

**VILLAGE BOARD OF TRUSTEES  
JANUARY 18, 2017 MINUTES**

Deputy Mayor Robert Cochran presiding

MEMBERS: Jill Santi, Mike Catalano

EXCUSED: Al Holbrook

OTHERS: Vince Luce, Becki Paternosh, Ed LeBarron, Erin Schuster, Andrew Thompson  
Andrew Webster, Marybelle Beigh, Zachary Paternosh

**MAYOR/BOARD  
MINUTES**

**The board made a motion to approve the November 21, 2016 minutes by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

**TREE REQUEST BID FOR SALE**

A request had been received from Darren Ramm in regard to a particular walnut tree which is located on Village property which he felt would be of some value and is interested in purchasing it. Village Forester, Bruce Robinson gave an opinion on this and reported there are a total of four trees which might be worthwhile to consider going out to bid for.

**The board made a motion by Trustee Catalano, seconded by Trustee Santi and was carried unanimously to approve for Village Forester, Bruce Robinson to go out to bid for the walnut trees.**

**RESOLUTION #1-2017**

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

**ACCREDITED DELEGATE TO M.E.U.A. SPECIAL MEETING**

Whereas, the Board of Public Works of the Village of Westfield, New York, is a municipal member of the Municipal Electric Utilities Association of New York State, and  
Whereas, a Special Meeting of the Municipal Electric Utilities Association of New York State has been called on January 25, 2017, to be held at the Embassy Suites Hotel, 6646 Old Collamer Rd., East Syracuse, NY, 13057 and,  
Whereas, in accordance with the by-laws of the Municipal Electric Utilities Association of New York State, each municipal member may cast one vote on each transaction properly brought before this meeting,  
NOW THEREFORE BE IT RESOLVED, that DPW Director, Andrew Thompson, be and is hereby designated as the accredited delegate of the Board of Public Works of the Village of Westfield, New York.

**RESOLUTION #2-2017**

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

**VILLAGE OF WESTFIELD RESOLUTION #2-2017  
A RESOLUTION TO ESTABLISH A MAYOR'S YOUTH COUNCIL**

WHEREAS, the Village Board of Trustees for the Village of Westfield, has determined that the young people of our community have unique insight into the needs, desires, problems and issues which confront, and are experienced by young people; and  
WHEREAS, the Village Board believes that our youth, as inheritors of the community, are certainly deserving of a voice and representation, in efforts adopted by the Village to identify and resolve issues which concern the youth of the community; and  
WHEREAS, the Village Board feels it is important to provide an opportunity for the youth of Westfield to acquire a greater knowledge of and appreciation for the political system through active participation in the system; and  
WHEREAS, the Village Board believes by establishing a Mayor's Youth Council it will instill a feeling of a positive self-worth and esteem, to teach respect for the rights and property of others, to promote community pride, and eliminate potential negative influences among our future community leaders.

NOW, THEREFORE, BE IT RESOLVED THE VILLAGE BOARD OF THE VILLAGE OF WESTFIELD, NEW YORK THAT:

SECTION 1. There is hereby established a "Mayor's Youth Council" hereinafter "MYC". The purpose of the MYC is to actively advise the Village Board with thoughtful recommendations on issues concerning youth and to assist Village staff in considering youth perspectives in its planning efforts. The MYC shall hold periodic meetings with the Mayor and/or Village Board and will attend Village Board and Commission meetings when youth issues are on the agenda. MYC shall create task forces, as needed. The MYC shall not constitute a Board or Commission.

SECTION 2. The Youth Council shall be composed of 12 or more members attending Westfield Central School in grades 7<sup>th</sup> thru 12<sup>th</sup>. The Mayor, with the advice and consent of the Council, shall appoint members to serve one-year terms. The MYC shall have adult non-voting advisors. The advisors may be appointed from the full-time career employees of the Village Staff, school staff, or may be a community volunteer.

SECTION 3. The MYC shall meet once per month. All members shall serve on at least one task force and cannot miss more than six meetings in a one-year period. The MYC shall choose its own officers and shall adopt rules of procedure for the proper conduct of its business.

SECTION 4. No member of the MYC shall receive compensation for service, but members of the MYC may be reimbursed necessary expenses, which are approved in advance by the Adult Advisor. All members shall be subject to removal by Village Board at its pleasure and at any time without cause.

SECTION 5. By-Laws of the Youth Village Board are attached, and made a part of this resolution.

RESOLUTION #3-2017

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

#### MUNICIPAL BUILDING ENERGY BENCHMARKING POLICY

1. Purpose.

Buildings are the single largest user of energy in the State of New York. The poorest performing buildings typically use several times the energy of the highest performing buildings-for the exact same building use. As such, this policy will use Building Energy Benchmarking to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Village of Westfield.

Collecting, reporting, and sharing Building Energy Benchmarking data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings

relative to similar buildings nationwide. Equipped with this information, the Village Trustees are able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement.

2. Definitions.

- A. "Benchmarking Information" shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.
- B. "Building Energy Benchmarking" shall mean the process of measuring a building's energy use, tracking that use over time, and comparing performance to similar buildings.
- D. "Covered Municipal Building" shall mean a building or facility that is owned or occupied by the Village of Westfield that is 1,000 square feet or larger in size.
- E. "Director" shall mean the Director of the Public Works Department of the Village of Westfield.
- F. "Energy" shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in utility bills or other documentation of actual energy use.
- G. "Energy Performance Score" shall mean the numeric rating generated by Portfolio Manager that compares the energy usage of the building to that of similar buildings.
- H. "Energy Use Intensity (EUI)" shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.
- I. "Gross Floor Area" shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.
- J. "Portfolio Manager" shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.
- K. "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.
- L. "Weather Normalized Site Em" shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

3. Applicability.

- A. This policy is applicable to all Covered Municipal Buildings as defined in Section 2 of this policy.
- B. The Director may exempt a particular Covered Municipal Building from the benchmarking requirement if he determines that it has characteristics that make benchmarking impractical.

4. Benchmarking Required for Covered Municipal Buildings.

- A. No later than January 31, 2017, and no later than May 1 every year thereafter, the Director or his designee shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.
- B. For new Covered Municipal Buildings that have not accumulated 12 months

of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Director or his designee shall begin inputting data in the following year.

5. Disclosure and Publication of Benchmarking Information.
  - A. The Director shall make available to the public on the internet Benchmarking Information for the previous calendar year:
    1. No later than December 31, 2017 and by September 1 of each year thereafter for Covered Municipal Buildings; and
    2. The Director shall make available to the public on the internet and update at least annually, the following Benchmarking Information:
      - (a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and
      - (b) For each Covered Municipal Building individually:
        - (i) The status of compliance with the requirements of this Policy; and
        - (ii) The building address, primary use type, and gross floor area; and
        - (iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and
        - (iv) A comparison of the annual summary statistics (as required by the preceding section) across calendar years for all years since annual reporting under this Policy has been required for said building.
6. Maintenance of Records.

The Director shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved for a period of three (3) years.
7. Enforcement and Administration.
  - A. The Director or his or her designee shall be the Chief Enforcement Officer of this policy.
  - B. The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this policy.
  - C. Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Board of Trustees including but not limited to summary statistics on energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Director determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this policy.

#### RESOLUTION #4-2017

**The board approved the following resolution on a motion made by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

#### NYS UNIFIED SOLAR PERMIT

WHEREAS, pursuant to Section 10 of the Municipal Home Rule Law, the Village of Westfield Board of Trustees ("Village Board") duly adopted Chapter 85 of the Village of Westfield Code

("Village Code"), entitled "Fire Prevention and Building Construction", to provide minimum requirements to safeguard the public safety, health and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, safety to life and property from fire and other hazards attributed to the built environment, and standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of fuel gas, plumbing and mechanical systems; and WHEREAS, Chapter 85 of the Village Code created the office of Code Enforcement Officer, who administers and enforces all provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, and the Village Code; and WHEREAS, Chapter 85 requires the issuance of a building permit for the construction, enlargement, alteration, repair, removal or demolition of any building or other structure; and WHEREAS, the New York State Uniform Fire Prevention and Building Code regulates the design, construction, installation, alteration and repair of equipment and systems using solar systems; and WHEREAS, the New York State Energy Research and Development Authority has developed a New York State Unified Solar Permit that reduces the cost for solar projects by streamlining municipal permitting processes; and WHEREAS, the Village Board desires to promote the streamlining of the application process for small-scale photovoltaic system installations by adopting the New York State Unified Solar Permit application form and implementing the new procedures, NOW, THEREFORE, BE IT RESOLVED, the Village Board hereby adopts the New York State Unified Solar Permit application form and procedures for the installation of small-scale photovoltaic systems; and it is further RESOLVED, the Village of Westfield Code Enforcement Officer is hereby directed to use said New York State Unified Solar Permit application form and procedures in the issuance of building permits for the installation of small-scale photovoltaic systems; and it is further RESOLVED, any further actions required of Village to effect the foregoing are hereby authorized and the Village Mayor is hereby authorized to execute and deliver any instruments, documents or the like as required to effect the same.

#### ACCEPTANCE OF RESIGNATION

**The board made a motion to approve the resignation of Police Officer Matthew Hettenbaugh as of 1/22/17 by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

The board tabled further discussion until the next scheduled meeting regarding Modification of the Election Date.

#### POLICE DEPARTMENT

##### MONTHLY OVERTIME REPORT

**The board approved the monthly report of November and December and the Overtime Report of 9.7 hours for November and 77.5 hours for December by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

#### SURPLUS PROPERTY

**The board made a motion to approve declaring an old computer desktop as surplus property by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

#### CROSSING GUARD WAGE INCREASE

**The board made a motion by Trustee Catalano, seconded by Trustee Santi and was carried unanimously to approve a wage increase to \$10/Hr. for Crossing Guard Randy Edwards.**

**FIRE DEPARTMENT  
MONTHLY REPORT**

**The board made a motion to approve the Fire Department Monthly Reports from November and December by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

**DECLARE LIGHTING AS SURPLUS**

The board agreed to table discussion until more information from the Chief is received.

**RECREATION DEPARTMENT  
PROGRAM REPORT**

**The board approved the Program Reports on a motion made by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

**CARRYOVER OF VACATION**

**The board made a motion to approve for 10 days carryover vacation time for the Recreation Director by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

(Please note: this item was unnecessary, employee gets 10 days after one full year of employment with the Village).

**EXECUTIVE SESSION TO DISCUSS PERSONNEL**

**CODE ENFORCEMENT  
MONTHLY REPORT**

**The board made a motion to approve the November and December Monthly Reports by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

**HISTORIAN  
MONTHLY REPORT**

**The board made a motion to approve the November and December reports by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

**PUBLIC WORKS  
MONTHLY/OVERTIME REPORT**

**The board made a motion to approve the November and December Monthly Reports and November Overtime of 58.10 hr. and December Overtime of 13.50 hr. on a motion made by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

**TREE TRIMMING BID AWARD**

**The board made a motion to approve the tree trimming bid to (as per attached sheet), by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

**REQUEST EXECUTIVE SESSION FOR PERSONNEL ISSUE**

**ELECTRIC DEPARTMENT**

## MONTHLY OVERTIME REPORT

**The board made a motion to approve the Monthly Reports for November and December and Overtime Report for November of 57.0 hr. and December Overtime Report of 63.3 hr.**

## BID APPROVALS

It was noted that four quotes had been received for Poles.

**The board made a motion to officially award the quote for the purchase of Poles to McFarland Cascade in the amount of \$11,186.84 for 30 - 40' poles and 7 - 45' poles by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

## SWITCHGEAR REPLACEMENT

**The board made a motion to award the bid of Switchgear replacement for English Street Substation to AZZ Switchgear Systems in the amount of \$467,515.00 by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

Other bids received were from:  
Eaton Corporation in the amount of \$590,660  
Powercon in the amount of \$551,721.

## REPLACEMENT OF TWO TRANSMISSION STRUCTURES

The two bids received for this bid were from Northline Utilities in the amount of \$96,581, and O'Connell Electric in the amount of \$99,384.

**The board made a motion to approve as recommended by DPW Advisory Board, Northline's bid of \$96,581 by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

## CONTRACTOR SAFETY POLICY

**The board made a motion to approve the Contractor Safety Policy as presented by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

## UNION-MANAGEMENT SAFETY COMMITTEE CHECKLIST

**The board made a motion to approve the Union-Management Safety Committee checklist for Lineworker training by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

## PERMISSION TO GO TO BID

**The board approved to go to bid for purchase of 15 kV underground cable for English St. Substation Project by Trustee Cochran, seconded by Trustee Santi and was carried unanimously.**

## PERMISSION TO GO TO BID

**The board approved to go to bid to hire a contractor to install the underground cable and riser pole construction for English Street Substation Project by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

It was suggested to combine the two if possible to make it more financially advantageous to the Village.

## SEWER DEPARTMENT

### MONTHLY AND OVERTIME REPORT

The board made a motion to approve the Monthly Report for November and December and the Overtime Report of 9.6 hrs. for November and 10.6 hrs. for December by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

**WATER DEPARTMENT**  
**MONTHLY AND OVERTIME REPORT**

The board made a motion by Trustee Santi, seconded by Trustee Catalano and was carried unanimously to approve the November and December Monthly Reports and the Overtime Report for November of 24.85 hrs. and the December Overtime report of 48.95 hours.

**CLARK PATTERSON LEE ENGINEERING FOR WATER SYSTEM PROJECTS**

The board made a motion to approve for Clark Patterson Lee to do the engineering for Water System Projects by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

**TREASURER**  
**MONTHLY AND OVERTIME REPORT**

The board made a motion by Trustee Catalano, seconded by Trustee Santi and was carried unanimously to approve the Monthly Report for November and December and the Overtime Report of 0.9 hr. for December.

**CARRYOVER VACATION**

The board made a motion by Trustee Catalano, seconded by Trustee Santi and was carried unanimously to approve for the Treasurer to carryover 1 vacation day.

**CLERK**  
**WARRANTS**

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

General	W# 31	\$179,455.12
Electric	W# 28	256,029.56
Water	W# 31	74,578.51
Sewer	W# 30	267,778.27
Cap. Proj. WPCF	W# 16	41,531.73
	W# 17	351.60
General	W# 33	34,899.98
Electric	W# 30	55,448.67
Water	W# 34	4,184.13
Sewer	W# 34	48,541.73
Sewer	W# 35	485.90
Cap. Proj. WPCF	W# 18	62,191.30
Electric	W# 32	159,829.53
General	W# 35	12,100.07
Sewer	W# 37	12,036.33
Water	W# 36	3,253.03
Cap. Proj.	W# 34	683,038.10



<b>General</b>	<b>W# 37</b>	<b>40,280.60</b>
<b>Electric</b>	<b>W# 34</b>	<b>45,695.49</b>
<b>Water</b>	<b>W# 38</b>	<b>16,360.94</b>
<b>Sewer</b>	<b>W# 39</b>	<b>29,235.96</b>
<b>Cap. Proj. WPCF</b>	<b>W# 20</b>	<b>436,588.84</b>

Deputy Mayor Cochran read a letter of commendation of Officer Barry Meleen which was received.

A Thank You and a donation towards the Roof Project was received from the Deputy Sheriff's Association of Chautauqua County in the amount of \$250 for their use of Eason Hall for the dinner gathering following the funeral of one of their fellow officer.

**EXECUTIVE SESSION**

**The board made a motion to enter into Executive Session to discuss Litigation and Personnel issues by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

**Following Executive Session, the board re-entered regular session on a motion made by Trustee Santi, 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 to approve Andrew Webster as permanent Recreation Director by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

**The board made a motion to approve Mike Cochran as permanent Laborer retroactive to 1/16/17 by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

**The board made a motion to approve hiring Dylan Robinson as substitute Police Officer by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

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

Respectfully Submitted by:

Vincent E. Luce  
Administrator/Clerk