

**VILLAGE BOARD OF TRUSTEES
JANUARY 16, 2018 MINUTES**

Mayor Michael VandeVelde presiding

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

OTHERS: Vince Luce, Becki Paternosh, Ed LeBarron, Rob Genthner, Bonnie Rae Strickland, Andrew Thompson, Erin Schuster, Marybelle Beigh, Bill Christ, Ed Slate, QG Best, Demian Steger

MAYOR/BOARD

MINUTES

The board made a motion to approve the minutes of December 18, 2017 by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.

TRAFFIC CONTROL @ SCHOOL

There was a brief discussion in regard to the Traffic Control located at the School on E. Main Street.

RESOLUTION #1-2018

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

AUTHORIZING THE USE OF MUNICIPAL LANDFILL TIPPING CREDITS FOR THE CONTROLLED DEMOLITION WITH ASBESTOS IN PLACE OF 17 WEST PEARL STREET, SBL# 192.16-2-5

The Board of the Village of Westfield, New York, hereby resolves as follows:

WHEREAS, The Village Code Enforcement Officer has CONDEMNED the property known as 17 West Pearl Street, SBL# 192.16-2-5 as an uninhabitable property, and finding that it is in a state of structural collapse and ordering its demolition as soon as possible; and

WHEREAS, the Village of Westfield is the titled owner of the property and seeks to utilize grant funds from the New York State Office of Attorney General awarded to Chautauqua County Land Bank Corporation to pay all demolition expenses incurred for blighted properties owned by the municipality, County, or Chautauqua County Land Bank; and

WHEREAS, the Board believes that the current condition of the structure poses an imminent danger to the health, safety, and welfare of the residents of the Village of Westfield and it should be demolished as soon as possible; and

WHEREAS, the Village has available (80) Municipal Landfill Credits available for demolition and Derelict Structural Disposal through a shared services agreement with Chautauqua County; now therefore be it

RESOLVED, that the Village Board authorizes the use of its available municipal landfill credits for the disposal of all waste and debris associated with the demolition of 17 West Pearl Street, SBL# 192.16-2-5 to the Chautauqua County Landfill as per the Shared Services Agreement

REQUEST FOR 30 DAY WAIVER

The board made a motion to approve the request for a 30-day waiver at 19 N. Portage Street for a Liquor License by Trustee Holbrook, seconded by Trustee Santi and was carried unanimously.

VILLAGE CONTRIBUTION

The board made a motion to approve a contribution in the amount of \$100 toward the Employee Assistance Program by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.

REQUEST FOR EXECUTIVE SESSION

POLICE DEPARTMENT

MONTHLY OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 12 hours by Trustee Santi, seconded by Trustee Holbrook and was carried unanimously.

CROSSING GUARD RESIGNATION

The board made a motion to accept the resignation of Arielle Karlstrom as Crossing Guard by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.

REQUEST FOR EXECUTIVE SESSION

FIRE DEPARTMENT

MONTHLY REPORT

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

RECREATION DEPARTMENT

MONTHLY REPORT

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

CARRYOVER VACATION

The board made a motion to approve for Andrew Webster to carryover 2½ days of vacation time by Trustee Cochran, seconded by Trustee Holbrook and was carried unanimously.

DISCUSS PILATES CLASS

Following discussion, the board made a motion to begin charging the Pilates group the full fee for use of the room by Trustee Holbrook, seconded by Trustee Santi and was carried unanimously.

CODE ENFORCEMENT

MONTHLY REPORT

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

HISTORIAN

MONTHLY REPORT AND ANNUAL REPORT

The board made a motion to approve the December Monthly Report and the Annual Report submitted by the Historian by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.

Historian Marybelle Beigh also reported that all the "Beelines" publications are being consolidated into a notebook from the last 10 years that she has been doing it. And the work on the past Mayor's Picture/Plaques Project is ongoing and will soon be completed.

PUBLIC WORKS

MONTHLY/OVERTIME REPORT

The board made a motion to approve the Monthly Report and Overtime Report of 5.3 hours of scheduled time and 184.6 hours of emergency overtime by Trustee Santi, seconded by Trustee Cochran and was carried unanimously.

PERMISSION TO BID FOR STORM WATER

The board made a motion to approve going out to bid for Storm Water Separators for the Parking Lot by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

WATER DEPARTMENT

MONTHLY AND OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 25.6 hours by Trustee Santi, seconded by Trustee Cochran and was carried unanimously.

REQUEST TO GO TO BID

The motion was made to approve going to bid for the Water System Upgrade Project; (4 separate bids), by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.

ENGINEERING PLANNING GRANT RESOLUTIONS

The following Resolutions were approved on a motion made by Trustee Cochran, seconded by Trustee Holbrook and were carried unanimously.

RESOLUTION #2-2018

ENGINEERING PLANNING GRANT

AUTHORIZATION AND APPROPRIATION OF LOCAL MATCH (20% LOCAL MATCH)

Whereas, the Village of Westfield has applied for and subsequently received notice of award of an engineering planning grant, and,

Whereas, implementation of the planning grant will address issues related to the Collection System, and,

Whereas, the Village of Westfield must provide a minimum local match of \$6,000 to receive the maximum grant award of \$30,000 from the NYS Environmental Facilities Corporation;

NOW, THEREFORE, BE IT:

RESOLVED that the Village of Westfield authorizes and appropriates a minimum of 20% local match, through in-kind services, as required by the Engineering Planning Grant Program for the Village of Westfield Collection System Planning Study. Under the Engineering Planning Grant Program, this local match must be at least 20% of the grant award of \$30,000. The maximum local share appropriated subject to any changes agreed to by the Mayor of the Village of Westfield shall not exceed \$6,000, through in-kind services. The total estimated maximum project cost is \$36,000. The Mayor may increase

this local match through the use of in-kind services without further approval from the Village of Westfield.

RESOLUTION #3-2018

ENGINEERING PLANNING GRANT SEQR LANGUAGE

Whereas, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law; and Whereas, the Village of Westfield has been awarded a Wastewater Engineering Planning Grant to address issues related to the Collection System, and;

NOW, THEREFORE, BE IT:

RESOLVED that the Village of Westfield hereby determines that the proposed Village of Westfield Collection System Planning Study is a Type II action in accordance with 6 NYCRR Section 617.5(c)(18 &21) which constitutes the *“information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action;”* and *“conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action;”* and is therefore not subject to review under 6 NYCRR Part 617.

RESOLUTION #4-2018

ENGINEERING PLANNING GRANT

AUTHORIZATION FOR REPRESENTATIVE TO SIGN DOCUMENTS

Whereas, the Village of Westfield has applied for and subsequently received notice of award of an engineering planning grant; and,

Whereas, implementation of the planning grant will address issues related to the Collection System, and,

NOW, THEREFORE, BE IT:

RESOLVED that the Mayor is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Village of Westfield’s obligations under the Engineering Planning Grant Agreement.

APPROVAL TO HIRE CLARK PATTERSON LEE TO CONDUCT SEWER SYSTEM

The board made a motion to approve the hiring of Clark Patterson Lee to conduct Sewer System Planning Study by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.

REQUEST EXECUTIVE SESSION

SEWER DEPARTMENT

MONTHLY AND OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 15.7 hours by Trustee Cochran, seconded by Trustee Santi an was carried unanimously.

ELECTRIC DEPARTMENT

MONTHLY OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 154.1 hours by Trutee Santi, seconded by Trustee Cochran and was carried unanimously.

PERMISSION TO GO TO BID FOR TREE REMOVALS/TRIMMING FOR 2018

The board made a motion to approve going to bid for tree removals/trimming for 2018 by Trustee Santi, seconded by Trustee Holbrook and was carried unanimously.

PERMISSION TO GO TO BID FOR RT. 5 RECONDUCTORING-PERSONS STREET TO NORTH PORTAGE

The board made a motion to approve going to bid for Rt. 5 Reconductoring of Persons Road to North Portage by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.

APPROVAL TO HIRE MRB GROUP FOR GIS SERVICES

The board made a motion to approve to hire MRB Group for GIS Services not to exceed \$10,000 by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.

APPROVAL TO HIRE MRB GROUP FOR TERM ENGINEERING/GRANT SERVICES

The board made a motion to approve to hire MRB Group for GIS Services not to exceed \$15,000 by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.

UTILITY POLE PURCHASE

The board made a motion to accept the best value quote from Thomasson Company in the amount of \$12,104 for 38 poles by Trustee Santi, seconded by Trustee Holbrook and was carried unanimously.

TREASURER

OVERTIME REPORT

No Overtime noted. The board made a motion to approve by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.

NOVEMBER FINANCIALS

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

REQUEST EXECUTIVE SESSION

CLERK

OVERTIME REPORT

The board made a motion to approve the Overtime Report of 3.5 hours by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.

ICE DAMAGE TO EMPLOYEE VEHICLE AT EASON HALL

Clerk Luce inquired if the board might consider covering the deductible for those damages from ice to an employee's vehicle. **The board made the motion by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously to table the discussion until further information is received.**

WARRANTS

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

General #35	\$32,855.91
Electric #38	46,784.86
Water #37	14,642.86
Sewer #37	29,471.01
Capt'l #22	4,000.00

General #33	24,187.84
Electric #36	143,375.22
Water #35	14,801.64
Sewer #35	27,045.54
WPCF Upgrade #20	101,422.82
Fire Dept. Equip #21	\$11,277.00

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

BUDGET DETAIL

The board made a motion to approve the Budget Detail by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.

CAN REDEMPTION CENTER

Resident Demian Segar told the board of his desire to form a Can Redemption Center business in the Westfield area. The plan is to make this a mobile unit that could go from place to place and collect cans regulated under the DEC which said it was necessary to check for any local permits which might be required. It was recommended to obtain a Peddler's permit.

FLORESCENT CROSSING SIGNS

It was suggested to obtain some of the reflective, florescent signs such as Fredonia has which are very visible; even in the winter weather. It is believed that the State is in charge of those signs.

FIRE TRUCK DEDICATION AND RECOGNITION OF SERVICE

Trustee Holbrook noted there would be a formal dedication of the new Fire Truck which the Mayor and board members will be invited to on February 20th and there will also be a recognition ceremony for 50 years of service in the Fire Department for Cliff Brown, John Kolpien and James Pacanowski, (deceased).

FIRST RESPONDER MEMORIAL PROJECT MEETING

Further, Trustee Holbrook stated there will be a Committee meeting which everyone that is interested is invited to attend, on February 6th at 7:00 p.m. at the Fire Hall to discuss a First Responder's Memorial of Police, Fire and EMS personnel for their service as a group.

STREET LIGHTS DISCUSSION

Andrew reported he is unsure of what the next step should be for the street light issue. The demo lights are the right color temperature but if they are brighter, it is not by much. If we would go with another light that might be brighter, we would be going back to a whiter light and there aren't a lot of options that will fit into those fixtures, and to replace the fixtures it would involve a thousand dollars apiece rather than a hundred dollars apiece.

EXECUTIVE SESSION

The board made a motion to enter into Executive Session to discuss Personnel by Trustee Cochran, seconded by Trustee Holbrook and was carried unanimously.

Following Executive Session, the board made a motion to adjourn Executive Session on a motion made by Trustee Holbrook, seconded by Trustee Cochran and was carried unanimously.

ACTION

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

The board made a motion to hire two (2) Operator Trainees off the Civil Service listing on a motion made by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.

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