

**Special Meeting of the Town Board  
Town of Westfield  
February 21, 2018**

Supervisor Bills called the Special Meeting to order at 3:00pm in Eason Hall, 23 Elm Street, Westfield, NY, with the following members and guests present:

Supervisor: Martha R. Bills  
Councilmen: David Brown  
James Herbert  
David Spann  
Will Northrop

**1. Councilman David Brown made the motion to approve Budget Revision #3 of 2017**

Revision Description	Increase Expenditures	Decrease Expenditures
<b>Budget Journal</b>		
A Funds (General Fund Townwide)		
A 1110.400                      Justices-Contractual DR		416.06
A 1110.120                      Justices-Court Clerk Pers Serv CR	0.06	
A 1110.130                      Justices-Personnel Services Assistant CR	416.00	
<b>Total A Fund</b>	416.06	416.06
 <b>Budget Journal</b>		
A Funds (General Fund Townwide)		
A 1990.400                      Contingent Account DR		53.22
A 1330.400                      Tax Collector-Contractual CR	53.22	
<b>Total A Fund</b>	53.22	53.22
 <b>Budget Journal</b>		
A Funds (General Fund Townwide)		
A 1990.400                      Contingent Account DR		512.33
A 1355.200                      Assessors-Equipment DR		100.05
A 1355.400                      Assessors-Contractual CR	612.38	
<b>Total A Fund</b>	612.38	612.38
 <b>Budget Journal</b>		
A Funds (General Fund Townwide)		
A 1990.400                      Contingent Account DR		1,366.62
A 1620.410                      Buildings Rent CR	1,129.96	
A 1620.420                      Buildings Utilities CR	236.66	
<b>Total A Fund</b>	1,366.62	1,366.62
 <b>Budget Journal</b>		
A Funds (General Fund Townwide)		
A 1650.410                      Central Comm - Website DR		356.85
A 1650.400                      Central Comm - Contractual CR	356.85	
<b>Total A Fund</b>	356.85	356.85

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**Budget Journal**

A Funds (General Fund Townwide)

A 3510.400	Control Of Dogs-Contractual DR		1.00
A 3510.100	Control Of Dogs-Personnel Services CR	1.00	
<b>Total A Fund</b>		1.00	1.00

**Budget Journal**

A Funds (General Fund Townwide)

A 7180.200	Parks & Recreation-Equipment DR		2,255.69
A 7180.400	Parks & Recreation-Contractual CR	2,255.69	
<b>Total A Fund</b>		2,255.69	2,255.69

**Budget Journal**

A Funds (General Fund Townwide)

A 1990.400	Contingent Account DR		1,681.12
A 8160.100	Refuse & Garbage-Personnel Services DR		1,536.00
A 8160.400	Refuse & Garbage-Contractual CR	3,217.12	
<b>Total A Fund</b>		3,217.12	3,217.12

**Budget Journal**

A Funds (General Fund Townwide)

A 9050.800	Unemployment Insurance DR		588.46
A 9030.800	Social Security CR	588.46	
<b>Total A Fund</b>		588.46	588.46

**Budget Journal**

B Funds (General - Part Town Fund)

B 3620.400	Safety Inspection-Contractual DR		428.00
B 3620.110	Safety Inspection - Clerk Pers Serv CR	428.00	
<b>Total B Fund</b>		428.00	428.00

**Budget Journal**

B Funds (General - Part Town Fund)

B 9030.800	Social Security DR		35.06
B 9035.800	Medicare CR	35.06	
<b>Total B Fund</b>		35.06	35.06

**Budget Journal**

DA Funds (Highway - Townwide Fund)

DA 5130.420	Machinery - Fuel Slips DR		687.13
DA 5130.400	Machinery - Contractual CR	687.13	
<b>Total DA Fund</b>		687.13	687.13

**Budget Journal**

DB Funds (Highway Part Town Fund)

DB 3501	Consolidated Highway Improvements DR		52,015.97
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DB 5112.400	Permanent Improvements-Chips CR	52,015.97	
<b>Total DB Fund</b>		52,015.97	52,015.97

**Budget Journal**

SW2 Funds (Route 5 Water District Edge Water)			
SW2 599	Appropriated Fund Balance DR		316.00
SW2 8389.400	Other Water Contractual Expenditure CR	316.00	
<b>Total SW2 Fund</b>		316.00	316.00

2016 Portion of the Village of Westfield registrar revenue to be paid over to the Village

**Budget Journal**

A Funds (General Fund Townwide)			
A 1990.400	Contingent Account DR		7,682.00
A 4020.400	Registrar Of Vital Stat-Contractual CR	7,682.00	
<b>Total A Fund</b>		7,682.00	7,682.00

2017 Portion of the Village of Westfield registrar revenue to be paid over to the Village

**Budget Journal**

A Funds (General Fund Townwide)			
A 1630	Registrar Of Vital Statistics DR		7,248.00
A 4020.400	Registrar Of Vital Stat-Contractual CR	7,248.00	
<b>Total A Fund</b>		7,248.00	7,248.00

***This was seconded by Councilman David Spann. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman David Spann, aye; Councilman James Herbert, aye; Councilman Will Northrop,***

2. Reviewed projected fund balance at time of budget and actual end of 2017. Discussed policy of starting year with fund balance of 15% in each major fund and use of additional fund balance for example; reduce taxes, build reserves, special projects, local share of grants, natural disasters, unexpected expenses and unreimbursed mandates.
3. Review highway equipment 5 year plan. Discussed budget and reserve funds to meet needs and stay with in tax cap.
4. Looked at past budgets, fund balance and use of reserves. Board members will meet again mid-year to review status of 2018 budget and begin planning for 2019 budget.

There being no further business, at 4:45pm. Martha Bills moved and David Brown seconded a motion to adjourn. Unanimously carried.

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