

The meeting was called to order at 3:01 pm.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Fergot (excused)  
Councilperson Westover  
Councilperson Viens  
Councilperson Morrison  
Supervisor Tyler

Others present:

Catherine L. Simmer, Town Clerk

**RESOLUTION #1  
ESTABLISHING POSITIONS**

On a motion by Councilperson Viens seconded by Councilperson Westover, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to establish the positions of Deputy Town Supervisor, Deputy Town Highway & DPW Supervisor, and Deputy Town Clerk.

**RESOLUTION #2  
POSITION DESIGNATIONS**

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to establish the position designations as follows:

Deputy Supervisor – Steve Viens  
Animal Control Officer – Jacob Ashe  
Town Historian – Phil Mero  
Registrar of Vital Statistics – Catherine Simmer  
Deputy Registrar of Vital Statistics – Gloria Luciano  
Deputy Town Clerk – Gloria Luciano  
Building Code Enforcement/Zoning Officer – George Hainer  
Health Officer –  
Superintendent of DPW & Highway – Keven Severance

Deputy Town DPW & Highway Superintendent – Adam Cross  
Marriage Officer – Michael Tyler

**RESOLUTION #3**  
**DEPOSITORY DESIGNATION**

On a motion by Councilperson Westover, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to designate Champlain National Bank and Trail North Bank as the Town of Westport’s depositories for the following types of accounts:

Money Market  
Statement Savings  
Regular Checking  
Certificates of Deposit

**RESOLUTION #4**  
**SECOND DEPOSITORY DESIGNATION**

On a motion by Councilperson Viens, seconded by Councilperson Westover, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to designate CLASS (Cooperative Liquid Assets Security System) as a second depository for Money Market and Certificates of Deposits.

**RESOLUTION #5**  
**TOWN MEETING DESIGNATION**

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to establish the second Tuesday of each month at 7:00 p.m. and the fourth Tuesday of each month at 3:00 p.m. at the Westport Town Hall, 22 Champlain Avenue, Westport, NY as the date, time, and place for the Regular Town Board meetings.

**RESOLUTION #6  
SALARIES**

On a motion by Councilperson Westover, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to fix the salaries of all elected and appointed officers as follows:

Supervisor \$30,085.00  
Deputy Supervisor \$1,000.00  
Budget Officer \$2,500.00  
Councilpersons (4) \$5,869.75  
Town Clerk \$30,000.00  
Tax Collector \$8,500.00  
Registrar of Vital Statistics \$658.00  
DPW Superintendent \$64,573.00  
Town Justice \$18,000.00  
Building & Codes/Zoning Officer \$28,141.00  
Animal Control Officer \$6,000.00  
Town Historian \$700.00

**RESOLUTION #7  
NEWSPAPER DESIGNATION**

On a motion by Councilperson Viens seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** that the Sun Community News and Plattsburgh Press Republican be designated as the Official Newspapers.

**RESOLUTION #8  
MILEAGE RATE**

On a motion by Councilperson Westover, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to maintain the mileage reimbursement rate of \$0.67 per mile.

**RESOLUTION #9  
PETTY CASH**

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to allocate the Petty Cash for the Town Clerk at \$200.00, the Petty Cash for the Clerk to the Supervisor at \$200.00, and the Petty Cash for the Court Clerk at \$50.00.

**RESOLUTION #10  
TOWN CLERK ADVERTISING**

On a motion by Councilperson Morrison, seconded by Councilperson Westover, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to empower the Town Clerk to advertise the necessary and usual legal advertising pertinent to the office and that of the DPW Superintendent and/or that of others as represented by the Town Board without prior approval.

**RESOLUTION #11  
SNOWMOBILE ROAD DESIGNATION**

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to establish the Mountain Spring Road and the McMahon Road as snowmobile roads.

**RESOLUTION #12  
COMMITTEE ASSIGNMENTS**

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to approve the following committees as listed:

Manpower – Steve Viens  
Water – Eric Westover  
Buildings – Michael Fergot  
Highway – Steve Viens  
Insurance – Eric Westover  
Youth Commission – Barry Morrison  
Control of Animals – Michael Fergot  
Wadhams Wastewater – Barry Morrison  
Sludge Management – Barry Morrison  
Labor Management – Steve Viens  
Archival Committee – Catherine Simmer, Phillip Mero, & Jennifer Waid

NOTE: Supervisor is ex-officio to all committees. First person named is considered to be chairperson of that committee.

**RESOLUTION #13  
RETURNED CHECK FEE**

On a motion by Councilperson Viens, seconded by Councilperson Westover, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to charge \$25.00 for any returned check.

**RESOLUTION #14  
CHECK SIGNING AUTHORIZATION**

On a motion by Councilperson Morrison, seconded by Councilperson Westover, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to authorize the Town Supervisor and/or Deputy Town Supervisor to sign checks.

**RESOLUTION #15  
FUND DEPOSITS & PAYROLL DELIVERY**

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to authorize the Town Supervisor, Deputy Town Supervisor, Town Clerk, and/or Bookkeeper to deposit funds and deliver payroll for electronic transfer of payroll to bank.

**RESOLUTION #16  
ELECTRONIC TRANSFER OF FUNDS**

On a motion by Councilperson Viens, seconded by Councilperson Westover, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to authorize the bookkeeper, upon approval of the Supervisor or Deputy Supervisor, to make the electronic transfer of funds between CLASS, Champlain National Bank, and Trail North Bank and to New York State and Federal Governmental Agencies.

**RESOLUTION 17**  
**ANNUAL ASSOCIATION OF TOWN MEETING**

On a motion by Councilperson Morrison seconded by Councilperson Westover and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to authorize Supervisor Tyler to attend the 2024 Association of Towns Annual Meeting, held from 2/18/24 – 2/21/24 in NYC and the payment of their actual and necessary expenses.

**RESOLUTION #18**  
**ASSOCIATION OF TOWNS DELEGATE**

On a motion by Councilperson Westover seconded by Councilperson Viens and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to designate Supervisor Tyler as delegate for association of town with Councilperson Morrison as the alternate.

**RESOLUTION #19**  
**DPW PRIOR APPROVAL SPENDING CAP**

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Viens, Morrison, Westover, Tyler  
0 Nays

**RESOLVED** to authorize the DPW Superintendent to expend up to \$1,000 per transaction to purchase equipment, tools, and implements during the year without prior approval of the Town Board.

**RESOLUTION #20**  
**ADJOURNMENT**

On a motion by Councilperson Viens, seconded by Councilperson Westover, and approved with an all in favor vote the meeting was adjourned at 3:20 p.m.

Minutes respectfully submitted,

Catherine L. Simmer, Town Clerk