

TOWN BOARD MEETING
Town of Westfield
January 9th, 2019

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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:	Tom Tarpley	Code Officer:	Bonnie Rae Strickland
Councilmen:	David Spann		Steve Rudnicki	Highway Superintendent:	David Babcock
	David Spann		William Bauer		
	James Herbert		Howard Ross		
Absent:	David Brown		Michael Stratton		

Pledge of Allegiance

Councilman Will Northrop made the motion to waive the reading of the December 5th and December 13th 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:

The Town Clerk's report together with a check in the amount of \$1,896.21 representing fees for the month of December 2018 was turned over to Supervisor Bills. A check for \$22.50 representing fees for the month of December to NYS Department of Health, Marriage Licenses and 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of \$15.00 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$42.51 will be withdrawn on the 15th. A check in the amount of \$790.00 representing fees for the month of December was turned over to the Village of Westfield for Registrar of Vital Statistics fees collected.

Supervisor Bills presented the monthly report on the Town's finances for the month of November. 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 November 2018 and is accepted as submitted.

The Dog Warden's report for December 2018 was received and placed on file.

The Fire Department Report for November and December 2018 was received and placed on file.

The Town Court report for December 2018 was received and placed on file.

The WPD report for December 2018 was received and placed on file.

Highway:

- The Town Highway Superintendent discussed plowing roads, fuel and gas usages and working on a boat launch at the Town Shop.
- *Highway Superintendent asked the board to purchase a ½ ton cab truck, a 2018 regular cab ½ ton truck estimating \$32,061.00 or a 2019 Crew cab ½ ton truck at \$34,475.00. A discussion ensued. Councilman David Spann made the motion to allow the purchase of the 2019 Crew cab ½ ton truck estimating \$34,475.00. Councilman James Herbert seconded the motion and carried unanimously.*
- The Town of Westfield Highway Department 2018 jobs completed report for the Town of Westfield was received and placed on file.

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Code Enforcement:

- The Code Enforcement Officer submitted a written report for December 2018 was received and placed on file. The report also included an annual report for 2018.
- A Special Use Permit has been received for a Tractor Supply Company on Nicholas Ave. *Councilman Will Northrop made the motion to refer the Special Use Permit to the Town Planning Board and County Planning Board. Councilman, James Herbert seconded the motion and carried unanimously.*

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.

Public Comments:

- Two Bliss Street residents asked the board to move forward with a study adding a waterline extension to Bliss. The Town Supervisor received a letter from the Bliss St residents, 8 out of the 11 property owners are interested in moving forward. Supervisor Bills discussed the process. The board will have to look to see if grant funding is available and if this is feasibly possible for the property owners and the Town.

Project updates: Supervisor Bills made the following announcements:

- Supervisor Martha Bills made the motion to have the Annual Audit of Books on Tuesday, Jan 22, 2018 at 3:00pm. The audit is required by the State every year. Seconded by Councilman David Spann and carried unanimously.
- Supervisor Bills will be attending a meeting in Buffalo on January 11th regarding the grant funding for the Welch building.
- Shorehaven water project is in the process of being closed out.
- Welch Trail project, the Town, Village and County will meet regarding the grant.
- East Lake Rd water project, no additional information is available at this time with the government shut down.
- Town and County Tax bills were printed in error by the Chautauqua County Department of Real Property tax. The Town Bookkeeper found the error and notified the County. Tax payers were mailed a white tax bill which was the incorrect bill. The County had a program error. A new yellow tax bill was mailed out to property owners to be paid. The Town and the County are working together to resolve the error in a timely manner. The Town of Westfield was not the only Town that had an error with their tax bills at least 6 municipalities had printing errors with their 2019 Town and County tax bill.

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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 2019
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 2019
Salaries

“That the Town Board hereby fix the salaries of the Town employees and officials for the year 2019 as follows:”

Highway Employees	Laborers - Minimum \$9.00 /hr MEO's - Minimum \$14.00 to \$22.03 /hr - Maximum \$33.05 /hr
Supervisor	\$16,000 annual to be paid quarterly
Code Enforcement	\$21,000 annual to be paid bi-weekly
Safety Inspections Clerk	\$ 12.75 hourly/bi-weekly
Assessor	\$49,464 annual to be paid 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	\$35,190 annual to be paid bi-weekly
Court Clerk Assistant	\$ 15.00 hourly/bi-weekly
Town Clerk/ Deputy Tax Collector	\$35,598 annual to be paid bi-weekly
Registrar of Vital Statistics	Fees allowed by the State
Deputy Registrar of Vital Statistics	Fees allowed by the State
Bookkeeper / Deputy Town Clerk II / Tax Collector/	40,810 annual to be paid bi-weekly
Deputy Tax Collector II	\$15.00 hourly/bi-weekly
Historian	\$ 1,000 annual
Highway Superintendent	\$58,826 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

Resolution No. 3 of 2019
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,

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RESOLVED, that Community 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 2019

Official Newspapers

“That the *Westfield Republican* and the *Observer* newspapers be designated the official newspapers of the Town for the year 2019.”

Resolution No. 5 of 2019

2019 Annual Appointments

Andrea L. Babcock	Registrar of Vital Records / Records Management Officer / Deputy Tax Collector
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
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
Lindsay Simpson	Safety Inspections Clerk

Planning Board-2yr or 3yr term

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

Zoning Board of Appeals-one year term

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

Town Committees-yearly

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, Aaron Resnick, Martha Bills, Andrea Babcock & Joel Seachrist

Fire Dept. Liaison - David Brown

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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 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 Will Northrop offered the following resolution and moved for its adoption

Resolution No. 7 of 2019
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 \$170,000 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: Jones road (1.42 mile) Light road (.6 mile) Taylor road (.58 mile) Walker road (1.53 mile) Felton road (.63 mile)
Total miles = 4.76
2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS),
Funds estimated for 2019 \$128036.00 = moneys to be used on finishing re-blacktopping Ogden road / Finish re-black topping Putnam road / Jamestown street

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

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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 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 2019
Town of Westfield
Appointment of Deputy Supervisor

RESOLVED, that Councilman David Brown is appointed as Deputy Supervisor for the Town of Westfield for the 2019 calendar year.

This was seconded by Councilman David Spann. Voting was as follows: Supervisor Martha Bills, 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. 9 of 2019
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 Spann. Voting was as follows: Supervisor Martha Bills, 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. 10 of 2019
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 17th-20th 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 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. 11 of 2019
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 James Herbert. Voting was as follows: Supervisor Martha Bills, 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. 12 of 2019
Town of Westfield
Board of Assessment Review

RESOLVED, the Town Board of the Town of Westfield hereby accepts the resignation of Aaron Resnick, and appoints Philip Baideme.

This was seconded by Councilman Will Northrop. Voting was as follows: Supervisor Martha Bills, 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. 13 of 2019
Town of Westfield
Recreation Committee member

RESOLVED, the Town Board of the Town of Westfield hereby accepts the resignation of Aaron Resnick from the Recreation Committee, and appoints Michele Shields for the remainder of the term thru 12-31-2019.

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

At 8:21pm Supervisor Bills moved and Councilman David Spann seconded a motion to audit the bills

Warrants dated January 10, 2019 (voucher #'s 698-725) in the amount of \$13,448.23 were drawn on the following funds:

General	\$6,320.26
General Part-Town	\$161.85
Highway-Town	\$6,966.12

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Warrants dated January 10, 2019 (voucher #'s 1-29) in the amount of \$31,094.92 were drawn on the following funds:

General	\$30,277.98
General Part-Town	\$320.00
Highway-Town	\$467.52
Forest Park Sewer	\$25.70
North Town Water -Barcelona	\$3.72

Warrants dated January 10, 2019(voucher #'s 123-126) in the amount of \$6,642.19 were drawn on the following funds:

Welch Building	\$6,642.19
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Warrants dated January 10, 2019(voucher #'s 1-10) in the amount of \$5,217.81 were drawn on the following funds:

Welch Building	\$5,217.81
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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 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 8:40pm Supervisor Martha Bills moved and Councilman David Spann seconded a motion to move to executive session to discuss a particular personnel history. Unanimously carried.

At 9:10pm Supervisor Martha Bills moved and Councilman David Spann seconded a motion to return to regular session. Unanimously carried.

No action was taken.

There being no further business at 9:10pm James Herbert moved and David Spann seconded a motion to adjourn. Unanimously carried.

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