

The meeting was called to order at 2:01 pm.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Brankman  
Councilperson Kirkby (excused)  
Councilperson Viens  
Councilperson Morrison  
Supervisor Tyler

Others present:

Dennie Westover, DPW Superintendent  
Keven Severance  
Catherine L. Simmer, Town Clerk

**RESOLUTION #1  
ESTABLISHING POSITIONS**

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

4 Ayes Brankman, Viens, Morrison, 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 Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Brankman, Viens, Morrison, Tyler  
0 Nays

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

Deputy Supervisor – Steve Viens  
Animal Control Officer – Jacob Ashe  
Town Historian – Betty White  
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 – Dennis Westover  
Deputy Town DPW & Highway Superintendent – Thad Tryon  
Marriage Officer – Michael Tyler

**RESOLUTION #3  
DEPOSITORY DESIGNATION**

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

4 Ayes Brankman, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to designate Champlain National Bank and Glens Falls National 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 Morrison, and approved on a roll call vote.

4 Ayes Brankman, Viens, Morrison, 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 Morrisons, seconded by Councilperson Brankman, and approved on a roll call vote.

4 Ayes Brankman, Viens, Morrison, 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 Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Brankman, Viens, Morrison, Tyler  
0 Nays

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

Supervisor \$28,356.93  
Deputy Supervisor \$615.21  
Budget Officer \$2,185.54  
Councilpersons (4) \$5,532.75  
Town Clerk \$25,992.00  
Tax Collector \$7,500.00  
Registrar of Vital Statistics \$619.58  
DPW Superintendent \$60,865.99  
Town Justice \$16,000.00  
Building & Codes/Zoning Officer \$26,524.86  
Animal Control Officer \$5,000.00  
Town Historian \$688.52

**RESOLUTION #7  
NEWSPAPER DESIGNATION**

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

4 Ayes Brankman, Viens, Morrison, 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 Brankman, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Brankman, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to maintain the mileage reimbursement rate of \$0.55 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 Brankman, Viens, Morrison, 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 Brankman, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Brankman, Viens, Morrison, 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 Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Brankman, Viens, Morrison, 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 Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes      Brankman, Viens, Morrison, Tyler  
0 Nays

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

Manpower – Steve Viens  
Water – Barry Morrison  
Buildings – Michael Brankman  
Highway – Steve Viens  
Insurance – Michael Brankman  
Youth Commission – Barry Morrison  
Control of Animals – Steve Viens  
Wadhams Wastewater – Barry Morrison  
Sludge Management – Barry Morrison  
Labor Management – David Kirkby  
Archival Committee – Catherine Simmer, Betty White, & Robin Crandall  
NOTE: Supervisor is ex-officio to all committees. First person named is considered to be chairperson of that committee.

**RESOLUTION #13  
ZONING BOARD**

On a motion by Councilperson Tyler, seconded by Councilperson Brankman, and approved on a roll call vote.

4 Ayes      Brankman, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to approve Jason Keech and Nate Sherman to the Zoning Board.

**RESOLUTION #14  
TOWN ATTORNEY**

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

4 Ayes      Brankman, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to reappoint Gary Wilson as Attorney for the Town.

**RESOLUTION #15  
RETURNED CHECK FEE**

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

4 Ayes      Brankman, Viens, Morrison, Tyler  
0 Nays

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

**RESOLUTION #16  
CHECK SIGNING AUTHORIZATION**

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

4 Ayes      Brankman, Viens, Morrison, Tyler  
0 Nays

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

**RESOLUTION #17  
FUND DEPOSITS & PAYROLL DELIVERY**

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

4 Ayes      Brankman, Viens, Morrison, 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 #18  
ELECTRONIC TRANSFER OF FUNDS**

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

4 Ayes Brankman, Viens, Morrison, 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 Glens Falls National Bank and to New York State and Federal Governmental Agencies.

**RESOLUTION #19  
2022 ASSOCIATION OF TOWNS ATTENDANCE**

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

54 Ayes Brankman, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to authorize Michael Tyler to attend the 2022 Association of Towns Annual Meeting and to authorize payment of his actual and necessary expenses.

**RESOLUTION #20  
ASSOCIATION OF TOWNS DELEGATE**

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

4 Ayes Brankman, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to designate Michael Tyler as delegate and Barry Morrison as the alternate for the Association of Towns Annual Meeting.

**RESOLUTION #21  
DPW PRIOR APPROVAL SPENDING CAP**

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

4 Ayes Brankman, Viens, Morrison, 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 #22  
MLS LETTER**

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

4 Ayes Brankman, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to authorize Supervisor Tyler to send a letter to Mountain Lake Services requesting payment in lieu of taxes.

**RESOLUTION #23  
ADJOURNMENT**

On a motion by Councilperson Morrison, seconded by Councilperson Brankman, and approved with an all in favor vote the meeting was adjourned at 2:24 p.m.

Minutes respectfully submitted,

Catherine L. Simmer, Town Clerk