

**TOWN BOARD MEETING**  
**Town of Westfield**  
**July 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 guests present: Practiced social distancing, six feet apart, masks were worn, NYS sanitizer available and used during the COVID-19 pandemic and adhered to NYS Governor's guidelines.

Supervisor: Martha R. Bills      Guest: William Bauer  
Councilmen: David Brown              Tom Tarpley  
                 David Spann  
                 James Herbert

Town Attorney                      Joel Seachrist  
Highway Superintendent          David Babcock  
Code Officer-Assessor              Bonnie Rae Strickland

**Pledge of Allegiance**

*Councilman Will Northrop made a motion to waive the reading of the Town Board June 3, 2020 meeting of the Town Board minutes inasmuch as all members received a copy thereof and that the minutes be accepted. The motion was seconded by Councilman David Brown and carried unanimously.*

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**Reports:**

Supervisor Bills presented the board with expenditures and revenues for the month ending June 2020. Jill, the Town Bookkeeper has put in extra effort and work to get through the revenues and expenditures up to today. Up to date Revenue and expenditure was presented to the board for all funds. As of right now, not sure of sales tax revenue, mortgage tax, state aid, more information will be forthcoming in July or August. The board will need to take a very conservative look at spending. All Board members have received a copy. Reports are available in the Supervisors office and are accepted as submitted.

The Town Clerk's report together with a check in the amount of \$19,287.11 representing fees for the month of June 2020 was turned over to Supervisor Bills which included second and final payment for Mazza Cellars on Route 20 for the waterline extension. A check for \$45.00 representing fees for the month of June to NYS Department of Health, Marriage Licenses and a check in the amount of \$72.00 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$4.72 will be withdrawn on the 15<sup>th</sup>.

- The Town Clerks office is gathering information to implement the NY Forwarding Re-Opening Plan. We do not have to submit the Plan to the State, just have it available. All departments will receive the template and must fill out. Once received by all the departments the Town Clerk will compile into one plan all departments will have the NY Re -Opening Plan.
- Geronimo Energy has asked the Town to put an online informational session notice on the Town website, the board had no objections to the posting.
- Gathering information for online meetings or telephone conference, in case we may need to have this available to us in case COVID spikes in the future.
  - Google Meet
  - GoToMeetings
  - Zoom
  - Consolidated Solutions-phone conference phone bridge

Information will be gathered and discussed at a later date.

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The Dog Warden's report for June 2020 was not received.  
The Fire Department report for June 2020 was not received.  
The Town Court report for June 2020 was received and placed on file.  
The WPD report for June 2020 was not received

**Highway:**

- Town Highway Superintendent David Babcock submitted a written report on activities for June 2020. The report has been received and placed on file.
  - Assisting other Towns
  - The Highway Superintendent asked the board to use chips funding to purchase 2020 JD 75G Excavator for \$40,000.00 in May of 2020, after careful review and discussions with the State, Highway Superintendent asked for board approval to spend \$62,016.39 of chips funding toward 2020 JD 75G Excavator. Councilman David Spann made a motion to use \$62,016.39 of chips funding to purchase excavator and Councilman James Herbert seconded the motion and carried unanimously.

**Code Enforcement:**

The Code Enforcement Officer submitted a written report for June 2020. The report has been received and placed on file.

- Zoning board of appeals will meet tomorrow to discuss two variance applications.
- Family Health is continuing construction.
- McDonalds will be remodeled.

**Barcelona Harbor:**

Supervisor Martha Bills received a phone call in regards having a Blair photo shoot at the Barcelona Harbor, photos will be taken between 8-10am. The County Visitor's Bureau suggested Barcelona Harbor. The board had no objections.

Barcelona has been the busiest it has ever been. People, families are enjoying the beaches and water during the COVID-19 pandemic.

Trash and bathrooms are being looked at since the beaches are overwhelmed with the public and the unknown of revenues.

Forest Park and Blue water beaches are gone, the water levels are high and more people are using the Town beaches this year.

Councilman David Spann asked to get a committee together to discuss concerns, Supervisor Bills, Councilman David Spann, Will Northrop, talked about getting together to talk about congestion, more people are using the beaches, parking is a problem. Discussed gathering a structured policy or guidelines for the growing beaches. It is going to become busier in the upcoming years. COVID-19 has a lot to do with the reason why the beaches and Pier are so busy this year. The board would like to be pro active for the upcoming years.

Councilman James Herbert talked about a potential Kayak launch for the community. The board discussed concerns about the location of the potential Kayak launch with the congestion of the Pier, parking, and the number of people. Supervisor Bills has a conference call with the County about a potential Kayak launch and more information will be forthcoming.

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**Public Comment:**

- None

**Announcements:**

- Westfield Arts & Crafts (24-25 July)
- Chautauqua County historical Society McClurg Museum will hold ice cream social on Wednesdays in June -August from 6-9pm

**Old Business:**

- Closed Barcelona, Route 5 bonds and permanent financing is set in place and will be added to the Town budget for 2021.
- Bond for Forest Park sewer system has been paid off.

**New Business:**

Barcelona water project, Route 5 Water District No.1 is near completion.

Request from the Town Court was received to allow for an on-duty officer for Town court. A safety survey was done a few months ago to improve the court room and the response received was to include a court officer at Town court. The Village Police department has in the past had an on-duty officer assist with Town court however on numerous occasions the officer has had to leave to answer a call. The Town Court is requesting to having a designated court officer available for Town in the amount of \$20.00 an hour and not to exceed an amount of \$2400.00 per calendar year and will be paid out of the Town court contractual line. Supervisor Bills made the motion and Councilman David Brown seconded to allow for a designated Town court officer in the amount of \$20.00 per hour and not to exceed \$2400.00 per calendar year. An agreement will be between the Village of Westfield/ Westfield Village Police Department. The board agreed to allow the Supervisor to sign all necessary documents. Motion carried unanimously to support the Town court request.

Still waiting for approval form the State for the preliminary plan for the Welch Trail the state is at half-staff.

Willow Bay Computers was in the Town offices the week of June 22 to update network configuration. The Town has been waiting to have this completed since March due to COVID-19. The network configuration will separate the Village and the Town networks.

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Resolutions for 7/01/2020:

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

**Resolution No. 42 of 2020  
Town of Westfield  
RESOLUTION ACCEPTING CONVEYANCE OF EASEMENT  
FROM THE VILLAGE OF WESTFIELD**

**RESOLVED**, that the Supervisor is hereby authorized to execute all documents related to and necessary to accept and complete the conveyance of a permanent easement from the Village of Westfield to the Town of Westfield for the purpose of securing pedestrian and vehicular access to the Welch Trail from North Portage Street, over the parcel known as 18-28 North Portage Street, which is owned by the Village and designated on the official tax map as Section 192.20, Block 1, Lot 15.

*Seconded by Councilman David Spann: Voting was as follows: Supervisor, Martha Bills, aye; Councilman, David Brown, aye; Councilman, David Spann, aye; Councilman, Will Northrop, aye. Motion carried.*

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

**Resolution No. 43 of 2020  
Town of Westfield  
RESOLUTION AUTHORIZING CONTRACT WITH MUNICIPAL SOLUTIONS, INC.**

**WHEREAS**, the Town desires to obtain professional assistance from a financial advisor with regard to the issuance of bonds for Water Benefit District No. 2, and

**WHEREAS**, the Town has in the past used Municipal Solutions, Inc., for similar services and desires to do so again, and

**WHEREAS**, Municipal Solutions, Inc., has submitted a proposal for its services, dated June 12, 2020, which the Town Board finds acceptable,

**NOW, THEREFORE, BE IT**

**RESOLVED**, the Town Board hereby accepts the June 12, 2020 proposal of Municipal Solutions, Inc., with regard to the issuance of bonds for Water Benefit District No. 2 and authorizes the Town Supervisor to execute and enter into a contract for such services as appropriate.

*Seconded by Councilman David Spann. Voting was as follows: Supervisor, Martha Bills, aye; Councilman, David Brown, aye; Councilman, David Spann, aye; Councilman, Will Northrop, aye. Motion not carried.*

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

**Resolution No. 44 of 2020**

**Town of Westfield**

**RESOLUTION AUTHORIZING INTERMUNICIPAL AGREEMENT WITH TOWN OF  
PORTLAND**

**WHEREAS**, the Town of Westfield recognizes the need to co-operate with neighboring municipalities to more efficiently provide necessary services to our residents, and to work as best it can to with our neighbors as they try to do the same for their residents; and

**WHEREAS**, the General Municipal Law authorizes municipalities to entire into intermunicipal agreements to effectuate shared services; and

**WHEREAS**, the Town of Portland and Town of Westfield from time to time may need backup support for our Code Enforcement Officer when she is unable or unavailable to work on a certain application; and

**WHEREAS**, both Towns desire to have a backup plan in place,

**NOW, THEREFORE, BE IT**

**RESOLVED**, the Town Board of the Town of Westfield hereby authorizes the Supervisor to sign an intermunicipal agreement with the Town of Portland, by which each Town will agree to provide its Code Enforcement Officer to the other on a temporary basis if necessary.

*Seconded by Councilman Will Northrop. Voting was as follows: Supervisor, Martha Bills, aye; Councilman, David Brown, aye; Councilman, David Spann, aye; Councilman, Will Northrop, aye. Motion not carried.*

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

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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 for May - June 2020 for Bonnie Rae Strickland & Lindsay Simpson			
<b>Budget Journal</b>			
A Funds (General Fund - Townwide)			
A 2390	Share of Joint Activity Other Governments DR	1,795.72	
A 1355.110	Acting Assessor For Town Of Ripley CR		1,540.72
A 1355.120	Acting Assessor Clerk For Town Of Ripley CR		255.00
<b>Total A Fund</b>		<b>1,795.72</b>	<b>1,795.72</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To move money from A Fund Appropriated Fund Balance to Transfer to Capital Project Fund H7-Water Project For Route 20. To Move the \$7,985.70 that closed to A Fund Balance in 2019 to pay for the invoices that were paid by Mazza in the January 2020 board meeting		Expenditures	Expenditures
<b>Budget Journal</b>			
A Funds (General Fund - Townwide)			
A 599	Appropriated Fund Balance DR	7,985.70	
A 9950.0	Transfer, Capital Projects Fund CR		7,985.70
<b>Total A Fund</b>		<b>7,985.70</b>	<b>7,985.70</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To receive the money in from A Fund Appropriated Fund Balance into the H7-Water Project For Route 20 to pay the bills from January 2020 from Admar, Monroe Tractor & Lock City Paid by Mazza's		Expenditures	Expenditures
<b>Budget Journal</b>			
H7 Funds (Capital Project Route 20 Water Project to Grape Discovery Center & Mazza)			
H7-5031	Interfund Transfer DR	7,985.70	
H7-8397.200	Water Capital Proj, Equip & Cap Outlay CR		7,985.70
<b>Total H7 Fund</b>		<b>7,985.70</b>	<b>7,985.70</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To move \$10,287.13 from A Fund Balance To Cover the Cost of Welch Trail Recreation Area RTP Grant NO. 151803 Invoice Number 5 to Erdman Anthony in the A Engineer Contractual line		Expenditures	Expenditures
<b>Budget Journal</b>			
A Funds (General Fund - Townwide)			
A 599	Appropriated Fund Balance DR	10,287.13	
A 1440.400	Engineers-Contractual CR		10,287.13
<b>Total A Fund</b>		<b>10,287.13</b>	<b>10,287.13</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To Move \$100.00 From A Fund To H7 Fund. To Pay a Chautauqua County Department Of Health and Human Services Bill For Water Test Services		Expenditures	Expenditures
<b>Budget Journal</b>			
A Funds (General Fund - Townwide)			
A 599	Appropriated Fund Balance DR	100.00	
A 9950.0	Transfer, Capital Projects Fund CR		100.00
<b>Total A Fund</b>		<b>100.00</b>	<b>100.00</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To receive the money in from A Fund Appropriated Fund Balance into the H7-Water Project for Route 20 to pay the bill to Chautauqua County Department Of Health and Human Services For Water Test Services		Expenditures	Expenditures
<b>Budget Journal</b>			
H7 Funds (Capital Project Route 20 Water Project to Grape Discovery Center & Mazza)			
H7-5031	Interfund Transfer DR	100.00	
H7-8397.200	Water Capital Proj, Equip & Cap Outlay CR		100.00
<b>Total H7 Fund</b>		<b>100.00</b>	<b>100.00</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To Move \$295.49 From A Fund Balance To SW8-9710.700 Serial Bonds Interest -NYS Route 5 Water Benefit District #1 (East Lake Road Water District) to The Water District To Pay The First Interest Payment Due August 1, 2020		Expenditures	Expenditures
<b>Budget Journal</b>			
A Funds (General Fund - Townwide)			
A 599	Appropriated Fund Balance DR	295.49	
A 391	Due From Other Funds CR		295.49
<b>Total A Fund</b>		<b>295.49</b>	<b>295.49</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To receive the money in from A Fund Appropriated Fund Balance into SW8 NYS Route 5 Water Benefit District #1 (East Lake Road Water District) To Pay The First Interest Payment Due On The First Bond		Expenditures	Expenditures
<b>Budget Journal</b>			
SW8 NYS Route 5 Water Benefit District #1 (East Lake Road Water District)			
SW8-630	Due To Other Funds DR	295.49	
SW8-9710.700	Serial Bonds Interest CR		295.49
<b>Total SW8 Fund</b>		<b>295.49</b>	<b>295.49</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To Move \$93.39 From A Fund Balance To SW8-9710.701 Serial Bonds Interest -NYS Route 5 Water Benefit District #1 (East Lake Road Water District) to The Water District To Pay The First Interest Payment Due August 1, 2020		Expenditures	Expenditures
<b>Budget Journal</b>			
A Funds (General Fund - Townwide)			
A 599	Appropriated Fund Balance DR	93.39	
A 391	Due From Other Funds CR		93.39
<b>Total A Fund</b>		<b>93.39</b>	<b>93.39</b>
<b>Revision Description</b>		<b>Decrease</b>	<b>Increase</b>
To receive the money in from A Fund Appropriated Fund Balance into SW8 NYS Route 5 Water Benefit District #1 (East Lake Road Water District) To Pay The First Interest Payment Due On The Second Bond		Expenditures	Expenditures
<b>Budget Journal</b>			
SW8 NYS Route 5 Water Benefit District #1 (East Lake Road Water District)			
SW8-630	Due To Other Funds DR	93.39	
SW8-9710.701	Serial Bonds Interest CR		93.39
<b>Total SW8 Fund</b>		<b>93.39</b>	<b>93.39</b>

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*Seconded by Councilman Will Northrop. Voting was as follows: Supervisor, Martha Bills, aye; Councilman, David Brown, aye; Councilman, David Spann, aye; Councilman, Will Northrop, aye. Motion not carried.*

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*At 8:32pm Supervisor Bills moved and Councilman David Brown seconded a motion to audit the bills.*

Warrants dated July 1, 2020 (voucher #'s 340-394) in the amount of \$128,596.96 were drawn on the following funds:

General	\$20,497.88	Shorehaven Water Project	\$2.50
General Part-Town	\$794.10	Forest Park Sewer	\$28.93
Highway	\$41,329.96		
Highway Part-Town	\$65,943.59		

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Warrants dated July 1, 2020 (voucher #'s 6) in the amount of \$100.00 were drawn on the following funds:

Route 20 Water to Grape Discovery Center Project  
H7-8397.200            \$100.00

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Warrants dated July 1, 2020 (voucher #'s 51-58) in the amount of \$5,574.55 (were drawn on the following funds:

CM2- Welch Building                            \$5,574.55

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Warrants dated July 1, 2020 (voucher #'s 11-15) in the amount of \$158,087.48 (were drawn on the following funds:

H8-Route 5 Water Benefit District #1                            \$158,087.48

***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 Brown. Voting was as follows: Supervisor Bills, aye, Councilman Brown, aye; Councilman Spann, aye; Councilman Northrop, aye.***

There being no further business at 9:10pm Supervisor Martha Bills moved and Councilman David Brown seconded a motion to adjourn. Unanimously carried.

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