

**TOWN OF BLACK BROOK  
BOARD MEETING MINUTES  
December 8<sup>th</sup>, 2025**

The meeting was called to order with the pledge of allegiance to the flag at 6:00 PM by Supervisor Jon Douglass.

**ROLL CALL TAKEN:**

<u>MEMBERS:</u>	<u>PRESENT</u>	<u>ABSENT</u>
Jon Douglass, Supervisor	X	
Ronald Wilkins, Councilman	X	
James Seguin, Councilman		X
William Rhino, Jr., Councilman	X	
Stephen Bombard, Councilman	X	
Dennis Bushey, Town Clerk	X	
Michael Plumadore, Highway Superintendent		X
Fred Drake Jr., Water Superintendent/Maintenance	X	
Jessie Douglass	X	

Visitors in Attendance: Kayleigh McClean, Renee Rhino

Visitors Via Zoom: Leon Brousseau

Visitor Comments: Renee Rhino, JCEO representative, gave her monthly report.

Zoom Attendee Comments: None

A motion was made by Councilman Rhino to accept the minutes of the November 10<sup>th</sup>, 2025, town board meeting, Seconded by Supervisor Douglass and All in Favor.

A motion was made by Councilman Rhino and seconded by Councilman Wilkins to accept the supervisors financial report as presented. All in Favor

## **CORRESPONDENCE**

No Correspondence

A motion was made for a Resolution to allow the Supervisor to do an interfund transfer of \$50,000 from fund 201.01 to General Fund 200.01 by Councilman Rhino and Seconded by Councilman Wilkins. All in Favor.

*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes                      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes              Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes              Motion was Carried.*

The resolution is on file in The Town Clerks Office.

A motion was made by Councilman Rhino to approve All monthly reports as presented, Seconded by Supervisor Douglass and all in favor.

There were no monthly reports from Code Enforcement, Town Highway or Dog Control.

A motion was made by Councilman Rhino to accept the Paid and Unpaid bills for 11/10/2025 thru 12/04/2025, as presented. Seconded by Councilman Wilkins and All in Favor.

## **NEW BUSINESS: -**

A motion was made by Supervisor Douglass to adopt the resolution to accept Cody Lawrence's resignation letter with an effective date of 12/06/2025, as presented. It was seconded by Councilman Rhino. All in Favor.

*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes              Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes              Councilman James Sequin –AB*

*Councilman Stephen Bombard – Yes      Motion was Carried.*

The resolution is on file in The Town Clerks Office.

A motion was made by Supervisor Douglass to adopt the resolution accepting Clinton County Highway Annual Maintenance Agreement, as presented. It was seconded by Councilman Rhino. All in favor.

*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes      Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes      Motion was Carried.*

The resolution is on file in The Town Clerks Office.

A motion was made by Supervisor Douglass to accept the Chips Reimbursement report as presented. Seconded by Councilman Rhino. All in Favor.

A motion was made by Supervisor Douglass for a resolution accepting the Emergency Medical services (EMS) agreement between Au Sable Forks Volunteer Ambulance Service Corporation and Town of Jay Ambulance District and The Town of Black Brook Ambulance District. Seconded by Councilman Wilkins. All in Favor.

*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes      Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes      Motion was Carried.*

The resolution is on file in The Town Clerks Office.

A motion was made by Councilman Rhino to hire Savannah Atkins for the coordinator for the Town of Black Brook Ski Program. Second by Councilman Bombard.

*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes      Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes      Motion was Carried.*

The resolution is on file in The Town Clerks Office.

The AVCS newsletter was presented to the board.

A motion was made by Councilman Rhino to accept the resolution as presented concerning the report of 2025 Water District Re-levy. Second by Councilman Wilkins

*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes      Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes      Motion was Carried.*

The resolution is on file in The Town Clerks Office.

A motion was made by Councilman Rhino to accept the resolution as presented concerning the report of 2025 Sewer District Re-levy. Second by Councilman Wilkins

*Councilman Ronald Wilkins – Yes      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes      Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes      Motion was Carried.*

The resolution is on file in The Town Clerks Office.

There was a lengthy discussion on Employee Time Sheet and Timecard Policies.

A sample resolution was discussed, and Councilman Rhino made a motion that the issue be tabled and brought up again at the next meeting. Second, by Supervisor Douglass and All in Favor.

A motion was made by Councilman Rhino to accept the resolution changing the present payroll schedule to a uniform bi-weekly schedule as presented. Second by Councilman Wilkins

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*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes                      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes              Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes              Motion was Carried.*

The resolution is on file in The Town Clerks Office.

The board went into executive session at 07:47 PM for personnel issues and returned from executive session at 07:57 PM. The following resolution #2025-112 was a result of the executive session.

A motion was made by Councilman Bombard and second by Councilman Wilkins to accept the resolution as presented to stop paying for the town attorney's health insurance.

*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes                      Supervisor Jon Douglass-No*

*Councilman William Rhino Jr- Yes              Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes              Motion was Carried.*

The resolution is on file in The Town Clerks Office.

A motion was made by Supervisor Douglass to accept the resolution adapting the Towns updated clams, coding and audit policy manual. Second by Councilman Rhino.

*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes                      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes              Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes              Motion was Carried.*

The resolution is on file in The Town Clerks Office.

A motion was made by Councilman Rhino to accept the resolution presented authorizing Supervisor Douglass to make first payment on FEMA projects for Buck Hill Road and Narrows Road. Second by Councilman Wilkins

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*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes                      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes              Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes              Motion was Carried.*

The resolution is on file in The Town Clerks Office.

A motion was made by Supervisor Douglass and second by Councilman Wilkins to accept the resolution presented to hire Evan Boyd for the vacant highway MEO position.

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*Roll call Vote as Follows:*

*Councilman Ronald Wilkins – Yes                      Supervisor Jon Douglass-Yes*

*Councilman William Rhino Jr- Yes              Councilman James Sequin –Absent*

*Councilman Stephen Bombard – Yes              Motion was Carried.*

The resolution is on file in The Town Clerks Office.

During committee reports Jessica Douglass stated that Whiteface Mountain will no longer require chaperones during ski program activities.

Due to this fact a motion was made by Supervisor Douglass and second by Councilman Rhino to have all parents/guardians sign a Hold Harmless Waiver and a No Chaperone Acknowledgment. All in Favor.

Also, during committee reports, Councilman Bombard stated that the town highway department needs new tools. The board advised that the Highway Superintendent has his own budget and can buy whatever he needs, as long as he stays within his budget, and remains within spending constraints, without board approval. Councilman Rhino also discussed the dangerous dog contract and board members talked about alternatives that could be used in the future.

The end of year Town Board Meeting will be on December 29, 2025, at 6:00 PM. The next regular board meeting will be on January 13, 2026, at 6:00 PM to be held at The Town Hall at 18 N Main Street, Au Sable Forks, NY 12912.

Supervisor Douglass made a motion to adjourn at 8:20 PM, seconded by Councilman Rhino and all in favor.

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Dennis Bushey, Town Clerk