town Supervisor Lauzon to increase the unexpended balance of the 2022 Budget by \$68,500 for a total amount of \$114,741.00 and increase the appropriations and provisions by \$68,500 to \$393,065.00 to purchase the former Catholic Church in the Town of Westville. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to approve **Resolution #21 of 2022** as written. All in favor. Approved.

Suzanne Hughes is selling office furniture from Bryan Hughes' old office and is asking \$75.00 a piece for filing cabinets; \$1,500 for three desks; and \$50.00 for a chair. Total purchase price is \$1,850.00. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to purchase the furniture. All in favor. Approved. The Town Clerk will make arrangements to get the furniture moved before the end of the month.

We received the Agreement from Tisdell Associates to test the old land fill and complete the DEC paperwork. A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to accept and sign the Agreement. All in favor. Approved.

The New York State Court system is still looking for the February 2021 report from Justice Andrews. They are looking for the Town Supervisor to complete paperwork that he does not have access to. Judge Brady and his Clerk tried to clear up the paperwork but were unsuccessful. Judge Brady was awarded \$5,852.53 from the Court system to build a new bench and create an area for the jury to deliberate.

Paperwork was received from Franklin County Self-Insurance Program. Also received a pamphlet for purchasing trees.

The Supervisor reached out to the State to purchase the land at the Corner of State Route 37 and County Route 19; according to the State, we already own it. Rod is going to look into this to see if he can find a copy of the deed.

Correspondence was received from Natalie Jarvis complaining about the Town website. According to her letter, the Town meeting minutes are in violation of the Americans with Disabilities Act. The correspondence was given to the Town Clerk to research the issue further and to respond to the Complaint.

Dog Control Officer's Report – No report.

Budget Update by Rod Lauzon –

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

Account Information:	CLASS	Community Bank	Total
General	\$ 223,438.05	\$ 268,783.33	\$ 492,221.38
Highway	\$ 244,395.48	\$ 172,979.42	\$ 549,040.29
Reserve	\$ 131,665.39	\$	\$ 131,665.39
Trust & Agency		\$ 1,967.46	\$ 1,967.46
Total	\$ 599,498.92	\$ 443,730.21	\$1,043,229.13

Deposits

General:

Westville Town Court	\$1,089.00
Verizon Wireless for July	\$1,124.17
CFSWMA (Landfill)	\$19,203.49
1/18 Tax Money	\$100,000.00
1/24 Tax Money	\$80,000.00
1/31 Tax Money	\$50,000.00
2/1 Tax Money	\$190,000.00
2/11 Tax Money	\$78,575.00

All tax money is in; Heather Peryea, Tax Collector, is doing a great job.

Transfers:

2/2/22	\$20,000 NY Class Highway to Machinery Reserve
2/1/22	\$70,363.00 Community Bank General to Highway
2/1/22	\$150,000.00 Community Bank General to Highway
2/2/22	\$220,363.00 Community Bank General to NY CLASS

2021 Budget Transfers:

General Fund

From A1990.4 to A1330.6	\$700.00 Software
From A1990.4 to A1410.4	\$100.00 Software
From A1990.4 to A3620.4	\$1100.00 New Computer (Code Officer)
From A1990.4 to A5010.1	\$500.00 Safety Bonuses

Highway Fund

DA5130.4 Machinery Contractual	1000.00
DA5110.4 Repairs Contractual	(1000.00)

A motion was made by Brenda St. Hilaire, seconded by Michael Armstrong to approve the 2021 Budget Transfers. All in favor. Approved.

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 Michael Armstrong. All in favor. Approved.

- (6.) To pay bills – Motion by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.
- (7.) To accept the Budget Update – Motion by Brenda St. Hilaire, seconded by Michael Armstrong. All in favor. Approved.
- (8.) To accept the Supervisor’s Report – Motion by Michael Armstrong, seconded by Brenda St. Hilaire. All in favor. Approved.

V. New Business

Fire Department – Austin Dishaw and Norm Bonner were present at the meeting to address the Board and provide an update for 2021. The Fire Department responded to 307 calls last year; not all of them were COVID related. The Town did not have any structure fires. There were 991 man hours of cumulative training last year. 285 hours were spent on calls (this does not include work details). This year Charles Perry will celebrate his 50th year with the Department. We are currently at 37 members. Austin Dishaw, President of the WVFD provided the Town Clerk with the Verified Statement for Raffle Ticket Operations for the NYS Racing & Wagering Board.

VI. Adjournment

Rod Lauzon, Town Supervisor adjourned the meeting at 7:40 p.m. Motion by Brenda St. Hilaire, seconded by Michael Armstrong. Unanimously approved.

The next regular meeting of the Town Board is scheduled for March 14, 2022 at 6:30 p.m.

Minutes submitted by: Ann F. Brady, Town Clerk

Minutes approved by:

<i>Rod Lauzon</i>	
<i>M. H. St. Hilaire</i>	
Brenda St Hilaire	