

**TOWN BOARD MEETING**  
**Town of Westfield**  
**May 6, 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:

Supervisor: Martha R. Bills      Guest: Sandra Brown  
Councilmen: David Brown  
                  James Herbert  
                  David Spann  
                  Will Northrop

Highway Superintendent: David Babcock

Code Officer: Bonnie Rae Strickland

Town Attorney: Joel Seachrist

**Pledge of Allegiance**

*Councilman Will Northrop made the motion to waive the reading of the April 1, 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 April 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.

All Board members have received a copy of the final tax report on Tax collection. The AUD (Annual Updated Document) is complete and available in the Clerk's office.

Supervisor Bills discussed with the board, going forward we are going to have some tough decisions to make. Our budget consists of 1/3 sales tax revenues. As of today, we are not sure what budgeted income will be received with the courts being closed, state aid payment, and mortgage tax revenues uncertain. Hopefully in June we will know more from the State and the County about the sales tax revenues. We need to look at this on a monthly basis going forward. The Supervisor has been on calls with the County Executive, State and Federal representatives on a weekly basis.

The Town Clerk's report together with a check in the amount of \$2,058.50 representing fees for the month of April 2020 was turned over to Supervisor Bills. A check for \$21.00 representing fees for the month of April to NYS Department of Health, Marriage Licenses and a check in the amount of \$67.50 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$0.00 will be withdrawn on the 15<sup>th</sup>.

- A few marriage licenses by via- facetime under Executive Order 202.21 have been issued to couples that plan to wed in the Town or Village of Westfield. This is working very well under these uncertain circumstances.

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- Received a 30- day liquor license waiver from VA Imports Company LLC-NEW Beer & Wine/ Liquor License Applicant, 6017 Sherman Rd Building 03- no objections from the board.

The Dog Warden’s report for April 2020 was not received.  
The Fire Department Report for April 2020 was not received.  
The Town Court report for April 2020 was not received court offices are suspended at this time.  
The WPD report for April 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 highlighted on gas, fuel, painting ballard’s for the west side of the harbor, potholes, 50% work force COVID-19, yard work and sealing eight miles of Town roads with the Chips funding. The Highway Superintendent’s April report has been received and placed on file.

Councilman David Brown made the motion to accept the Annual Bids as presented by the Highway Superintendent. Councilman David Spann seconded the motion and carried unanimously.

**2020 Town of Westfield Annual Bids**

Oversized Stone	Hardrock Gravel	\$8.50 per/ton
Bank run Gravel	Hardrock Gravel	\$4.50 per/ton
Screen Gravel	Hardrock Gravel	\$6.00 per/ton
Top Soil	Hardrock Gravel	\$7.50 per/ton

The Town of Westfield will be accepting bids from Town of Westfield annual bids, the Chautauqua County annual bids, the State DOT annual bids and the for the 2020 year.

- Highway Superintendent discussed with the board about the potential purchase of a 2020 JD 75G Excavator for projects. He uses the Village excavator but that has become a more important piece of equipment and hard to get from the Village, discussed a five year lease with five payments estimating \$15,000.00 and put \$40,000.00 of Chip funding down on the purchase, retail price \$110,000 funds will be used from DA and DB fund for the remaining five year lease. After further discussion Councilman Will Northrop made the motion to approve the 2020 JD 75G Excavator contingent upon the \$40,000 of

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payment from Chips funding Councilman David Spann seconded the motion and carried unanimously.

- Nova chip at the Harbor will be done this season, the cost will be \$50,000.00 and be used from the roads fund this includes the parking lot to the lake and will be done this season.

**Code Enforcement:**

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

**Barcelona Harbor:**

- The Board discussed the potential opening of the Harbor, no bathrooms will be open, no dumpsters, social distancing signage and no loitering signs, carry in and carry out signs will be made available to the public upon the May 18<sup>th</sup> opening date. Daily passes, season passes, will be ordered prior to the opening of the Pier.
- The Pier will be open May 18<sup>th</sup> with guidelines set into place.
- The Pier bathrooms and trash will be looked at in the upcoming weeks for future days with more information to follow from the state and county guidelines to what can and can not be at the pier.
- The Southtowns Walleye fishing tournament is still on for the week of June 13<sup>TH</sup> with COVID-19 guidelines set into place.
- Approve summer help for the season, appoint the employees at the June meeting.

**Public Comment:** NONE

**Announcements:**

- Spring Clean-up May 2, 2020 is canceled due to COVID-19
- E-Waste May 9<sup>th</sup>, 2020 is canceled due to COVID-19
- Rabies clinic May 16<sup>th</sup> is canceled due to COVID-19
- Chautauqua County Household Hazardous Waste Collection has been canceled
  
- Assessor with the tentative assessment roll:  
Thursday, May 11<sup>th</sup> 9:00am - 1:00pm, Saturday, May 16<sup>th</sup> 9am-1pm  
Tuesday, May 12<sup>th</sup> 1:00pm- 5:00pm, Monday, May 18<sup>th</sup> 5pm-9pm
- The Board of Assessment Review will meet on May 26, 2020  
(2:00pm - 4:00pm), (6:00pm-8:00pm)
- Farmers Market, opening date has not been announced
- Memorial Day Parade no sure if it will happen this year with COVID-19

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**Project Updates:**

- Route 5 Water District work continues, project is almost complete, Councilman David Brown met with the contractor for the project and talked about where the creek runs and across the east side, testing is being done, restoration work will be done, closing on the BAN in June, more information will be forthcoming.
- Welch Trail, Town Highway Department has been working on the Welch Trail project clearing trees near the creek.
- VA Imports Company LLC-30day advanced notice- NEW Beer & Wine/ Liquor License Applicant, 6017 Sherman Rd Building 03-add a bar to the tasting room, no objections.

**New Business:**

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*Councilman James Herbert offered the following resolution and moved for its adoption*

**Town of Westfield  
Resolution #34 of 2020  
Non- essential employees during COVID-19 pandemic**

**BE IT RESOLVED**, all non-essential employees will be paid for scheduled hours, effective March 17, 2020 during the COVID-19 pandemic.

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

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*Councilman James Herbert offered the following resolution and moved for its adoption*

**Town of Westfield  
Resolution #35 of 2020  
License agreement with State Parks and Recreation (Lighthouse Keeper's Cottage)**

**BE IT RESOLVED**, that the Town Board of the Town of Westfield hereby authorizes the Town Supervisor to sign a License Agreement with State Parks and Recreation for the use of the Light House, Keeper's Cottage

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

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

**Town of Westfield  
Resolution #36 of 2020  
Go out to bid for transfer station**

The Town Board of the Town of Westfield hereby authorize the Town Clerk to go out to bid for the transfer station. Casella Contract will expire as of June 30<sup>th</sup> 2020.

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

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

**Budget Revision #2 of 2020**

Revision Description		Decrease	Increase
To move money from the 2020 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
Payroll Paid from January 2020 - April 2020 For Bonnie Rae Strickland & Lindsay Simpson			
<b>Budget Journal</b>			
A Funds (General Fund - Townwide)			
A 2390	Share of Joint Activity Other Governments	4,141.62	
A 1355.110	Acting Assessor For Town Of Ripley		3,466.62
A 1355.120	Acting Assessor Clerk For Town Of Ripley		675.00
<b>Total A Fund</b>		<b>4,141.62</b>	<b>4,141.62</b>

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

Warrants dated May 6, 2020 (voucher #'s 206-279) in the amount of \$53,397.76 were drawn on the following funds:

General	\$26,652.89	Forest Park Sewer	\$32.21
General Part-Town	\$11,769.50	Forest Park Sewer	\$ 2.56
Highway	\$12,360.71		
Highway Part-Town	\$ 3,579.89		

Warrants dated May 6, 2020 (voucher #'s 37-44) in the amount of \$5,445.12 (were drawn on the following funds:

Welch Building	\$5,445.12
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Warrants dated May 6, 2020 (voucher # 7-9) in the amount of \$104,778.62 were drawn on the following funds:

Route 5 Water Benefit District #1 Capital Project	
H8-	\$104,778.62

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*These were presented and audited by the board members. Supervisor Martha Bills moved and Councilman David Spann 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 James Herbert, aye; Councilman David Spann, aye; Councilman Will Northrop, aye;*

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There being no further business at 8:52pm Supervisor Martha Bills moved and Councilman Will Northrop seconded a motion to adjourn. Unanimously carried.

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