

TOWN BOARD MEETING

Town of Westfield

February 7th, 2018

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:	Tom Tarpley	Glenna Brown	Stephen Aldrich
Councilmen:	David Brown		Don Eno	Ian Pusbach	Lynn Patterson
	David Spann		Marion Eno	Paul Coran	
	Will Northrop		Jonathon McKane	Janet Nass	
Absent:	James Herbert		Amanda McKane	Brady Nusom	
			William Bauer	Jena Brooker	

Highway Superintendent: David Babcock

Code Officer: Bonnie Rae Strickland

Town Attorney: Joel Seachrist

Pledge of Allegiance

Councilman David Brown made the motion to waive the reading of the January 10th 2018 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:

The Town Clerk's report together with a check in the amount of \$2,769.00 representing fees for the month of January 2018 was turned over to Supervisor Bills. A check for \$22.50 representing fees for the month of January to NYS Department of Health, Marriage Licenses and a check in the amount of \$22.50 was turned over to NYS Department of Agriculture and Markets and NYS Decals in the amount of \$0.0 will be withdrawn on the 14th. A check in the amount of \$530.00 representing fees for the month of January was turned over to the Village of Westfield for Registrar of Vital Statistics fees collected.

Supervisor Bills presented the monthly report on the Town's finances for the month of December 2017. The report is always available in the Supervisors office. Everyone is welcome to view. All Board members have received a copy of the report for December 2017 and is accepted as submitted.

The Dog Warden's report for January 2018 was received and placed on file.

The Fire Department Report for and January 2018 was received and placed on file.

The Historian's report for January 2018 was received and placed on file.

The Town Court report for January 2018 was received and placed on file.

The WPD report for January 2018 was received and placed on file.

Highway:

Highway Superintendent highlighted on current projects which included resealing picnic tables for the Pier and making bollards for the harbor, and also highlighted on the gas and fuel usage. Highway Superintendent asked the board to take down the information booth at the harbor. A discussion took place regarding the

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removal of the information booth. Code Enforcement officer, Bonnie Rae Strickland will look into proper removal of the information booth and will have information at the next board meeting.

Code Enforcement:

The Code Enforcement Officer submitted a written report for January 2018 highlighting 3 permits issued in the Town. Inspections of projects and building projects as required have been performed.

- The Zoning/Code/Building Inspection office requested and was granted funding for a new software program to be purchased in 2018. Proposals were discussed. The purchase of Williamson Law of an estimate of \$5,308.76 which includes two users compared to the bas program at a cost of \$10,800.00. Proposals were included in the Code Enforcement Officers report.
- Requesting to purchase an additional Apex sketch program for the office at a cost of approximately \$600 a year.

Barcelona Harbor:

Closed for the Season

Public Comment:

- Lynn Patterson presented the board with a letter from the Westfield Little League requesting permission to use the PA system at the Westfield Little League field. Supervisor Bills asked Ms. Patterson to speak with the Village in regards to the Village ordinance.
- Don Eno asked about the status of East Lake road, the Town is waiting for a response of the revised preliminary application.

Announcements:

- February 20th at 6:30pm Fire Truck dedication will be held at the Fire Hall on Clinton St. A statement of the cost of the Rescue Truck was presented to the board and the Supervisor discussed the breakdown of the budget.
- Town and County Tax collection: February 7th-February 28th is a 1% penalty phase. March 1-April 2 at a 2% penalty on original bill. Governor Cuomo's executive order prepayment of property taxes prompted the tax collection a week earlier.

Project Updates:

- LWRP maps were displayed for the public to view and are available in the Town office.
- Welch Trail- Spring plans are available in the Town office.
- Court was awarded a grant for the purchase of a safe in the amount of \$1,193.00.
- Councilman David Spann made the motion to set a public hearing ACT Sequoia, LLC at 7:25pm on March 7th, 2018 prior to the Town Board meeting. Councilman Will Northrop seconded the motion and carried unanimously.
- Shorehaven water project: Supervisor Bills made the motion to accept change order #1 for the Shorehaven water project to modify the contract time allotted to achieve substantial completion to April 1, 2018. David Brown seconded the motion and carried unanimously.

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New Business:

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

**Resolution No. 15 of 2018
Audit of 2018 Financial Records**

RESOLVED, that on January 23rd, 2018 the Westfield Town Board met for the purpose of auditing the 2017 Town financial records. All records examined were found to be in order.

BE IT FURTHER RESOLVED, that on January 23rd, 2018 Town Departments submitted their records for examination.

BE IT FURTHER RESOLVED Westfield Town Justices submitted for examination of 2017 court dockets and records. All fines and fees that were collected by the Town Court have been turned over to the proper officials. A report has been prepared using the comptroller's suggested "Checklist for Initial Review of Justice Court Records".

This was 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;

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

**Resolution No. 16 of 2018
Annual Review of Shared Services Highway Agreement w/County**

RESOLVED, that the Town Board of Westfield after thorough review of the County's *Shared Highway Services Agreement* agrees to keep the document in place for the next year.

This was 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

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

**Resolution No. 17 of 2018
Intermunicipal Agreement, Shared Services of the Registrar of Vital Statistics**

RESOLVED, that the Supervisor is authorized to sign an Intermunicipal Agreement with the Village of Westfield governing the payment arrangement with the Village regarding the Village Registrar of Vital Statistics.

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

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

Resolution No. 18 of 2018
Intermunicipal Agreement, Shared Services of the Code Enforcement Officer.

RESOLVED, that the Supervisor is authorized to sign an Intermunicipal Agreement with the Village of Westfield governing the Shared-Service arrangement with the Village regarding the Code Enforcement Officer.

This was 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

At 8:07pm Supervisor Bills moved and David Spann seconded a motion to audit the bills.

Warrants dated February 7, 2018 (voucher #'s 24-80) in the amount of \$68,718.83 were drawn on the following funds:

General	\$48,952.03	Shorehaven Water Project	\$4.57
General Part-Town	\$18,035.00	Forest Park Sewer	\$2,326.32
Highway	\$17,400.91		
Highway Part-Town	\$0.00		

Warrants dated February 7, 2018 (voucher #'s 10-20) in the amount of \$9,715.34 (were drawn on the following funds:

Welch Building	\$9,715.34
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Warrants dated February 7, 2018 (voucher # 1) in the amount of \$29,746.80 were drawn on the following funds:

Shorehaven Water District Capital Project	
H6-8310.400	\$29,746.80

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 David Brown, aye; Councilman David Spann, aye; Councilman Will Northrop, aye;

There being no further business, at 8:43pm Supervisor Martha Bills moved and Councilman David Spann seconded a motion to move to executive session to discuss proposed acquisition of real property with

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Highway Superintendent David Babcock and to discuss a particular personnel history. Unanimously carried.

At 9:15pm Supervisor Martha Bills moved and Councilman David Spann seconded a motion to return to regular session. Unanimously carried.

No action was taken.

There being no further business at 9:15pm Supervisor Martha Bills moved and Councilman David Brown seconded a motion to adjourn. Unanimously carried.

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