

**TOWN BOARD MEETING
Town of Westfield
June 5, 2024**

Town of Westfield
Public Hearing

Re: OCR Grant # 1237ED999-213811 Holdings Inc. (Ghostfish Brewing Company East)

Supervisor Bills called the public hearing to order at 7:25pm in Eason Hall, 23 Elm Street, Westfield, NY, with the following members and guests present:

Supervisor:	Martha R. Bills	Guest:	Donald McCord
Councilmember:	David Brown		Carol Rasmussen, CCIDA
	David Spann		Patti Meckes
	William Northrop		Dave Adrian
Absent:	James Herbert		

Highway Superintendent: David Babcock

Code Officer: Kenneth Shearer

Assessor: Bonnie Rae Strickland

Town Attorney: Joel Seachrist

Town Clerk: Andrea L. Babcock

Carol Rasmussen, Project Manager of the Chautauqua Region Economic Development Corporation (CREDC) introduced herself as well as gave an overview of the Community Development Block Grant.

The public hearing is held pursuant to the requirements of the Community Development Block Grant program. The purpose of the Public Hearing is to update the public on grant funding awarded to 3811 Holdings, Inc. dba Ghostfish Brewing Company East and are required to compile a list of people attending the hearing. All members of the public who are joining to sign in, and please identify themselves if they wish to speak.

The CDBG program provides grants to municipalities in order to ensure safe, decent, and affordable housing; assist businesses and activities that will create and retain employment opportunities; and provide improved public facilities and services. The OCR generally only funds projects or activities where at least 51% of the activity beneficiaries are low- to moderate-income persons (LMI). A low- or moderate-income person is one who is a member of a family whose income is at or below 80% of the area median income established by the U.S. Department of Housing and Urban Development.

In September 2021, the Town of Westfield authorized an application to go forward with the Office of Community Renewal to finance a project for 3811 Holdings, Inc. dba Ghostfish Brewing Company East to utilize grant funding. This amount was not to exceed \$103,000.00, including administrative fees.

The Chautauqua Region Economic Development Corporation, through an agreement with the Town of Westfield provided the OCR grant funds through CREDC. The deferred loan in the amount of \$89,000 was directly given to Ghostfish Brewery East to assist in financing a portion of the machinery and equipment and working capital costs associated with a project within the Town of Westfield.

The funding is complete, and this second public hearing is a requirement during the implementation phase of the project, or activity that the CDBG funds are supporting.

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The company has met the targets for private investment. Ghostfish Brewing Company East have created 6 new jobs, of which are low-to-moderate income individuals. Two of the six have relocated from out-of-state.

The canning line is now in-house and should be operational by September 2024. Once operational, the company will continue to hire.

The company has refurbished 5,000 SF of a banded warehouse and turned it into an operating brewery, which retails to 10 states. Plenty of room for growth.

Any person wishing to make comments regarding community needs or the proposed project is now invited to do so. Please state your name prior to making your comments. No comments were received.

Proof of publication of the public hearing was posted by the Town Clerk in the newspaper (s), posted on the Town Clerk's sign wall as well as the Town website.

At 7:28pm Carol Rasmussen Business Development Manager of the Chautauqua Region Economic Development Corporation closed the public hearing.

Respectfully submitted,

//original signed//

Andrea L. Babcock, Town Clerk

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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:

Supervisor:	Martha R. Bills	Guest:	Donald McCord
Councilmember:	David Brown		Carol Rasmussen, CCIDA
	David Spann		Patti Meckes
	William Northrop		Dave Adrian
Absent:	James Herbert		

Assessor: Bonnie Rae Strickland
 Code Officer: Kenneth Shearer
 Highway Superintendent: David Babcock
 Town Attorney: Joel Seachrist
 Town Clerk: Andrea L. Babcock

Pledge of Allegiance

Councilmember William Northrop made the motion to waive the reading of the May 1, 2024, minutes inasmuch as all members received a copy thereof and the minutes be accepted. Councilmember David Brown seconded the motion. The motion was carried unanimously.

Reports:

The supervisor’s May monthly report was distributed and accepted as submitted including up to date spending and revenues on all accounts. All board members have received a copy and the monthly report is always available in the Supervisor’s office for anyone to view. The Town has received the mortgage tax revenue and final grant payment for the Welch Trail Recreation Area from NYS Recreational Trails program.

The Town Clerk’s report together with a check in the amount of \$6572.89 totaling representing fees for the month of May 2024 is turned over to the Supervisor. A check for \$67.50 representing fees for the month of May to NYS Department of Health, Marriage Licenses and a check in the amount of \$48.00 will be turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$160.61 will be withdrawn on the 13th.

Tax Collector’s 2024 tax collection report included accrued interest and amount turned over to the Supervisor. The account is at a zero balance.

The Dog Warden’s report for the month of May 2024 was not received.

The Town Historian report for the month of April 2024 was received and placed on file in the Town Clerks office.

Westfield Fire Department report for the month May 2024 was not received.

The Town Court report for May 2024 was not received.

The WPD report for April 2024 was received and placed on file in the Town Clerks office.

Highway:

Highway Superintendent’s May 2024 report was received and placed on file in the Town Clerks office.

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Code Enforcement:

The Code Enforcement Officer submitted a written report for May 2024 was received and placed on file in the Town Clerk's Office.

- Code Enforcement Officer Kenneth Shearer provided the board with a monthly report. Code Officer Shearer gave an overview of his office and procedures, including meeting with town business owners regarding annual fire inspections.

Barcelona Harbor:

- Supervisor Bills spoke with the Us Army Corps of Engineers. Engineering and design work will continue through 2024. Subsequent investigations will begin in 2024 with construction planned for 2025.
- Barcelona Lighthouse project was also discussed.

Public Comment:

- Dave Adrian and Patti Meckes from Citizens Against Wind Turbines in Lake Erie gave an overview of the placement of wind turbines in Lake Erie. They asked the board to consider passing a resolution to stay free from development.

Announcements:

First Friday-Friday June 7th

Chautauqua County Historical Society annual gala will be held at the McClurg Museum on Saturday June 8, and Civil War Encampment- June 7-9

July's Town Board meeting is moved to Wednesday July 10 due to the July 4th Holiday

July First Friday-July 12th

Alumnae Weekend- Saturday July 13th and Sunday July 14th

Fireman's Annual Ox Roast- Sunday July 14th

Project Updates:

- The New York State Health Department is going over plans for the Route 5 East Lake Road Water Project No.2 project.
- Finalized paperwork with the County steering committee and NYS Parks for the Welch trail grant.
- A steering committee kick off meeting for the new Comprehensive Plan for the Village and the Town was held in May.
- Lakefront Water Revitalization Plan committee will meet to review maps and boundaries.
- Supervisor Bills is continuing to work on the Barcelona Gateway project with Westfield Development Director Donald McCord and Highway Superintendent David Babcock.

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New Business:

Councilmember David Brown offered the following resolution and moved for its adoption

**Resolution No. 33 of 2024
Town of Westfield
Accept County Grant (DOCKS)**

BE IT RESOLVED, The Town board of the Town of Westfield hereby authorizes the Town Supervisor to accept and sign the Boat Launch Project Agreement with Chautauqua County.

This was seconded by Councilmember David Spann. Voting was as follows: Supervisor Martha Bills, aye; Councilmember David Brown, aye; Councilmember David Spann, aye; Councilmember William Northrop, aye.

Councilmember William Northrop offered the following resolution and moved for its adoption

**Resolution No. 34 of 2024
Town of Westfield
Support the Grape and Wine Festival**

WHEREAS, The Town Board of the Town of Westfield hereby supports the 2024 Grape & Wine Festival on Saturday September 7th and Sunday September 8th, 2024.

BE IT RESOLVED, The Town Board of Town of Westfield hereby sponsors the festival in the amount of \$2,500.00.

This was seconded by Councilmember David Brown. Voting was as follows: Supervisor Martha Bills, aye; Councilmember David Brown, aye; Councilmember David Spann, aye; Councilmember William Northrop, aye.

Councilmember David Spann offered the following resolution and moved for its adoption

**Resolution No. 35 of 2024
Town of Westfield
Request for Proposal for IT Services**

BE IT RESOLVED, The Town Board of the Town of Westfield hereby authorizes the request for proposal for IT services.

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This was seconded by Councilmember William Northrop. Voting was as follows: Supervisor Martha Bills, aye; Councilmember David Brown, aye; Councilmember David Spann, aye; Councilmember William Northrop, aye.

Councilmember David Brown offered the following resolution and moved for its adoption

Resolution No. 36 of 2024
Town of Westfield
Agreement with New York State Parks for access through Town Property-Lighthouse Improvement project

WHEREAS, New York State Parks, Recreation and Historic Preservation has asked the Town of Westfield to consider allowing it access through Town property for a project involving slope stabilization and site improvements at the Barcelona Lighthouse, and

WHEREAS, engineers Erdman Anthony has provided to the Town a master plan with aerial imagery depicting the intended use of Town property, to which the Town has no objections,

NOW, THEREFORE, BE IT RESOLVED, the Town Supervisor is hereby authorized to sign any and all necessary documents that would permit and allow New York State Parks, Recreation and Historic Preservation to proceed with its Barcelona Lighthouse improvement project as shown on the submitted plans.

This was seconded by Councilmember David Spann. Voting was as follows: Supervisor Martha Bills, aye; Councilmember David Brown, aye; Councilmember David Spann, aye; Councilmember William Northrop, aye.

Councilmember William Northrop offered the following budget revision and moved for its adoption

Revision Description	Decrease Expenditures	Increase Expenditures
Subject: Budget Revision #4 for Budget Year 2024		
To move \$2,401.80 from A fund balance A 599 to pay Municipal Solutions, Inc invoice 20799 for \$2,233.80.& Seachrist Law Office, P.C. Invoice 3098 For \$168.00 This Other Water, Contr Expense Account A8389.400 Other Water, Contr Expend-Route 5 Water District has been set up to record Route 5 Water District #2 expenses until the H capital project fund is established and funded.		
Budget Journal		
A Fund (General Fund - Townwide)		
A 599 Appropriated Fund Balance DR	2,401.80	
A 8389.400 Other Water, Contr Expend-Route 5 Water District 2 CR		2,401.80
Total A Fund	<u>2,401.80</u>	<u>2,401.80</u>
To move \$1,800.00 from A fund balance A 599 to pay White Land Surveying Job No. NY-24-033 for \$1,800.00. The Town Received \$22,000.00 From The County Of Chautauqua IDA For The Barcelona Gateway Grant In 2023. The Revenue From The Chautauqua County IDA Dropped To A Fund Balance In 2023		
Budget Journal		
A Fund (General Fund - Townwide)		
A 599 Appropriated Fund Balance DR	1,800.00	
A 7180.411 Parks & Recreation - Contractual Barcelona Gateway Grant CR		1,800.00
Total A Fund	<u>1,800.00</u>	<u>1,800.00</u>

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This was seconded by Councilmember David Brown. Voting was as follows: Supervisor Martha Bills, aye; Councilmember David Brown, aye; Councilmember David Spann, aye; Councilmember William Northrop, aye.

At 8:20pm Supervisor Martha Bills moved, and Councilmember David Brown seconded a motion to move to executive session to discuss potential litigation with the Town Attorney. Unanimously carried.

At 8:40pm Supervisor Martha Bills moved, and Councilmember David Brown seconded a motion to return to regular session. Unanimously carried.

At 8:40pm Supervisor Bills moved and Councilmember David Brown seconded a motion to audit the bills.

Warrants dated June 5, 2024 (voucher #'s 270- pre-paid) in the amount of \$467.55 were drawn on the following funds:

General	\$ 467.55
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Warrants dated June 5, 2024 (voucher #'s 271-346) in the amount of \$262,212.93 were drawn on the following funds:

General	\$ 32,650.76
General Part-Town	\$ 1,819.68
Highway	\$ 5,750.66
Highway Part-Town	\$210,229.59
Sherman Fire District	\$ 11,240.39
Forest Park Sewer	\$ 51.07
North Town Water-Shorehaven	\$ 3.23

These were presented and audited by the board members. Supervisor Martha Bills moved and Councilmember David Brown seconded a motion that the Supervisor be directed to draw the necessary checks to cover the warrant as audited. Voting was as follows: Supervisor Martha Bills, aye; Councilmember, David Brown, aye; Councilmember David Spann, aye; Councilmember William Northrop, aye.

There being no further business at 8:52pm Supervisor Martha Bills moved, and Councilmember David Spann seconded a motion to adjourn. Unanimously carried.

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