

TOWN BOARD MEETING

Town of Westfield

September 9, 2020

Public Hearing scheduled for 7:25 has been canceled. A Public Hearing was scheduled for a Cable Franchise Agreement. The agreement is not ready to discuss. The hearing will be scheduled for a later date.

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 Bills	Guest:	Mary Gross
Councilman:	David Brown		Jim Letham
	David Spann		Sondra Letham
	James Herbert		
	Will Northrop		

Highway Superintendent: David Babcock
Code Officer: Bonnie Rae Strickland
Attorney: Joel Seachrist

Pledge of Allegiance

Councilman David Brown made a motion to waive the reading of the August 5,2020 minutes inasmuch as all members received a copy thereof and that the minutes be accepted. The motion was seconded by Councilman Will Northrop and carried unanimously.

Reports:

Supervisor Bills presented the monthly report on the Town’s finances for the month of August. The report is always available in the Supervisors office. Up to date revenue and expenditures was presented to the board for all funds. All Board members have received a copy of the Town’s finances and is accepted as submitted. Listened to a webinar today from the State Comptrollers Office and the Association of Towns, expect at least a 20% decrease in any state funds received. Sales tax year to date reports are received every two weeks from the County. An executive order from the President to not withhold social security tax from employees, however the tax will need to be paid back and this is an optional option. The board has no interest in changing withholding taxes at this time.

The Town Clerk’s report together with a check in the amount of \$ 7,910.33 representing fees for the month of August 2020 was turned over to the Town Supervisor. A check for \$45.00 representing fees for the month of August to NYS Department of Health, Marriage Licenses and a check in the amount of \$63.00 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$1,836.77 will be withdrawn on the 15th.

- Discussed potential Fall cleanup. The board agreed to a Fall clean up on Saturday October 3rd from 9:00-1:00pm at the Bourne Street Transfer Station. The Town Clerk will talk to the two transfer station attendants to ask to work and use one Highway employee.
- E-Waste collection will be considered for next year. It is not feasible at this time. Directing the community to the County Landfill.

TOWN BOARD MEETING

Town of Westfield

September 9, 2020

- Received a 30day advance notice for a class change for on premises alcoholic beverage license from Nolan Swanson for Pinehurst golf course. Applying for a 12-month license called TW/344 Tavern Wine which include beer, wine and cider.

The Dog Warden's report for August 2020 was not received.

The Fire Department Report for August 2020 was not received.

The Town Court report for August 2020 was received and placed on file.

The WPD report for August 2020 was received and placed on file.

Highway:

- Town Highway Superintendent David Babcock submitted a written report on activities for August 2020. The report has been received and placed on file.
- Discussed painting lines on the parking lot at the Pier. Having difficulty getting the County's equipment. Superintendent will talk to other Towns and see about potentially sharing a piece of equipment.
- Need to blacktop Farmers Daughter and Ed Burnside from when the route 20 waterline project not sure if that would be done this year or next, it may not be feasible this year.

Code Enforcement:

- The Code Enforcement Officer submitted a report for the month of August 2020. The report has been received and placed on file.
- Received a SUP modification for Moose Lodge 118 Beach Property, the application is referred to the Town Planning board. The Moose would like to add more sites.
- Set a Public Hearing for SUP modification at 7:15pm on Wednesday October 7th.

Barcelona Harbor:

- Councilman James Herbert stated that the closing date of the Pier is September 20, 2020. 2020 season was a very busy season.
- The Highway Department will take out the docks when the weather starts to change.
- Councilman James Herbert made the motion to accept with regret the resignation of Harbor Master Kelly Brown effective September 30, 2020. Seconded by Councilman David Brown and carried unanimously.

Public Comment:

- Kayak rental discussion took place with area residents. A resident sent signage to the Supervisor. The Supervisor and the Board would like to have a meeting to make changes for next year at Barcelona since the environment is becoming busier. However, during this time public meetings are not recommended. Property owners have noticed a higher amount of beach traffic and suggested beach rules and seasonal ordinances. The board will continue to work together with the community for next year's season.

Announcements:

- School Tax collection started on September 4th. Taxes will be received from 8:00am-1:00 by appointment, Town drop box will be used and or received by mail.

TOWN BOARD MEETING

Town of Westfield

September 9, 2020

Old Business:

- Route 5 Water Benefit District #1, close out documents and working on as built plans. The contractor came in lower than anticipated. The rest of the funds will go towards blacktopping Lake Street
- Phase 2 preliminary report response has been received and the recommendation is to fund the project. The next step is to receive a preliminary funding letter.
- Route 20 Water District hook up letters were sent to property owners in the district with a deadline of September 30. After the deadline, the property owner will be responsible for hookup fee when ready to connect to the water main at a future time. Highway Superintendent David Babcock talked with all the residents with any questions and concerns.
- Welch Trail Engineer is working on the final design.
- Kayak launch Lake Erie Management Commission (LEMC) did vote to contribute money to the project. Supervisor Bills thanked the Highway Superintendent for helping with the project.

New Business:

Councilman Will Northrop offered the following resolution and moved its adoption:

Resolution No.48 of 2020
Reappoint of Board of Assessment Review Board Member

RESOLVED, the Town Board of the Town of Westfield hereby Reappoints Carl Swan to the Board of Assessment Review Board for a five year term 10/01/2020-09/30/2025.

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

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

Resolution No. 49 of 2020
Set Budget Workshop

RESOLVED, the Town Board of the Town of Westfield set a budget workshop date of Tuesday September 29th 2020 to discuss the 2021 budget.

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

Councilman David Spann offered the following resolution and moved its adoption:

Resolution No. 50 of 2020
NYS Route 5 Water Benefit District #1 Change Order #1

RESOLVED, the Town Board of the Town of Westfield approves change order #1 for the NYS Route 5 Water Benefit District #1 and authorizes the Supervisor to sign the required documents. The change order includes reduction of \$8,070.00 of unused bid items but adds \$2,800 for spare

TOWN BOARD MEETING

Town of Westfield

September 9, 2020

hydrant, resulting in net decrease of \$5,270.00 and contract time adjusted by 23 days to June 15, 2020 as to match Substantial Completion Form.

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

Councilman David Spann offered the following resolution and moved its adoption:

Resolution No. 51 of 2020

Direct Deposit Policy

GENERAL STATEMENT OF POLICY

The Town of Westfield, is offering payroll direct deposit for its employees.

SCOPE

The Policy applies to all employees of the Town of Westfield

ADMINISTRATION

The Town Bookkeeper will be responsible for administrating this policy and answering questions pertaining to it.

PROCEDURE

1. Direct deposit will be optional for all Town of Westfield employees.
2. No expense reimbursement checks will be allowed.
3. The employee will have the option of depositing their payroll check into three different accounts.
4. Employees will be responsible for notifying the Town Bookkeeper in a timely manner of any changes to their account numbers of their financial institutions.

REVISIONS

Revisions of this policy may only be made by resolution of the Town Board.

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

Councilman James Herbert made the motion to approve budget #5 for budget year 2020. Seconded by Councilman David Will Northrop and carried unanimously.

Subject:	Budget Revision #5 for Budget Year 2020		
Revision Description		Decrease	Increase
To move \$4,244.73 from A Fund Balance To Cover the Cost of Welch Trail Recreation Area		Expenditures	Expenditures
RTP Grant NO. 151803 Invoice Number 6 to Erdman Anthony in the A Engineer Contractual line			
Budget Journal			
A Funds (General Fund - Townwide)			
A 599	Appropriated Fund Balance DR	4,244.73	
A 1440.400	Engineers-Contractual CR		4,244.73
Total A Fund		4,244.73	4,244.73

TOWN BOARD MEETING

Town of Westfield

September 9, 2020

Set Public Hearings:

- ***Councilman Martha Bills made the motion to set a Public Hearing for the Sherman Fire Protection District at 7:20pm and Westfield Fire Protection District at 7:25pm on October 7, 2020. Seconded by Councilman James Herbert and carried unanimously.***

At 8:31pm Councilman David Brown moved and Councilman David Spann seconded a motion to audit the bills and carried unanimously.

Warrants dated September 9, 2020(voucher #'s 460-523) in the amount of \$46,522.80 were drawn on the following funds:

General	\$34,290.79	Shorehaven Water Project	\$2.50
General Part-Town	\$53.10	Forest Park Sewer	\$35.30
Highway	\$2,116.09		
Highway Part-Town	\$10,025.02		

Warrants dated September 9, 2020(voucher #'s 68-78) in the amount of \$6,270.54(were drawn on the following funds:

Welch Building	\$6,270.54
----------------	------------

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 Herbert, aye; Councilman Spann, aye, Councilman Northrop, aye;

There being no further business, at 8:50 pm Supervisor Martha Bills moved and Councilman David Spann seconded a motion to move to executive session to discuss lease of real property. Unanimously carried.

At 9:10 pm Supervisor Martha Bills made the motion to move out of executive session, and return to regular session. Seconded by Councilman David Brown and carried unanimously.

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

Resolution No. 52 of 2020

RESOLVED, that Town Supervisor Martha Bills is hereby authorized to negotiate the final terms and conditions of and execute with Plantrol Systems, a lease agreement for approximately 400 square feet of office space in the Welch Building, 2 South Portage Street, Westfield New York, at the rate of \$500.00 per month at the rate of \$6,000.00 per year. Subject to permissive referendum, the resolution that follows

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

At 9:10 pm Supervisor Bills moved and Councilman David Brown seconded a motion to adjourn and carried unanimously.

Respectfully submitted,

//original signed//

Andrea L Babcock, Town Clerk