

TOWN BOARD MEETING
Town of Westfield
January 6th, 2021

The regular meeting of the Town Board of the Town of Westfield was called to order at 7:31pm in Eason Hall, 23 Elm Street, Westfield, NY, with the following members and guests present: Practiced social distancing, six feet apart, masks were worn, NYS sanitizer available and used during the COVID-19 pandemic and adhered to NYS Governor's guidelines.

Supervisor: Martha R. Bills Guest: William Bauer
Councilmen: David Brown Kenneth D'Appolonia
 David Spann
 James Herbert
 Will Northrop

Highway Superintendent: David Babcock

Absent: Code Officer: Bonnie Rae Strickland
Absent: Town Attorney: Joel Seachrist

Pledge of Allegiance

Councilman Will Northrop made the motion to waive the reading of the December 2nd minutes inasmuch as all members received a copy thereof including a revised Town Clerk November monthly report reflecting 2020 Pier fees collected and turned over to the Supervisor a check, Check # 2687 in the amount of \$1330.80 on December 15th to show reflection of revenues for the 2020 pier season and it be included and the minutes be accepted. Councilman David Brown seconded the motion. The motion was carried unanimously.

Reports:

Supervisor Bills presented the monthly report on the Town's finances for the month of December, including a copy of interest payments. The report is always available in the Supervisors office. Everyone is welcome to view. All Board members have received a copy of the report for December 2020 and is accepted as submitted.

The Town Clerk's report together with a check in the amount of \$2,974.54 representing fees for the month of December 2020 was turned over to the Town Supervisor. A check for \$22.50 representing fees for the month of December to NYS Department of Health, Marriage Licenses and a check in the amount of \$25.00 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$34.96 will be withdrawn on the 15th. Annual Report for 2020 was presented to the board along with three year annual reports, 2018-2019 for comparison of each year was included in all board members packets.

The Dog Warden's report for December 2020 was not received.
The Fire Department Report for November and December 2020 was not received and placed on file.
The Town Court report for December 2020 was received and placed on file.
The WPD report for December 2020 was received and placed on file.

TOWN BOARD MEETING

Town of Westfield

January 6th, 2021

Highway:

- The Town Highway Superintendent discussed plowing roads, fuel and gas usages was received and placed on file.
- The Town of Westfield Highway Department 2020 jobs completed report for the Town of Westfield was received and placed on file.
- Discussed with the board to consider purchasing a new plow truck. The 2000 plow truck has an estimated 215,000 miles. No action was taken.

Code Enforcement:

- The Code Enforcement Officer submitted a written report for December 2020 was received and placed on file.

Received a referral for a Special Use permit 6016 Ogden Road. Supervisor Bills made the motion to refer the Special Use permit to the Town and Planning Board and set a Public Hearing on Wednesday February 3 at 7:25pm. Seconded by Councilman David Brown, and carried unanimously.

Barcelona Harbor:

- Pier operations are closed for the season
- The Highway Department removed blocks and rocks from the breakwall from the storm damage. The Army Corp is aware of the issues, they are doing a study and more information will follow.
- The harbor committee will get together in the next month or two to discuss the upcoming harbor season.
- State Parks will be working on the lighthouse roof and asked to use the Town property, no one objected.
- LWRP (Local Water Front Revitalization Plan) draft plan has been received and more information will follow.

Public Comments:

None

Announcements:

- Annual Audit of Books (Tuesday, January 19th @ 3:00pm)
- Association of Towns Annual ONLINE Meeting/NYC February 14-17
- Association of Towns Two Day ONLINE Training January, 12th and January 19th
- NYS Future Emergency Plan for all municipalities is due by April 1
- Westfield Community and Police Collaboration Committee, the Village has received a draft plan and a few comments from the community.

Old Business:

- All projects are on hold at this time due to the unknown of state funding.
- Continuing to close out Route 5 East Lake Rd water project No.1.
- Route 5 Water District No. 2 is being reviewed no new information has been received.
- Waiting for the Spring to continue the Welch Trail project.
- LWRP (Local Water Front Revitalization Plan) draft plans have been received.

TOWN BOARD MEETING
Town of Westfield
January 6th, 2021

New Business:
Resolutions for 1/6/2021

Councilman David Spann offered the following resolutions 1 through 9. Seconded by Councilman Will Northrop. (David Brown abstain from voting resolution #8) and moved for its adoption

Resolution No. 1 of 2021
Official Meeting Place

“That the official meeting of the Town Board shall be in Eason Hall, 23 Elm Street, Westfield, NY on the first Wednesday of each month at 7:30pm.”

Resolution No. 2 of 2021
Salaries

“That the Town Board hereby fix the salaries of the Town employees and officials for the year 2021 as follows:”

Highway Employees	Laborers - Minimum \$9.25 /hr
	MEO's - Minimum \$18.00 to \$23.38 /hr
	- Maximum \$35.07 /hr
Supervisor	\$20,000 annual to be paid quarterly
Code Enforcement	\$21,849 annual to be paid bi-weekly
Safety Inspections Clerk	\$ 14.00 hourly/bi-weekly
Assessor	\$51,464 annual to be paid bi-weekly
Shared Service-Assessor-Ripley	\$ 6,806 annual to be paid bi-weekly
Deputy Supervisor	\$ 2,700 annual
Councilmen	\$ 3,000 annual
Justice Spann	\$ 7,140 annual to be paid quarterly
Justice LaPorte	\$ 7,140 annual to be paid annually
Court Clerk	\$36,612 annual to be paid bi-weekly
Court Clerk Assistant	\$ 15.00 hourly/bi-weekly
Town Clerk/ Deputy Tax Collector	\$36,956 annual to be paid bi-weekly
Deputy Town Clerk	\$15.00 hourly/ bi-weekly
Registrar of Vital Statistics	Fees allowed by the State
Deputy Registrar of Vital Statistics	Fees allowed by the State
Bookkeeper / Tax Collector /	
Deputy Town Clerk II	42,206 annual to be paid bi-weekly
Deputy Tax Collector II	\$15.00 hourly/bi-weekly
Historian	\$ 1,000 annual
Highway Superintendent	\$61,204 annual to be paid bi-weekly
Deputy Highway Superintendent	\$ 2,000 annual to be paid quarterly
Utility Workers	\$ 9.50 Minimum/hr. & \$16.00 Maximum/hr
Dog Control Officer	\$ 7,803 bi-weekly

TOWN BOARD MEETING
Town of Westfield
January 6th, 2021

Resolution No. 3 of 2021
Designation of Banks

WHEREAS, under Section 64 of the Town Law, it is provided that the Town Board shall designate by written resolution the banks and trust companies in which certain Town Officers shall deposit monies received into their hands by virtue of their office, be it,

RESOLVED, that Community Bank of Westfield, M & T Bank of Jamestown and Mayville, MBIA Class, are hereby designated as depositories in which the Supervisor, Town Clerk, Deputy Town Clerk, Tax Collector and Court Clerk shall deposit all monies coming into their hands.”

Resolution No. 4 of 2021
Official Newspapers

“That the *Westfield Republican* and the *Observer* newspapers be designated the official newspapers of the Town for the year 2021.”

Resolution No. 5 of 2021
2021 Annual Appointments

Andrea L. Babcock	Registrar of Vital Records / Records Management Officer / Deputy Tax Collector
Julie Devlin	Deputy Town Clerk
Jill Fredd	Bookkeeper / Tax Collector / Deputy Town Clerk II / Deputy Registrar / Asset Manager
Julie Devlin	Deputy Tax Collector II
Bonnie Rae Strickland	Code Enforcement / Zoning Officer
Lindsay Simpson	Safety Inspections Clerk
Vacant	Historian
Julie Devlin	Clerk to the Court
Kimberly Stahley	Court Clerk Assistant
Richard Ossman	Deputy Highway Superintendent
Chuck Raynor	Dog Control Officer
Vacant	Harbor Master

Planning Board

Phil Riedesel (Chairman)	Chad Schofield
Diana Hamann	Tom Tarpley
John Hemmer	Chris Reese
Timothy Smith (Alternate)	

Zoning Board of Appeals

Wayne Harrington (Chairman)	William Bauer
Linda Wolfe	Abbie Cardy(Alternate)
Bradley Szymczak	Vacant

TOWN BOARD MEETING

Town of Westfield

January 6th, 2021

Town Committees

Harbor	Martha Bills, David Spann, James Herbert
Security & Technology	Marth Bills, David Brown
Transfer Station	Martha Bills, David Brown, Will Northrop
Highway	Martha Bills, David Spann & Will Northrop
Personnel	Martha Bills & David Brown & David Spann
Website	David Brown, Martha Bills, Andrea Babcock & Joel Seachrist

Fire Dept. Liaison - David Brown

Process Server - David Haskin

Town Constable- Peter Kunow

Resolution No. 6 of 2021

Town of Westfield

Authorizations for Supervisor / Deputy Supervisor

RESOLVED, pursuant to Town Law §29(16), that the Town Board of the Town of Westfield hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees, including the negotiation and execution of standardized annual agreements, service contracts, maintenance agreements, and the like, which are consistent with the annual budget adopted by the Town, and with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore adopted by this Town Board.

BE IT FURTHER RESOLVED that the Supervisor or the Deputy Supervisor be, and are hereby authorized, to sign all the necessary documents for the financing of the Town of Westfield

Resolution No. 7 of 2021

Town of Westfield

Highway Agreement

RESOLVED, that pursuant to the provisions of Section 284 of the Highway Law, the Town Board agrees that monies levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, and specifically the sum of \$150,000 shall be expended for the general repairs of town highways, including sluices, culverts and bridges, or the renewal thereof, and for the following projects:

1. Catch basin for First Street and install drain on First Street Barcelona. Black top patch throughout the whole Town and stone and seal roads-Putnam Rd, Creamery Rd, Hardenburg Rd and Tile Taylor Road.
2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS),

Funds estimated for 2021 \$128,036.00 moneys to be used on finishing re-surfacing and black top Douglass Road, black top third street and finish paying mini excavator.

BE IT FURTHER RESOLVED, that no fewer than three members of the Town Board and the Highway Superintendent shall execute a certified copy of this resolution in duplicate, and said certified copy, so signed, shall constitute written agreement between the parties once it shall have been approved by the County Superintendent of Highways.

TOWN BOARD MEETING
Town of Westfield
January 6th, 2021

Resolution No. 8 of 2021
Town of Westfield
Appointment of Deputy Supervisor

RESOLVED, that Councilman David Brown is appointed as Deputy Supervisor for the Town of Westfield for the 2021 calendar year.

Resolution No. 9 of 2021
Town of Westfield
Annual Review of Procurement Policy

RESOLVED, that after thorough review, the Town Board approves the Procurement Policy (Chapter 37 of the Town Code).

Voting was as follows for acceptance of Resolutions 1-9: Supervisor Martha Bills, aye; Councilman David Brown, aye; (Councilman David Brown abstain from voting Resolution No. 8, Appointment of Deputy Supervisor); Councilman David Spann, aye; Councilman Will Northrop, aye; James Herbert, aye.

Councilman David Brown offered the following resolution and moved for its adoption

Resolution No. 10 of 2021
Town of Westfield
2021 Association of Towns Annual (online) Meeting and Training School

BE IT RESOLVED, 2021 Association of Towns annual (online) meeting & training school sessions and exhibit will be conducted online due to continuing concerns with in-person meetings. Registration will be done all online. Expenses; actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, and general Municipal Law. Registration rates; member municipality, conference \$100.

RESOLVED, The Town Board of the Town of Westfield approves Town employees and board members to attend the Association of Towns (online) Training School February 14-17 at a cost not to exceed \$1000.00.

This was seconded by Councilman Will Northrop. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman David Spann, aye; Councilman Will Northrop, aye; James Herbert, aye.

Councilman Will Northrop offered the following resolution and moved for its adoption

Resolution No. 11 of 2020
Town of Westfield
Asset Management

RESOLVED, the Town board of the Town of Westfield hereby appoints Jill Fredd as the Town Property Control manager and establish a fixed asset threshold at \$1,000.00.

This was seconded by Councilman David Brown. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman David Spann, aye; Councilman Will Northrop, aye; James Herbert, aye.

TOWN BOARD MEETING
Town of Westfield
January 6th, 2021

Councilman James Herbert offered the following budget revision resolution and moved for its adoption

Subject:	Budget Revision #10 for Budget Year 2020		
Revision Description		Decrease	Increase
To move \$162.80 from A funds contingent account to cover the cost of Municipal Solutions Bill for possible funding for Route 5 Water District #2		Expenditures	Expenditures
Budget Journal			
A Funds (General Fund - Townwide)			
A 1990.400	Contingent Account DR	162.80	
A 1440.400	Engineers - Contractual		162.80
Total A Fund		162.80	162.80
Revision Description		Decrease	Increase
To move \$218.11 from A funds contingent account to cover the cost of Parks & Recreation Contractual		Expenditures	Expenditures
Budget Journal			
A Funds (General Fund - Townwide)			
A 1990.400	Contingent Account DR	218.11	
A 7180.400	Parks & Recreation Contractual		218.11
Total A Fund		218.11	218.11

This was seconded by Councilman Will Northrop. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman David Spann, aye; Councilman Will Northrop, aye; James Herbert, aye.

At 8:03pm Supervisor Bills moved and Councilman David Brown seconded a motion to audit the bills

Warrants dated January 6, 2021 (voucher #'s 689-729) in the amount of \$38,804.43 were drawn on the following funds:

General	\$11,696.52
Highway-Town	\$3,683.94
Highway Part Town	\$23,387.95
Forest Park Sewer	\$33.45
North Town Water -Shorehaven	\$2.57

Warrants dated January 6, 2021 (voucher #'s 1-10) in the amount of \$4,180.06 were drawn on the following funds:

General	\$3,910.06
Highway-Town	\$270.00

Warrants dated January 6, 2021 (voucher #'s 100-104) in the amount of \$3,230.13 were drawn on the following funds:

Welch Bldg.	\$3,230.13
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Warrants dated January 6, 2021 (voucher #'s 1-2) in the amount of \$1,995.57 were drawn on the following funds:

Welch Bldg.	\$1,995.57
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TOWN BOARD MEETING

Town of Westfield

January 6th, 2021

These warrants were presented and audited by the Board members. *Supervisor Bills made a motion to be directed to draw the necessary checks to cover the warrants as audited. The motion was seconded by Councilman David Spann. Voting was as follows: Supervisor Bills, aye, aye; Councilman James Herbert, aye; Councilman David Spann, aye; Councilman Will Northrop, aye.*

There being no further business at 8:45pm Martha Bills moved and David Spann seconded a motion to adjourn. Unanimously carried.

Respectfully submitted,
// original signed //
Andrea L Babcock, Town Clerk