

**VILLAGE BOARD OF TRUSTEES
NOVEMBER 21, 2016 MINUTES**

Mayor Michael VandeVelde presiding

MEMBERS: Jill Santi, Rob Cochran, Mike Catalano, Al Holbrook

OTHERS: Vince Luce, Ed LeBarron, Rob Genthner, Becki Paternosh, Jerry LaPorte, Jerry Ruch, Andrew Webster, Andrew Thompson, Erin Schuster, Marybelle Beigh, William F. Christ, Jr., Tom Tarpley, Lisa Schmidtfrerick Miller, Don Thomas, Dave Bova, Sara Schrader, Shelly Wells, Robert Dymment, Chris Catalano, Jimmy Wolfe, Ed Kneer

MAYOR/BOARD

AUDITOR ANNUAL REPORT

Auditor Laura Landers gave a summary of highlights for the Financial Statements for the Village of Westfield fiscal year ending May 31, 2016. General Fund ended the year with a surplus of about \$176,000. The unassigned Fund Balance at the end of the year for the General Fund was \$625,000. The General Fund is carrying a capital reserve with a balance of \$468,000. The General Fund is not currently carrying any debt.

The Water Fund ended the year with a \$300,000 surplus. Change in net position for the year was \$267,000. Cash at the end of the year was \$446,000 including an increase of \$176,000 from the year. Outstanding debt at year end for the Water Fund was \$805,000. The unrestricted net position was \$340,000.

The Sewer Fund ended the year with a small operating surplus of about \$80,000. Change in their net position was about \$45,000. Net cash provided by operating activities in the Sewer is about \$584,000. Increase in cash position in the Sewer in the amount of \$132,000. Outstanding debt at year end for the Sewer was \$962,000.

The Electric Fund ended the year with a small deficit of \$108,000. The change in net position at the end of the year for the Electric Fund was a deficit of \$138,000. There was a slight increase in the cash position of \$80,000. Total cash position at the end of the year is over \$7 million, including \$4.4 million in depreciation reserves. Total debt for the Electric Fund is \$45,000, which will be paid in the upcoming year.

Overall the financial position looks very positive for the Village.

The Mayor commended the Treasurer and her department in doing such a fine job. Laura praised the Treasurer in gathering all the necessary materials and is very well organized when the auditors come here to get their information. Trustee Holbrook recommended adopting a Journal Entry Policy to be passed for next year's Audit. Laura agreed and noted she had a template of a Journal Entry Policy which she would pass along to Becki.

COMPLETE STREETS POLICY AND IMPLEMENTATION PRESENTATION

The Mayor introduced Lisa Schmidtfrerick Miller from Chautauqua County Department of Health and Human Services, and Shelly Wells from Chautauqua County Health Network.

In their overview presentation, it was pointed out that about 6% of our residents do not have a vehicle and recommendations were made for adopting a way of looking at streets and walkways to move forward with future improvements for the community. It was explained that there are things that can be done to calm traffic flow. An official *Complete Streets Policy* would assist towards leveraging Grants and what the New York State Department of Transportation does. They have outlined some next steps which could be taken; one of which would be to designate a contact person to be in touch with the NYS DOT, preferably someone in the Highway Department and someone in the County DPF as well.

It was felt a Complete Streets Policy could be incorporated for Westfield.

MINUTES

The board made a motion to approve the minutes of 10/17/16 reflecting the modification to read “spreadsheet to be set up and completed by Treasurer” (not Andrew), by Trustee Santi, seconded by Trustee Holbrook and was carried unanimously.

The board made a motion to approve the 11/4/16 minutes by Trustee Holbrook, seconded by Trustee Cochran and was carried unanimously.

2017 HOLIDAY SCHEDULE

The board made a motion to approve the 2017 Holiday Schedule by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

2017 VILLAGE BOARD SCHEDULE

The board made a motion to approve the 2017 Village Board Schedule with the addition of April 17th and was carried unanimously by Trustee Catalano, seconded by Trustee Santi.

USDA LOAN GRANT

The Mayor noted that Town Supervisor, Martha Bills, had gotten a Loan Grant which required us to update the Water Contract to include Shorehaven.

The board made a motion by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously to allow for the Mayor to sign the updated Contract.

EXECUTIVE SESSION TO DISCUSS PERSONNEL

YOUTH COUNCIL

There was a brief discussion regarding a Resolution which potentially would be ready to present at the next Village Board meeting.

POLICE DEPARTMENT

MONTHLY OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 55.25 hours by Trustee Cochran, seconded by Trustee Holbrook and was carried unanimously.

FIRE DEPARTMENT

MONTHLY REPORT

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

RADIOS

Chief Ruch reported that the radios have been ordered and are being shipped. After February no one will be able to get anything on their scanners unless they get the new updated ones. The changeover in the system is causing many problems with the inability to receive and they cannot contact Mayville from the base station or from the ambulance, pagers are not going off, monitors not going off. New pagers will have to be purchased to work with the updated system.

CHIEF CAR FIRE REIMBURSEMENT

The Chief requested board permission to reimburse him for his deductible on his personal vehicle which caught on fire while attending a call.

The board made a motion to approve for reimbursement of Chief Ruch's deductible by Trustee Catalano, seconded by Trustee Cochran, and was carried unanimously.

NEW MEMBERS

The Chief noted there were some new members in the Fire Department.

RECREATION DEPARTMENT

MONTHLY REPORT

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

EXECUTIVE SESSION TO DISCUSS PERSONNEL

CODE ENFORCEMENT

MONTHLY REPORT

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

HISTORIAN

MONTHLY REPORT

The board made a motion to approve the Historian's Monthly Report by Trustee Santi, seconded by Trustee Holbrook and was carried unanimously.

PUBLIC WORKS

MONTHLY/OVERTIME REPORT

The board made a motion to approve the Overtime Report for September of 9.6 hrs. of scheduled overtime and 21 hours of emergency overtime by Trustee Santi, seconded by Trustee Cochran and was carried unanimously.

The board made a motion to approve the Monthly Report and Overtime Report for October of 43.8 hrs. Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.

CARRYOVER OF VACATION TIME

The board made a motion to approve a carryover of 24.5 days of vacation days for Ed LeBarron by Trustee Cochran, seconded by Trustee Santi and was carried unanimously.

SURPLUS 2000 FORD EXPLORER

Approved permission to turn over the 2000 Ford Explorer to the Town to use for the Dog Control Officer's vehicle on a motion made by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.

ELECTRIC DEPARTMENT

MONTHLY OVERTIME REPORT

The board made a motion to approve the Monthly Report and Overtime Report of 53.9 hrs. for October by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.

PERMISSION TO GO TO BID FOR REPLACEMENT

The board made a motion to approve permission to go to bid for replacement of two (2) 115 kV transmission line structures by Trustee Holbrook, seconded By Trustee Catalano and was carried unanimously.

MRB GROUP/ GIS DATA

Andrew Thompson showed the Board members the data conversion to online access. There will be training soon to show Jeff Jaynes and us how to use that program. If one of the Electric or Water departments "tag" something; Jeff would be able to see that information promptly on his system.

SEWER DEPARTMENT

OVERTIME REPORT

The board made a motion to approve the Overtime Report of 2 hours by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.

LEACHATE REVENUE

Mogen David had some questions on the leachate that we get from time to time from different landfills and questioned their share of the costs. It is a fairly significant savings, especially for all three processors which, Mogen David being the highest user, gets the most benefit from that. It does hurt the Village instead of getting the benefit of all that revenue, we are only getting a small part of that. Loss in revenue to the Village is \$53,000 in 2015-2016.

The board made a motion to allow to share loading costs on a motion made by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.

WATER DEPARTMENT

MONTHLY AND OVERTIME REPORT

The board made a motion to approve the Monthly Report and Overtime Report of 21 hrs. by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

TREASURER

SEPTEMBER FINANCIALS

The board made a motion to approve the September Financials by Trustee Holbrook, seconded by Trustee Santi and was carried unanimously.

CLERK

WARRANTS

The following warrants, excluding the invoice from Jack's Welding, were approved on a motion made by Trustee Holbrook, seconded by Trustee Santi and was carried.

General	W# 27	\$127,065.51
Electric	W#24	160,173.99
Water	W#26	9,757.44
Sewer	W#26	18,366.36
Capital		
West Side	W#11	121,690
WPCF upgrade	W#12	411,478.00
Street	W#13	65,370.00
General	W#29	33,979.30
Electric	W#27	55,916.73
Water	W#29	8,358.50
Sewer	W#28	45,464.59
Capital		
WPCF Upgrade	W#14	4.94
McClurg	W#15	1,475.00

The invoice from Jack's Welding was approved on a motion made by Trustee Holbrook, seconded by Trustee Cochran and was carried with Trustee Catalano abstaining from the vote.

Trustee Holbrook announced that December 7th is the 75th anniversary of the Pearl Harbor attacks and the Fire Department of Westfield and the Westfield Firemen's Exempts are hosting a brief recognition ceremony at the Fire Hall along with the Legion and VFW. Formal invitations will be coming out soon. There are about 10 surviving World War II Veterans left in Westfield and if they are able to attend, a brief special recognition of those individuals is planned.

The board acknowledges the role of the importance of having the Village of Westfield Policy Manual organized and combined of the two separate manuals (Clerk's and Treasurer's), into one manual making them current for the board to review, requesting a monthly status report to be included on the agenda and to have a target completion date of December 1, 2017. The board made a motion by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously to approve the above.

Ed noted that leaf pickup will continue for the next two weeks depending upon the weather.

The board made a motion to enter Executive Session to discuss Recreation Department personnel by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

EXECUTIVE SESSION

Following Executive Session, the board re-entered regular session on a motion made by Trustee Holbrook, seconded by Trustee Santi and was carried unanimously.

ACTION

Action taken as a result of the Executive Session is as follows:

As the outcome of recent Civil Service Exam results and provisional appointments;

The board made a motion to appoint Tye Flurie promotionally off from the Civil Service Listing to Working Supervisor (Line Supervisor-County title) effective 11/28/16 by Trustee Holbrook, seconded by Trustee Santi and was carried unanimously.

The board made a motion by Trustee Holbrook, seconded by Trustee Catalano to approve Jake Sobecki and Mark Kawski as Electric Lineworker B (County Title-Electrical Lineworker Trainee) and Justin Parker as Water/Wastewater Plant Operator Trainee effective 11/28/16.

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

Respectfully Submitted by:

Vincent E. Luce
Administrator/Clerk