

TOWN BOARD MEETING

Town of Westfield

January 7, 2026

7:25pm Oath of office administered to newly elected officials, Councilmember, David Spann. Councilmember William Northrop was not present.

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 and guests present:

Supervisor:	Martha Bills	Guest: Joanna Teeter	Ronald Erskine
Councilmember:	David Brown	Lillian Teeter	Elisa Dennis
	David Spann	Sandra Brown	
Absent:	James Herbert	Don McCord	
Absent:	William Northrop	Tom Herr	
		Eric Weis, CLP	
		David Hardenbrook, CLP	

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

Pledge of Allegiance

Councilmember David Brown made the motion to waive the reading of December 3, 2025 meeting 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:

Supervisor Bills presented the monthly report on the Town’s finances for the month of December. All Board members have received a copy of the report for December and is accepted as submitted.

The Town Clerk’s report together with a check in the amount of \$3,096.23 representing fees for the month of December 2025 was turned over to the Town Supervisor. A check for \$45.00 representing fees to NYS Department of Health for Marriage Licenses issued in the month of December. A check in the amount of \$15.00 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$22.17 will be withdrawn on the 13th. The Annual Report for 2025 was presented to the board. The Town Clerks office will collect the 2026 Town\County Tax collection starting Thursday, January 8th, 2026. Collection hours are 8:00am-1:00pm Monday through Friday excluding holidays.

The Dog Warden’s report for December 2025 was received and placed on file.
The Fire Department Report for December 2025 was not received.
The Town Court report for December 2025 was received and placed on file.
The Historian report for December 2025 and 2025 Annual report was received and placed on file.
The WPD report for December 2025 was received and placed on file.

Highway:

- The Town Highway Superintendent submitted a monthly report highlighting plowing roads, fuel and gas usage. Discussed snowmobile access on town roads.

TOWN BOARD MEETING
Town of Westfield
January 7, 2026

Code Enforcement:

- The Code Enforcement Officer submitted a written report for December 2026 and was placed on file.
 - o Code Officer Shearer highlighted that he continues required education for Code Enforcement, attending meetings and gave an overview of the day-to-day activities of the office.

Assessor:

- The Assessor submitted a written report on day-to-day activities of the office.

Barcelona Harbor:

- Pier operations are closed for the season.
- Discussed hunting at the harbor, no action was taken.
- Supervisor Bills and Councilmember Spann attended a meeting with the Army Corp of Engineers regarding the environmental assessment and findings of no significant impact for Barcelona Harbor to repair the Barcelona West Breakwater at Barcelona Harbor.

Public Comments:

Announcements:

- Councilmember David Brown made a motion to set the audit date and time for the annual audit of the books for the court, bookkeeper/Supervisor, town clerk and tax collector for Thursday, January 29th at 3:00pm. Councilmember David Spann seconded the motion, and the motion was carried unanimously.
- The Association of Towns Annual Meeting in NYC will be held February 15th- 17th.

Old Business:

- The Town Attorney will need to assist with Easements for the Gateway Project.
- Clark Patterson Lee engineers were present and gave a project status of the East Lake Road Water Benefit District No. 2. Construction along East Lake Road (Route 5) is almost completed, once completed weather dependent they will then focus on Mckinley and Hawthorne. Engineers discussed chlorination station vault, wish list and ideas that benefit the districts. Monthly project meeting will be held in January.
- Don McCord discussed with the Board the annual grant cycle for the Chautauqua Region Economic Development Corporation and gave an overview of the application process. Councilmember David Brown made a motion to submit a letter of interest and obtain the services of Larson Design Group to assist with the letter and application for proposed projects, seconded by Councilman David Spann and carried unanimously.
- Discussed upgrading the Forest Park sewer district pump station.

TOWN BOARD MEETING

Town of Westfield

January 7, 2026

New Business:

Supervisor Bills offered the following resolution 1-6 of 2026.

Resolution No. 1 of 2026

Official Meeting Place

That the official meeting of the Town Board shall be in Eason Hall, 23 Elm Street, Westfield, NY on the first Wednesday of each month at 7:30pm.

Resolution No. 2 of 2026

Salaries

“That the Town Board hereby fix the salaries of the Town employees and elected officials for the year 2026 as follows:”

Supervisor	\$20,000 annual to be paid quarterly
Councilmen (4)	\$ 3,000 annual to be paid annually
Town Clerk	\$43,306 annual to be paid bi-weekly
Highway Superintendent	\$76,506 annual to be paid bi-weekly
Justice (2)	\$13,375 annual to be paid quarterly
Highway Employees	MEO’s - Minimum \$21.50 to \$27.63 /hr - Maximum overtime \$41.45/hr
Deputy Highway Superintendent	\$ 2,000 annual to be paid quarterly
Deputy Supervisor	\$ 2,700 annual to be paid annually
Code Enforcement	\$36,016 annual to be paid bi-weekly
Safety Inspections Clerk	\$ 21.84 hourly/to be paid bi-weekly
Assessor	\$48,104 annual to be paid bi-weekly
Court Clerk	\$53,895 annual to be paid bi-weekly
Deputy Court Clerk	\$18.00 hourly to be paid bi-weekly
Court Officer	\$ 26.00 hourly/ to be paid bi-weekly
Deputy Town Clerk	\$ 18.00 hourly 15 hrs. per week-to be paid bi-weekly
Registrar of Vital Statistics	Fees allowed by the State-paid on a monthly basis
Deputy Registrar of Vital Statistics	Fees allowed by the State-paid on a monthly basis
Bookkeeper	\$41,629 annual to be paid bi-weekly
Personnel	\$13,060 annual to be paid bi-weekly
Tax Collector	\$ 8,522 annual to be paid bi-weekly
Deputy Tax Collector	\$ 1,500 annual to be paid bi-weekly-January-March
Recreation Workers	\$ 16.00 min/hr. & \$17.00 max/hr. paid bi-weekly
Recreation Administrator	\$ 3,500 annual to be paid bi-weekly
Dog Control Officer	\$ 8,358 annual to be paid bi-weekly

Resolution No. 3 of 2026

Designation of Banks

WHEREAS, under Section 64 of the Town Law, it is provided that the Town Board shall designate by written resolution the banks and trust companies in which certain Town Officers shall deposit monies received into their hands by virtue of their office, be it,

RESOLVED, that Community Bank of Westfield, M & T Bank of Jamestown and Mayville, MBIA Class, are hereby designated as depositories in which the Supervisor, Bookkeeper, Town Clerk, Tax Collector and Court Clerk shall deposit all monies coming into their hands.”

TOWN BOARD MEETING

Town of Westfield

January 7, 2026

Resolution No. 4 of 2026

Official Newspapers

BE IT RESOLVED, "That the *Westfield Republican* and the *Observer* newspaper be designated as the official newspaper of the Town for the year 2026.

Resolution No. 5 of 2026

2026 Annual Appointments

David Brown	Deputy Supervisor
Andrea L. Babcock	Registrar of Vital Records / Records Management Officer
Andrea L. Babcock	Tax Collector
Debra Simpson	Deputy Town Clerk
Debra Simpson	Deputy Registrar of Vital Records
Debra Simpson	Deputy Tax Collector
Jill Fredd	Bookkeeper / Asset Manager
Jill Fredd	Personnel
Kenneth Shearer	Code Enforcement / Zoning Officer
Lindsay Simpson	Safety Inspections Clerk
Marybelle Beigh	Historian
Julie Martin	Clerk to the Court
Lindsey Jaynes	Deputy Clerk to the Court
Mark Dietzen	Court Officer
Mark Johnson	Deputy Highway Superintendent
Chuck Raynor	Dog Control Officer
Barbara Johnson	Harbor Master
David Babcock	Harbor Recreation Administrator

Planning Board

Phil Riedesel (Chairman)	Chris Reese
Diana Hamann	Kim Knappenberger
John Hemmer	Bonnie Rae Strickland (Alternate)
Timothy Smith	

Zoning Board of Appeals

Wayne Harrington (Chairman)	VACANT
Linda Wolfe	Derek Johnson
Bradley Szymczak	Heather Luce (Alternate)

Town Committees

Harbor	Martha Bills, David Spann, James Herbert
Security & Technology	Marth Bills, David Brown, William Northrop, Kenneth Shearer, Andrea Babcock
Transfer Station	Martha Bills, David Brown, William Northrop, Andrea Babcock
Highway	Martha Bills, David Spann & William Northrop
Personnel	Martha Bills & David Brown & David Spann, Jill Fredd
Website	David Brown, Martha Bills, Andrea Babcock, Joel Seachrist

Fire Dept. Liaison - David Brown

Process Server - David Haskin

Town Constable- Peter Kunow

TOWN BOARD MEETING

Town of Westfield

January 7, 2026

Resolution No. 6 of 2026

Town of Westfield

Authorizations for Supervisor / Deputy Supervisor

RESOLVED, pursuant to Town Law §29(16), that the Town Board of the Town of Westfield hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees, including the negotiation and execution of standardized annual agreements, service contracts, maintenance agreements, and the like, which are consistent with the annual budget adopted by the Town, and with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore adopted by this Town Board.

BE IT FURTHER RESOLVED that the Supervisor or the Deputy Supervisor be, and are hereby authorized, to sign all the necessary documents for the financing of the Town of Westfield

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

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

Resolution No. 7 of 2026

Town of Westfield

Highway Agreement

RESOLVED, that pursuant to the provisions of Section 284 of the Highway Law, the Town Board agrees that monies levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, and specifically the sum of \$150,000.00 shall be expended for the general repairs of town highways, including sluices, culverts and bridges, or the renewal thereof, and for the following projects:

1. Sealing (oil) roads – Ogden Road, Jones Road, Martin Wright Road for sealing
2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS), Funds estimated for 2026. Blacktop- Parker Road between Jones and Pigeon Road. Coon road or Prospect Road.

BE IT FURTHER RESOLVED, that no fewer than three members of the Town Board and the Highway Superintendent shall execute a certified copy of this resolution in duplicate, and said certified copy, so signed, shall constitute written agreement between the parties once it shall have been approved by the County Superintendent of Highways.

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

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

Resolution No. 8 of 2026

Town of Westfield

Appointment of Deputy Supervisor

RESOLVED, that Councilmember David Brown is appointed as Deputy Supervisor for the Town of Westfield for the 2026 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.

TOWN BOARD MEETING

Town of Westfield

January 7, 2026

Councilmember David Spann offered the following resolution 9-13 and moved for its adoption

Resolution No. 9 of 2026

Town of Westfield

Annual Review of Procurement Policy

RESOLVED, that after thorough review, the Town Board approves the Procurement Policy (Chapter 37 of the Town Code).

Resolution No. 10 of 2026

Town of Westfield

Asset Management

RESOLVED, the Town board of the Town of Westfield hereby appoints Jill Fredd as the Town Property Control manager and establishes a fixed asset threshold at \$1,000.00.

Resolution No. 11 of 2026

Town of Westfield

Authorize Town of Westfield Petty Cash Funds for 2026

BE IT RESOLVED, the Town Board of the Town of Westfield hereby approves petty cash, cash drawers from fund A210 to the following department head custodians pursuant to Town Law 64-1A for the purpose of low dollar miscellaneous expenses; and making change and all subject to Audit. A210 petty cash balance totaling \$700.00

Town Supervisor	\$100.00
Town Clerk	\$100.00
Tax Collector	\$200.00
Town Court Clerk	\$50.00
Town Highway Superintendent	\$50.00
Harbor Master	\$200.00

Resolution No. 12 of 2026

Town of Westfield

Mileage Rate

RESOLVED, that the rate of mileage for all Town Officials, when authorized, is hereby set at the IRS Standard Federal Rate of .72.5 cents per mile for 2026. The rate will be reviewed and considered annually at the January Annual Organizational meeting.

Resolution No. 13 of 2026

Town of Westfield

Advance Payment of Claims

WHEREAS, the Town Board of the Town of Westfield hereby authorizes the payment in advance of audit of claims for public utility services, postage, freight, and express charges. All such claims shall be presented at the next regular meeting for audit.

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

TOWN BOARD MEETING

Town of Westfield

January 7, 2026

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

Resolution No. 14 of 2026

Town of Westfield

Standard Work Day Resolution for all Employees Job Titles

BE IT RESOLVED, that the Town of Westfield, Location Code 30215 hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Elected Officials	
Town Clerk	6.5
Town Supervisor	6.5
Town Councilmen	6.5
Highway Superintendent	8.0
Town Justice	6
Appointed Officials	
Deputy Supervisor	6.5
Tax Collector	6.5
Deputy Tax Collector	6.5
Bookkeeper	6.5
Deputy Town Clerk	6.5
Registrar of Vital Statistics	6.5
Deputy Registrar of Vital Statistics	6.5
Records Management Officer	6.5
Deputy Hwy Superintendent	8
Laborers	8
Machine Equip. Operators(MEO)	8
Assessor	8
Court Clerk	6
Deputy Court Clerk	6
Court Officer	6
Code Enforcement-inspection officer	8
Safety Insp. Clerk-clerk II	6
Dog Control Officer	6
Historian	6
Recreation Worker	6
Recreation Administration	8

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

TOWN BOARD MEETING

Town of Westfield

January 7, 2026

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

Resolution No. 15 of 2026

Town of Westfield

Authorize Payment Request No.5 and Form E-No. 6 for East Route 5 Water Benefit District No.2

BE IT RESOLVED, The Town Board of the Town of Westfield hereby authorizes payment No. 5 and Form E #6 - 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 Brown. Voting was as follows: Supervisor Martha Bills, aye; Councilmember David Brown, aye; Councilmember David Spann, aye.

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

Subject: Budget Revision #12 for Budget Year 2025

Revision Description

To move \$735.18 from SS1 fund balance SS1 599 to cover \$39.79 of the \$139.79 Village of Westfield's Electric bill dated 12/15/2025 for the expense line being short by \$39.79 Plus \$695.39 For A Dunkirk Electric Motor Repair Invoice 1040 to Repair a Pump For Schultz Drive Forest Park to Account SS1 8190.400 Other-Operations & Maintenance

Budget Journal

SS1 Fund (Forest Park Sewer)
SS1 599 Appropriated Fund Balance DR
SS1-8190.400 Other-Operations & Maintenance CR
Total SS1 Fund

Decrease	Increase
Expenditures	Expenditures
	735.18
735.18	735.18
	<u>735.18</u>

Revision Description

To move \$1,392.17 from Contingent account A1990.400 to the Justices Contractual Account A 1110.400 to cover the budget line being overspent

Budget Journal

A Fund (General Fund - Townwide
A 1990.400 Contingent Account DR
A 1110.400 Justices-Contractual CR
Total A Fund

Decrease	Increase
Expenditures	Expenditures
	1,392.17
1,392.17	1,392.17
	<u>1,392.17</u>

Revision Description

To move \$797.10 from Contingent account A1990.400 to the Records Mgmt Contractual Account A 1460.400 to cover the budget line being overspent for paying for the records magement project and The Shred Center Invoice

Budget Journal

A Fund (General Fund - Townwide
A 1990.400 Contingent Account DR
A 1460.400 Records Mgmt Contr Expend CR
Total A Fund

Decrease	Increase
Expenditures	Expenditures
	797.10
797.10	797.10
	<u>797.10</u>

Revision Description

To move \$212.69 from Contingent account A1990.400 to the Assessor Contratual Account A 1355.400 to cover the budget line being overspent

Budget Journal

A Fund (General Fund - Townwide
A 1990.400 Contingent Account DR
A 1355.400 Records Mgmt Contr Expend CR
Total A Fund

Decrease	Increase
Expenditures	Expenditures
	212.69
212.69	212.69
	<u>212.69</u>

Revision Description

To move \$4.56 from Sup Of Highways-Equipment A5010.200 to the Sup Of Higways-Contractual A 5010.400 to cover the budget line being overspent

Budget Journal

A Fund (General Fund - Townwide
A 5010.200 Supt Of Highways - Equipment DR
A 5010.400 Supt Of Highways - Contractual CR
Total A Fund

Decrease	Increase
Expenditures	Expenditures
	4.56
4.56	4.56
	<u>4.56</u>

Revision Description

To move\$45.30 money from Contingent account B1990.400 to the Safety Inspection Contractual account B3620.400 to cover the budget line being overspent

Budget Journal

B Fund (General - Part Town Fund)
B 1990.400 Contingent Account DR
B 3620.400 Safety Inspection - Contractual CR
Total B Fund

Decrease	Increase
Expenditures	Expenditures
	45.30
45.30	45.30
	<u>45.30</u>

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

At 8:15pm Supervisor Bills moved and Councilman David Brown seconded a motion to audit the bills

Warrants dated January 7, 2026 (voucher 's 773-823) in the amount of \$45,497.41 were drawn on the following funds:

General	\$32,549.44
General-Part Town	\$7,827.38
Highway-Town	\$13.99
Forest Park	\$62.26
North Town Water-Shorehaven	\$3.78

Warrants dated January 7, 2026 (voucher #'s 1-22) in the amount of \$271,513.45 were drawn on the following funds:

TOWN BOARD MEETING

Town of Westfield

January 7, 2026

General	\$11,739.17
General- Part Town	\$295.00
Highway- Townwide Town	\$259,479.00

Warrants dated January 7, 2026 (voucher # 1-3) in the amount of \$273,480.44 were drawn on the following funds:

Route 5 Water Benefit District-2 (H9) \$ \$273,480.44

These warrants were presented and audited by the Board members. Supervisor Martha Bills made a motion to be directed to draw the necessary checks to cover the warrants as audited. The motion was seconded by Councilmember David Brown. This was seconded by Councilmember David Spann Voting was as follows: Supervisor Martha Bills, aye; Councilmember David Brown, aye; Councilmember David Spann.

At 8:40pm Supervisor Bills moved and Councilmember David Spann seconded a motion to move to executive session to discuss a particular personnel history and potential litigation. Unanimously carried.

At 9:15pm Supervisor Bills moved and Councilmember David Brown seconded a motion to return to regular session. Unanimously carried.

There being no further business at 9:15pm Supervisor Martha Bills moved and Councilmember David Brown seconded a motion to adjourn. Unanimously carried.

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