

**TOWN BOARD MEETING**  
**Town of Westfield**  
**April 1, 2020**

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 no guests present:

Supervisor: Martha R. Bills

Councilmen: David Spann  
Will Northrop

Town Attorney: Joel Seachrist

**Pledge of Allegiance**

*Councilman Will Northrop made the motion to waive the reading of the March 4<sup>th</sup>, 2020 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's March monthly financials report with up to date revenues and expenditures was distributed and accepted as submitted. All board members have received a copy and the monthly report is always available in the Supervisor's office for anyone to view.

The Town Clerk's report together with a check in the amount of \$2,375.24 representing fees for the month of March 2020 will be turned over to Supervisor Bills. A check for \$45.00 representing fees for the month of March to NYS Department of Health, Marriage Licenses and a check in the amount of \$38.00 will be turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$100.16 will be withdrawn on the 15<sup>th</sup>.

The Dog Warden's report for March 2020 was not received. March report will be included in the April report.

Westfield Fire Department report for the month of March was not received.

The Town Court report for March 2020 was not received court offices are suspended at this time.

The WPD report for March 2020 excluding the Court report since the office of the court is suspended until further notice was received and placed on file.

**Highway:**

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

- Annual bids: Councilman David Spann made the motion to go out to bid for materials that are used for our roads and to accept the State D.O.T and Chautauqua County annual contract bids for the 2020 year. Seconded by Councilman Will Northrop. The motion was carried unanimously. The Town Clerk will post the annual bid notice in the local newspapers.

**Code Enforcement:**

The Code Enforcement Officer submitted a written report for February and March 2020 has been received and accepted.

**Barcelona Harbor:**

- Closed for the Season, potentially opening in May subject to change.

**TOWN BOARD MEETING**  
**Town of Westfield**  
**April 1, 2020**

**Public Comment:** None

**Announcements:**

- Spring Clean-up will be held May 4<sup>th</sup> 9:00am -1:00pm at the Transfer Station, Bourne St.

The following announcements are subject to change more information will be given at the May 6<sup>th</sup> Town Board meeting.

- E-Waste will be held May 11<sup>th</sup> 9:00am-1:00pm a charge of \$10.00 per CRT will be charged located at the Town Shop 118 Chestnut St
- Rabies clinic will be held May 16<sup>th</sup> from 10:00am-12:00pm at the Town Shop, 118 Chestnut St.

- 
- Supervisor Bills discussed the everyday changes with the COVID-19 Coronavirus, weekly and daily calls with State and County leaders. The board discussed different ideas, right now everyone needs to be flexible and the rules are changing every day. It is not business as usual.
  - The Highway Department is working half of the staff on one week and the other half are off to keep the workers safe and practice social distancing rules. The staff that is off are on call and must report to the Superintendent within 1 hour.
  - Rules are ever changing in the Code Enforcement office.  
The Governor will have a task force. A complaint form and phone number will be available for the community to file and the form will go to the County Executive, Sherriff, and local municipality. More information will be forthcoming regarding the task force from the Governor.
  - The Town Clerk continues to serve the public at a long distance as much as possible and working from home.
  - Just essential employees (department heads) are in the building, splitting up the time, keeping employees safe and practicing social distancing rules.
  - Our networking is not working very well, a network audit is to be conducted however our networking provider has laid off employees except himself and another staff member and deems to be on hold until further notice.

**Project Updates:**

- Route 5 East Lake Road Water Project No.1 work continues. Baideme Farms wants water to the barn, looking to extend hookup to the barn, the board discussed potential outside user agreement for this extension since it was not originally submitted in the plans.
  - Welch Trail survey will be conducted for the omitted portion of the project near the creek.
  - Welch Building is closed only allowing access to tenants at the back entrance to the building. The building is being sanitized daily.
-

**TOWN BOARD MEETING  
Town of Westfield  
April 1, 2020**

**New Business:**

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

**Resolution No.21 of 2020  
Town of Westfield**

Route 5 Water Benefit District #1 payment application No. 1 and Form E-#1

**RESOLVED**, the Town Board of the Town of Westfield hereby approves DJM Contracting Inc. contractor's application for payment No.1 in the amount of \$386,457.14 for work performed on the project from early February to late March 2020 and Rural Development Form E.

**BE IT RESOLVED**, the Town Board of the Town of Westfield hereby authorizes the Town Supervisor to sign the necessary paperwork.

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

-----

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

**Resolution No.22 of 2020  
Town of Westfield**

Extension of the Welch Building Leases

**RESOLVED**, that Supervisor Martha Bills is hereby authorized to negotiate the final terms and conditions of and execute with Chautauqua County, a two-year extension to a lease agreement for approximately 1,440 square feet of office space in the Welch's Building, 2 South Portage Street, Westfield, New York, at the rate of \$11,000 per year.

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

-----

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

**TOWN BOARD MEETING**  
**Town of Westfield**  
**April 1, 2020**

Subject:	Budget Revision #1 for Budget Year 2020			
<b>Revision Description</b>			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 January 2020 Invoices paid with Mazza money				
<b>Budget Journal</b>				
A Funds (Genera Fund - Townwide)				
A 2705	Gifts and Donations DR	1,681.10		
A 9950.0	Transfer, Capital Projects Fund CR			1,681.10
<b>Total A Fund</b>		<b>1,681.10</b>		<b>1,681.10</b>
<b>Revision Description</b>			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 January 2020 invoices paid with Mazza money				
<b>Budget Journal</b>				
H7 Funds (Captial Project Route 20 Water Project to Grape Discovery & Mazza)				
H7-5031	Interfund Transfer DR	1,681.10		
H7-8397.200	Water Capital Proj, Equip & Cap Outlay CR			1,681.10
<b>Total H7 Fund</b>		<b>1,681.10</b>		<b>1,681.10</b>
<b>Revision Description</b>			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 February 2020 Invoices paid with Mazza money				
<b>Budget Journal</b>				
A Funds (Genera Fund - Townwide)				
A 2705	Gifts and Donations DR	9,452.59		
A 9950.0	Transfer, Capital Projects Fund CR			9,452.59
<b>Total A Fund</b>		<b>9,452.59</b>		<b>9,452.59</b>
<b>Revision Description</b>			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 February 2020 invoices paid with Mazza money				
<b>Budget Journal</b>				
H7 Funds (Captial Project Route 20 Water Project to Grape Discovery & Mazza)				
H7-5031	Interfund Transfer DR	9,452.59		
H7-8397.200	Water Capital Proj, Equip & Cap Outlay CR			9,452.59
<b>Total H7 Fund</b>		<b>9,452.59</b>		<b>9,452.59</b>
<b>Revision Description</b>			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 April 2020 Invoices paid with Mazza money				
<b>Budget Journal</b>				
A Funds (Genera Fund - Townwide)				
A 2705	Gifts and Donations DR	1,366.31		
A 9950.0	Transfer, Capital Projects Fund CR			1,366.31
<b>Total A Fund</b>		<b>1,366.31</b>		<b>1,366.31</b>
<b>Revision Description</b>			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 April 2020 invoices paid with Mazza money				
<b>Budget Journal</b>				
H7 Funds (Captial Project Route 20 Water Project to Grape Discovery & Mazza)				
H7-5031	Interfund Transfer DR	1,366.31		
H7-8397.200	Water Capital Proj, Equip & Cap Outlay CR			1,366.31
<b>Total H7 Fund</b>		<b>1,366.31</b>		<b>1,366.31</b>
<b>Revision Description</b>			Decrease	Increase
To move money from A Fund Appropriated Fund Balance to Transfer to Capital Project Fund			Expenditures	Expenditures
H7- Water Project For Route 20. For Mazza to pay in total of \$25,000.00				
The town will have to eat this cost. For April 2020 Invoice for Clark Patterson & Lee				
<b>Budget Journal</b>				
A Funds (Genera Fund - Townwide)				
A 599	Appropriated Fund Balance DR	163.69		
A 9950.0	Transfer, Capital Projects Fund CR			163.69
<b>Total A Fund</b>		<b>163.69</b>		<b>163.69</b>
<b>Revision Description</b>			Decrease	Increase
To Receive the money in from A Fund Appropriated Fund Balance into H-7-Water Project For Route 20 for getting municipal water to Mazza. This amount is over what the contract is for Mazza to pay in total of \$25,000.00. The Town will have to eat this cost. For April 2020 invoice For Clark Patterson & Lee			Expenditures	Expenditures
<b>Budget Journal</b>				
H7 Funds (Captial Project Route 20 Water Project to Grape Discovery & Mazza)				
H7-5031	Interfund Transfer DR	163.69		
H7-1440.200	Engineer, Equip & Cap Outlay CR			163.69
<b>Total H7 Fund</b>		<b>163.69</b>		<b>163.69</b>

Accepted 5/6/2020

**TOWN BOARD MEETING**

**Town of Westfield**

**April 1, 2020**

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

-----  
At 7:58pm Supervisor Bills moved and David Spann seconded a motion to audit the bills.

Warrants dated April 1, 2020 (voucher #'s 154-205) in the amount of \$42,215.07 were drawn on the following funds:

General	\$26,339.33
General Part-Town	\$ 1,239.70
Highway	\$11,427.47
Highway Part-Town	\$ 3,182.75
Forest Park Sewer	\$ 23.25
North Town Water-Shorehaven	\$ 2.57

-----  
Warrants dated April 1, 2020 (voucher #'s 28-36) in the amount of \$8,008.49 were drawn on the following funds:

Welch Building	\$8,008.49
----------------	------------

-----  
Warrants dated April 1, 2020 (voucher # 5) in the amount of \$1,530.00 were drawn on the following funds:

Route 20 Grape Discovery Water District Capital Project	
H7-1440.200	\$1,530.00

-----  
*These were presented and audited by the board members. Supervisor Martha Bills moved and Councilman Will Northrop seconded a motion that the Supervisor be directed to draw the necessary checks to cover the warrant as audited. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Spann, aye; Councilman Will Northrop, aye;*

There being no further business at 8:40pm Supervisor Martha Bills moved and Councilman Will Northrop seconded a motion to adjourn. Unanimously carried.

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