

TOWN BOARD MEETING

Town of Westfield

September 3, 2025

PUBLIC HEARING

Town of Westfield

Special Use Permit Application expansion of Moose Lodge 118 Campground

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

Supervisor:	Martha R. Bills	Guests:	Rick Clawson	Elisa Dennis
Councilmember:	David Brown		Todd Swanson	Taras Korol
	David Spann		Sandra Brown	
	William Northrop		Carol Ford	
	James Herbert		Karen Engstrom	
			Gregory Wozneak, WPD Chief	
			Marybelle Beigh, Historian	

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

Supervisor Bills opened the public hearing to discuss the special use application. Todd Swanson gave an overview of the application.

The Legal notice was posted in the Dunkirk Observer, and Town Clerks sign wall of the Public Hearing.

No comments from the public.

Councilmember David Spann made the motion to move that the public hearing be closed at 7:25pm. Councilmember David Brown seconded the motion. Motion carried.

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	Guests:	Rick Clawson	Elisa Dennis
Councilmember:	David Brown		Todd Swanson	Taras Korol
	David Spann		Sandra Brown	
	William Northrop		Carol Ford	
	James Herbert		Karen Engstrom	
			Gregory Wozneak, WPD Chief	
			Marybelle Beigh, Historian	

Code Officer: Kenneth Shearer
Assessor: Kenneth Shearer
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Pledge of Allegiance

Councilmember David Brown made the motion to waive the reading of August 6, 2025, minutes inasmuch as all members received a copy thereof and the minutes be accepted. Councilmember David Spann seconded the motion. The motion was carried unanimously.

Reports:

The Supervisor's August 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 Supervisor's office is working on the 2026 preliminary budget.

The Town Clerk's report together with a check in the amount of \$13,297.00 totaling representing fees for the month of August 2025 is turned over to the Supervisor. A check for \$112.50 representing fees for the month of August to NYS Department of Health for Marriage Licenses. The amount of \$55.00 has been turned over to NYS Department of Agriculture and Markets. NYS Decals licenses in the amount of \$2,942.60 will be withdrawn on the 13th. The town's commission from the August sales of decals transactions was \$172.40.

- The Dog Warden's report for the month of August 2025 was received and placed on file in the Town Clerk's office.
- The Town Historian report for the month of August 2025 was received and placed on file in the Town Clerk's office.
- Westfield Fire Department report for the month of August 2025 was not received.
- The Town Court report for August 2025 was received and placed on file in the Town Clerk's office. The Court Clerk and Deputy Court Clerk will be attending the NYSAMCC conference in Albany and the office will be closed September 29th -October 1st. The Town of Westfield was granted a full scholarship for the new deputy court clerk to attend the conference.
- The WPD report for August 2025 was received and placed on file in the Town Clerk's office. Supervisor Bills introduced newly appointed Chief Gregory Wozneak. Chief Wozneak gave an overview of his position and his report that was provided to the board.

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Highway:

Highway Superintendent's August 2025 report was received and placed on file in the Town Clerk's office. Waiting for the completed survey for Taylor Road from the Surveyor. The Surveyor has had a few setbacks with coordinating staff to place the pins and hopes to have it completed in the next few days.

Code Enforcement:

The Code Enforcement Officer's August 2025 report was received and placed on file in the Town Clerk's office. The report highlighted the permits issued and daily tasks, continuous ongoing education for code enforcement and assessor training, working with property owners, attending meetings and webinars.

- A discussion took place regarding the NYPA electric charging station project in Barcelona. Attorney Joel Seachrist discussed a recent request from NYPA. Councilmember David Brown made the motion to authorize the Supervisor to sign a temporary 5-year easement agreement on only the parking spots supporting the charging station. Seconded by Councilmember James Herbert and carried unanimously.

Barcelona Harbor:

- Supervisor Bills and the Board thanked the Highway Department for the beach cleanup of dead fish from the lakes change of temperature.

Public Comment:

- Karen Engstrom gave an overview of personal findings about wind projects and wind laws in New York State.

Announcements:

- School Tax Collection started Tuesday, September 2nd at the Town Bookkeepers window from 8:00am-1:00pm, Monday through Friday.
- Grape and Wine Festival at Moore Park and Grape Discovery Center will be held September 19th & 20th
- Cemetery walk at the Westfield Cemetery will be held September 19th and 20th.

Project Updates:

- Route 5 East Lake Road Water Benefit District No. 2 will hold monthly progress meetings.

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New Business:

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

**Resolution No. 62 of 2025
TOWN OF WESTFIELD
Neg Dec-Moose Lodge Campground**

WHEREAS, the Town Board of the Town of Westfield is considering the application of Loyal Order of Moose, Lodge 118, for modification of its current Special Use Permit that would permit twelve (12) additional camp sites, a loop around road, and water, sewer, and electric service at each site at the property owned by the Moose Lodge on New York State Route 5, on a parcel designated as tax map Section 192.06, Block 1, Lot 10, and

WHEREAS, the use has been subject to environmental review pursuant to Article 8 of the New York State Environmental Conservation Law (State Environmental Quality Review Act), including the preparation and review of a short Environmental Assessment Form, and

WHEREAS, Part 617 of the implementing regulations pertaining to the State Environmental Quality Review Act requires this Board to determine and give notice of the environmental impact of the use, and

WHEREAS, the Board has determined that proposed use will not have a significant environmental impact

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby issues the attached Notice of Determination of Non-Significance, also known as a Negative Declaration, for the application of Loyal Order of Moose, Lodge 118.

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

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Councilmember James Herbert offered the following resolution and moved for its adoption

**Resolution No. 63 of 2025
TOWN OF WESTFIELD
Issuance of Special Use Permit-Moose Lodge Campground**

Action of the Board:

To consider the application of Loyal Order of Moose, Lodge 118, to modify a Special Use Permit previously issued on October 7, 2020 (which modified the permit issued on June 7, 2017) to operate a campground at West Route 5 (also known as West Lake Road), on a parcel designated as tax map Section 192.06, Block 1, Lot 10, and

WHEREAS, Loyal Order of Moose, Lodge 118 (hereinafter, the “Applicant”), received a Special Use Permit on June 7, 2017 permitting it to operate a nine-site campground at the property known as Moose Beach on West Route 5, on a parcel designated as tax map Section 192.06, Block 1, Lot 10, and

WHEREAS, the Applicant received a modified Special Use Permit on October 7, 2020 permitting it to operate 24 recreational vehicle campsites, 3 overflow sites, and 10 tent campsites on the same property, though implementation of the 2020 expansion was placed on hold pending site plan details from the engineer; and

WHEREAS, the Applicant has now submitted an application requesting to modify the Special Use Permit to permit an expansion of the existing campground by adding twelve (12) additional camp sites, a loop around road, and water, sewer, and electric service at each site; and

WHEREAS, the issue of compliance with the State Environmental Quality Review Act has been thoroughly addressed, and a negative declaration was issued after examination of the record and public hearing, and

WHEREAS, the Town of Westfield Planning Board reviewed the application during a meeting held August 13, 2025 and recommended approval of the application, and

WHEREAS, the Town Board has considered all the facts and papers before it, and has heard those wishing to be heard at a public hearing held September 3, 2025 on the application, and finds ample justification to approve the application subject to the qualifications hereinafter set forth

NOW, THEREFORE, BE IT RESOLVED, that the application to modify the current Special Use Permit be and hereby is authorized and approved subject to the conditions and requirements hereinafter set out:

1. The Applicant shall undertake the project in accordance with the plans submitted to the Town with the application and agrees to be bound by the terms of the application, the site plan, and the conditions of this permit.
2. This permit shall not be assigned or transferred, in whole or in part, without the prior written consent of the Town.

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3. All terms and conditions of the previous Special Use Permit issued June 7, 2017 shall continue to apply except insofar as they are inconsistent herewith, where the terms and conditions of this Permit shall apply.

a. The Applicant shall establish and maintain adequate vegetative buffering along the property's boundary with New York State Route 5, consisting of trees, shrubs, or other landscaping sufficient to provide a continuous visual and auditory barrier between the road and the campsites. This buffering shall not be removed without prior approval from the Town.

4. This permit shall become effective after the Applicant approves each and every provision hereof and agrees to be bound by all of the terms herein contained in consideration of the granting of this special permit.

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

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

Resolution No. 64 of 2025

TOWN OF WESTFIELD

Re-Appointment Member to the Board of Assessment Review Board

BE IT RESOLVED, the Town Board of the Town of Westfield re-appoints Julie Fisher to the Board of Assessment Review Board with a term of 10/01/2025-09/30/2030.

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

Supervisor Martha Bills offered the following resolution and moved for its adoption

Resolution No. 65 of 2025

TOWN OF WESTFIELD

Set Budget Workshop Date and Time

BE IT RESOLVED, the Town Board of the Town of Westfield set a budget workshop to discuss the 2026 budget September 23rd at 4:00pm in the Supervisors office.

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

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Supervisor Martha Bills offered the following resolution and moved for its adoption

**Resolution No. 66 of 2025
TOWN OF WESTFIELD
Authorize Town Boards to Attend Annual Planning and Zoning Training**

BE IT RESOLVED, the Town Board of the Town of Westfield hereby authorizes the Town Boards to attend Southern Tier West Fall Planning & Zoning Training in October. The Town will pay a registration fee of \$25.00 per attendee and mileage expense of .70 per mile.

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

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

**Resolution No. 67 of 2025
TOWN OF WESTFIELD
Hire Professional Services for Records Management**

BE IT RESOLVED, The Town Board of the Town of Westfield hereby authorizes the hire of Michelle Henry to provide professional services for records management. A maximum of 15 hours a month at a pay rate of \$35.00 an hour and not to exceed \$2500.00. The appointment is for the remaining 2025 calendar year.

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

Councilmember James Herbert offered the following resolution and moved for its adoption

**Resolution No. 68 of 2025
TOWN OF WESTFIELD
Authorize Payment Request No. 2 for East Route 5 Water Benefit District No.2**

BE IT RESOLVED, The Town Board of the Town of Westfield hereby authorizes payment No. 1 and Form E #2 -Rural Development Budget / Cost Certification, tabulation sheets and project related services to date for East Route 5 Water Benefit District No.2.

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

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Councilmember David Brown offered the following budget revision and moved for its adoption

Subject: Budget Revision #8 for Budget Year 2025

Revision Description	Decrease Expenditures	Increase Expenditures
To move \$126.80 from A fund balance A 599 to Cover the Cost of Postage For Letters Mailed on July 11, 2025 For Route 5 Water District #2 meeting with taxpayers and engineer to the Other Water, Contr Expense Account A8389.400. The Other Water, Contr Expense Route 5 Water District #2 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		
A 8389.400 Other Water, Contr Expend-Route 5 Water District 2 CR	126.08	126.08
Total A Fund	126.08	126.08
Revision Description	Decrease Expenditures	Increase Expenditures
To move \$29.41 from A Contingent Account A 1990.400 to A Unemployment Insurance A 9050.800 for \$29.41. The A Unemployment Insurance line is short by this amount		
Budget Journal		
A Fund (General Fund - Townwide)		
A 1990.400 Contingent Account DR	29.41	
A 9050.800 Unemployment CR		29.41
Total A Fund	29.41	29.41
Revision Description	Decrease Expenditures	Increase Expenditures
To move \$588.72 from DB General Repairs Fuel Slips DB 5110.420 to DB General Repairs - Contractual DB 5110.400. The DB General Repairs - Contractual line is short by this amount		
Budget Journal		
DB Funds(Highway Part Town Fund)		
DB 5110.420 General Repairs Fuel Slips DR	588.72	
DB 5110.400 General Repairs - Contractual CR		588.72
Total DB Fund	588.72	588.72
Revision Description	Decrease Expenditures	Increase Expenditures
for materials needed to install a hanicap boat accessibility lift. This account A7180.413 was established to capture the expenses for this project. The Town will be receiving \$15,000.00 from the Lake Erie Management Commission Chautauqua County for this project.		
Budget Journal		
A Fund (General Fund - Townwide)		
A 599 Appropriated Fund Balance DR	312.43	
A 7180.413 Parks & Recreation - Handicap Boat Accessibility Lift CR		312.43
Total A Fund	312.43	312.43

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

Supervisor, Martha Bills made a motion to set a public hearing for the Sherman Fire Protection District for 7:20pm and the Westfield Fire Protection District for 7:25pm October 1, 2025, seconded by Councilmember David Brown and carried unanimously.

At 8:20pm Supervisor Bills moved and Councilmember David Brown seconded a motion to audit the bills.

Warrants dated September 2025 (voucher #'s 483-541) in the amount of \$72,672.39 drawn on the following funds:

General (A)	\$ 34,698.70
General (B)	\$ 309.20
Highway (DA)	\$ 8,326.21
Highway Part-Town (DB)	\$ 29,289.27
Forest Park Sewer (SS1)	\$ 45.13
North Town Water-Shorehaven (SW3)	\$ 3.88

Warrants dated September 2025 (voucher 1-3) in the amount of \$254,347.25 drawn on the following funds:

Route 5 Water Benefit District-2 (H9)	\$ 254,347.25
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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 James Herbert, aye; Councilmember William Northrop, aye.

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At 8:36pm Supervisor Martha Bills moved, and Councilmember David Spann seconded a motion to move to executive session to discuss a particular personal history and pending litigation with the Town Attorney. Unanimously carried.

At 9:00pm Supervisor Martha Bills moved, and Councilmember David Brown seconded a motion to return to regular session. Unanimously carried.

There being no further business at 9:00pm Supervisor Martha Bills moved, and Councilmember David Brown seconded a motion to adjourn. Unanimously carried.

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