**VILLAGE BOARD OF TRUSTEES**

**NOVEMBER 18, 2019**

**MINUTES**

 Deputy Mayor Robert Cochran presiding

MEMBERS: Dennis Lutes, Al Holbrook

EXCUSED: Mayor Mike VandeVelde, Mike Catalano

OTHERS: Vince Luce, Becki Paternosh, Ed LeBarron, Andrew Thompson, Steve Rudnicki, Bill Christ, Sandra Brown

**MAYOR/BOARD**

PRESENTATION/DEC ASSET MANAGEMENT PILOT PROGRAM FINAL REPORT

An overview of the presentation was given on the Asset Management Pilot Program that the Village was selected to participate in. This program provided oversight to develop a complete asset management plan and program for the Village wastewater infrastructure.

MINUTES

**The board made a motion to approve the minutes of 10/21/19 by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

2018-2019 FINANCIAL STATEMENT

**The board made a motion to approve the 2018-2019 Financial Statement by Trustee Holbrook seconded by Trustee Lutes and was carried unanimously.**

REQUEST BY YWCA FOR ART & CRAFTS IN MOORE PARK

**The board made a motion to approve by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously the request by the YWCA for the Arts and Crafts for use of Moore Park, July 24, 25, 2020.**

RESOLUTION #18-2019/HANDICAPPED RAMP-NO CHARGE

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

**RESOLUTION #18-2019**

**A RESOLUTION AUTHORIZING THE CODE ENFORCEMENT OFFICE TO WAIVE THE BUILDING PERMIT FEE FOR PRIVATE RESIDENTIAL USE ONLY HANDICAP ACCESSIBILITY RAMPS IN THE VILLAGE OF WESTFIELD**

RESOLVED, that the Village of Westfield Board of Trustees does hereby authorize the Building & Code Enforcement Office to waive any building permit fee or fee(s) associated with the installation and erection of a private residential use only handicap access ramp for single residential use only in the Village of Westfield. A permit will still be required for these issued by the Code Enforcement Officer. Apartment and Commercial Handicap Access Ramp(s) will still require payment of a fee.

PERMISSION TO HOLD CHRISTMAS ACTIVITIES & SERVING OF ALCOHOL

**The board made a motion by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously to approve to hold Christmas activities and the service of alcohol in areas designated as per the request letter submitted by**

**Marilyn Hemmer.**

APPROVE FIRE DEPARTMENT AUDIT COMMITTEE

**The board made a motion to approve a Fire Department Audit Committee by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously. This Committee will consist of 3 Chiefs, 2 F.D. Treasurers, Village Treasurer, Town Board Liaison, VB Liaison, and a VB Member.**

REQUEST EXECUTIVE SESSION

**POLICE DEPARTMENT**

MONTHLY OVERTIME REPORT/UPDATE ONGOING PROJECTS

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

**report of 13.5 hours.**

**FIRE DEPARTMENT**

MONTHLY REPORT/UPDATE ONGOING PROJECTS

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

**CODE ENFORCEMENT**

MONTHLY REPORT/UPDATE ONGOING PROJECTS

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

**RECREATION DEPARTMENT**

MONTHLY REPORT/UPDATE ONGOING PROJECTS

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

RECREATION SPECIALIST

**The Board made a motion to approve the hiring of a Part-Time Recreation Specialist effective 11/18/19 by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

**PUBLIC WORKS**

MONTHLY/OVERTIME REPORT/UPDATE ONGOING PROJECTS

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

CARRYOVER OF VACATION REQUEST

**The board made a motion by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously to approve the request by Ed LeBarron to carryover 18 vacation days.**

**WATER & SEWER DEPARTMENT**

MONTHLY AND OVERTIME REPORT/UPDATE ONGOING PROJECTS

It was reported there had been complaints of dirty and/or rusty water.

**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.**

HEATING INSTALLATION BID FOR NEW ELECTRIC BUILDING

**The board made a motion by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously to award the bid for heating installation at the new Electric Building to Jamestown Heating in the amount of $18,402.50.**

Other bids received were from CR Construction in the amount of $22,975 and from Jack’s Welding Service, Inc. in the amount of $24,550.

**TREASURER**

UPDATE ONGOING PROJECTS

The Treasurer reported they have received their new computers.

MONTHLY REVENUE EXPENSE REPORTS

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

UNPAID WATER & SEWER TO TAX LEVY

**The board made a motion by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously to approve the unpaid water and sewer to be added to the Town tax levy in the amount of $729.45.**

**CLERK**

WARRANTS

**The following warrants were approved on a motion made by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously:**

**General W#26 $36,542.29**

**Electric W#31 18,295.52**

**Water W#31 11,063.93**

**Sewer W#29 3,535.61**

**WPCF Upgrade W#13 11,741.71**

**Water Proj. W#32 678,914.23**

**WPCF Upgrade W#14 313,990.01**

**General W#28 61,234.22**

**Electric W#33 37,158.23**

**Water W#34 18,800.77**

**Sewer W#31 45,950.81**

**Elec. Dist. Depr. 960.00**

**The board made a motion by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously to enter into Executive Session to discuss a Property Issue and the Union Contract.**

EXECUTIVE SESSION

**Following the Executive Session, the board made a motion to end by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

ACTION

The following action was taken as a result of the Executive Session:

**The board made a motion by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously to upgrade Cameron Wright from Apprentice to Lineman B effective 11/19/19.**

**The board made a motion by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously to upgrade Mark Kawski and Jacob Sobecki to Lineman A1 effective 11/19/19.**