

TOWN BOARD MEETING
Town of Westfield
January 8th, 2014

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	Claude Abbey
Councilmen:	David Spann	Joel Seachrist	William Bauer
	Raymond Schuster	Jim Pacanowski	Fred Johnson
	James Herbert	Janet Nass	Jennifer Johnson
		Harold Nass	Jerry LaPorte
		Aaron Resnick	Connie O'Conner

The Town Clerk's report together with a check in the amount of \$1887.42 representing fees for the month of December 2013 was turned over to the Supervisor. State and County agencies received checks totaling \$474.38.

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	\$557,728.00	\$631,694.00	\$9094.22	\$637,080.68
Gen B	162,498.00	169,626.00	75.18	55,476.59
Hwy DA	291,073.00	340,244.00	515.84	229,572.13
Hwy DB	436,182.00	431,112.00	37.64	123,738.56
Sewer HO1	23,241.00	28,237.00	-0-	399.12
Water HO2	17,433.00	16,610.00	-0-	98,279.00
Wfd. Fire	46,383.00	53,591.00	-0-	451.91
Sherm. Fire	8,912.00	8,932.00	-0-	96.01
Totals:	\$1,543,450.00	\$1,680,046.00	\$9722.88	\$1,278,276.97

The Dog Warden's report for December 2013 was received and placed on file.

The Fire Department Report for December 2013 was received and placed on file.

The Historian's report for December 2013 was not received.

The Town Court report for December 2013 and the Town Court 2013 Annual Report were received and placed on file.

The Westfield Police Department Report for December 2013 was received and placed on file.

Highway:

- The Town Highway Superintendent provided a written report for December 2013 and highlighted current projects which included plowing, fuel usage, and repairs to facilities at the pier.
- Raymond Schuster moved and David Spann seconded a motion to purchase a 2015 Chevy ¾ ton crew cab truck w / v-plow for \$12,802 under state contract. This was unanimously approved.

Code Enforcement:

- The Code Enforcement Officer submitted a written report for December 2013 highlighting that 6 permits were issued in the Town. He also briefed that there were a total of 95 permits issued in the Town in 2013.

Barcelona Harbor:

- Pier operations are closed for the season.

Public Comment. None

Supervisor Bills made the following announcements:

- Annual Audit of Books (23 or 27 Jan 2014 @ 3:30pm)
- Tax bills can now be accessed on the Town's website

Old Business:

- Supervisor Bill stated that the Engineer Draft Construction Plan for the Barcelona Water Project (BWP) has been sent to the Town and other agencies for comments. She also noted that documentation for the BWP USDA Rural Development Grant will be worked on in January 2014.
- The BAN for the BWP is scheduled to close on 6 March 2014.
- WDC Director Aron Resnick requested \$1875 from the Town's WDC reserve fund to commission a Hotel Market Feasibility Study. \$1875 is %25 of the total cost of the Study. David Spann moved and Raymond Schuster seconded a motion to commit \$1875 to the WDC towards the Study. This was unanimously approved

New Business:

- James Herbert offered the following 6 resolutions and moved their adoption:

Resolution No. 1 of 2014
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 2014
Salaries

“That the Town Board hereby fix the salaries of the Town employees and officials for the year 2014 as follows:”

Highway Employees	Laborers - Minimum \$8.00 / hr MEO's - Minimum \$10.00 to \$20.35 / hr - Maximum \$30.53 / 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	\$32,430 annual to be paid bi-weekly
Bookkeeper / Dep. Town Clerk / Tax Collector	\$31,025 annual to be paid bi-weekly
Historian	\$ 1,000 annual
Highway Superintendent	\$50,283 annual to be paid bi-weekly
Deputy Highway Superintendent	\$ 1,600 annual to be paid quarterly
Assessor	\$44,880 annual to be paid bi-weekly
Utility Workers	\$ 8.00 Minimum/hr. & \$ 13.00 Maximum/hr.
Dog Control Officer	\$7,500 annual

Resolution No. 3 of 2014
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 2014
Official Newspapers

“That the *Westfield Republican* and the *Observer* newspapers be designated the official newspapers of the Town for the year 2014.”

Resolution No. 5 of 2014
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

Kathleen Alexander Clerk to the Court
Scott Frudd Deputy Highway Superintendent
Chuck Raynor Dog Control Officer
Kelly Brown Harbor Master
Vincent Calarco Honorary - Civil Defense Director

Board of Assessment Review

Daniel Vendel (5 Year Term - exp. 9/18)

Planning Board

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

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,
Tim Smith & Joel Seachrist

Fire Dept. Liaison - David Brown

Process Servers - David Haskin / Max Baker

Town Constables - Peter Kunow / Max Baker

Resolution No. 6 of 2014

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; David Spann, aye; Raymond Schuster, aye; James Herbert, aye.

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

Resolution No. 7 of 2014
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 \$175,871 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); Jones (1.42); Knight (.44); North Light (.50); Mt Baldy (2.60); Prospect (1.51); Titus (.49); and South Gale (.48). Total mileage is 8.97.
2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS), funds estimated in the 2014 Budget (\$128,077.02) would be used towards re-blacktopping Hardscrabble 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; David Spann, aye; Raymond Schuster, aye; James Herbert, aye.

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

Resolution No. 8 of 2014
Appointment of Deputy Supervisor

RESOLVED, that Councilman Raymond Schuster is appointed as Deputy Supervisor for the Town of Westfield for the 2014 calendar year.

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

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

Resolution No. 9 of 2014
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; James Herbert, aye.

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

Resolution No. 10 of 2014
Authorizations for Supervisor to eWaste Agreement

RESOLVED, that Town Board of the Town of Westfield hereby authorizes the Supervisor to sign an Electronic Recycling Event Sponsor Agreement with 2TRG (Geneva, NY).

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

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

Resolution No. 11 of 2014
Standard Work Day

RESOLVED, that Town Board of the Town of Westfield (Location Code 03215) hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs / day)
Clerk	6.5
Bookkeeper	6.5
Laborers	8
Machine Equip. Operators (MEO's)	8

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

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

Resolution No. 12 of 2014
Authorizing Retention of Facilities Solutions of WNY, LLC

RESOLVED, that the Town of Westfield does hereby retain Facilities Solutions of WNY, LLC, to act as property manager for the Welch's Building, 2-4 South Portage Street, as an independent contractor, with monthly compensation of \$1,580.00, until such time as a more formal agreement between the Town and Facilities Solutions can be prepared.

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

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

Budget Resolution No. 1 of 2014
2013 Budget Revisions

Revision Description	Increase Expenditures	Decrease Expenditures	Increase Revenue
A Funds (General)			
A.95.8160.4 Refuse & Garbage CE	\$2775.00		
A.41.1010.4 Town Board CE		\$2775.00	
B Funds (Outside)			
Year 2014			
B.56.3620.110 Safety Insp PE	\$1500.00		
B.56.3620.4 Safety Insp CE		\$1500.00	
DA Funds (Inside)			
DA.72.5130.4 MACH CE	\$3319.00		
DA.72.5130.2 MACH EQUIP		\$3319.00	
DB Funds (Hwy Outside)			
DB.28.3501.0 Chips - Rev.			\$38,077.02
DB.72.5112.0 Chips - Exp.	\$38,077.02		

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

- Warrants dated January 8th, 2014 (voucher #'s 9889 - 9947), in the amount of \$64,806.48 drawn on the following funds: General \$42,728.54; General Part-Town \$250.00; Highway \$20,358.06; Highway Part-Town \$1448.13; Sewer Fund \$18.03; and Shorehaven Water Project \$3.72; were presented and audited by the Board members. David Spann moved and Martha Bills seconded a motion that the Supervisor be directed to draw the necessary checks to cover the warrant as audited.

At 8:35pm James Herbert moved and David Spann seconded a motion to move to Executive Session to discuss pending litigation. Unanimously carried.

At 8:50pm David Spann moved and Raymond Schuster seconded a motion to return to regular session. Unanimously carried.

The next Town Meeting is scheduled for Wednesday, February 5th, 2014 @ 7:30pm.

There being no further business, at 8:52pm Raymond Schuster moved and David Spann seconded a motion to adjourn. Unanimously carried.

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

Clerk