

TOWN BOARD MEETING

Town of Westfield

January 8th, 2020

7:20PM Justice Jerry Laporte administered the Oath of office to re-elected officers Town Justice James Spann, Town Supervisor Martha Bills, Town Clerk Andrea Babcock, Highway Superintendent David Babcock, Town Councilman David Brown, Town Councilman James Herbert.

The regular meeting of the Town Board 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:	William Bauer
Councilmen:	David Brown		Sandra Brown
	David Spann		Richard Rupczyk
	James Herbert		Jenny Monson-Miller, Geronimo Energy
	Will Northrop		Brett Hastings, Geronimo Energy

Highway Superintendent: David Babcock

Code Officer: Bonnie Rae Strickland

Town Attorney: Joel Seachrist

Pledge of Allegiance

Councilman David Brown made the motion to waive the reading of the December 4th and December 12th minutes inasmuch as all members received a copy thereof and the minutes be accepted. Councilman 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. The report is always available in the Supervisors office. Everyone is welcome to view. All Board members have received a copy of the report for December 2019 and is accepted as submitted.

The Town Clerk's report together with a check in the amount of \$2,477.25 representing fees for the month of December 2019 was turned over to Supervisor Bills. A check for \$45.00 representing fees for the month of December to NYS Department of Health, Marriage Licenses and a check in the amount of \$35.00 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$0.00 will be withdrawn on the 15th. Annual Report for 2019 was presented to the board along with the four year annual reports for 2016-2019 of the Town Clerk's first four year term of office was also included in all board members packets.

The Dog Warden's report for December 2019 was received and placed on file.

The Fire Department Report for November and December 2019 was not received and placed on file.

The Town Court report for December 2019 was received and placed on file.

The WPD report for December 2019 was received and placed on file.

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Highway:

- The Town Highway Superintendent discussed plowing roads, fuel and gas usages and working on picnic tables for the Pier and West Route 20 water line was received and placed on file.
- The Town of Westfield Highway Department 2019 jobs completed report for the Town of Westfield was received and placed on file.

Code Enforcement:

- The Code Enforcement Officer submitted a written report for December 2019 was received and placed on file.

Barcelona Harbor:

- Pier operations are closed for the season
- Chautauqua County has been awarded a grant through the CFA for several handicapped accessible kayak launches. Barcelona is one of the locations however, no further information has been received at this time.
- Received a letter from the Army Corp. map of soundings regarding the October 31 storm damage, we are on the list for dredging.
- NY State Boater safety course will be held at the lighthouse cottage.

Public Comments:

- Geronimo Energy representatives Brett Hastings and Jenny Monson gave a presentation to the Town Board of a potential interest to specific land in the Town. Highlighted on the potential project overview, solar project details, estimated project location. Renewable energy company is located in Edina, MN with offices in Syracuse and Bliss NY.
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Announcements:

Associations of Towns Annual Meeting will be held in NYC February 16-19.

Spring clean-up will be held May 2 at the transfer station on Bourne St.

E-Waste will be held May 9th at 118 Chestnut St.

Rabies Clinic will be held May 16th from 10:00am-Noon located at 118 Chestnut St.

Project updates: Supervisor Bills made the following announcements:

- Supervisor Martha Bills made the motion to have the Annual Audit of Books on Tuesday, January 14, 2019 at 3:00pm. The audit is required by the State every year. Seconded by Councilman David Spann and carried unanimously.
- East Lake Rd water project, the contractor (DJM) plans to move equipment and start the project weather dependent
- The Welch building final BAN payment was made on December 12.
- Received preliminary paperwork for the Welch Trail
- The County is working on the handicap accessible kayak launch grant that is offered through the County for the harbor more information will be forthcoming.
- Received DASNY \$100,000.00 grant money for the Route 20 waterline to the Grape Discovery Center.
- 2015 flood damage reimbursement payment should be received in 2020.
- Councilman/Deputy Supervisor David Brown reported that security cameras have been set up and completed that include ten at the Pier and six at the Town Shop. The webcam is not working at this time. Hoping to get the web-cam up and running soon.

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New Business:

Resolutions for 1/9/2019

Councilman Will Northrop offered the following resolutions 1 through 5 and moved for its adoption

Resolution No. 1 of 2020

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 2020

Salaries

“That the Town Board hereby fix the salaries of the Town employees and officials for the year 2020 as follows:”

Highway Employees	Laborers - Minimum \$9.25 /hr
	MEO's - Minimum \$14.00 to \$22.92 /hr
	- Maximum \$34.38 /hr
Supervisor	\$20,000 annual to be paid quarterly
Code Enforcement	\$21,420 annual to be paid bi-weekly
Safety Inspections Clerk	\$ 13.75 hourly/bi-weekly
Assessor	\$50,454 annual to be paid bi-weekly
Shared Service-Assessor-Ripley	\$10,400 annual to be paid bi-weekly
Shared Service-Assessor Assistant-Ripley	\$15.00 hourly / bi- weekly
Deputy Supervisor	\$ 2,700 annual
Councilmen	\$ 3,000 annual
Justice Spann	\$ 7,140 annual to be paid quarterly
Justice LaPorte	\$ 7,140 annual to be paid annually
Court Clerk	\$35,894 annual to be paid bi-weekly
Court Clerk Assistant	\$ 15.00 hourly/bi-weekly
Town Clerk/ Deputy Tax Collector	\$36,270 annual to be paid bi-weekly
Deputy Town Clerk	\$15.00 hourly/ bi-weekly
Registrar of Vital Statistics	Fees allowed by the State
Deputy Registrar of Vital Statistics	Fees allowed by the State
Bookkeeper / Tax Collector / Deputy Town Clerk II	41,417 annual to be paid bi-weekly
Deputy Tax Collector II	\$15.00 hourly/bi-weekly
Historian	\$ 1,000 annual
Highway Superintendent	\$60,003 annual to be paid bi-weekly
Deputy Highway Superintendent	\$ 2,000 annual to be paid quarterly
Utility Workers	\$ 9.00 Minimum/hr. & \$16.00 Maximum/hr
Dog Control Officer	\$ 7,650 bi-weekly

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Resolution No. 3 of 2020
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, Town Clerk, Deputy Town Clerk, Tax Collector and Court Clerk shall deposit all monies coming into their hands.”

Resolution No. 4 of 2020
Official Newspapers

“That the *Westfield Republican* and the *Observer* newspapers be designated the official newspapers of the Town for the year 2020.”

Resolution No. 5 of 2020
2020 Annual Appointments

Andrea L. Babcock	Registrar of Vital Records / Records Management Officer / Deputy Tax Collector
Bess Chimera	Deputy Town Clerk
Jill Fredd	Bookkeeper / Tax Collector / Deputy Town Clerk II / Deputy Registrar / Asset Manager
Kate Issler	Deputy Tax Collector II
Julie Devlin	Deputy Tax Collector II
Bonnie Rae Strickland	Code Enforcement / Zoning Officer
Lindsay Simpson	Safety Inspections Clerk
Vacant	Historian
Julie Devlin	Clerk to the Court
Kimberly Stahley	Court Clerk Assistant
Richard Ossman	Deputy Highway Superintendent
Chuck Raynor	Dog Control Officer
Kelly Brown	Harbor Master

Planning Board

Phil Riedesel (Chairman)	Chad Schofield
Diana Hamann	Tom Tarpley
John Hemmer	Chris Reese
Timothy Smith (Alternate)	

Zoning Board of Appeals

Wayne Harrington (Chairman)	Melinda Johnson
Linda Wolfe	Abbie Cardy (Alternate)
Bradley Szymczak	

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Town Committees

Harbor	Martha Bills & David Spann, James Herbert
Security & Technology	David Brown
Transfer Station	David Brown, Will Northrop
Highway	David Spann & Will Northrop
Personnel	Martha Bills & David Brown & David Spann
Website	David Brown, Martha Bills, Andrea Babcock & Joel Seachrist

Fire Dept. Liaison - David Brown

Process Server - David Haskin

Town Constable- Peter Kunow

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

Councilman Will Northrop offered the following resolution and moved for its adoption

Resolution No. 6 of 2019

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 Councilman James Herbert. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Spann, aye; Councilman Will Northrop, aye; James Herbert, aye.

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

Resolution No. 7 of 2020

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 \$160,000 shall be expended for the

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general repairs of town highways, including sluices, culverts and bridges, or the renewal thereof, and for the following projects:

1. The oiling and stoning within the budget allotment of portions of the following roads:
Jones road, Prospect road, Hardenburg road
2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS),
Funds estimated for 2020 \$128,036.00 moneys to be used on finishing re-surfacing Douglass road, Chip sealing McKinley road, Walker road, Rogerville 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 Councilman David Spann. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman David Spann, aye; Councilman Will Northrop, aye; James Herbert, aye.

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

Resolution No. 8 of 2020
Town of Westfield
Appointment of Deputy Supervisor

RESOLVED, that Councilman David Brown is appointed as Deputy Supervisor for the Town of Westfield for the 2020 calendar year.

This was seconded by Councilman Will Northrop. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman David Spann, aye; Councilman Will Northrop, aye; James Herbert, aye.
Councilman David Brown abstain from voting.

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

Resolution No. 9 of 2020
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).

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

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

Resolution No. 10 of 2020
Town of Westfield
Approval of Court Clerk Training

BE IT RESOLVED, The Town Board of the Town of Westfield approves Court Clerk, Julie Devlin to attend the Association of Town Court Clerk Training School February 16th -19th at a cost not to exceed \$600.00.

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

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

Resolution No. 11 of 2020
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 establish a fixed asset threshold at \$1,000.00.

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

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

Resolution No. 12 of 2020
Town of Westfield
Recreation Committee member

RESOLVED, the Town Board of the Town of Westfield hereby appoints Donnie Paddock and Timothy Smith to the Recreation Committee for a three year term effective January 1, 2020-December 31, 2022. Michele Shields is appointed for the remaining term of January 1, 2020 -December 31, 2021.

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

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

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Subject:	Budget Revision #6 for Budget Year 2019		
Revision Description		Decrease	Increase
To move money from the 2019 revenue Ripley paid the Town of Westfield for Bonnie Rae Strickland and Lindsay Simpson being the acting assessor and acting assessor clerk for Ripley		Expenditures	Expenditures
For October 2019-December 2019 to cover their payroll expenses			
Budget Journal			
A Funds (Genera Fund - Townwide)			
A 2390	Share of Joint Activity Other Governments	3,387.75	
A 1355.110	Acting Assessor For Town Of Ripley		2,850.00
A 1355.120	Acting Assessor Clerk For Town Of Ripley		537.75
Total A Fund		3,387.75	3,387.75
Revision Description		Decrease	Increase
To Move \$54.08 from the Supt of Highways Equipment Acct to Supt of Highways Contractual Acct		Expenditures	Expenditures
Budget Journal			
A Funds (Genera Fund - Townwide)			
A 5010.200	Supt Of Highways Equipment	54.08	
A 5010.400	Supt Of Highways Contractual		54.08
Total A Fund		54.08	54.08
Revision Description		Decrease	Increase
To move money from A Fund Gifts and Donations to Transfer to Capital Project Fund		Expenditures	Expenditures
H7- Water Project For Route 20. The Gift and Donations came from Mazza so they could receive municipal water. For December 2019 Invoices paid with Mazza money			
Budget Journal			
A Funds (Genera Fund - Townwide)			
A 2705	Gifts and Donations DR	864.00	
A 9950.0	Transfer, Capital Projects Fund CR		864.00
Total A Fund		864.00	864.00
Revision Description		Decrease	Increase
To Receive the money in from A Fund Gifts and Donations into H7-Water Project For Route 20		Expenditures	Expenditures
Mazza's Gift and Donations for getting municipal water to their business			
For December 2019 invoices paid with Mazza money			
Budget Journal			
H7 Funds (Captial Project Route 20 Water Project to Grape Discovery & Mazza			
H7-5031	Interfund Transfer DR	864.00	
H7-8397.200	Water Capital Proj, Equip & Cap Outlay CR		864.00
Total H7 Fund		864.00	864.00
Revision Description		Decrease	Increase
To move money from A Fund Gifts and Donations to Transfer to Capital Project Fund		Expenditures	Expenditures
H7- Water Project For Route 20. The Gift and Donations came from Mazza so they could receive municipal water. For December 2019 Invoices paid with Mazza money			
Budget Journal			
A Funds (Genera Fund - Townwide)			
A 2705	Gifts and Donations DR	7,985.70	
A 9950.0	Transfer, Capital Projects Fund CR		7,985.70
Total A Fund		7,985.70	7,985.70
Revision Description		Decrease	Increase
To Receive the money in from A Fund Gifts and Donations into H7-Water Project For Route 20		Expenditures	Expenditures
Mazza's Gift and Donations for getting municipal water to their business			
For December 2019 invoices paid with Mazza money			
Budget Journal			
H7 Funds (Captial Project Route 20 Water Project to Grape Discovery & Mazza			
H7-5031	Interfund Transfer DR	7,985.70	
H7-8397.200	Water Capital Proj, Equip & Cap Outlay CR		7,985.70
Total H7 Fund		7,985.70	7,985.70

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

At 9:05pm Supervisor Bills moved and Councilman David Spann seconded a motion to audit the bills

Warrants dated January 8, 2020 (voucher #'s 742-783) in the amount of \$37,157.61 were drawn on the following funds:

General	\$17,377.33
Highway-Town	\$10,095.90
Highway Part Town	\$9,659.43
Forest Park Sewer	\$22.39
North Town Water -Shorehaven	\$2.56

Warrants dated January 8, 2020 (voucher #'s 1-26) in the amount of \$13,477.68 were drawn on the following funds:

General	\$12,679.22
General Part-Town	\$270.00
Highway-Town	\$528.46

Warrants dated January 8, 2020 (voucher #'s 1) in the amount of \$1,681.10 were drawn on the following funds:

Route 20 to Grape Discovery	\$1,681.10
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Warrants dated January 8, 2020 (voucher #'s 20-22) in the amount of \$7,985.70 were drawn on the following funds:

Route 20 to Grape Discovery	\$7,985.70
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Warrants dated January 8, 2020 (voucher #'s 3-4) in the amount of \$2,198.85 were drawn on the following funds:

Route 5 Water Benefit District #1	\$2,198.85
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Warrants dated January 8, 2020 (voucher #'s 1-10) in the amount of \$5,637.99 were drawn on the following funds:

Route 20 to Grape Discovery	\$1,681.10
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Warrants dated January 8, 2020 (voucher #'s 1-10) in the amount of \$5,637.99 were drawn on the following funds:

Welch Bldg.	\$5,637.99

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 Councilman David Spann. Voting was as follows: Supervisor Bills, aye, aye; Councilman James Herbert, aye; Councilman David Spann, aye; Councilman Will Northrop, aye.

There being no further business at 9:50pm Martha Bills moved and David Spann seconded a motion to adjourn. Unanimously carried.

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