

**Regular Meeting and Public Hearing
of the Town of Wilmington Town Board,
July 14, 2026 Community Center 5:30 PM**

**To view the meeting remotely please go to <https://meet.goto.com/townofwilmington>
OR to call in, dial 1-408-650-3123 Access code:377-399-733.**

Attending Officers

Tim Follos- Supervisor

Laura Hooker – Deputy Supervisor

Darin Forbes - Board Member

Randy Winch - Board Member

Hanna Cromie – Board Member

Dawn Stevens – Town Clerk

*The meeting was called to order at 5:30. Twenty-two residents were signed in, with another 6 online. The full recording of this meeting is on you-tube under Wilmington NY Town Board Meetings or go to the Website **Townofwilmington.org** under Forms and Documents, you will find a direct link to the site there.*

Executive Session

Motion for executive session was made at **5:32** to discuss a personnel matter; moved by Tim Follos, seconded by Laura Hooker, all in favor.

Motion was made to come out of executive session at **6:32**, moved by Tim Follos, seconded by Hanna Cromie, all in favor.

The executive session led to the following resolution.

Resolution 137-2026: A resolution accepting the resignation of Donald Hoover

Wheras Donald Hoover has expressed his desire to retire from his employment with the Town of Wilmington, subject to the condition that he be paid any benefits to which he is currently entitled; and

Wheras the Town Council of the town of Wilmington wishes to accept his resignation and subsequent retirement: therefore

It is resolved that the Town Council accepts Mr. Hoovers resignation and agrees to pay him any benefits to which he is entitled, subject to any additional terms, conditions, or revisions to the foregoing as determined by the Highway Superintendent, Town Supervisor, and County Attorney at, or subsequent to, a meeting between the Highway Superintendent, Town Supervisor, County Attorney, and Mr. Hoover at a meeting scheduled for the week of July 13, 2026.

Moved by Randy Winch Seconded by Darin Forbes

HANNA CROMIE: Yes

TIM FOLLOS: Yes

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DARIN FORBES: Yes

LAURA HOOKER: Yes

RANDY WINCH: Yes Carried 5-0

Public Hearing For the approval of Cable Television Franchise held by Spectrum Northeast, LLC in the Town of Wilmington, County of Essex, NY

Supervisor Follos read the Public Notice of the hearing; he explained the purpose of the hearing and why this is done. The Townclerk announced there were no letters or Emails submitted to her office.

He then opened the floor to anyone who wished to speak. No one at the meeting wished to speak.

Motion was made to close the hearing at 6:27, by Tim Follos and seconded by Laura Hooker, all were in favor.

There was no vote taken at this meeting.

Discussion

Glen Glover from BETA gave a report on what Beta hopes to do this summer and fall which included 5-6 bridges on the Flume Trail.

This year's Hardy Kids race will take place on August 29. Both the leadership of the Barkeater Trails Alliance and the members of the Wilmington town board wish to express their gratitude for the many hours Mary Warner and Erica Loher spent organizing these races over the past seven years.

Glenn G. thanked the board and the Town of Wilmington for their support in this event.

This led to the following

Resolution 138-2026: Support of the Hardy Kids Race

Whereas the Town has allowed the use of Hardy Road for the Hardy Kids Annual Race over the past years

Be it resolved that Hardy Kids Race may use Hardy road again for the Annual Race dated August 29th.

Further resolved that the Highway dept will allow the use of the necessary signs and cones for the race. The race will only close one lane for approximately five hours.

Further resolved that the Wilmington Town Board and BETA would like to express its sincere thanks to Mary Warner and Erica Loher for their many hours spent organizing these races over the past seven years.

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Moved by *Tim Follos* **Seconded by** *Hanna Cromie*

HANNA CROMIE: Yes

TIM FOLLOS: Yes

DARIN FORBES: Yes

LAURA HOOKER: Yes

RANDY WINCH: Yes Carried 5-0

Summary of other discussions

There was an informal discussion about replacing the shed and deck at the Landfill. The Board is looking into several options.

It was also announced that the upgraded alarm system is working and will be directly wired to the Fire Dept soon.

The Supervisor also asked if anyone on the Board was interested in being a delegate to the Association of Towns at the seminar in September.

Our Library is looking for another board member if anyone is interested.

There was a discussion about the purchase of a new software system for the Water Dept. this is necessary because our present software is outdated. The company that bought out our current supplier is not getting the updated version launched on a timely manner.

It was suggested to have Food Trucks added to the Use Application.

It was also announced that Cody Lawrence is the new Highway Deputy.

Resolution 139-2026: water billing software

Resolved to accept the quote from Williamson for the new software.

Whereas this company will better fit the Towns needs and give the town better support as they are based on the east coast.

Moved by *Darin Forbes* **Seconded by** *Laura Hooker*

HANNA CROMIE: Yes

TIM FOLLOS: Yes

DARIN FORBES: Yes

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LAURA HOOKER: Yes

RANDY WINCH: Yes Carried 5-0

Resolution 140-2026: Bowman Lane Sidewalk repair

WHEREAS Hollrock Concrete, Inc. presented the low bid for the repairs to the sidewalk bordering Bowman Lane; and

WHEREAS the Town of Wilmington's Highway Superintendent, based on previous experiences with Hollrock Concrete, recommends awarding the contract to Hollrock Concrete for the necessary repairs on Bowman Lane; therefore

IT IS RESOLVED that the Town Council of the Town of Wilmington, New York, hereby awards the contract to Hollrock Concrete, Inc. for necessary repairs on Bowman Lane, for a price not to exceed \$4900.

Moved by *Tim Follos* **Seconded by** *Randy Winch*

HANNA CROMIE: Yes

TIM FOLLOS: Yes

DARIN FORBES: Yes

LAURA HOOKER: Yes

RANDY WINCH: Yes Carried 5-0

Resolution 141-2026 Raise for two youth employees

WHEREAS the Town of Wilmington's Parks Superintendent recommends increasing the wages of two of the town's summer youth employees by \$.50 per hour based on the employees' job performance, therefore;

IT IS RESOLVED that Nick Adragna and Ryan Bruce shall be paid \$17.00/hour for the remainder of the summer.

Moved by *Tim Follos* **Seconded by** *Laura Hooker*

HANNA CROMIE: Yes

TIM FOLLOS: Yes

DARIN FORBES: Yes

LAURA HOOKER: Yes

RANDY WINCH: Yes Carried 5-0

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RESOLUTION 142-2026: REGARDING THE NAMING OF PRIVATE ROAD "GRANITE RIDGE WAY"

WHEREAS, the Town of Wilmington Planning Board approved Planning Board Application PB-2026-007, known as the Holzer II 3-Lot Subdivision, located at 1087 Bonnie View Road, Tax Map Parcel No.

16.3-1-27.000, on July 7, 2026; and

WHEREAS, a private road will serve the approved three-lot subdivision; and

WHEREAS, the Essex County Office of Emergency Services — Enhanced 911 has reviewed and approved the proposed private road name "Granite Ridge Way"; now, therefore, be it

RESOLVED, that the Town Board of the Town of Wilmington hereby recognizes and approves the name "Granite Ridge Way" as the official name of the private road serving the Holzer II 3-Lot Subdivision located off Bonnie View Road in the Town of Wilmington; and be it further

RESOLVED, that a certified copy of this resolution be provided to the Essex County Office of Emergency Services — Enhanced 911 for addressing and official record purposes.

Moved by *Darin Forbes* Seconded by *Randy Winch*

HANNA CROMIE: Yes

TIM FOLLOS: Yes

DARIN FORBES: Yes

LAURA HOOKER: Yes

RANDY WINCH: Yes Carried 5-0

Resolution 143-2026 approval of the bills

Resolved to authorize payment of all audited expenses of the town of Wilmington.

Moved by *Darin Forbes* Seconded by *Laura Hooker*

HANNA CROMIE: Yes

TIM FOLLOS: Yes

DARIN FORBES: Yes

LAURA HOOKER: Yes

RANDY WINCH: Yes Carried 5-0

Executive session was called again at 8:00 for an employee matter, **Moved by *Tim Follos* seconded by *Laura Hooker*, all in favor.**

The board came out of session at 8:06 **Moved by *Tim Follos* Seconded by *Laura Hooker*, all in favor.**

The session led to the following resolution.

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Resolution 144-2026 Employee raise

Resolved to raise Sasha Schafer's salary from \$23.00 to \$24.00 an hour effective immediately.

Moved by *Tim Follos* **Seconded by** *Laura Hooker*

HANNA CROMIE: Yes

TIM FOLLOS: Yes

DARIN FORBES: No

LAURA HOOKER: Yes

RANDY WINCH: Yes Carried 4-1

Meeting adjourned at 8:10.

Respectfully Submitted,

Dawn Stevens

Town Clerk of the Town of Wilmington

MEETING ATTENDANCE SIGN-IN

Meeting Date: Monthly Meeting - Public Hearing
Committee/Board: Town Board 5:30 pm

Please PRINT your name clearly to assure the correct spelling in the minutes of this meeting.

1. Jim Vignone
2. Nora Tenny
3. Sharon Holley
4. Ray Holley
5. Paula McGreary
6. Charlotte Lawrence
7. Celia Stephenson
8. Louis Higgins
9. Agnes J. J. J.
10. Matt Tanager
11. Glen Glover
12. George Washenborg
13. Estherine Washenborg
14. Erin
15. Barb Frank
16. Dawn Nover
17. Pat Wink
18. Rebecca
19. NANCY GRAYNEA
20. JAMES KEELER
21. TAMARA UNDERWOOD
22. Doug Hall
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____
39. _____
40. _____

Account#	Account Description	Fee Description	Qty	Local Share
	Building Permits	Water Use Fees	2	0.00
	donations bottles	Building Permit	12	2,679.00
	donations concerts	donations bottles	1	300.00
	Land Fill	donations concerts	2	200.00
	Landfill Tickets	Land Fill	12	4,228.00
	Planning Board Fees	Landfill Tickets	4	0.00
	Scrap metal Payments	Planning Board Fees	1	125.00
	septic permit	scrap metal fees	1	291.10
	STR's	septic permit	1	50.00
	Water Tap	STR's	6	2,800.00
	Youth	Water Tap	1	1,300.00
		Youth	5	350.00
		Sub-Total:		\$12,323.10
A1255	Conservation	Conservation	4	9.96
	Marriage License	Marriage Fees	1	17.50
		Sub-Total:		\$27.46
A-1255	Certified Copies	Certified Copies	1	10.00
		Sub-Total:		\$10.00
A2544	Dog Licensing	Female, Spayed	7	63.00
		Male, Neutered	6	54.00
		Sub-Total:		\$117.00
		Total Local Shares Remitted:		\$12,477.56
	Amount paid to: NYS Ag. & Markets for spray/neuter program			13.00
	Amount paid to: NYS Environmental Conservation			171.04
	Amount paid to: State Health Dept.			22.50
	Amount paid to: Water Use Fees			233.00
	Total State, County & Local Revenues:			\$12,917.10
	Total Non-Local Revenues:			\$439.54

To the Supervisor:
Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Dawn Stevens, Town Clerk, Town of Wilmington during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor: Dawn Stevens Date: 7-5-2026
Town Clerk Dawn Stevens Date: _____



700 Canning Parkway Victor, New York 14564
TEL: (585) 924-3400 FAX: (585) 924-4153

WILLIAMSON
Established 1870

Town of Wilmington
Attn: Nicole Forbes, Account Clerk
7 Community Circle
Wilmington, NY 12987
County: Essex / Pop. 1280

Date: 6/22/26
Phone: 518-946-7179 x1
nicoleforbes@townofwilmington.org
Representative: Jodi Hague

SOFTWARE PROPOSAL

Description: _____ Price: _____

- ☐ **Water Billing Software Program:**
*Annual Support:
(includes 2 registrations/users)

\$14,350.00
\$3,750.00/year

Installation and Training:
Series of online/phone tutorials: (\$-10 hours @ \$175/hr)

\$175.00/hour

*Unless otherwise stated, the annual support fee includes one registration. Add \$895.00 for each additional registration.
Fee is added to your Annual Support for the Water/Sewer Program.

Water Billing Add-on Option:

- ☐ **Water Email Billing with Water Quick Pay:**
(Email Billing gives residents the option to receive their Water/Sewer bills by email notification, traditional mail, or both and make online payments using debit/credit cards or e-checks.)

\$1,250.00

Annual Support:
Installation and Training:

\$895.00/year
no charge



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Representative: Jodi Hague

Williamson Cloud Hosted Software

Williamson's Municipal Software Programs are available to be hosted on our Microsoft Azure Cloud Server. This allows multiple users to access WLB programs and associative data from any internet-accessible, registered device with any Windows® or Android Operating System. The entire program resides on our securely encrypted cloud, eliminating the possibility of viruses, ransomware, or losses due to computer crashes. WLB can provide immediate program enhancements and upgrades to Cloud-based programs while effectively protecting the program and your data.

Please note: If a municipality requests CLOUD access for their Accounting & Budget Program, and they also use WLCB Payroll, Town Clerk Program and/or our Water & Sewer Program(s), CLOUD access must be obtained for each of these programs. If not, Payroll, Town Clerk and/or the Water & Sewer Program(s) can no longer interface with the Accounting Program. These two specific programs must reside in the same directory as the Accounting Program for them to work together.

Quoted prices are valid for 90 days following the proposal date.

MUNICIPAL WATER/SEWER BILLING PROGRAM # of devices: 2) **

	One-Time Setup Fee	Annual Access Fee
Registration #1	\$940.00	\$1,335.00
Registration #2	\$465.00	\$670.00
	\$1,405.00	\$2,005.00

** Each additional device registration:
\$465 one-time set-up fee / \$670 added to the Cloud Annual Access Fee.

Dan's Concrete

INVOICE

#214
Issued 6/2/2026

FROM

Dan's Concrete
dylangoodrow24@icloud.com

BILL TO

Town of Wilmington HW department
Highway@townofwilmington.org

Description	QTY	Price, USD	Amount, USD
Form and pour sidewalk Dane concrete will provide all materials and labor necessary to complete 120' of fresh sidewalk. Dancs concrete shall preform minimal site prep other than forming and slight grade detail.	1	\$6,000.00	\$6,000.00
Total			\$6,000.00

Proposal



Hollrock Poured Concrete Inc
Serving the North Country since 1974
26 Juniper Circle
Lake Placid NY 12946

1102

PROPOSAL SUBMITTED TO	PHONE	DATE
Town of Wilmington		7/2/26
STREET	JOB NAME	
Highway @ townofwilmington.org		
CITY, STATE AND ZIP CODE	JOB LOCATION	
	Bowman Ln	
ARCHITECT	JOB PHONE	

We hereby submit specifications and estimates for:

Sidewalk Replacement

120' - 4' x 4" sidewalk

We propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:
Four Thousand Nine Hundred dollars (\$ 4,900)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a reasonable time and in accordance with standard practices. Any deviation of deviation from above specifications involving extra work will be considered only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon action, including or always implied or otherwise, shall be subject to the terms and conditions of the contract. The contract is hereby covered by Workman's Compensation Insurance.

Authorized Signature

60

days. Note: This proposal may be withdrawn by us if not accepted within

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

Signature

Signature

Town of Wilmington

Code Enforcement Monthly Report for

June 2026

9 : Building Permits Issued
\$ 2729.00: Fees Collected
\$ 125.00 : Planning/Zoning Fees
69: Open Permits
20+: Site Visits

Short Term Rental Update

Active Permits: 143
Fees Collected:
• 2026: \$31,800.00 To Date.

Waiting List for STR Permit : 3 Incomplete applications

Water Report 7/13/2026

Gallons Produced	3,055,700	Gallons to Whiteface	43,400
Daily Average	160,800	Daily Average	1,400
TC / EC Samples			
PFOA Samples			
Cleaned White Brook Reservoir			
White Brook Dam Repaired			
DSNY Locations			

Please feel free to contact me with any questions you might have.

Water Superintendent

Ed Orsi

**TOWN OF WILMINGTON
SUPERVISOR'S CASH REPORT**

**JUNE
2026**

7/14/2026

Cash Balances, Disbursements, and Interest Earned						
	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Int. E to date
Multi Fund General	200.01	\$40,094.64	\$73,899.73	\$100,139.47	\$13,844.90	\$22.09
Highway	200.02	\$23,153.65	\$63,379.48	\$41,713.25	\$44,819.89	
Water 1	200.06	\$37,959.38	\$4,044.92	\$16,177.75	\$25,826.55	
Water 2	200.08	\$27,925.60	\$0.00	\$178.48	\$27,749.12	
Wilm. Youth	200.05	\$32,108.93		\$75.00	\$32,033.93	
CTE Fund	200.09	\$33,299.31		\$35,958.92	\$2,659.61	
		\$22.09			\$24.89	Interest to Date
TOTAL		\$194,563.60	\$141,314.13	\$158,281.95	\$141,639.88	\$0.00
Capital Proj Account						
Cap Proj	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Int. E to date
Checking	200.14	\$ 5,684.08	\$0.00	\$0.00	\$5,684.08	\$ -
TOTAL		\$ 5,684.08	\$0.00	\$0.00	\$ 5,684.08	
HRA Account						
HRA	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Int. E to date
Checking	200.93	\$7,013.34	\$30,000.00	\$21,194.89	\$15,818.45	\$ -
TOTAL		\$7,013.34	\$30,000.00	\$21,194.89	\$ 15,818.45	
Payroll Trust Account						
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust/PR	200.99	\$25,164.82	\$ 75,479.66	\$ 90,112.83	\$10,531.65	\$ 3.03
TOTAL		\$25,164.82	\$ 75,479.66	\$ 90,112.83	\$ 10,531.65	

**Town of Wilmington
NYCLASS**

June 2026

7/14/2026

Account #	Fund	BEG Balance	Deposits	Withdrawals	Interest	Ending Balance
201.01	General	\$ 1,438,156.91		\$ 20,000.00	\$ 4,128.55	\$ 1,422,285.46
201.03	Highway	\$ 944,849.66		\$ 40,000.00	\$ 2,660.53	\$ 907,510.19
201.06	Water	\$ 222,622.52		\$ 32,000.00	\$ 583.24	\$ 191,205.76
201.01	Parks Equip	\$ 4,323.25			\$ 12.57	\$ 4,335.82
201.06	Water Meters	\$ 65,051.00	\$ 10,000.00		\$ 207.83	\$ 75,258.83
201.01	Parks Truck	\$ 5,214.50			\$ 15.07	\$ 5,229.57
201.03	Road Fund	\$ 14,521.19	\$ 10,000.00		\$ 61.41	\$ 24,582.60
201.03	Hwy Mach	\$ 14,286.54	\$ 10,000.00		\$ 60.72	\$ 24,347.26
201.06	Water Truck	\$ 39,419.99	\$ 10,000.00		\$ 133.55	\$ 49,553.54
201.06	Water Equip	\$ 57,020.25	\$ 10,000.00		\$ 184.54	\$ 67,204.79
201.01	Beautification	\$ 31,221.97			\$ 90.48	\$ 31,312.45
201.06	Water D&M	\$ 7,205.45	\$ 2,000.00		\$ 24.75	\$ 9,230.20
201.15	Wplace Water	\$ 141,031.73			\$ 408.66	\$ 141,440.39
201.01	Planning Escrow	\$ 69,436.38			\$ 201.21	\$ 69,637.59
201.01	RM Donations	\$ 209,157.28			\$ 606.04	\$ 209,763.32
201.01	CTE FUNDS	\$ 196,624.02			\$ 589.73	\$ 197,193.75
		\$ 3,460,142.64	\$ 52,000.00	\$ 92,000.00	\$ 9,948.88	\$ 3,430,091.52