

TOWN BOARD MEETING

Town of Westfield
January 5th, 2011

7:30 p.m. Town Board Meeting

1. Minutes - December 1st, 2010 / Town Board Meeting
2. Monthly Reports - Supervisor's Monthly Report
- Town Clerk's Monthly Report
- Dog Warden's Report
- Fire Dept. Monthly Report
- Historian's Monthly Report
- Town Court Report
3. Highway
4. Code Enforcement
5. Barcelona Harbor (Closed)
6. Public Comment

ANNOUNCEMENTS

- Annual Audit of Books
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OLD BUSINESS

- Project Update

NEW BUSINESS

- Resolution #1 - Official Meeting Place
- Resolution #2 - Salaries
- Resolution #3 - Designation of Banks
- Resolution #4 - Official Newspapers
- Resolution #5 - Annual Appointments
- Resolution #6 - Authorizations for Supervisor / Deputy Supervisor
- Resolution #7 - Highway Agreement
- Resolution #8 - Appointment of Deputy Supervisor
- Resolution #9 - Annual Review of Procurement Policy
- Resolution #10 - Amending the Employee Personnel Policy
- Resolution #11 - Insurance Buyout Provision
- Resolution #12 - Authorization to Loan Microfiche Reader to the McClurg Mansion
- Resolution #13 - Amendment to Professional Services Agreement
- Budget Resolution #1 of 2011 - 2010 Budget Revisions
- Budget Resolution #2 of 2011 - 2011 Budget Revision

Audit of Bills

Executive Session - (if needed)

Resolutions for 1/5/2011 meeting:

Resolution No. 1 of 2011
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 2011
Salaries

“That the Town Board hereby fix the salaries of the Town employees and officials for the year 2011 as follows:”

Highway Employees	Laborers - Minimum \$7.50 p/hr MEO's - Minimum \$10.00 to \$19.18/hr - Maximum \$28.87/hr
Supervisor	\$16,000 annual to be paid quarterly
Code Enforcement	\$13,000 annual to be paid bi-weekly
Deputy Supervisor	\$ 2,700 annual
Councilmen	\$ 3,000 annual
Justice Spann	\$ 7,000 annual to be paid quarterly
Justice LaPorte	\$ 7,000 annual to be paid annually
Court Clerk	\$12.00 / hour to be paid bi-weekly
Town Clerk / Deputy Tax Collector	\$30,675 annual to be paid bi-weekly
Bookkeeper / Dep. Town Clerk / Tax Collector	\$29,500 annual to be paid bi-weekly
Historian	\$ 1,000 annual
Highway Superintendent	\$47,383.18 annual to be paid bi-weekly
Deputy Highway Superintendent	\$ 1,600 annual to be paid quarterly
Assessor	\$41,000 annual to be paid bi-weekly
Utility Workers	\$ 7.25 Minimum/hr. & \$ 8.50 Maximum/hr.
Civil Defense	\$ 750 annual

Resolution No. 3 of 2011
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 HSBC Bank of Westfield, M & T Bank of Jamestown and Mayville, MBIA Class, and Key Bank of Westfield, 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 2011
Official Newspapers

“That the *Westfield Republican* and the *Observer* newspapers be designated the official newspapers of the Town for the year 2011.”

Resolution No. 5 of 2011
Annual Appointments

Timothy C. Smith	Registrar / Bingo Inspector / Records Management Officer / Deputy Tax Collector
Donna Sanderson	Bookkeeper / Tax Collector / Deputy Town Clerk / Deputy Registrar
James Pacanowski	Code Enforcement / Zoning Officer
Marybelle Beigh	Town Historian
Kathleen Alexander	Clerk to the Court
Jock Phillips	Harbor Master
Scott Frudd	Deputy Highway Superintendent
Michael Landon	Dog Control Officer
John Sargent	Assistant Dog Control Officer
Vincent Calarco	Civil Defense Director

Planning Board

John Hemmer (Chairman)	Timothy Smith
James Brotz	Richard Sauer
Amy Gregory	

Zoning Board of Appeals

Wayne Harrington (Chairman)	Abbie Cardy
Will Northrop	Linda Wolfe

Barcelona Harbor Commission

Julie Travis, Chairman
David Gembala
Jamie Jaynes
Kelly Brown
Michael Ptak
George Kolibar
Dan Chapman

Town Committees

Harbor	James Herbert & David Spann
Security & Technology	David Brown
Transfer Station	Ray Schuster
Highway	Ray Schuster & David Spann
Ad Hoc & Personnel	David Brown & Ray Schuster
Website	David Brown, Mary Bivens, Martha Bills, Tim Smith, & Joel Seachrist

Fire Dept. Liaison - David Brown

Process Servers - David Haskin / Max Baker

Town Constable - Peter Kunow

Resolution No. 6 of 2011
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 consistent 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.”

Resolution No. 7 of 2011
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 \$185,000 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. The oiling and stoning within the budget allotment of portions of the following roads: Walker Road - 1.53 miles, Nichols Road - .17 miles, Kent Road - .38 miles, Klondyke Road - .18 miles, Jamestown Street - .12 miles, Fifth Street - .11 miles, Seventh Street - .11 miles, Main Street - .47 miles, Belson road - 1.05 miles, Bliss road - 1.55 miles, and Creamery road - 1.94 miles. Total is equivalent to approximately 7.61 miles.
2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS), funds estimated in the 2011 Budget (\$90,000) would be used towards re-blacktopping South Gale Street and North Allen 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.

Resolution No. 8 of 2011
Appointment of Deputy Supervisor

RESOLVED, that Councilman Raymond Schuster is appointed as Deputy Supervisor for the Town of Westfield for the 2011 calendar year.

Resolution No. 9 of 2011
Annual Review of Procurement Policy

RESOLVED, that after thorough review, the Town Board approves the Procurement Policy(Chapter 37 of the Town Code) as written with the exception of Section 37-2. This section should read “*public works contracts over \$35,000*” (vs. \$20,000 as currently written).

Resolution No. 10 of 2011
Amending the Employee Personnel Policy

RESOLVED, that the Town of Westfield Employee Personnel Policy is hereby amended as follows:

All Machine Equipment Operators (MEO's) are required to have a current NYS Department of Transportation (DOT) medical card. The employee may obtain the required annual DOT physical examination from his / her own physician. Costs not covered for this yearly health certification by employee health insurance will be covered by the Town (not to exceed \$100).

The standard work week for highway department employees is 40 hours to be worked at the discretion of the Highway Superintendent.

Highway Department employees' vacation, personal, or sick days will be calculated and subtracted as actual hours used (i.e. during winter hours / 8 hours per day & during summer hours / 10 hours per day).

Resolution No. 11 of 2011
Insurance Buyout Provision

WHEREAS, the Town of Westfield offers to eligible employees a buyout option in lieu of Health Care Coverage,

WHEREAS, this option is available to full time employees only and must be exercised at the time of enrollment,

THEREFORE BE IT RESOLVED that the amounts are as follows:

- \$2200 – Family Plan
- \$1500 – 2 Person Plan
- \$1100 – Single Plan

Resolution No. 12 of 2011
Authorization to Loan Microfiche Reader to the McClurg Mansion

RESOLVED that the Town Board , Town of Westfield hereby authorizes the loan of the Town's microfiche reader to the McClurg Mansion. Reader was previously loaned to the Patterson Library.

Resolution No. 13 of 2011
Amendment to Professional Services Agreement (Behan Planning and Design)

RESOLVED that the Town Board , Town of Westfield hereby authorizes an amendment to the professional services agreement with Behan Planning and Design for the following additional services which include the services of Michael Masters, Professional Land Surveyor:

- Parking Area Design for property on corner of Route 5 and Portage Road including boundary and topographic survey
- Terrace Street enhancement concept plan including boundary and topographic survey
- Former Sea Lion site/beach area site concept plan
- Boundary and Topographic survey of Second Street

Costs are estimated at \$6,250 for design work and \$8,200 for survey work for a total not to exceed fee of \$14,450.

Budget Resolution No. 1 of 2011
 2010 Budget Revisions

Amendment Description	Increase Expenditures	Decrease Expenditures	Increased Revenue
<u>A FUNDS - General</u>			
➤ Increase budgetary revenue & expense to match actual revenue & expenditure			
Pattern Energy - CE A.96.8989.4	\$52,547.05		
Pattern Energy - Revenue A.20.2189.0			\$62,253.22
➤ Increase expenditure to cover cost of 2010 operating cost			
Justice - CE A.42.1110.4	\$16.00		
Justice - EQ A.42.1110.2		\$16.00	
➤ Increase expenditure to cover cost of coordinator			
Personnel - A.45.1430.1	\$12,510.00		
Attorney - CE A.45.1420.4		\$12,510.00	
➤ Extension of Route 20 Water			
Common Wtr. - CE A.90.8350.0	\$15,571.00		
Land - CE A.47.1940.4		\$15,571.00	
➤ Increase equipment expenditure to cover cost of Clerk computer			
Town Clerk - EQ A.45.1410.2	\$134.00		
Town Clerk - CE A.45.1410.4		\$134.00	
➤ Increase equipment expenditure to cover cost of APEX Software			
Assessor - EQ A.44.1355.2	\$45.00		
Assessor - CE A.44.1355.4		\$45.00	
➤ Increase expenditure to cover cost of operating expenditure			
Central Comm - CE A.46.1650.4	\$20.00		
Comm Website - CE A.46.1650.41		\$20.00	
➤ Increase expenditure to cover salary			
Dog Control Pers. - A.55.3510.1	\$60.00		
Dog Control Pers. - A.55.3510.4		\$60.00	
➤ Cover cost of SS & Medicare			
Social Security - CE A.98.9030.8	\$588.00		
Medicare - CE A.98.9035.8	\$67.00		
Supplemental Hosp. - CE A.98.9060.81		\$655.00	

DA FUNDS - Highway Inside

- Increase expenditure to cover cost of salary

Snow PE - DA.72.5142.1	\$1,254.00	
Mach PE - DA.72.5130.1		\$1,254.00

- Increase expenditure to cover cost of equipment

Mach Equip - DA.72.5130.2	\$277.00	
Mach CE- DA.72.5130.4		\$277.00

DB FUNDS - Highway Outside

- Increase expenditures to cover cost of SS & Medicare

Social Security - DB A.98.9030.8	\$62.00	
Medicare - DB A.98.9035.8	\$14.00	
Bridges & Culvert - Contractual DB.72.5120.4		\$76.00

Budget Resolution No. 2 of 2011
2011 Budget Revision

Amendment Description	Increase Expenditures	Decrease Expenditures	Increased Revenue
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A FUNDS - General

- Increase budgetary revenue & expense to increase personal services

Hwy Dpty Supt - A.71.5010.120	\$100.00	
Supt. Hwys - CE		\$100.00