**VILLAGE BOARD OF TRUSTEES**

**MEETING**

**JULY 17, 2023**

Mayor Dennis Lutes presiding

MEMBERS: Judy Einach, Josh Freifeld, Blake Maras

EXCUSED: Johanna Kelley, Andrew Thompson, Marybelle Beigh

OTHERS: Becky Jackson, Ed LeBarron, Corbin Meleen, Becki Betts-Paternosh, Chris Reese, Bonnie Rae Strickland, Erin Schuster, Andrew Webster, Staunzie Grady, Blair Koss, Don McCord, Dave & Sandy Brown, Ed & Ann Kneer, Dave Haskin, Steve & Kate Mayer, Deb Puckhaber, Britt Mead, QG Best, Tom Herr, Jamie Johnson, Josh Belcher, Jamie Jaynes, Melissa Baideme, Gail Gray, Kasey Cupp

**MAYOR/BOARD**

7:00 P.M. PUBLIC HEARING/CDBG APPLICATION STORMWATER INFRASTRUCTURE ACADEMY, COTTAGE STREET

The Mayor opened the hearing for any comments and/or input regarding this application and left the hearing open for discussion.

**POLICE DEPARTMENT**

REPORT

**The board made a motion by Trustee Einach, seconded by Trustee Maras and was carried to approve the Police Report as presented by Chief Meleen.**

Trustee Einach complimented a job well done by the Police Chief Meleen and the Police Department with the handling of a recent incident in protecting the victim and in keeping the peace.

DECLARE ITEMS SURPLUS

**The board made a motion by Trustee Einach, seconded by Trustee Freifeld and was carried unanimously to declare the following as surplus.**

Power Heart AED

Two Dell ATG laptops

Two Gateway XP Professional laptop

Sony 2000 Professional laptop

Rocky Laptop

8 Motorola XTS 1500 Portables

5 Prima Facie Body Cameras w/Docking Station

12016 Ford Taurus (Sale of car goes towards new car)

The 7:00 p.m. Public Hearing was closed.

RESOLUTION #12-2023

**The following resolution was approved on a motion made by Trustee Freifeld, seconded by Trustee Einach and was carried unanimously.**

**COMMUNITY BLOCK DEVELOPMENT GRANT RESOLUTION OF SUPPORT & AUTHORIZATION FOR PUBLIC INFRASTRUCTURE GRANT APPLICATION**

WHEREAS, the Village of Westfield Village Board supports the submission of Community Block Development grant, on behalf of the Village for a public infrastructure project to make road and stormwater improvements on Academy Street and Cottage Street; and

WHEREAS, if funding is received it will allow the Village to improve necessary public infrastructure with this capital improvement project that benefits a low to moderate-income neighborhood; and

NOW THEREFORE BE IT RESOLVED**,** that the Village Board identifies the Village Mayor as the authorized representative of the Village to submit the CDBG application on behalf of the Village and execute all associated documents relative to and as required for the CDBG application; and

BE IT FURTHER RESOLVED, that the Village Board authorizes and obligates the 5% matching funds up to $50,000 hereby appropriated from the Village General Fund; and

BE IT FURTHER RESOLVEDthat the Village of Westfield Board recognizes and fully supports this Public Infrastructure Project and the submission of the CDBG grant application by MRB Group on behalf of the Village.

7:15 P.M. PUBLIC HEARING/CDBG APPLICATION FOR UP TO $500,000 FOR HOUSING REHABILITATION PURPOSES

The Mayor opened the public hearing for any comments and/or input regarding this application and left the hearing open for discussion.

Chautauqua Housing Rehabilitation and Improvement Corporation (CHRIC), Representative Kasey Cupp, gave an overview of information for the residents of the Village of Westfield on this federally funded program. Residents can apply for this money out of the up to $500,000 available for certain individuals. They can apply to this program and must fall within the category and can go towards roofs, windows, updating to Code, etc., based on their income.

**CODE ENFORCEMENT**

REPORT

**The board made a motion by Trustee Einach, seconded by Trustee Freifeld and was carried unanimously to approve the Code Officer’s report as reported.**

The Public Hearing for CDBG Housing Rehabilitation Purposes was closed.

**FIRE DEPARTMENT**

REPORT

**The board made a motion by Trustee Maras, seconded by Trustee Freifeld and was carried unanimously to approve the report as given by Chief Chris Reese.**

DOH INSPECTION DISCUSSION

Chief Reese noted the Fire Department had received a surprise DOH inspection on both ambulances which had a couple deficiencies, and they must complete corrective actions by July 28th. He noted they have been working with the County Emergency Services in helping to correct some of the violations which were received.

DISCUSS REPLACEMENT OF E291

It was reported that Engine 291 is going on 30 years old and has had mechanical issues and felt it is time to begin searching for a new one. Lead times are 3-5 years. He noted the average price of a new truck is from $600,000-$800,000. A delay will end up being costlier. The old truck would likely be put up for Auction. It was noted the Town should also be apprised of any information regarding this. The department would like to receive a report at next month’s board meeting for an answer.

**RECREATION DEPARTMENT**

REPORT

**The board made a motion by Trustee Freifeld, seconded by Trustee Einach and was carried unanimously to approve the Program Report as given by Andrew Webster.**

CERTIFIED RESOLUTION #14-2023

**The following resolution was approved on a motion made by Trustee Freifeld, seconded by Trustee Einach and was carried unanimously.**

**FOR SUBMISSION OF STATE PARKS, RECREATION AND HISTORIC PRESERVATION 2023 ENVIRONMENTAL PROTECTION FUND GRANT PROGRAM FOR PARKS**

WHEREAS, the Village of Westfield intends to file an application as the lead agency for grant funding to construct an outdoor amphitheater park on lands owned by the Village of Westfield; and

WHEREAS, funds to construct the project will be requested from the New York State Office of Parks, Recreation and Historic Preservation: and

WHEREAS, the Village completed 30% complete engineering plans for the park development at a cost of $20,000 in early 2023, which can be used as a portion of the required local match: and

WHEREAS, the total project cost request is $650,000 with a 25% local share to be committed to by the village; and

WHEREAS, if awarded the village will provide up to $142,500 ($162,500 - $20,000) in cash of funding committed to the Village toward the local share of the grant,

Therefore;

BE IT RESOLVED, that Mayor Dennis Lutes, is hereby authorized and directed to file an application as the lead agency for the village for funds from the New York State Consolidated Funding process for the Westfield Amphitheater Park through the Environmental Protection Fund Grant Program and upon approval of said request to enter into and execute a grant agreement with the State, and other local partners, for financial assistance to the Village of Westfield, and, if appropriate, take actions necessary to implement the proposed Program/grant upon approval from the State.

CERTIFIED RESOLUTION #15-2023

**The following resolution was approved on a motion made by Trustee Maras, seconded by Trustee Freifeld and was carried unanimously.**

**FOR SUBMISSION OF OFFICE OF PLANNING DEVELOPMENT, AND COMMUNITY INFRASTRUCTURE (OPDCI)**

**SMART GROWTH COMMUNITY PLANNING AND ZONING GRANT**

WHEREAS, the Village of Westfield intends to file an application as the lead agency for grant funding to update an outdated Westfield Comprehensive Plan; and

WHEREAS, the Village will partner with the Town of Westfield to update the outdated townwide plan from 1997 that includes the Village of Westfield,

WHEREAS, funds for the program will be requested from the New York State Department of State,

WHEREAS, the total project cost request is $125,000 with a 10% local share to be committed to by the village and town

WHEREAS, if awarded the village will commit up to $6,250 toward the local share of the grant,

Therefore;

BE IT RESOLVED, that, Mayor Dennis Lutes, is hereby authorized and directed to file an application as the lead agency for the village and town for funds from the New York State Consolidated Funding process for the Westfield Comprehensive Plan Update through the Smart Growth Community Planning and Zoning Grant and upon approval of said request to enter into and execute a grant agreement with the State for financial assistance to the Village of Westfield, and, if appropriate, take actions necessary to implement the proposed Program/grant upon approval from the State.

MINUTES

**The board approved the minutes of June 19th and June 30th on a motion made by Trustee Einach, seconded by Trustee Maras and was carried unanimously.**

APPOINT LIFETIME MEMBER

**Recreation Director Webster requested to approve an honorary member to the Recreation Commission to which the board made a motion by Trustee Freifeld, seconded by Trustee Maras and was carried unanimously to approve Stacy Holland as an Honorary Lifetime Member of the Recreation Commission.**

**HISTORIAN**

The Historian’s report was previously submitted to the board members.

**PUBLIC WORKS DEPARTMENT**

REPORT

Ed noted that the water main work on McClurg had been completed.

**The board made a motion to approve the report by Trustee Einach, seconded by Trustee Freifeld and was carried unanimously.**

**WATER & SEWER DEPARTMENT**

DECLARE SURPLUS

**The board made a motion by Trustee Maras, seconded by Trustee Einach and was carried unanimously to approve to declare Ingersoll Rand Air Compressor as surplus for scrap.**

REQUEST EXECUTIVE SESSION/PERSONNEL

**ELECTRIC DEPARTMENT**

BID APPROVAL SUBSTATION REPLACEMENT

**The board made a motion by Trustee Einach, seconded by Trustee Freifeld and was carried unanimously to approve the Portage Substation A-Frame Structure Foundation** **Replacement Bid to Ledge Creek Development at $66,450. Other Bids received were as follows:**

H&K Services $118,640.00

C&R Construction $104,475.00

POLE BID

Of the four quotes requested, two were received, along with documentation verifying attempts to receive additional quotes required. The other Bid received is as follows:

Matagorda Island, Inc. in the amount of $19,399.00.

Request board approval for Stella Jones even though it is quoted $414.10 higher in the amount of $19,813.10 due to the following reasons:

* Lead time for Stella Jones is only 2 weeks instead of 8 weeks for Matagorda Island;
* Stella Jones provides a self-unloading truck and Matagorda Island does not;
* Stella Jones is providing CL2 35' poles which are of higher quality than the CL3 quoted by Matagorda Island; and
* The quantity quoted by Matagorda Island is an estimate and Stella Jones can guarantee that the number quoted will be received.

**The board made a motion by Trustee Einach, seconded by Trustee Freifeld and was carried unanimously to approve placing the order for the poles from Stella Jones in the amount of $19,813.10.**

DECLARE TRIMBLE HANDHELD GPS AS SURPLUS

**The board made a motion by Trustee Einach, seconded by Trustee Freifeld and was carried unanimously to declare the Trimble handheld GPS unit as surplus.**

**TREASURER**

REVENUE & EXPENSE REPORTS

**The Board made a motion by Trustee Maras, seconded by Trustee Freifeld and was carried unanimously to approve the Revenue & Expense Reports.**

**BUDGET TRANSFERS**

**The board made a motion by Trustee Einach, seconded by Trustee Freifeld and was carried unanimously to approve the 2022-2023 budget transfers.**

**CLERK**

WARRANTS

**The following warrants were approved on a motion made by Trustee Einach, seconded by Trustee Freifeld and was carried unanimously.**

Electric W#8 $6,148.50

Electric W#9 402,808.00

General W#8 52,910.28

Sewer W#8 2,684.01

Water/Minton W#10 525.00

Water W#12 21,039.33

Water W#9 10,346.33

WPCF Upgrade\

Capt’l. Proj. W#2 1,285.20

Sewer W#10 20,053.67

Electric W#11 292,534.28

General W#10 49,102.40

Sewer W#12 42,162.70

Water W#14 12,554.44

Don McCord noted that there will be a public meeting on August 17th at 6:30 p.m. in the North Room to discuss the Downtown Revitalization Plan and it will be put up onto the Village Website for the public to provide input.

Don McCord brought forth an issue for the Board’s consideration on behalf of Andrew Thompson. Mr. Thompson requested that the Board approve a contract with MRB Engineering in the amount of $5,000 to submit a request for community planning funds. The application is due on July 28th.

**The motion to approve the request to enter into a contract with MRB was made motion by Trustee Freifeld, seconded by Trustee Einach, and was carried unanimously.**

Dave Brown thanked the Public Works Department for keeping the flowers trimmed at the Lincoln Bedell area. The Lincoln Bedell Committee will once again contribute to the Village for the maintenance of that corner.

**The board made a motion to enter Executive Session to discuss Personnel on a motion made by Trustee Einach, seconded by Trustee Maras and was carried unanimously.**

EXECUTIVE SESSION

**Following discussion, the session was ended on a motion made by Trustee Freifeld, seconded by Trustee Einach and was carried unanimously.**

After re-entering regular session, the following action was taken:

**The board made a motion by Trustee Einach, seconded by Trustee Maras and was carried unanimously to approve wage increase of $1,672 effective 6/1/23 for Erin Schuster.**

**There being no further business to come before the board the motion was made to adjourn the meeting by Trustee Maras, seconded by Trustee Freifeld and was carried unanimously.**