

**TOWN BOARD MEETING  
Town of Westfield  
January 4<sup>th</sup>, 2012**

The regular meeting of the Town Board of the Town of Westfield 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	John Hemmer	Jenna Loughlin
Councilmen:	Raymond Schuster	Marybelle Beigh	William Bauer
	David Brown	David Babcock	
	James Herbert	Randy Edwards	
	David Spann	Joel Seachrist	

Raymond Schuster moved and David Spann seconded a motion to waive the reading of the minutes inasmuch as all members received a copy thereof and that the minutes be approved. Unanimously carried.

The Town Clerk's report together with a check in the amount of \$1397.70 representing fees for the month of December 2011 was turned over to the Supervisor. State and County agencies received checks totaling \$258.04.

The Supervisor's report is as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Checking Balance</u>	<u>HSBC - MM Balance</u>
Gen. A	\$586,2633.00	\$521,696.00	\$645.89	\$763,403.09
Gen B	120,923.00	118,369.00	75.18	54,195.46
Hwy DA	276,349.00	329,426.00	98.62	207,619.59
Hwy DB	382,075.00	431,336.00	37.64	183,490.05
Sewer HO1	22,518.00	26,342.00	-0-	1,604.99
Water HO2	18,497.00	17,430.00	-0-	95,380.96
Wfd. Fire	65,315.00	65,306.00	-0-	328.60
Sherm. Fire	8,614.00	8,644.00	-0-	106.04
<b>Totals:</b>	<b>\$1,480,924.00</b>	<b>\$1,518,549.00</b>	<b>\$857.33</b>	<b>\$1,306,128.78</b>

The Dog Warden's report for December 2011 was received and placed on file.

The Fire Department Report for December 2011 was received and placed on file.

The Historian's report for December 2011 was received and placed on file.

The Town Court report for December 2011 was received and placed on file.

Highway:

- The Town Highway Superintendent submitted a written report on activities for December 2011 and highlighted limited snow removal operations and fuel usage. He also discussed obtaining a new lawn mower for the pier

Code Enforcement:

- The Code Enforcement Officer submitted a written report highlighting that 9 permits were issued in the Town for December of 2011. He also provided a roll-up of all permits issued in the Town for 2011(253 in total).

Barcelona Harbor: (Pier is closed for the season)

In Public Comment, Mr. William Bauer questioned why the site of the burnt down house on N. Portage Street in Barcelona hasn't been cleaned up as of yet.

Announcements:

- Supervisor Bills announced that the Annual Audit of Books will take place on January 19<sup>th</sup>, 2012 beginning at 3:30pm.

Old Business:

- Supervisor Bills stated that the Town received a letter from the Secretary of State officially awarding the Barcelona Harbor Improvements Grant in the amount of \$200,000.
- Additionally, the Supervisor noted that an addendum to the application to USDA for Barcelona water improvements has been completed and submitted for consideration.

New Business:

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- Martha Bills offered the following six resolutions and moved for their adoption:

**Resolution No. 1 of 2012**  
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 2012**  
Salaries

“That the Town Board hereby fix the salaries of the Town employees and officials for the year 2011 as follows:”

Highway Employees	Laborers - Minimum \$7.50 p/hr
	MEO's - Minimum \$10.00 to \$19.56/hr
	- Maximum \$29.34/hr
Supervisor	\$16,000 annual to be paid quarterly
Code Enforcement	\$13,000 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	\$12.00 / hour to be paid bi-weekly
Town Clerk / Deputy Tax Collector	\$31,249 annual to be paid bi-weekly
Bookkeeper / Dep. Town Clerk / Tax Collector	\$30,074 annual to be paid bi-weekly

Historian	\$ 1,000 annual
Highway Superintendent	\$48,330.65 annual to be paid bi-weekly
Deputy Highway Superintendent	\$ 1,600 annual to be paid quarterly
Assessor	\$42,025 annual to be paid bi-weekly
Utility Workers	\$ 7.25 Minimum/hr. & \$ 8.50 Maximum/hr.
Civil Defense	\$ 750 annual

**Resolution No. 3 of 2012**

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 HSBC 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 2012**

Official Newspapers

“That the *Westfield Republican* and the *Observer* newspapers be designated the official newspapers of the Town for the year 2012.”

**Resolution No. 5 of 2012**

Annual Appointments

Timothy C. Smith	Registrar / Bingo Inspector / Records Management Officer / Deputy Tax Collector
Donna Sanderson	Bookkeeper / Tax Collector / Deputy Town Clerk / Deputy Registrar
James Pacanowski	Code Enforcement / Zoning Officer
Marybelle Beigh	Town Historian
Kathleen Alexander	Clerk to the Court
Jock Phillips	Harbor Master
Scott Frudd	Deputy Highway Superintendent
Michael Landon	Dog Control Officer
Vincent Calarco	Civil Defense Director

Board of Assessment Review

Julie Fisher (5 Year Term - exp. 9/16)

Planning Board

Timothy Smith (Chairman)	Chad Schofield
James Brotz	Diane Hamann
Amy Gregory	John Hemmer (Alternate)

Zoning Board of Appeals

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

Barcelona Harbor Commission

Julie Travis, Chairman  
David Gembala  
Jamie Jaynes  
Kelly Brown

Michael Ptak  
George Kolibar  
Dan Chapman

Town Committees

Harbor  
Security & Technology  
Transfer Station  
Highway  
Ad Hoc & Personnel  
Website

David Spann & James Herbert  
David Brown  
Ray Schuster  
Ray Schuster & David Spann  
David Brown & Ray Schuster  
David Brown, Mary Bivens, Martha Bills,  
Tim Smith & Joel Seachrist  
Donnie Paddock & Timothy Smith 3 yr. terms (thru  
12/14)

Fire Dept. Liaison - David Brown

Process Servers - David Haskin / Max Baker

Town Constable - Peter Kunow

**Resolution No. 6 of 2012**

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 David Spann. Voting was as follows: Martha Bills, aye; James Herbert, aye; David Brown, aye; Raymond Schuster, aye. David Spann, aye;

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- Raymond Schuster offered the following resolution and moved its adoption:

**Resolution No. 7 of 2012**

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 \$185,000 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: Second Street - .12 miles, Third Street - .14 miles, Terrace Street - .1 mile, Knight Road - .44 miles, Felton Road - .63 miles, Taylor Road -

.58 miles, Creamery Road - 1.94 miles, Lyons Road - 1.5 miles, Kent Road - .38 miles, Belson Road - 1.05 miles, and Pigeon Road - 1.84 miles. Total is equivalent to approximately 8.72 miles.

2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS), funds estimated in the 2012 Budget (\$90,000) would be used towards re-blacktopping South Gale Street and North Allen Road.

**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 Martha Bills. Voting was as follows: Martha Bills, aye; James Herbert, aye; David Brown, aye; Raymond Schuster, aye; David Spann, aye.

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- David Brown offered the following resolution and moved its adoption:

**Resolution No. 8 of 2012**  
Appointment of Deputy Supervisor

**RESOLVED**, that Councilman Raymond Schuster be appointed as Deputy Supervisor for the Town of Westfield for the 2012 calendar year.

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

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- David Brown offered the following resolution and moved its adoption:

**Resolution No. 9 of 2012**  
Annual Review of Procurement Policy

**RESOLVED**, that after thorough review, the Town Board approves the Procurement Policy (Chapter 37 of the Town Code) as written with the exception of Section 37-2. This section should read "*public works contracts over \$35,000*" (vs. \$20,000 as currently written).

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

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- David Spann offered the following resolution and moved its adoption:

**Resolution No. 10 of 2012**  
Waiver of Fees for the Concord Grape Belt Heritage Association

**WHEREAS**, the Westfield Building Permit Fee Schedule adopted by the Town Board provides that the board may by majority vote at a regular Board Meeting waive any or part of any fee charged for work performed by any charitable or non-profit agency or organization, and

**WHEREAS**, the Concord Grape Belt Heritage Association, Inc., is a non-profit organization formed to encourage and support economic development of the wine and grape industries throughout the Lake Erie Region and has its Grape Discovery Center located at 8305 West Main Road,

**THEREFORE, BE IT RESOLVED** that the Town Board waives any required fees for Building Permits, Sign Permits and/or Variance Hearings applied for by the aforementioned Association.

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

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- David Brown offered the following resolution and moved its adoption:

**Resolution No. 11 of 2012**  
WDC Special Project Funding Request

**BE IT RESOLVED** that the Town Board of the Town of Westfield hereby authorizes release of \$1500 (from A Fund A.84.6989.4) to the Westfield Development Corporation (WDC) for the purpose of transition and marketing expenses.

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

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- James Herbert offered the following resolution and moved its adoption:

**Budget Resolution No. 1 of 2012**  
2011 Budget Revisions

Revision Description	Increase Expenditures	Decrease Expenditures	Increase Revenue
<b>A Funds (General)</b>			
DOS - Streetscape Rev A.28.3089.0			\$ 2,700.00
DOS - Barcelona Imp Rev A.28.3089.0			\$ 1,500.00
StreetScape CE A.92.7180.41	\$ 2,700.00		
Barcelona Imp CE A.92.7180.42	\$ 1,500.00		
DOS Grant			
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DOS - Streetscape CE A.92.7180.41	\$ 8,400.00		
DOS - Barcelona Imp CE A.92.7180.42	\$ 5,385.00		
Contingent Acct A.47.1990.4		\$ 13,785.00	
Town Share of DOS Grant			
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PE - Revenue A.20.2189.0			\$ 7,232.38
PE - Expenditure A.96.8989.4	\$ 7,232.38		
Inc Budget for Rev & Expenditures			

**DB Funds (Hwy Outside)**

Chips - Revenue DB.28.3501.0		\$ 10,002.65
Chips - Expenditure DB.72.5112.0	\$ 10,002.65	
State Aid		

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Culvert CE DB.72.5120.4	\$ 921.00	
Roads CE DB.72.5110.4		\$ 921.00
Roads Exp		

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**DA Funds (Hwy Inside)**

Social Security DA.98.9030.8	\$ 133.00	
Supplemental Hlth Ins DA.98.9060.8		\$ 133.00

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

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Warrants dated January 4, 2012 (voucher #'s 8569 - 8625), in the amount of \$39,389.72 drawn on the following funds: \$34,252.77 General; \$175.00 General Part-Town; \$4,941.69 Highway; \$16.92 HO1; and \$3.34 Shorehaven Water project were presented and audited by the Board members. David Brown moved and James Herbert seconded a motion that the Supervisor be directed to draw the necessary checks to cover the warrant as audited. Voting was as follows: Martha Bills, aye; Raymond Schuster, aye; David Brown, aye; James Herbert, aye; David Spann, aye.

A Public Hearing was set for February 1<sup>st</sup>, 2012 at 7:25pm in Eason Hall for a proposed amendment to the SUP for Steelhead Run Recreation Area.

The next Town Meeting is scheduled for Wednesday, February 1<sup>st</sup>, 2012 @ 7:30pm.

There being no further business, at 8:35pm. James Herbert moved and David Brown seconded a motion to adjourn. Unanimously carried.

Respectfully submitted,  
*//original signed//*  
Timothy C. Smith, Town Clerk