

**VILLAGE BOARD OF TRUSTEES  
OCTOBER 16, 2017 MINUTES**  
Deputy Mayor Robert Cochran presiding

MEMBERS: Jill Santi, Mike Catalano, Al Holbrook

EXCUSED: Mayor Mike VandeVelde

OTHERS: Vince Luce, Becki Paternosh, Jerry Ruch, Marsha Holland, Deb Puckhaber, Erin Schuster, Ed LeBarron, Andrew Thompson, Bonnie Rae Strickland, Andrew Webster, Bill Christ, Tom Tarpley, Ann Kneer, Ed Slate, Evelyn Quagliana, Kim Raynor, Marybelle Beigh, Nicole Gugino, Observer

**MAYOR/BOARD  
MINUTES**

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

RESOLUTION 22-2017 New York Municipal Power Agency (NYMPA)

**The board made a motion by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously to approve Resolution 22-2017. The resolution submitted and approved is as follows:**

**RESOLUTION #22-2017  
NEW YORK MUNICIPAL POWER AGENCY  
PROXY RESOLUTION**

**At a regular meeting of the Board of Trustees of the Village of Westfield, New York, held on October 16, 2017, the following resolution was adopted.**

WHEREAS, the Board of Trustees of the Village of Westfield, New York, is a municipal member of the New York Municipal Power Agency, and

WHEREAS, in accordance with the bylaws of New York Municipal Power Agency, each municipal member may cast one vote on each transaction properly brought before this meeting.

NOW THEREFORE BE IT RESOLVED, that Andrew W. Thompson be and is hereby designated as the accredited delegate of the Village of Westfield, New York.

YWCA Use of Moore Park for the Annual Arts & Crafts Festival -2018

**The board made a motion by Trustee Santi, seconded by Trustee Catalano and was carried unanimously to approve the annual YWCA Arts & Crafts festival for July 2018 as submitted.**

HALLOWEEN CELEBRATION IN THE VILLAGE

**Trustee Holbrook motioned, Trustee Santi seconded and carried to approve for Halloween to take place in the Village of Westfield on Tuesday, October 31, 2017 from 6pm to 8pm and also**

**the annual Halloween parade beginning from Tops Market at 6pm to the Fire Hall on Clinton Street utilizing certain Fire Department apparatus.**

**WACS THANK YOU LETTER TO VILLAGE**

Deputy Mayor Rob Cochran read a thank you card from the WACS Students Class of 2018 and Staff thanking the Village for their assistance with homecoming festivities this year.

**POLICE DEPARTMENT**

**MONTHLY OVERTIME REPORT**

**The board made a motion to approve the September Monthly Report and Overtime Report of 25 hours for September by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.**

**The Board Accepted the resignation of Randy Edwards as Part time Crossing Guard effective September 29, 2017 on a motion by A. Holbrook, seconded by J. Santi with all voting yes.**

**The Board Accepted the resignation of Jody Burgess as the Date Entry Clerk in the Police Department effective October 6, 2017 on a motion by M. Catalano, seconded by A. Holbrook with all voting yes.**

**The Board Accepted the resignation of John S. Morris as a part-time fill in Crossing Guard, effective October 3, 2017 on a motion by A. Holbrook, seconded by M. Catalano with all voting yes.**

The Chief requested an Executive Session to discuss the employment history of a particular person in the Police Department after the close of the regular meeting session.

**FIRE DEPARTMENT**

**MONTHLY REPORT**

**The board made a motion to approve the Fire Department Monthly Report as submitted for September 2017 by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

There were six (6) fire calls, one (1) MVA, thirty-two (32) EMS calls, four (4) Service Calls and two (2) False Alarms

**RECREATION DEPARTMENT**

**MONTHLY REPORT**

**The board made a motion to approve the Recreation Department Program Report as submitted with Trustee Santi offering the motion, seconded by Trustee Catalano and was carried unanimously.**

**CODE ENFORCEMENT**

**MONTHLY REPORT**

**The board made a motion to approve the Monthly Report as submitted noting that there were 12 Village Permits issued in the month of September generating \$591.40 of revenue.**

**The report was approved on a motion by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.**

#### **HISTORIAN**

##### **MONTHLY REPORT**

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

#### **PUBLIC WORKS**

##### **MONTHLY/OVERTIME REPORT**

**The board made a motion to approve the Monthly Report and Overtime Report of 8.4 hours of scheduled overtime and 11.25 hours of emergency overtime on a motion by Trustee Santi and was seconded by Trustee Catalano and was carried unanimously.**

##### **DECLARE 1994 F700 DUMP AS SURPLUS VILLAGE PROPERTY**

**On a motion by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously, the board declared the entire F700 Dump Truck (No Plow) as surplus Village property.**

##### **THANK YOU LETTER TO PUBLIC WORKS SUPERINTENDENT ED LEBARRON FROM ROBERT NERATKO**

Deputy Mayor Robert Cochran read a letter from Robert Neratko addressed to the Mayor and Village Board thanking Public Works Superintendent Ed LeBarron for some recent sanitary sewer line repair work the Village worked on in the Public Right of Way.

##### **EXECUTIVE SESSION TO DISCUSS PERSONNEL**

Ed requested an executive session at the end of the public meeting part of the meeting to talk about the employment history of particular employees in the Public Works Department.

#### **WATER AND SEWER DEPARTMENT**

##### **MONTHLY AND OVERTIME REPORT (Water Plant)**

**The motion was made to approve the Monthly and Overtime Report of 15.75 overtime hours for the water plant by Trustee Santi, seconded by Trustee Catalano and was carried unanimously.**

Sr. Water Plant & 4A Sewer Plant Operator Erin Schuster notified the Village Board that Brian Kinney was successful at meeting all of the requirements for obtaining his IIA Water Plant Operator's License. Congratulations Brian.

##### **MONTHLY AND OVERTIME REPORT (Sewer Plant)**

**The board made a motion to approve the Monthly and Overtime Report of 18.35 hours by Trustee Catalano, seconded by Trustee Santi and was carried unanimously.**

##### **CHANGE ORDER #8 FOR WPCF PROJECT**

**DPW Director Andrew Thompson requested approval of Change Order #8 for the WPCF Upgrade Project in the amount of \$629,820 for mostly work on the plant clarifiers. He noted that this increase is completely covered by a Sewer Grant which the Village was recently notified about. The change order was approved on a motion made by Trustee Catalano, seconded by Trustee Holbrook and was carried unanimously.**

#### MUNICIPAL SOLUTIONS CONTRACT INCREASE

Village Clerk Vince Luce noted that the Mayor received a contract increase proposal from Municipal Solutions for their continued assistance to the Village with the Sewer Upgrade Project and the related grant administration and MWBO compliance for each of the hired contractors and subcontractors. He noted that the project has extended beyond the original contract term so the new contract is required by law. He also noted the \$25 increase per hour covers new regulatory and reporting requirements related to financial advisors and also reflects personnel cost increases of Municipal Solutions. The maximum amount for this contract is not to exceed \$4,000.

**The Board approved this contract extension with Municipal Solutions not to exceed \$4,000 and the rate per hour charge goes up to \$125 on a motion by Trustee Holbrook, seconded by Trustee Catalano and carried unanimously.**

#### ELECTRIC DEPARTMENT

##### MONTHLY OVERTIME REPORT

**The Board made a motion by Trustee Santi, seconded by Trustee Catalano and was carried unanimously to approve the Monthly Report and Overtime Report of 57.4 hours.**

##### UNDERGROUND ELECTRICAL CROSSINGS BID

**The Board made a motion by Trustee Catalano and was seconded by Trustee Santi to award the underground electrical crossings under the Thruway to RT Logistics in the amount of \$70,800. The motion was unanimously approved.**

##### OLD GIS COMPUTER AND PRINTER SURPLUS

**The Board approved, on a motion by Trustee Santi/Trustee Catalano to declare the old GIS Computer and Large Format Printer as surplus property. The motion was carried unanimously.**

#### TREASURER

##### MONTHLY & OVERTIME REPORT

**The Board approved the monthly overtime report of 4.3 hours in the Treasurer's office on a motion by Trustee Santi seconded by M. Catalano and carried unanimously.**

##### 2018-2019 AGED EXEMPTION LIMITS INCREASE

**The Board approved raising the aged exemption limit for real property tax payments from \$20,000 to \$22,000 on a motion by Trustee Holbrook and seconded by Trustee Catalano and carried.**

**UNPAID VILLAGE TAXES TO GO ON THE COUNTY/TOWN TAX BILL**

**The Board approved the list of unpaid Village taxes to go to the County as submitted by the Treasurer in the amount of \$68,055.52 on a motion by Trustee Holbrook seconded by Trustee Catalano and carried unanimously.**

**UNPAID VILLAGE WATER & SEWER BILLS TO GO ON THE COUNTY /TOWN TAX BILL**

**The Board approved the list of unpaid water & sewer bills to go to the County as submitted by the Treasurer in the amount of \$1,339.31 on a motion by Trustee Catalano seconded by Trustee Santi and carried.**

**PAID FAMILY LEAVE**

The Board had a brief discussion about the NYS Paid Family Leave Program which goes into effect on January 1, 2018. The law states that Public Employers like the Village of Westfield are exempt from offering Paid Family Leave but may do so if they so choose. For employees covered by a Union Contract, this is a mandatory subject of negotiation. The Treasurer noted that in her research, most public entities will not be offering this benefit. The Village Clerk noted that in his discussions with the Chautauqua County Insurance Administrator, they will not be offering this to County employees either.

**CLERK**

**WARRANTS**

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

**9/18/17**

<b>General</b>	<b>W#19</b>	<b>\$ 53,705.83</b>
<b>Electric</b>	<b>W#21</b>	<b>134,866.48</b>
<b>Water</b>	<b>W#21</b>	<b>45,156.88</b>
<b>Sewer</b>	<b>W#20</b>	<b>53,504.32</b>

**10/2/17**

<b>General</b>	<b>W#21</b>	<b>\$ 26,416.32</b>
<b>Electric</b>	<b>W#23</b>	<b>69,838.73</b>
<b>Water</b>	<b>W#23</b>	<b>1,595.39</b>
<b>Sewer</b>	<b>W#23</b>	<b>32,763.77</b>
<b>E. Dist</b>	<b>W#24</b>	<b>6,000.00</b>

**10/16/17**

<b>General</b>	<b>W#23</b>	<b>\$ 194,673.87</b>
<b>Electric</b>	<b>W#26</b>	<b>45,193.62</b>
<b>Water</b>	<b>W#25</b>	<b>14,694.61</b>
<b>Sewer</b>	<b>W#25</b>	<b>33,016.66</b>
<b>Cap.</b>		
<b>WPCF</b>	<b>W#15</b>	<b>105,279.83</b>
<b>Fire Equip</b>	<b>W#16</b>	<b>150035.00</b>

**The board made a motion to enter into Executive Session to discuss the items described earlier under Police and Public Works Department on a motion by M. Catalano, seconded by Trustee Santi and was carried unanimously.**

#### **EXECUTIVE SESSION**

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

#### **ACTION**

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

**Trustee J. Santi made a motion, seconded by Trustee M. Catalano to hire Arielle Karlstrom (Effective 10/17/18) as a Part-time Crossing Guard at the starting rate of \$10.00 per hour as recommended by Chief Robert Genthner.**

**On a motion by Trustee A. Holbrook, seconded by Trustee M. Catalano and carried unanimously, the Board approved Nate Meyers as a permanent Laborer effective 10/23/17.**

**On a motion by Trustee A. Holbrook, seconded by Trustee J. Santi and carried unanimously, the board decided to not make Ray Mortimer a permanent Laborer at this time. (Please Note: The Board met at a special meeting on Thursday, October 26, 2017 to reconsider the status of this employee and decided to extend his probationary period for an additional 6 months).**

**There being no further action to come before the board the meeting was adjourned at 8:43pm on a motion made by Trustee Santi seconded by Trustee Catalano and was carried unanimously.**