

TOWN BOARD MEETING

Town of Westfield

February 4, 2026

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 R. Bills	Guest:	Tom Herr	Ron Erskin
Councilmember:	David Brown		Sandy Brown	Elisa Dennis
	David Spann		Don McCord	
	James Herbert		Fred Johnson	
Absent:	William Northrop		Gail Gray	

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

Pledge of Allegiance

Councilmember David Brown made the motion to accept January 7, 2026, 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 January. The up-to-date revenues and expenditures were not available due to program issues. All Board members have received a copy of the towns finances for January and is accepted as submitted.

The Town Clerk’s report together with a check in the amount of \$3535.29 representing fees for the month of January 2026 was turned over to the Town Supervisor. For the month of January, marriage licenses were not issued. The monthly report was submitted to NYS Department of Health reflecting zero marriage licenses issued in the month of January. A check in the amount of \$37.00 was turned over to the NYS Department of Agriculture and Markets. Zero sales for DECALS for the month of January.

The Tax Collector’s monthly collection report has been distributed to the Town Board and is on file with the Town Clerk. A total of \$1,756,589.72 was collected for the month of January.

The Dog Warden’s report for January 2026 was received and placed on file.

The Fire Department report for January 2026 was not received.

The Historian report for January 2026 was received and placed on file.

The Town Court report for January 2026 was received and placed on file.

The WPD report for January 2026 was not received.

Highway:

The Highway Superintendent submitted a written report for the month of January 2026. The report has been accepted and placed on file.

Code Enforcement:

The Code Enforcement Officer submitted a written report for January 2026. The report has been accepted and placed on file.

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Assessor:

The Assessor submitted a written report for January 2026. The report has been accepted and placed on file.

Barcelona Harbor:

- Closed for the Season.
- Supervisor Bills and Councilmember David Spann met with the Army Corp of Engineers to discuss dredging and the proposed improvement to the west breakwall.

Public Comment:

- Tom Herr addressed the board with a transcript of comments and statements regarding his property on Taylor Road.

Announcements:

- Taxes: February 7-March 6, 2026- 1% penalty on original bill
March 7- April 1, 2026- 2% penalty on original bill

Project Updates:

- East Lake Road Water Benefit District No. 2. monthly project meetings are held. The project is on hold due to the weather. Supervisor Bills received a letter from bond counsel for professional services. Councilmember David Brown made a motion to authorize the Supervisor to sign the legal services agreement with Hodgson Russ contingent upon review by the Town Attorney, budget modifications and approvals with Hodgson Russ for professional services as bond counsel in an increased amount not to exceed \$33,000 for the East Lake Road. Seconded by Councilmember David Spann and carried unanimously.
- The Town Attorney will need to assist with Easements for the Gateway Project.
- Don McCord sent in the letter of intent on behalf of the Town of Westfield for the annual grant cycle for the Chautauqua Region Economic Development Corporation.

New Business:

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

**Resolution No. 16 of 2026
TOWN OF WESTFIELD
Audit of 2025 Financial Records**

RESOLVED, that on January 29, 2026, the Westfield Town Board met for the purpose of auditing the 2025 Town financial records.

BE IT FURTHER RESOLVED, that on January 29, 2026, Town Departments, Town Clerk, Tax Collector, Town Supervisor and Town Justices submitted their records for examination.

BE IT FURTHER RESOLVED Westfield Town Justices submitted for examination of 2025 court dockets and records. All fines and fees that were collected by the Town Court have been turned over to the proper officials. A report has been prepared using the comptroller's suggested "Checklist for Initial Review of Justice Court Records".

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

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

Resolution No. 17 of 2026
TOWN OF WESTFIELD
Annual Review of Shared Services Highway Agreement w/County

RESOLVED, that the Town Board of Westfield after thorough review of the County's *Shared Highway Services Agreement* agrees to keep the document in place for the next year.

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

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

Resolution No. 18 of 2026
TOWN OF WESTFIELD
Set a Public Hearing to Extend the Moratorium on Commercial Battery Energy Storage Systems

RESOLVED, that the Town Board of the Town of Westfield hereby sets a Public Hearing to Extend a Moratorium on Commercial Battery Energy Storage Systems. The hearing will be held Wednesday, March 4, 2026, at 7:25pm. The location is in Eason Hall, 23 Elm Street, Westfield New York in the North Room.

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

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

Resolution No. 19 of 2026
TOWN OF WESTFIELD
Set a Public Hearing to Extend the Moratorium on Wind Energy Conversion Systems

RESOLVED, that the Town Board of the Town of Westfield hereby sets a Public Hearing to Extend a Moratorium on Wind Energy Conversion Systems. The hearing will be held Wednesday, March 4, 2026, at 7:25pm. The location is in Eason Hall, 23 Elm Street, Westfield New York in the North Room.

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

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

**Resolution No. 20 of 2026
Town of Westfield**

Authorize Payment Request No.6 and Form E-No. 7 for East Route 5 Water Benefit District No.2

BE IT RESOLVED, The Town Board of the Town of Westfield hereby authorizes payment No. 6 and Form E #7 -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 James Herbert, aye; Councilmember David Spann, aye.

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

Subject: Budget Revision #1 for Budget Year 2026

Revision Description	Decrease Expenditures	Increase Expenditures
To move \$4,019.00 from A fund balance A 599 to pay ECO Strategies Engineering & Surveying Invoice E25+-063a for \$4,019.00.		
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	4,019.00	
A 7180.411 Parks & Recreation - Contractual Barcelona Gateway Grant CR		4,019.00
Total A Fund	4,019.00	4,019.00

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

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

Subject: Budget Revision #13 for Budget Year 2025

Revision Description	Decrease Expenditures	Increase Expenditures
To move \$1,999.36 from Supervisor - Equipment account A1220.200 to the Supervisors Contractual Account A 1220.400 to cover the budget line		
Budget Journal		
A Fund (General Fund - Townwide)		
A 1220.200 Supervisors - Equipment DR	1,999.36	
A 1220.400 Supervisors-Contractual CR		1,999.36
Total A Fund	1,999.36	1,999.36
Revision Description	Decrease Expenditures	Increase Expenditures
To move \$1,342.45 from Contingent account A1990.400 to the Social Security Account A 9030.800 to cover the budget line being overspent for paying for increases in wages for the Town assuming the Village Court		
Budget Journal		
A Fund (General Fund - Townwide)		
A 1990.400 Contingent Account DR	1,342.45	
A 9030.800 Social Security CR		1,342.45
Total A Fund	1,342.45	1,342.45
Revision Description	Decrease Expenditures	Increase Expenditures
To move \$314.17 from Contingent account A1990.400 to the Medicare Account A 9035.800 to cover the budget line being overspent for paying for increases in wages for the Town assuming the Village Court		
Budget Journal		
A Fund (General Fund - Townwide)		
A 1990.400 Contingent Account DR	314.17	
A 9035.800 Medicare CR		314.17
Total A Fund	314.17	314.17
Revision Description	Decrease Expenditures	Increase Expenditures
To move \$57.40 from Safety Inspection - Equipment account B3620.200 to the Safety Inspection Contractual account B3620.400 to cover the budget line		
Budget Journal		
B Fund (General - Part Town Fund)		
B 3620.200 Safety Inspection - Equipment DR	57.40	
B 3620.400 Safety Inspection - Contractual CR		57.40
Total B Fund	57.40	57.40

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

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Supervisor Bills moved and Councilmember David Spann seconded a motion to audit the bills at 8:08pm

Warrants dated February 4, 2026 (voucher #'s 824-826) in the amount of \$4,771.53 were drawn on the following funds:

General	\$4,771.53
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Warrants dated February 4, 2026 (voucher #'s 23-85) in the amount of \$139,426.00 were drawn on the following funds:

General	\$44,209.76
General-Part Town	\$19,323.19
Highway-Town	\$57,657.70
Highway-Part Town	\$18,118.60
Forest Park Sewer	\$ 111.04
Shorehaven	\$ 5.71

Warrants dated February 4, 2026 (voucher # 4-6) in the amount of \$145,528.71 were drawn on the following funds:

Route 5 Water Benefit District-2 (H9)	\$ 145,528.71
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These warrants were presented and audited by the Board members. Supervisor 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. Voting was as follows: Supervisor Bills, aye, Councilmember David Brown, aye; Councilmember James Herbert, aye; Councilmember David Spann, aye.

There being no further business at 8:30pm Supervisor Martha Bills moved and Councilmember David Brown seconded a motion to adjourn. Unanimously carried.

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