State of New York
County of Lewis
Town of West Turin Board Meeting Minutes – December 8, 2025

Members Present:
Supervisor Edward Hayes; Councilmembers – Katrina Sullivan, Susan Smith, William McGovern
Highway Superintendent Douglas Salmon; Tug Hill Commission Representative Christine Healt; Tug Hill Circuit Rider Angie Kimball
Absent: Councilmember J. Scott Markham

Town Supervisor Edward Hayes, called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

Christine Healt then gave an update from the Tug Hill Commission and the opportunities available. This information may be found on their website or in their newsletter.

Clerk Schindler read the minutes from the November 5, 2025 town board meeting. The minutes were accepted on motion by Councilmember Smith, seconded by Councilmember Sullivan; all ayes.

Superintendent Salmon presented Abstract No. 12-2025 (Vouchers 122-137) in the amount of $104,858.94. A motion to pay the abstract was made by Councilmember Sullivan, seconded by Councilmember McGovern; all ayes.

Supervisor Hayes read an email from Lewis County requesting a letter of support for the CDBG grant application. The proposed project is for Lewis County to work with a consultant to create a criteria list for commercial and residential properties that are either vacant and/or blighted with the intent to redevelop or transform these properties. A letter of support for the CDBG grant application was made on motion by Councilmember McGovern, seconded by Councilmember Smith; all ayes.

Supervisor Hayes read an email from Lewis County requesting a resolution to adopt the 2025 Lewis County Multi-Jurisdictional Hazard Mitigation Plan which is a mandatory prerequisite for receiving certain federal disaster assistance and FEMA grant funding. The following resolution was then adopted.

RESOLUTION NO. 37-2025
A RESOLUTION OF THE TOWN OF WEST TURIN ADOPTING THE
2025 LEWIS COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS, the Town of West Turin recognizes the threat that natural hazards pose to people and property within the Town of West Turin; and

WHEREAS, the Town of West Turin has prepared a multi-hazard mitigation plan, hereby known as the 2025 Lewis County Multi-Jurisdictional Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the 2025 Lewis County Multi-Jurisdictional Hazard Mitigation Plan identified mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Town of West Turin from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Town of West Turin demonstrates their commitment to hazard mitigation and achieving the goals outlined in the 2025 Lewis County Multi-Jurisdictional Hazard Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED, as follows**:**

Section 1. The Town of West Turin adopts the 2025 Lewis County Multi-Jurisdictional Hazard Mitigation Plan. This plan, approved by the community, may be edited or amended after submission for review, but will not require the community to re-adopt any further iteration. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years.

Moved by Councilmember Sullivan, seconded by Councilmember McGovern, and adopted.

Supervisor Hayes read the Inter-Municipal Agreement between the Town of West Turin and Lewis County for control of snow and ice on parking lot facilities the fall of 2025 through the spring of 2026. The following resolution was then adopted.

RESOLUTION NO. 38-2025
A RESOLUTION AUTHORIZING THE INTER-MUNICIPAL AGREEMENT BETWEEN THE TOWN OF WEST TURIN AND LEWIS COUNTY FOR CONTROL OF SNOW AND ICE ON PARKING LOT FACILITIES FOR THE 2026 TERM (FALL 2025 THROUGH SPRING 2026)

WHEREAS, the Town of West Turin has the necessary machinery and equipment to exercise snow control upon certain parking lots leased by Lewis County within said Town of West Turin. It will be beneficial and more efficient to Lewis County for said work to be performed by the Town of West Turin; and

WHEREAS, the Town of West Turin is willing to perform the snow control services upon the terms and conditions hereinafter set forth with the Inter-Municipal Agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Town of West Turin hereby authorizes an Inter-Municipal Agreement between the Town of West Turin and Lewis County for control of snow and ice on parking lot facilities for the 2026 term (Fall 2025 through Spring 2026).

Section 2. The Town Supervisor and the Town Highway Superintendent are hereby authorized to execute the Inter-Municipal Agreement.

Section 3. That the within Resolution shall take effect immediately.

Moved by Councilmember Smith; seconded by Councilmember Sullivan, and adopted.

Supervisor Hayes read a letter from WPBS for financial support. It was noted municipalities are not permitted to financially support private organizations without an agreement in place.

Supervisor Hayes read an email from Bill Schaab for an insurance renewal quote. The insurance package was discussed.

Supervisor Hayes reported he received a check from Town Justice Earl for November 2025 fines and penalties in the amount of $2,370.00. He received a check for October 2025 fines and penalties in the amount of $1,535.00. The paid fines and penalties for October 2025 was $811.00 and for September 2025 was $1,341.00. He has not received a bill for November 2025 fines and penalties.

Supervisor Hayes reviewed the Inter-Municipal Agreement Between the Village of Constableville and the Town of West Turin for the Town of West Turin Water District No. 1 a/k/a Constableville Water District No. 1. A motion to approve the agreement was made by Councilmember Sullivan, seconded by Councilmember McGovern; all ayes.

RESOLUTION NO. 39-2025
A RESOLUTION AUTHORIZING THE INTER-MUNICIPAL AGREEMENT BETWEEN THE VILLAGE OF CONSTABLEVILLE AND THE TOWN OF WEST TURIN TOWN OF WEST TURIN WATER DISTRICT NO. 1 A/K/A CONSTABLEVILLE WATER DISTRICT NO. 1

WHEREAS, the Town of West Turin created the Town of West Turin Water District No. 1 a/k/a Constableville Water District No. 1 to encompass part of the Town, outside the Village of Constableville, and include eighteen (18) parcels specified in the Map, Plan and Report; and

WHEREAS, the Town of West Turin wishes to enter into an inter-municipal agreement with the Village of Constableville for formal adoption of its terms regarding service provision, cost-sharing, responsibilities (like maintenance/repairs), operational standards, and etc.

Section 1. The Town of West Turin hereby authorizes an inter-municipal agreement with the Village of Constableville for the Town of West Turin Water District No. 1 a/k/a Constableville Water District No. 1.

Section 2. The Town Supervisor is hereby authorized to execute the Agreement.

Section 3. That the within Resolution shall take effect immediately.

Moved by Councilmember Sullivan; seconded by Councilmember McGovern; and adopted.

Supervisor Hayes read a resignation from Reid Covey whose term is up for re-appointment on the Board of Assessment Review for the Town of West Turin. Mr. Covey is not seeking re-appointment. Mr. Covey's resignation was accepted on motion by Councilmember Smith, seconded by Councilmember Sullivan; all ayes.

Supervisor Hayes reported Dwayne Salmon has agreed to be a member of the Town of West Turin Board of Assessment Review.

RESOLUTION NO. 40-2025
RESOLUTION APPOINTING DWAYNE SALMON
TO THE TOWN OF WEST TURIN BOARD OF ASSESSMENT REVIEW

BE IT SO RESOLVED; the Town Board of the Town of West Turin does hereby authorize the appointment of Dwayne Salmon to the Town of West Turin Board of Assessment Review. This appointment is effective December 8, 2025 for a 5-year term expiring on September 30, 2030. This is to fill the resignation of Reid Covey (term expired 9/30/25).

Approved on motion by Councilmember McGovern, seconded by Councilmember Sullivan, and adopted.

Warrant No. 12-2025 (Claim Nos. 212-245) in the amount of $5,018.15 was presented for payment. A motion to pay the warrant was made by Councilmember Smith, seconded by Councilmember Sullivan; all ayes.

The tax exemption questionnaire was adopted with no changes on motion by Councilmember Smith, seconded by Councilmember Sullivan; all ayes.

Supervisor Hayes reported he received a mortgage check from Lewis County in the amount of $14,989.00.

Supervisor Hayes reported he received a check from the Village of Constableville for reimbursement of water district formation expenses incurred by the Town of West Turin in the amount of $11,318.03.

RESOLUTION #41-2025
TOWN OF WEST TURIN
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
GENERAL FUND TOWN-WIDE

Account	Code	Increase	Decrease
Contract – Legal Services	A1420.4	1,173.00	
Contract Town Garage	A5132.4		1,173.00

Approved on motion by Councilmember Sullivan, seconded by Councilmember Smith; all ayes

RESOLUTION #42-2025
TOWN OF WEST TURIN
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
HIGHWAY FUND PART TOWN

Account	Code	Increase	Decrease
Payroll – Road Improvements	DB5112.1	10,098.33	
Appropriated Fund Balance	DB599		10,098.33

Approved on motion by Councilmember McGovern, seconded by Councilmember Smith; all ayes

RESOLUTION #43-2025
TOWN OF WEST TURIN
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
GENERAL FUND PART TOWN

Account	Code	Increase	Decrease
Zoning – Contractual	B8010.4	37.72	
Appropriated Fund Balance	B599		37.72

Approved on motion by Councilmember Sullivan, seconded by Councilmember Smith; all ayes.

RESOLUTION #44-2025
TOWN OF WEST TURIN
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
HIGHWAY FUND PART TOWN

Account	Code	Increase	Decrease
Payroll – Road Improvements	DB5110.1	162.00	
Contractual – Road Improvements	DB5110.4		162.00

Approved on motion by Councilmember Smith, seconded by Councilmember McGovern; all ayes.

RESOLUTION #45-2025
TOWN OF WEST TURIN
RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENT
HIGHWAY FUND TOWN WIDE

Account	Code	Increase	Decrease
Payroll – Road Improvements	DA9785.6	93,359.87	
Appropriated Reserves	DA511		93,359.87

Approved on motion by Councilmember Smith, seconded by Councilmember Sullivan; all ayes.

RESOLUTION #46-2025
TOWN OF WEST TURIN
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
GENERAL FUND TOWN WIDE

Account	Code	Increase	Decrease
Contractual Supervisor	A1220.4	16.99	
Contractual Town Clerk	A1410.4	1,100.57	
Contractual Legal Services	A1420.4	240.00	
Contractual Engineering Services	A1440.4	1047.50	
Contract Town Garage	A5132.4		2,405.06

Approved on Motion by Councilmember Sullivan, seconded by Councilmember McGovern; all ayes.

Supervisor Hayes submitted financial reports for January – November 2025.

Supervisor Hayes submitted the November 2025 Supervisor's report.

There being no further business to come before the board, the meeting adjourned at 8:46 p.m. on motion by Councilmember Smith, seconded by Councilmember McGovern.

Respectfully submitted,

Bethany L. Schindler, Clerk
Town of West Turin