**VILLAGE BOARD OF TRUSTEES**

**01/21/2020 MINUTES**

Mayor Michael VandeVelde presiding

MEMBERS: Al Holbrook, Mike Catalano, Rob Cochran

EXCUSED: Dennis Lutes

OTHERS: Vincent Luce, Rebecca Betts-Paternosh, Bonnie Rae Strickland, Rob Genthner, Andrew Thompson, Andrew Webster, Jerry Ruch, Chris Reese, Edward Slate, Devin Meacham

**MAYOR/BOARD**

MINUTES

**The board made a motion to approve the December 16, 2019 minutes by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.**

RESOLUTION #1-2020/Elections

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

RESOLVED, that pursuant to NYS Election Law §15-104(a) the Village of Westfield Board of Trustees does hereby change Village of Westfield Election day from Tuesday, March 17, 2020 to Wednesday, March 18, 2020 due to the St. Patrick’s Day Holiday.

IT IS FURTHER RESOLVED, that the March 18, 2020 Village Elections will be held at Eason Hall and the polls will open at 12 Noon and close at 9pm.

RESOLUTION #2-2020/RATIFYING UPDATED SITE PLAN REVIEW FOR FMHS PROJECT

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

RESOLVED, that the Board of Trustees hereby ratifies the Planning Board’s “Updated Site Plan Review” dated January 16, 2020, regarding the Family Health Services project at 216 East Main Street (the “Updated Review”), and re-affirms the Special Use Permit issued by this Board on October 1, 2019, subject to all conditions recommended by the Planning Board in its Updated Review.

HAIL DAMAGE RELEASE OF FUNDS

**The board made a motion to approve the release of the hail damage grant funds by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.**

EXECUTIVE SESSION TO DISCUSS PERSONNEL

**POLICE DEPARTMENT**

RESIGNATION LETTER

**The board made a motion to accept the resignation of Officer Brent Burgess effective 1/1/2020 on a motion made by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.**

REQUEST EXECUTIVE SESSION

MONTHLY/OVERTIME REPORT

**The board made a motion to approve the Monthly and Overtime report of 97.5 hrs. by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.**

**FIRE DEPARTMENT**

NEW MEMBERS

The Fire Chief noted they are awaiting the background checks on 2 of the 3 new members and will reintroduce the applications at the board following their approval through the Fire Department company.

MONTHLY REPORT

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

UPDATE ON RESTROOMS RENOVATION

Chief Ruch reported that this year the Exempt’s donated $2,500 for the Restroom Renovation which the Fire Department will attempt to put some aside every year towards that project. There are three different locations in the Fire Hall where the renovations could be done. One option total was $62,996; option 2 was $54,548; option 3 was $52,051 and it was noted that it will only increase in cost from year to year.

RESCUE TRUCKS INSPECTION

The Rescue Trucks are due for inspection which has not taken place at this time.

CONTAMINATION OF EQUIPMENT

Rescue #291 is experiencing a technical issue and has been in and out of the repair shop several times thus far. At the recent car fire on Oak Street; 4 of our personnel’s gear was contaminated along with some of the other departments assisting which had damaged gear as well.

COMPUTER PURCHASE

Chris Reese ordered a computer for the Fire Hall for EMT’s doing online training, firefighter registration etc.

**CODE ENFORCEMENT**

MONTHLY REPORT

FMHS MEDICAL BUILDING DISCUSSION

The design for the building had to be modified due to the extensive cost and could begin shortly. The permit will be issued in two separate phases which would first be acquiring the foundation permit. They would then go to ZBA for the approval for the addition of the front parking spaces.

FIRE INSPECTIONS DISCUSSION

The County had discussed attempting to have someone that performs Fire Inspections only. Places of assembly require fire inspections once a year. But if the County does not proceed in regard to this, the Code Officer noted that there are a few trained people out there who are certified to do these inspections and would perform them for half the cost the municipality would charge which is $35.00; they would charge only $17.50 to do them. The Code Officer noted it is very difficult to even schedule the appointments for the fire inspection; you must show up promptly and if you are late, the appointment ultimately gets put aside.

**RECREATION DEPARTMENT**

PROGRAM REPORT

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

CARRYOVER OF VACATION

**The board made a motion to approve for the Recreation Director to carryover 5 vacation days by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.**

**PUBLIC WORKS**

OVERTIME REPORT

**The board made a motion to approve the 2019 Year End Overtime Report of 436.85 hours by Trustee Cochran, seconded by Trustee Cochran and was carried unanimously.** Ed LeBarron explained there was an exceptional amount of water main breaks and this was the highest amount of overtime since he began keeping track.

REFUSE BID CONTRACT DISCUSSION

The bids packets had been distributed to the board to review and they were in agreement for the content as is and will be sent out for the 5-year Refuse Bid.

**WATER & SEWER DEPARTMENT**

PRV SYSTEM

In regard to the Water discoloration issue Andrew stated they had pinpointed a cause and the PRV system is in operation now to fill and drain the Martin Wright water tank. The constant change of flow direction seemed to be the cause of the discoloration noticed by residents. In the near future, the valves will be reviewed to see if they are appropriately working as they should be.

**ELECTRIC DEPARTMENT**

UPDATE ON NEW ELECTRIC BUILDING

Employees have begun moving the trucks into the building and there is heat, all the garage doors are working, electrical work is completed and they will begin moving materials in soon.

There is an urgency to move forward with upgrading the mechanical switch which was installed up on Findley Rd. in the 70’s and has only been operated 4 or 5 times over the years. If it was necessary to utilize, one would have to stand beneath it and manually crank it to open it. This issue would have to be placed at the forefront of all others pending.

RECONDUCTORING BID

The Reconductoring bid has been sent out for Route 5 from Walker Road to Shorehaven which is a main area where there have been numerous outages. Update to new and also to have it run out to the roadside.

**TREASURER**

VACATION CARRYOVER

**The board made a motion to approve the vacation carryover of 8 days by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.**

REVENUE AND EXPENSE REPORTS

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

SOFTWARE

The Treasurer noted the new computer software project was set up today and a test run will be done next week. In February the billing rates will be adjusted for the Town; a month and a half for water, so it winds up with the electric bill. The Village’s will be at the end of the month so it will still be on the postcards for February. The new billing dates and the March bill will be combined in an envelope.

**CLERK**

WARRANTS

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

**General W#35 $26,381.87**

**Electric W#41 26,906.42**

**Water W#44 7,730.04**

**Sewer W#39 5,388.90**

**WPCF upgrade W#16 21,861.68**

**General W#37 42,800.33**

**Electric W#43 166,058.79**

**Water W#46 37,076.46**

**Sewer W#41 43,168.89**

**WPCF Capt’l. W#17 6,312.99**

**Dist. Depr. W#44 180.00**

VISITORS

The question was asked if McKinley Road electric had been completed, which it has. The old poles will come out in the springtime depending on when the phone company and cable transfer off from the old poles. And there are some that cross the Thruway that we will have to coordinate with them as the wires would have to be dropped across the Thruway.

An inquiry made as to side by sides being allowed on the road and the legality of them. It was noted they are not legal.

EXECUTIVE SESSION

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

**Following discussion, the Executive Session was ended on a motion made by Trustee Cochran, seconded by Trustee Catalano 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 Catalano and was carried unanimously to approve the Union Contract retroactive to 6/1/19.**

**The board made a motion by Trustee Cochran, seconded by Trustee Holbrook and was carried unanimously to approve for Part-Time Officer Joe Villafrank to a Full-Time Officer at a rate of $20.94/Hr. to fill the slot left (not as Sergeant), by the departure of Brent Burgess contingent upon his passing the Civil Service Testing.**

**The board made a motion by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously to approve the hiring of Scott Balon to a Part- Time/Substitute Police Officer position starting 1/27/2020.**

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