**VILLAGE BOARD OF TRUSTEES**

**JUNE 15, 2020**

**TELECONFERENCE MEETING**

MEMBERS: Robert Cochran, Dennis Lutes, Al Holbrook, Mike Catalano

OTHERS: Vince Luce, Becki Paternosh, Ed LeBarron, Rob Genthner, Andrew Thompson, Andrew Webster, Bonnie Rae Strickland

**MAYOR/BOARD**

MINUTES

**The board made a motion to approve the minutes of 5/18/20 by Trustee Catalano, seconded by Trustee Lutes and was carried unanimously.**

RESOLUTION #7-2020/RETENTION AND DISPOSITION SCHEDULE FOR NYS LOCAL GOVT RECORDS (LGS-1)

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

RESOLVED,by the Village of Westfield Board of Trustees that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

1. only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGSD-1)*, after they have met the minimum retention periods described therein;
2. only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

REQUEST FOR PARADE

**The board made a motion to approve for a Graduation Parade to be held on June 27th and an Elementary Parade on June 16th by Trustee Cochran seconded by Trustee Lutes and was carried unanimously.**

APPROVE VOW SAFETY REOPENING PLAN

**The board made a motion to approve the VOW Safety Reopening Plan by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.**

GOVERNOR’S ORDER/POLICE REFORM

Per Executive Order from the governor about New York State Police reform and reinvention collaborative mandates that anybody with local police department must submit a plan by next April 1st. The Mayor asked for suggestions for committee members; and some representatives from the local community, ministerial association, student representation, the Chief of Police, perhaps other officers, and the also suggested Tom Tarpley. A balance would be appropriate.

**POLICE DEPARTMENT**

MONTHLY/OVERTIME REPORT

**The board made a motion to approve the Monthly Report and Overtime Report of 53.5 hours by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.**

**FIRE DEPARTMENT**

GENERATOR

**The board made a motion by Mayor VandeVelde, seconded by Trustee Catalano and was carried unanimously to approve the repair of the Fire Department backup generator which requires a new block heater (the repair will take place later in the year to reduce fiscal time costs) although the approval was for $1,800, it will be approximately $1,075.** The estimate was from Kinsley Power System.

FIRE DEPARTMENT ELECTIONS

**The board made a motion by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously to approve for the Fire Department to hold their elections on September 15th, 2020 as recommended by FASNY and NYCOM and to align more properly with Village Elections.**

**RECREATION DEPARTMENT**

PROGRAM REPORT

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

WELCH FIELD ROOF BIDS

**The board made a motion to go out to competitive bid for the Welch Fieldhouse and Chemical building roof replacement by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.**

OTTAWAY PARK

**The board made a motion by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously to approve the opening of Ottaway Park by June 19th.**

It was noted that a new waterline is being installed there so it will be Village water.

RECREATION PROGRAMS PRESENTATION/DISCUSSION

**The motion was made by Mayor VandeVelde to cancel the Recreation Department Summer Program and Pool Schedule for the summer, seconded Trustee Holbrook and was carried with Trustee Catalano voting nay.**

TRAVEL SOFTBALL

The request was made by Roger Miller for a softball game to be played on July 8th at Smith Field. It is considered to be a low risk sport. The Mayor noted they could go ahead and do that.

WELCH FIELD PLAYGROUND

**The board made a motion by Trustee Holbrook, seconded by Trustee Lutes, and was carried unanimously to keep the playground/pool at Welch Field**

**closed to the public**.

**CODE ENFORCEMENT**

MONTHLY REPORT

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

DUMPSTER PERMIT/ROOFING PERMIT

**The board made a motion to add the Dumpster Permit to the Roofing Permit by Trustee Catalano seconded by Trustee Lutes and was carried unanimously.**

Going forward the Code Officer will handle requests by appointment only.

**PUBLIC WORKS DEPARTMENT**

PROJECT UPDATE

Ed stated they are working on the Ottaway Park waterline and the sewer line on Hawley St. this week. And they will be laying out and saw cutting in the Parking lot towards the end of the week so digging can begin on Monday next week.

BRADY NUSOM PROBATION

**The board made a motion to approve a probationary period extension of 6 months for Brady Nusom on a motion made by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.** Due to the Pandemic, Brady was unable to get his CDL License as required for the position.

FIRE DEPARTMENT MISC. TRUCK

**The board made a motion by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously to approve disposing of the old truck through Auction and placed a $2,000 reserve on the vehicle.**

**WATER & SEWER DEPARTMENT**

OVERTIME REPORT

**The board made a motion to approve the 2020 Quarterly Overtime Report of 67.8 hours by Trustee Cochran, seconded by Trustee Lutes and was carried unanimously.**

PROJECT UPDATE

The Sewer Plant is near completion, just needs to be blacktopped.

WATER WAIVER REQUEST

**On a motion made by Mayor VandeVelde, seconded by Trustee Catalano and was carried unanimously, the board authorized the Treasurer to forgive a water bill up to $150 for 145 S. Portage St. due to very inferior water for filling their pool which had to be dumped and they had to truck in water instead.**

REQUEST APPROVAL TO HIRE H&K

**The board made a motion by Trustee Cochran, seconded by Trustee Holbrook and was carried unanimously to approve the hiring of H&K services to repair interior structural glazed tile at the Water Plant in the amount of $12,915.**

**ELECTRIC DEPARTMENT**

PROJECT UPDATE

Completed the reconductoring of the Grower’s Feed which they had been working on and did the part outside of North Portage during the Fall, and then from the substation riser pole up to Portage in the past month. Also, finished switch gear from the Portage substation that splits the two circuits for the sewer plant, put online and energized. We will now be able to finish up the relay retrofitting down there.

There is one breaker that still needs to have the relays changed out and we are waiting on John Tucker to be able to get here to do the programming of the relays etc. once we get it installed.

Will begin redoing the primary feed to Edgewater. Currently it runs off the road and through the middle of a grape vineyard down through the woods on the west side of the condo complex. That will be changed over to Underground to run right along their main driveway.

DECLARE TRUCK 2A AS SURPLUS

**The board made a motion to approve declaring Truck 2A, 2007 Freightliner as surplus by Trustee Holbrook, seconded by Trustee Cochran and was carried unanimously.**

**TREASURER**

REVENUE/EXPENSE REPORT

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

**CLERK**

WARRANTS

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

**Capital Project W#1 $6,206.69**

**General W#1 44,347.97**

**Sewer W#1 26,108.85**

**Water W#1 19,341.31**

**Electric W#1 138,496.47**

**Parking Lot W#2 1,658.50**

**Capt’l Proj. W#3 7,866.00**

**Sewer W#5 8,931.30**

**General W#3 27,640.78**

**Sewer W#4 41,235.45**

**Water W#4 34,289.40**

**General W#4 29,612.79**

**Water W#5 7,285.97**

**Electric W#3 29,142.32**

**Electric W#4 164,385.52**

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