

TOWN BOARD MEETING

Town of Westfield

January 4, 2023

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:

Supervisor:	Martha R. Bills	Guest:	William Bauer
Councilmen:	David Brown		Marybelle Beigh, Historian
	James Herbert		Collin Hoffman
	Will Northrop		Cody Hoffman
			Don McCord

Highway Superintendent: David Babcock

Code Officer: Bonnie Rae Strickland

Town Attorney: Joel Seachrist

Town Clerk: Andrea L. Babcock

Pledge of Allegiance

Councilman Will Northrop made the motion to waive the reading of the December 7, 2022, meeting minutes inasmuch as all members received a copy thereof and the minutes be accepted. Councilman David Brown seconded the motion. The motion was carried unanimously.

Reports:

Supervisor Bills presented the monthly report on the Town's finances for the month of December. All Board members have received a copy of the report for December and is accepted as submitted.

The Town Clerk's report together with a check in the amount of 3,675.51 representing fees for the month of December 2022 was turned over to the Town Supervisor. A check for \$45.00 representing fees for the month of December to NYS Department of Health, Marriage Licenses and a check in the amount of \$33.00 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$18.90 will be withdrawn on the 13th. Annual Report for 2022 was presented to the board.

The Dog Warden's report for December 2022 was not received.

The Fire Department Report for November 2022 was not received.

The Town Court report for November 2022 was received and placed on file.

The Historian report for December 2022 was received and placed on file.

The WPD report for December 2022 was received and placed on file.

Highway:

- The Town Highway Superintendent discussed plowing roads, fuel and gas usages was received and placed on file.
- The Town of Westfield Highway Department 2022 jobs completed report for the Town of Westfield was received and placed on file.

Code Enforcement:

- The Code Enforcement Officer submitted a written report for December 2022 was received and placed on file.

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Barcelona Harbor:

- Pier operations are closed for the season.
- Discussed the recent winter storm over the Christmas holidays and the damage and debris.
- Continuous support from the Army Corp, Homeland Security and the County and are aware of the ongoing breakwall issues. They are looking for funding and a better solution to the ongoing problem.

Public Comments:

None

Announcements:

- Annual Audit of Books. Discussed potentially January 10th at 3:30pm if all departments can meet.
- Association of Towns Annual Meeting in NYC will be held February 20-23.

Old Business:

- Route 5 Water District No. 2 is being reviewed by the engineer. Easement letters and agreements are drafted for residents.
- The Welch Trail project has received an extension for one year to complete.
- The sale of the Welch Building is moving forward. The Village is having meetings for a site plan review and a Special Use Permit was issued. More information will be available at the next meeting.

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New Business:

Councilman Will Northrop offered the following resolutions 1 through 5.

Resolution No. 1 of 2023
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 2023
Salaries

“That the Town Board hereby fix the salaries of the Town employees and elected officials for the year 2023 as follows:”

Supervisor	\$20,000 annual to be paid quarterly
Councilmen (4)	\$ 3,000 annual to be paid annually
Town Clerk	\$36,370 annual to be paid bi-weekly
Highway Superintendent	\$64,302 annual to be paid bi-weekly
Justice (2)	\$ 7,283 annual to be paid quarterly
Highway Employees	MEO's - Minimum \$21.00 to \$24.33 /hr - Maximum overtime \$36.50/hr
Deputy Highway Superintendent	\$ 2,000 annual to be paid quarterly
Deputy Supervisor	\$ 2,700 annual to be paid annually
Transfer Station Attendant-Laborers	\$16.00 min/hourly- paid bi-weekly
Code Enforcement	\$22,732 annual to be paid bi-weekly
Safety Inspections Clerk	\$ 15.30 hourly/to be paid bi-weekly
Assessor	\$53,544 annual to be paid bi-weekly
Court Clerk	\$38,092 annual to be paid bi-weekly
Deputy Court Clerk	\$ 15.30 hourly/to be paid bi-weekly
Deputy Town Clerk	\$ 15.30 hourly/to be paid bi-weekly
Registrar of Vital Statistics	Fees allowed by the State-paid on a monthly basis
Deputy Registrar of Vital Statistics	Fees allowed by the State-paid on a monthly basis
Bookkeeper	\$34,893 annual to be paid bi-weekly
Personnel	\$11,500 annual to be paid bi-weekly
Tax Collector	\$ 7,803 annual to be paid bi-weekly
Deputy Tax Collector	\$ 1,000 annual to be paid bi-weekly-January-March
Recreation Workers	\$ 14.20 min/hr. & \$15.30 max/hr. paid bi-weekly
Dog Control Officer	\$ 7,960 annual to be paid bi-weekly

Resolution No. 3 of 2023
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,

RESOLVED, that Community Bank of Westfield, M & T Bank of Jamestown and Mayville, MBIA Class, are hereby designated as depositories in which the Supervisor, Bookkeeper, Town Clerk, Tax Collector and Court Clerk shall deposit all monies coming into their hands.”

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Resolution No. 4 of 2023

Official Newspapers

BE IT RESOLVED, "That the *Westfield Republican* and the *Observer* newspaper be designated as the official newspaper of the Town for the year 2023.

Resolution No. 5 of 2023

2023 Annual Appointments

Andrea L. Babcock	Registrar of Vital Records / Records Management Officer
Andrea L. Babcock	Tax Collector
Gabrielle Ferguson	Deputy Town Clerk
Gabrielle Ferguson	Deputy Tax Collector
Jill Fredd	Bookkeeper / Asset Manager
Jill Fredd	Personnel
Bonnie Rae Strickland	Code Enforcement / Zoning Officer
Lindsay Simpson	Safety Inspections Clerk
Marybelle Beigh	Historian
Julie Martin	Clerk to the Court
Lisa Haltiner	Deputy Clerk to the Court
Richard Ossman	Deputy Highway Superintendent
Chuck Raynor	Dog Control Officer
Barbara Johnson	Harbor Master

Planning Board

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

Zoning Board of Appeals

Wayne Harrington (Chairman)	William Bauer
Linda Wolfe	Derek Johnson
Bradley Szymczak	

Town Committees

Harbor	Martha Bills, David Spann, James Herbert
Security & Technology	Marth Bills, David Brown
Transfer Station	Martha Bills, David Brown, Will Northrop
Highway	Martha Bills, David Spann & Will Northrop
Personnel	Martha Bills & David Brown & David Spann
Website	David Brown, Martha Bills, Andrea Babcock & Joel Seachrist

Fire Dept. Liaison - David Brown

Process Server - David Haskin

Town Constable- Peter Kunow

This 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.

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

Resolution No. 6 of 2023

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 David Brown. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman James Herbert, aye, Councilman Will Northrop, aye.

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

Resolution No. 7 of 2023

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 \$150,000.00 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. Sealing (oil) roads – Taylor Rd .58 miles, Lyons Rd 1.5 miles, Kent Rd .17 miles.
2. Should the Town receive funds under the Consolidated Highway Improvement Project System (CHIPS), Funds estimated for 2023 \$128,036.00. Blacktop-Finish Lyons Road and Lombard Road. Start Mt. Baldy Road.

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 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 Brown. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman James Herbert, aye, Councilman Will Northrop, aye.

Supervisor Martha Bills offered the following resolution and moved for its adoption

Resolution No. 8 of 2023

Town of Westfield

Appointment of Deputy Supervisor

RESOLVED, that Councilman David Brown is appointed as Deputy Supervisor for the Town of Westfield for the 2023 calendar year.

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

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

Resolution No. 9 of 2023
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 James Herbert. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman James Herbert, aye, Councilman Will Northrop, aye.

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

Resolution No. 10 of 2023
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 David Brown. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman; Councilman James Herbert, aye, Councilman Will Northrop, aye.

Councilman Will Northrop offered the following budget revision and moved for its adoption

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Subject:	Budget Revision #13 for Budget Year 2022			
Revision Description			Decrease	Increase
To move \$1,522.06 from fund balance to cover the expenditures for Accrued December expenses. The expenditures have exceeded what was budgeted in the 2022 budget for building expenditures for the Welch Building			Expenditures	Expenditures
Budget Journal				
CM2 Fund (Welch Building)				
CM2 599	Appropriated Fund Balance DR		1,522.06	
CM2 1620.420	Building Expenditure Welch CR			1,522.06
Total CM2 Fund			1,522.06	1,522.06
Revision Description			Decrease	Increase
To move \$1,048.93 from the revenue account Misc Revenue From Other Gov'ts to the expense account Machinery - Fuel Slips. We have spent more money in the Machinery - Fuel Slips due to the Town supplying Westfield Central School & The Village of Westfield with fuel due to Westfield Central School's gas tank not being in working condition.			Expenditures	Expenditures
Budget Journal				
DA Fund (Highway - Townwide Fund)				
DA 2389	Misc Revenue From Other Govt DR		1,048.93	
DA 5130.420	Machinery - Fuel Slips CR			1,048.93
Total DA Fund			1,048.93	1,048.93
Revision Description			Decrease	Increase
To move \$164.17 From a fund A1990.400 Contingent Account to cover fund A 7180.400 Parks & Recreation - Contractual. Expenses have exceeded the budget			Expenditures	Expenditures
Budget Journal				
A Fund (General Fund - Townwide)				
A 1990.400	Contingent Account DR		164.17	
A 7180.400	Parks & Recreation - Contractual CR			164.17
Total A Fund			164.17	164.17
Revision Description			Decrease	Increase
To move \$3,268.70 from fund balance to pay Clark Patterson Lee Architecture & Engineering Planning Invoice 87244 for \$2,737.50 & Municipal Solutions, Inc Invoice 18570 for \$281.20 & Seachrist Law Offices, P.C. Invoice 2937 for \$250.00. This Other Water, Contr Expense Account has been set up to record Route 5 Water District #2 expenses until the H Capital project fund is established and funded.			Expenditures	Expenditures
Budget Journal				
A Fund (General Fund - Townwide)				
A 599	Appropriated Fund Balance DR		3,268.70	
A 8389.400	Other Water, Contr Expend-Route 5 Water District 2 CR			3,268.70
Total A Fund			3,268.70	3,268.70
Revision Description			Decrease	Increase
To move money from the chips revenue line to cover the chips expense line.			Expenditures	Expenditures
Budget Journal				
DB Funds(Highway Part Town Fund)				
DB 3501	Consolidated Highway Improvements DR		95,710.37	
DB 5112.400	Permanent Improvements-Chips CR			95,710.37
Total DB Fund			95,710.37	95,710.37
Revision Description			Decrease	Increase
To move \$1,232.46 From A fund A2680 Insurance Recoveries to cover fund A 7180.200 Parks & Recreation - Equipment. This Budget Revision is to move some of the money received from the Town's insurance coverage on the pair building. The claim was due to a vandal breaking the windows.			Expenditures	Expenditures
Budget Journal				
A Fund (General Fund - Townwide)				
A 2680	Insurance Recoveries DR		1,232.46	
A 7180.200	Parks & Recreation - Equipememt CR			1,232.46
Total A Fund			1,232.46	1,232.46
Revision Description			Decrease	Increase
To move \$12,000.00 from fund balance to cover the expenditures for the rental of the long arm excavator used to dredge at the pier			Expenditures	Expenditures
Budget Journal				
CM1 Fund (Harbor Fund)				
CM1 599	Appropriated Fund Balance DR		12,000.00	
CM1 7989.400	Other Culture and Recreation-Contra Expense CR			12,000.00
Total CM1 Fund			12,000.00	12,000.00
Revision Description			Decrease	Increase
To move \$67.50 from A fund A1410.400 Town Clerk-Contractual to A fund A1410.120 Town Clerk- Deputy Personnel Services to cover the Town Clerk's Deputy wages for 2022			Expenditures	Expenditures
Budget Journal				
A Fund (General Fund - Townwide)				
A 1410.400	Town Clerk - Contractual DR		67.50	
A 1410.120	Town Clerk- Deputy Personnel Services CR			67.50
Total A Fund			67.50	67.50
Revision Description			Decrease	Increase
To move \$1,166.58 from DA 9010.800 State Retirement to the expense account DA 5130.420 Machinery - Fuel Slips. We have spent more money in the Machinery - Fuel Slips due to the Town supplying Westfield Central School & The Village of Westfield with fuel due to Westfield Central School's gas tank not being in working condition.			Expenditures	Expenditures
Budget Journal				
DA Fund (Highway - Townwide Fund)				
DA 9010.800	State Retirement DR		1,166.58	
DA 5130.420	Machinery - Fuel Slips CR			1,166.58
Total DA Fund			1,166.58	1,166.58
Revision Description			Decrease	Increase
To move \$471.87 from DA 9010.800 State Retirement to the expense account DA 5130.400 Machinery - Contractual. Expenses have exceeded the budget.			Expenditures	Expenditures
Budget Journal				
DA Fund (Highway - Townwide Fund)				
DA 9010.800	State Retirement DR		471.87	
DA 5130.400	Machinery - Contractual CR			471.87
Total DA Fund			471.87	471.87

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

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

Subject:	Budget Revision #1 for Budget Year 2023		
Revision Description		Decrease	Increase
To move \$1,730.95 from fund balance to cover the expenditures for January 2023 expenses.		Expenditures	Expenditures
Budget Journal			
CM2 Fund (Welch Building)			
CM2 599	Appropriated Fund Balance DR	1,730.95	
CM2 1620.420	Building Expenditure Welch CR		1,730.95
Total CM2 Fund		1,730.95	1,730.95

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

At 8:02pm Supervisor Bills moved and Councilman David Brown seconded a motion to audit the bills

Warrants dated January 4, 2023 (voucher #'s 702-732) in the amount of \$32,485.41 were drawn on the following funds:

General	\$16,147.42
Highway-Town	\$4,302.86
Harbor Fund	\$12,000.00
Forest Park	\$31.56
North Town Water-Shorehaven	\$3.57

Warrants dated January 4, 2023 (voucher #'s 1-20) in the amount of \$9,219.22 were drawn on the following funds:

General	\$7,144.77
General- Part Town	\$410.10
Highway- Townwide Town	\$378.83

Warrants dated January 4, 2023 (voucher #'s 58-60) in the amount of \$1,522.06 were drawn on the following funds:

Welch Bldg.	\$1,522.06
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Warrants dated January 4, 2023 (voucher #'s 1-3) in the amount of \$1,730.95 were drawn on the following funds:

Welch Bldg.	\$1,730.95
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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 Brown. This was seconded by Councilman James Herbert. Voting was as follows: Supervisor Martha Bills, aye; Councilman David Brown, aye; Councilman Will Northrop, aye; James Herbert, aye.

There being no further business at 8:10pm Supervisor Martha Bills moved and Councilman David Brown seconded a motion to adjourn. Unanimously carried.

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