

## TOWN BOARD MEETING

Town of Westfield

April 1, 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:

Supervisor:	Martha R. Bills	Guest:	Tom Herr
Councilmember:	David Brown		Will Brazill
	David Spann		Gail Gray
	James Herbert		Chief Erik Karlstrom
	William Northrop		Sergeant Joseph Villafrank

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

### Pledge of Allegiance

*Councilmember David Brown made the motion to waive the reading of the March 4, 2026, meeting minutes and inasmuch as all members received a copy thereof and the minutes be accepted. Councilmember William Northrop seconded the motion. The motion was carried unanimously.*

### Reports:

The supervisor's March 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 Annual Financial Report (AFR) for the fiscal period of 01/01/2025-12/31/2025 has been completed and submitted to the State Comptroller's office. The report is available in the Town Clerk's office.

The Town Clerk's report together with two checks in the amount of \$4305.28 representing fees for the month of March 2026 has been turned over to the Supervisor. A check in the amount of \$24.00 will be turned over to NYS Department of Agriculture and Markets and a report reflecting zero sales of marriage licenses will be sent to NYS Department of Health and NYS Decals in the amount of \$23.62 will be withdrawn on the 13<sup>th</sup>.

- The Tax Collector's monthly collection report for March 2026 was presented to the board.
- The Dog Warden's report for March 2026 was received and placed on file.
- The Town Historian Report for March 2026 was received and placed on file.
- Westfield Fire Department report for the month of March 2026 was not received.
- The Town Court report for March 2026 was received and placed on file.
- The WPD report for March 2026 was received and placed on file.

### **Highway:**

Highway Superintendent's March report has been received and placed on file.

### **Code Enforcement:**

The Code Enforcement Officer's March report has been received and placed on file.

### **Assessor:**

The Assessor March report has been received and placed on file.

Accepted 05/06/2026

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**Barcelona Harbor:**

- The Harbor is closed for the Season.
- The Army Corp will not be dredging in 2026. Dredging will take place in 2027.
- Soundings will be conducted in the harbor.
- Supervisor Bills asked the Town Board harbor committee to meet to discuss the 2026 season. The Town Board Harbor committee will meet April 16<sup>th</sup> at 3:00pm in the Supervisor's office.

**Public Comment:**

- Discussed Data Centers and neighboring communities. The Town has not been approached to consider a Data Center.

**Announcements:**

- E-Waste will be held May Saturday, May 2, 2026, at 9:00am-1:00pm- located at the Highway Shop at 118 Chestnut St. Acceptable electronics collection is free of charge.
- Spring Clean-up will be held Saturday, May 9, 2026, at 9:00am -1:00pm at the Transfer Station on Bourne St.
- A Rabies Clinic will be held Saturday, May 16, 2026, at 10:00am-noon- located at the Highway Shop at 118 Chestnut St.

**Project Updates:**

- The East Route 5 Water Benefit District No. 2. project monthly project meetings have been held. The contractor will be pressure testing the water line and work will start in Hawthorne weather permitting. The Engineer was unable to attend the April meeting.
- The Town Highway Department will be placing more gravel on the Welch Trail.
- Waiting for one easement agreement for the Barcelona Gateway project.

**New Business:**

*Councilmember Wiliam Northrop offered the following resolution and moved for its adoption.*

**Resolution No. 25 of 2026**  
**Town of Westfield**  
**TOWN OF WESTFIELD**  
**Accept Letter of Resignation of Deputy**

**BE IT RESOLVED**, The Town Clerk of the Town of Westfield hereby accepts the resignation of Debra Simpson as Deputy Town Clerk, Deputy Tax Collector and Deputy Registrar effective April 1, 2026, with regret.

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

**Resolution No. 26 of 2026  
Town of Westfield  
TOWN OF WESTFIELD**

**Town Clerk attends annual NYSTCA Conference in Albany, April 20-22**

**BE IT RESOLVED**, The Town Board of the Town of Westfield hereby authorizes the Town Clerk to attend the NYSTCA Conference in Albany, dates of April 20-22, 2026.

*This was seconded by Councilmember James Herbert. 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 Spann offered the following resolution and moved for its adoption.*

**Resolution No. 27 of 2026  
Town of Westfield  
TOWN OF WESTFIELD**

**Standard Work Day and Reporting Resolution for Elected and Appointed Officials- RS 2417-a**

**BE IT RESOLVED**, The Town Board of the Town of Westfield Location Code 30215 hereby established the standard workday for elected and appointed officials and will report the officials to the New York State and Local Retirement based on their record of activities.

*This was seconded by Councilmember James Herbert. 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. 28 of 2026  
Town of Westfield  
TOWN OF WESTFIELD**

**Authorize Payment for Form E-No. 9 for East Route 5 Water Benefit District No.2**

**BE IT RESOLVED**, The Town Board of the Town of Westfield hereby authorizes Form E- No. 9 -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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Accepted 05/06/2026

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

**Resolution No. 29 of 2026  
Town of Westfield  
Authorize The Supervisor to Sign Agreements with the Village of Westfield**

**BE IT RESOLVED**, the Town Board of the Town of Westfield hereby authorizes the Supervisor to sign the 2026 office rental agreement, and fire protection service agreement with the Village of Westfield.

*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.*

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

**Resolution No. 30 of 2026  
Town of Westfield  
Waterfront Park Opportunity**

**Whereas:** The Town of Westfield has applied to the Chautauqua County (CCPEG) Economic Growth Fund and has been awarded funding to assist in the development of improved public access and recreational opportunities on the Barcelona lakefront.

**Therefore:** In order to avoid any unnecessary delay, the Westfield Town Board authorizes the Town Supervisor to sign any necessary documents to implement the requirements of the grant.

*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.*

*Councilmember David Spann offers the following budget revision for 2026.*

Subject: Budget Revision #2 for Budget Year 2026		
Revision Description	Decrease	Increase
To move money from the chips revenue line to cover some of the cost of the 2026 Freightliner tandem dump truck, dump box and plow equip & hydraulics	Expenditures	Expenditures
<b>Budget Journal</b>		
DA Fund (Highway - Townwide Fund)		
DA 3501 Consolidated Highway Aid DR	120,878.05	
DA 5130.200 Machinery - Equipment CR		120,878.05
<b>Total DA Fund</b>	<b>120,878.05</b>	<b>120,878.05</b>
<b>Revision Description</b>		
To move \$7,684.90 from fund balance to pay for County Line Stone Co, Inc For Crusher Run 1" Stone For Welch Trail Will Be Reimbursed From The County	Expenditures	Expenditures
<b>Budget Journal</b>		
A Fund (General Fund - Townwide)		
A 599 Appropriated Fund DR	7,684.90	
A 7180.410 Parks & Recreation Contractual Welch Trail CR		7,684.90
<b>Total A Fund</b>	<b>7,684.90</b>	<b>7,684.90</b>
<b>Revision Description</b>		
To move \$60.00 from A fund balance A 599 to pay Seachrist Law Offices, P.C. Invoice 3303 for \$60.00	Expenditures	Expenditures
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		
<b>Budget Journal</b>		
A Fund (General Fund - Townwide)		
A 599 Appropriated Fund Balance DR	60.00	
A 7180.411 Parks & Recreation - Contractual Barcelona Gateway Grant CR		60.00
<b>Total A Fund</b>	<b>60.00</b>	<b>60.00</b>

Accepted 05/06/2026

**TOWN BOARD MEETING**

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**April 1, 2026**

*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 Bills moved and Councilmember David Brown seconded a motion to audit the bills at 8:05pm.*

Warrants dated April 1, 2026 (pre-paid voucher #'s 150) (voucher #'s 151-221) in the amount of \$91.86 and \$111,578.33 were drawn on the following funds:

General	\$ 91.86	(pre-paid voucher #150)
General	\$ 51,042.91	
General-Part Town	\$ 1,938.98	
Highway-Town	\$ 18,345.46	
Highway Part town Fund	\$ 33,326.86	
Forest Park Sewer	\$ 162.64	
Shorehaven	\$ 6.48	
East Route 5 District #2	\$111,578.33	

Warrants dated April 1, 2026 (voucher # 9-11) in the amount of \$7, 306.80 were drawn on the following funds:

Route 5 Water Benefit District-2 (H9)	\$ \$7,306.80
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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 William Northrop, aye.**

At 8:20pm Supervisor Martha Bills moved, and Councilmember David Spann seconded a motion to move into executive session to discuss a particular personnel history with the Town Clerk and the Highway Superintendent. Unanimously carried.

At 8:45pm Supervisor Martha Bills moved, and Councilmember David Brown seconded a motion to return to regular session. Unanimously carried.

There being no further business at 8:45pm. Supervisor Martha Bills moved, and Councilmember William Northrop seconded a motion to adjourn. Unanimously carried.

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