

TOWN BOARD MEETING
Town of Westfield
January 14th, 2016

7:25 pm SUP Public Hearing for Family Life Ministries, Inc. meeting –cancelled due to weather and will be rescheduled to Wednesday February 3rd, 2016. Supervisor Bills moved and James Herbert seconded a motion to set a Public Hearing date of February 3rd, 2016 for a SUP Application Permit to install an FM Translator on Douglas Rd. Unanimously carried.

The regular meeting of the Town Board was called to order at 7:30pm in Eason Hall, 23 Elm Street, Westfield, NY, with the following members and guests present:

Supervisor:	Martha R. Bills	David Babcock	Jennifer Johnson	Marian Eno
Councilmen:	David Spann	Joel Seachrist	William Bauer	Don Eno
	Raymond Schuster	Jim Pacanowski	Debra Puckhaber	Harold Nass
	Jim Herbert	Marybelle Beigh	Tom Tarpley	Janet Nass

Approval of Minutes (12/9/2015 TBM, 12/17/2015 SBM)
Martha Bills motioned, Raymond Schuster seconded, Voting was as follows: Raymond Schuster, aye, Martha Bills, aye, David Spann, aye, Jim Herbert, aye.

The Supervisor’s report is as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Checking Balance</u>	<u>MM Balance</u>
Gen. A	\$746,994.88	\$600,507.96	\$16,068.41	\$ 737,551.12
Gen B	106,541.37	91,720.40	75.18	60,844.72
Hwy DA	377,195.61	285,992.88	515.84	340,841.63
Hwy DB	441,626.23	394,792.36	37.64	236,880.32
Sewer HO1	22,609.90	20,171.64	-0-	4,480.75
Water HO2	15,876.74	11,997.50	-0-	102,319.55
Wfd. Fire	54,045.69	54,000.00	-0-	571.51
Sherm. Fire	9,541.66	9,536.00	-0-	108.19
Totals:	\$1,774,432.08	\$1,468,718.74	\$16,697.07	\$1,483,597.79

The Town Clerk’s report together with a check in the amount of \$3895.00 representing fees for the month of December 2015 was turned over to the Supervisor. State and County agencies received checks totaling \$39.00.

The Dog Warden’s report for December 2015 was received and placed on file.

The Fire Department Report for December 2015 was received and placed on file.

The Historian’s report for December 2015 was not received.

The Town Court report for December 2015 and the Town Court 2015 Annual Report were received and placed on file.

The Westfield Police Department Report for December 2015 was received and placed on file.

Highway:

- The Town Highway Superintendent discussed current projects which included plowing, road plans.

Code Enforcement:

- The Code Enforcement Officer submitted a written report for December 2015 highlighting that 7 permits were issued in the Town. He also briefed that there were a total of 248 permits issued in the Village and Town in 2015.

Barcelona Harbor:

- Pier operations are closed for the season.

Public Comments:

Tom Tarpley discussed the theft, and drug activity in our community and also the need for property maintenance in Barcelona.
 Don Eno questioned the potential progress of East Lake Rd, Barcelona water project.
 Janet Nass questioned a vacant house on 394, which has trash and debris in the front yard.

Supervisor Bills made the following announcements:

- Annual Audit of Books (Jan 21, 2016 @ 4:00pm)
- 30th Anniversary Open House Northern Chautauqua Community Foundation @ 21 Brix January 22, 2016, 4-7 p.m.
- Concord Grape Belt Heritage Association Annual Meeting and Dinner (Thursday, January 28th, 2016 @ 6pm)

Old Business:

- Supervisor Bill stated that the Barcelona Water Project (BWP) has a pre-closing scheduled for Jan 22 2016 and closing on the 24th of January 2016.

New Business:

- Andrea Babcock, stated that the NCCR (Northern Chautauqua Canine Rescue) is looking for the Town of Westfield to co-sponsor a Rabies Clinic, at the Town Barn on Chestnut St. on Saturday May 14th 2016.
- A discussion of the clinic took place and the approval of the clinic.
 Raymond Schuster motioned David Spann Seconded. Voting was as follows: Raymond Schuster, aye, David Spann, aye, Martha Bills, aye, Jim Herbert, aye.

Martha Bills offered the following 6 resolutions and moved their adoption:

Resolution No. 1 of 2016
 Official Meeting Place

“That the official meeting of the Town Board shall be in Eason Hall, 23 Elm Street, Westfield, NY on the first Wednesday of each month at 7:30pm.”

Resolution No. 2 of 2016
 Salaries

“That the Town Board hereby fix the salaries of the Town employees and officials for the year 2016 as follows:”

Highway Employees	Laborers - Minimum \$9.00 / hr MEO's - Minimum \$14.00 to \$21.18 / hr - Maximum \$31.76 / hr
Supervisor	\$16,000 annual to be paid quarterly
Code Enforcement	\$13,260 annual to be paid bi-weekly
Deputy Supervisor	\$ 2,700 annual
Councilmen	\$ 3,000 annual
Justice Spann	\$ 7,000 annual to be paid quarterly
Justice LaPorte	\$ 7,000 annual to be paid annually
Court Clerk	\$18,000 annual to be paid bi-weekly
Town Clerk / Registrar	\$33,159 annual to be paid bi-weekly
Bookkeeper / Deputy Town Clerk / Tax Collector	
Deputy Registrar	\$39,060 annual to be paid bi-weekly
Deputy Tax Collector	\$ 3,500 (to be paid bi-weekly Jan - Mar)
Historian	\$ 1,000 annual
Highway Superintendent	\$52,315 annual to be paid bi-weekly
Deputy Highway Superintendent	\$ 1,600 annual to be paid quarterly
Assessor / Safety Inspections Clerk	\$49,610 annual to be paid bi-weekly
Utility Workers	\$ 9.00 Minimum/hr. & \$16.00 Maximum/hr
Dog Control Officer	\$ 7,500 annual

Resolution No. 3 of 2016
Designation of Banks

WHEREAS, under Section 64 of the Town Law, it is provided that the Town Board shall designate by written resolution the banks and trust companies in which certain Town Officers shall deposit monies received into their hands by virtue of their office, be it,

RESOLVED, that Community Bank of Westfield, M & T Bank of Jamestown and Mayville, MBIA Class, and Key Bank of Westfield, are hereby designated as depositories in which the Supervisor, Town Clerk, Deputy Town Clerk, Tax Collector and Court Clerk shall deposit all monies coming into their hands.

Resolution No. 4 of 2016
Official Newspapers

“That the *Westfield Republican* and the *Observer* newspapers be designated the official newspapers of the Town for the year 2016.”

Resolution No. 5 of 2016
2016 Annual Appointments

Andrea L. Babcock	Registrar of Vital Records / Records Management Officer
Jill Fredd	Bookkeeper / Tax Collector / Deputy Town Clerk / Deputy Registrar
Kate Issler	Deputy Tax Collector
James Pacanowski	Code Enforcement / Zoning Officer
Marybelle Beigh	Historian
Kimberly Stahley	Clerk to the Court
Scott Frudd	Deputy Highway Superintendent
Chuck Raynor	Dog Control Officer
Kelly Brown	Harbor Master
Vincent Calarco	Honorary - Civil Defense Director
Bonnie Rae Strickland	Safety Inspections Clerk

Planning Board

(Chairman) Chad Schofield
Diana Hamann Phil Riedesel
Amy Gregory (Alternate) John Hemmer

Zoning Board of Appeals

Wayne Harrington (Chairman) Abbie Cardy
Will Northrop Linda Wolfe
Bradley Szymczak

Town Committees

Harbor David Spann & James Herbert
Security & Technology David Brown
Transfer Station Ray Schuster
Highway Ray Schuster & David Spann
Ad Hoc & Personnel David Brown & Ray Schuster
Website David Brown, Mary Bivens, Martha Bills,
Andrea Babcock & Joel Seachrist

Fire Dept. Liaison - David Brown

Process Servers - David Haskin / Max Baker

Town Constables - Peter Kunow / Max Baker

Resolution No. 6 of 2016

Authorizations for Supervisor / Deputy Supervisor

RESOLVED, (Pursuant to Town Law, §29 [16]) that the Town Board of the Town of Westfield hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore adopted by this Town Board.

BE IT FURTHER RESOLVED that the Supervisor or the Deputy Supervisor be, and are hereby authorized, to sign all the necessary documents for the financing of the Town of Westfield.”

This was seconded by Raymond Schuster. Voting was as follows: Martha Bills, aye, Raymond Schuster aye; David Spann, aye, Jim Herbert, aye.

Martha Bills offered the following resolution and moved its adoption

Resolution No. 7 of 2016

Highway Agreement

RESOLVED, that pursuant to the provisions of Section 284 of the Highway Law, the Town Board agrees that monies levied and collected for the repair and improvement of highways, and received from the state for the repair and

improvement of highways, and specifically the sum of \$170,000 shall be expended for the general repairs of town highways, including sluices, culverts and bridges, or the renewal thereof, and for the following projects:

1. The oiling and stoning within the budget allotment of portions of the following roads: Bliss (1.53); Hardscrabble (.50); Mt Baldy (1.0); Putnam (.85); Lyons (1.0);Gale St(.48) ;Allen Rd (.44)and 25 intersections. Total mileage is 5.80
2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS), funds estimated in the 2015 Budget (\$128,036.00) would be used towards re-blacktopping Fifth Street, Sixth Street, North Portage Street, and Parker Road (1.4 miles).

BE IT FURTHER RESOLVED, that no fewer than three members of the Town Board and the Highway Superintendent shall execute a certified copy of this resolution in duplicate, and said certified copy, so signed, shall constitute written agreement between the parties once it shall have been approved by the County Superintendent of Highways.

This was seconded by Raymond Schuster. Voting was as follows: Martha Bills, aye, Raymond Schuster aye; David Spann, aye, Jim Herbert, aye.

Martha Bills offered the following resolution and moved its adoption

Resolution No. 8 of 2016
Appointment of Deputy Supervisor

RESOLVED, that Councilman David Brown is appointed as Deputy Supervisor for the Town of Westfield for the 2016 calendar year.

This was seconded by David Spann. Voting was as follows: Martha Bills, aye; David Spann, aye; Raymond Schuster, aye, Jim Herbert, aye.

-Martha Bills offered the following resolution and moved its adoption:

Resolution No. 9 of 2016
Annual Review of Procurement Policy

RESOLVED, that after thorough review, the Town Board approves the Procurement Policy (Chapter 37 of the Town Code).

This was seconded by David Spann. Voting was as follows: Martha Bills, aye; David Spann, aye; Raymond Schuster, aye, Jim Herbert, aye.

- Martha Bills offered the following resolution and moved its adoption:

Resolution No.10 of 2016
Removal of Equipment From Inventory

WHEREAS, the bookkeeper has recommended that the following equipment be considered obsolete, removed from office inventories, and disposed of properly within environmental regulations:

Town of Westfield

General Fixed Assets (Fund K)
Report as of 12/31/15

Equipment Removed:			
Records Mgmt Equip Returned to DEC	TwN Clerk	\$	4,239.00
Mckinneys Law Books	Court	\$	3,103.00
Spr MacBook Laptop	Sprv	\$	2,172.00
Spr Lazer Printer from Hwy (in Basement)	Sprv	\$	967.00
Pier 1998 Cub Cadet	Pier	\$	2,200.00
Pier Old Picnic Tables	Pier	\$	731.00
Hwy Misc Inventory 1959-2000	Hwy	\$	2,244.00
2 Chairs- Under the \$500 Rule	Hwy	\$	<u>229.00</u>
		\$	15, 885.00

THEREFORE BE IT RESOLVED, that the Town Board agrees that the above equipment be removed from inventories and disposed of properly.

This was seconded by Raymond Schuster. Voting was as follows: Martha Bill, aye, Raymond Schuster, aye, David Spann, aye, Jim Herbert, aye.

At 8:10pm Supervisor Bills moved and Raymond Schuster seconded a motion to move to Executive Session to discuss pending litigations.

The next Town Board Meeting is scheduled for Wednesday, February 3rd, 2016 @ 7:30pm

There being no further business, at 8:40pm David Spann moved and Raymond Schuster seconded a motion to adjourn. Unanimously carried.

Respectfully submitted,
 // original signed //
 Andrea L Babcock, Town Clerk