**VILLAGE BOARD OF TRUSTEES**

**10/21/19 MINUTES**

Deputy Mayor Robert Cochran presiding

MEMBERS: Dennis Lutes, Al Holbrook, Mike Catalano

EXCUSED: Mayor VandeVelde, Andrew Webster

OTHERS: Vince Luce, Becki Paternosh, Bonnie Rae Strickland, Andrew Thompson, Corry Fleck, Edward Slate, Brenna Watson, Montana Reardon, Jennifer Bautista, Nel Maldonado, Ann Kneer

**MAYOR/BOARD**

PUBLIC HEARING/COMMUNITY DEVELOPMENT BLOCK GRANT

The Public Hearing was opened and introduction made for Eileen Powers, Director of Housing Rehab-CHRIC to take comments regarding the Village’s consideration of applying for the CDBG Funds for various housing related improvements for the community.

PRESENTATION OF THE ANNUAL FINANCIAL REPORT

Auditor Laura Landers gave a presentation of the Financial Statements for the Village for the fiscal year ending May 31, 2019. The General Fund ended the fiscal year with an unassigned fund balance of $459,000. The unassigned fund balance as compared to current year expenditures is 19%. The General Fund ended the year with a $125,000 surplus. The General Fund has $411,000 in Capital Reserves. The fund has no long term debt and the only liabilities are compensated absences, other post-employment benefits, and the Village’s share of net pension liabilities. The fund continues in a stable financial position with an unassigned fund balance and capital reserves.

The Water Fund ended the year with an operating surplus of $250,000. The change in net position was an increase of $1.2 million from grant revenue. Total decrease in cash position was $2.5 million but this included the spending of the bond anticipation note for the water projects. The Water Fund has long term debt in the amount of $500,000. The Water Fund ended the year with a positive unrestricted fund balance of over a $622,000. Current ratio is 5.1.

The Sewer Fund ended the year with a $72,000 operating surplus and a change in the net position of $811,000 due to the grant revenue. There was a decrease in cash of $1.5 million. The majority of that was related to the construction of capital assets. Outstanding debt is $990,700. Current ratio is 2.0.

The Electric Fund ended the year with a $108,000 operating surplus and an increase in the net position of $78,000. There was a decrease in cash of $804,000 due to acquisitions of capital assets. Cash position was strong at $4.4 million, which includes depreciation reserves of $3.6 million. These depreciation reserves allow the Village to provide upgrades to the system in future years without issuing debt. There is no outstanding debt in the Electric Fund. Current ratio is 4.0, excluding the depreciation reserve.

Overall, the Village is in a good financial position. Laura recommends keeping an eye on the General Fund and keeping the fund balance in mind going into the 2020-21 budget process.

MINUTES

**The board made a motion to approve the of 9/16, 10/1 and 10/8/19 minutes by Trustee Catalano, seconded by Trustee Lutes and was carried unanimously.**

RESOLUTION #16-2019/PROXY DELEGATE NYMPA

**The board made a motion to approve the following Resolution by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

WHEREAS, Village of Westfield, New York, is the representative to the

New York Municipal Power Agency; and

WHEREAS, in accordance with the bylaws of the New York Municipal Power Agency, each municipal member may cast one vote on each transaction properly brought before this Semi-Annual Meeting;

NOW THEREFORE, BE IT RESOLVED, that Andrew W. Thompson be and is hereby designated as the accredited delegate of the Village of Westfield, New York.

DPW ADVISORY BOARD MEMBER RESIGNATION

**The board made a motion to accept the resignation of Scott Mason from the DPW Advisory Board on a motion made by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.**

DPW ADVISORY BOARD MEMBER ADDITION

**The board made a motion to approve James Simpson to the DPW Advisory Board by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

**POLICE DEPARTMENT**

MONTHLY/OVERTIME REPORT

**The board made a motion to approve the Monthly Report by Trustee Catalano, seconded by Trustee Lutes and was carried unanimously.**

REQUEST FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL

**FIRE DEPARTMENT**

MONTHLY REPORT/UPDATE ONGOING PROJECTS

**The board made a motion to approve the Monthly Report by Trustee Lutes, seconded by Trustee Catalano and was carried unanimously.**

The Fire Department has a length of 5” hose they would like to get rid of. It was noted that if they are just getting rid of it, the hose needs to be declared as surplus, but if it is going to another department it does not have to be declared surplus.

**CODE ENFORCEMENT**

MONTHLY REPORT/UPDATE ONGOING PROJECTS

**The board made a motion to approve the Code Office Monthly Report by Trustee Lutes, seconded by Trustee Catalano and was carried unanimously.**

**RECREATION DEPARTMENT**

PROGRAM REPORT

**The board made a motion to approve the Recreation Department Program Report by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

**WATER & SEWER DEPARTMENT**

MONTHLY AND OVERTIME REPORT/UPDATE ONGOING PROJECTS

**The board made a motion to approve the Sewer Monthly Report by Trustee Catalano, seconded by Trustee Lutes and was carried unanimously.**

**ELECTRIC DEPARTMENT**

MONTHLY OVERTIME REPORT/UPDATE ONGOING PROJECTS

**The board made a motion to approve the Monthly Report by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously**.

BACKUP GENERATOR FOR NEW BUILDING

The bid quote received for a backup generator was through Sourcewell, which is a public bidding cooperative where we have purchased through in the past. This generator would be from the same vendor (Kohler), as the units at Eason Hall, Fire Hall, Electric Dept. main building, Water Plant, Bliss St. pump station and the new generator at the WPCF so the same company would be servicing all of them.

**The board made a motion by Trustee Lutes, seconded by Trustee Catalano and was carried unanimously to approve the quote from WESCO for a backup generator for the new building in the amount of $21,075.**

DISCUSS POLE ATTACHMENT RATES

Andrew discussed pole attach rates and the fact that our contract with Consolidated had been originally made with C&E in 1992 and a new agreement with them will require negotiating.

**The board made a motion by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously to have Andrew move forward with renegotiating the Contract with Consolidated and to have the software updated.**

**TREASURER**

UNPAID PROPERTY TAXES TO COUNTY

**The board made a motion by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously to apply the unpaid property taxes to the County in the amount of $73,806.43.**

FINANCIAL REPORT FOR AUGUST 2019

**The board made a motion to approve the Financial Report for August by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

**CLERK**

WARRANTS

**The board made a motion to approve the following warrants by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

General W#21 43,428.09

Electric W#24 28,245.22

Water W#25 18,379.56

Sewer W#23 14,962.60

T&A W#5 54,831.99

Sewer W#24 31,815.00

General W#22 63,593.97

Electric W#25 247,498.03

Water W#26 32,962.86

Sewer W#25 35,138.08

Water Proj. W#27 341,536.43

Elect. Dist. W#26 44,480.00

Cap. WPCF Upg. W#12 209,913.06

General W#23 41,311.75

Electric W#27 25,982.12

Water W#28 12,978.61

Sewer W#26 14,049.05

General W#24 108,455.70

Electric W#28 209,715.15

Water W#29 18,032.61

Sewer W#27 48,350.95

Electric W#29 1,800.00

General W#25 39,671.08

Electric W#30 25,934.56

Water W#30 16,760.79

Sewer W#28 15,332.88

T&A W#6 35,969.09

**The Public Hearing was closed on a motion made by Trustee Catalano, seconded by Trustee Lutes and was carried unanimously.**

**The board made a** **motion by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously to enter into Executive Session to discuss Personnel issues.**

EXECUTIVE SESSION

**Following discussion, the Executive Session was ended on a motion made by Trustee Catalano, seconded by Trustee Lutes and was carried unanimously.**

ACTION

Action taken as a result of the Executive session is as follows:

**The board made a motion by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously to approve hiring Aaron Riforgiato as Part Time Police Officer**.

**There being no further business to come before the board, the meeting was adjourned on a motion made by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**