

VILLAGE BOARD OF TRUSTEES
DECEMBER 21, 2015 MINUTES
Mayor Mike VandeVelde presiding

MEMBERS: Rob Cochran, Dave Brooker, Mike Catalano, Al Holbrook

OTHERS: Vince Luce, Rob Genthner, Tye Flurie, Bill Bills, Andrew Thompson, Becki Paternosh, Andrew Webster, Venn Blakely, Erin Schuster, Jim Pacanowski, Ed LeBarron, Tom Tarpley, Jeremy Izzio (Dk. Observer), William Christ, Marybelle Beigh, Ann Kneer

**MAYOR/BOARD
MINUTES**

The Board made a motion to approve the minutes of 11/16/15 by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously.

SCHEDULE PUBLIC HEARING

The Board made a motion by Trustee Cochran, seconded by Trustee Brooker and was carried unanimously to schedule a Public Hearing for a Local Law to eliminate Section 155-32 from the Code due to the conflict with Section 155-10 per recommendation from the Planning Board for January 18, 2016 @ 7:00 p.m.

2016 HOLIDAY SCHEDULE

The Board made a motion to approve the 2016 Holiday Schedule by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.

2016 VILLAGE BOARD SCHEDULE

The Board made a motion to approve the Village Board schedule for 2016 by Trustee Holbrook, seconded by Trustee Brooker and was carried unanimously.

RESOLUTION #21-2016 LEVEL 3 APPLICATIONS FOR CORRECTED TAX ROLLS

The Board made a motion to approve the Resolution (see attached) by Trustee Holbrook seconded by Trustee Brooker and was carried unanimously.

EXECUTIVE SESSION

POLICE DEPARTMENT

MONTHLY & OVERTIME REPORT

The board made a motion to approve the Monthly/Overtime report on a motion made by Trustee Brooker, seconded by Trustee Cochran and was carried unanimously.

DISCUSS RADIOS FOR POLICE AND FIRE DEPARTMENTS

Police Chief Rob Genthner stated that he received notification from the Chautauqua County Sheriff's Department that due to the change at the County to a newer communication system, he is estimating that in order to be in compliance and to ensure adequate coverage, the Village of Westfield would have to spend approximately \$53,547.40. This is money that was not budgeted because the Village just upgraded its radio systems two years ago to be FCC compliant. The Chief thought that testing for the new system was supposed to be completed this coming summer with implementation by December of 2016. It appears that this timeline has been reduced from what he is hearing. He is awaiting a letter from the Sheriff's Department detailing what the WPD would exactly need to meet the Sheriff's requirements. Rob pointed out that none of the Departments have the money to meet these expectations but he did hear that the Sheriff was going to provide some new units to the Town of Ellicott Police Department.

Fire Chief Bill Bills said that according to his analysis, the Fire Department was able to pare down its original estimate by approximately \$40,000 and that the WFD would be functional under the new system with approximately \$62,000 in expenditures. His original estimates were anywhere from \$80 to \$120k.

Although the Police Department does not have a Capital Reserve fund, the Fire Department does and would be able to spend from this reserve subject to permissive referendum. The Police would require an appropriation from Fund Balance.

After much discussion, the Board decided to wait until the Police Chief gets the letter from the Sheriff's Department before any further action on Police Department radios. The Mayor suggested a special meeting could be held once Rob had all of the information in place.

On a motion by Trustee Catalano, seconded by Trustee Cochran and carried unanimously, the Board approved expenditure from the Fire Department Equipment Capital Reserve Fund in an amount not to exceed \$62,000 for radios for the Fire Department, subject to Permissive Referendum.

**FIRE DEPARTMENT
MONTHLY REPORT**

The Board made a motion to approve the Monthly Report by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.

TRAINING AND TRAVEL FOR TRAINING

The Board made a motion to approve \$114 for travel and training expenses to Marsha Holland by Trustee Cochran, seconded by Trustee Brooker and was carried unanimously.

DECLARE EQUIPMENT SURPLUS

The Board made a motion to declare the 35 yr. old washing machine as surplus to be disposed of at the Chief's discretion by Trustee Holbrook, seconded by Trustee Brooker and was carried unanimously.

R-291 OUT OF SERVICE

The R-291(1983 Ford) has been taken out of service for a one month period of time due to electrical issues. It was noted among other things that the oil pan is obsolete on this particular vehicle. The Mayor directed the Chief to have the vehicle assessed for repairs and a cost estimate developed before any further action on this vehicle.

**RECREATION DEPARTMENT
MONTHLY & OVERTIME REPORT**

The Board made a motion to approve the Monthly Report with no overtime hours by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously.

EXECUTIVE SESSION TO DISCUSS PERSONNEL

**CODE ENFORCEMENT
MONTHLY REPORT**

The Board made a motion to approve the Monthly Report by Trustee Cochran, seconded by Trustee Brooker and was carried unanimously.

Code Officer Jim Pacanowski will make a call to Empire Building Diagnostics to have the back of the Portage Inn demolition area fenced in to secure it. As originally stated hopefully the cleanup will be accomplished within the next month or so.

It was noted there will be a Fitness Center renting the building next to Brazill's by May 1st. There will be another building empty following the Auction at Saraf's. Jim noted the building will be difficult to utilize because of its size.

HISTORIAN

MONTHLY REPORT

The motion was made to approve the Historian Monthly Report by Trustee Brooker, seconded by Trustee Catalano and was carried unanimously.

PUBLIC WORKS

MONTHLY & OVERTIME REPORT

The Board made a motion to approve the Overtime Report of 55.5 hours and the Monthly Report by Trustee Cochran, seconded by Trustee Holbrook and was carried unanimously.

ELECTRIC DEPARTMENT

MONTHLY & OVERTIME REPORT

The Board made a motion to approve the Overtime Report of 82.8 hours and Monthly Report by Trustee Catalano, seconded by Trustee Brooker and was carried unanimously.

AWARD REPLACEMENT OF TRANSMISSION STRUCTURES BID

The Board made a motion to award the bid for replacement of two 115 KV transmission structures in the amount of \$92,384.91 to O'Connell Electric Company by Trustee Holbrook, seconded by Trustee Cochran and was carried unanimously. The other bid received was from Northline Utilities in the amount of \$146,000.

APPROVE PURCHASE OF A BUCKET TRUCK FROM ALTEC

The Board made a motion by Trustee Holbrook, seconded by Trustee Brooker and was carried unanimously for purchase from out of the Reserve Fund for a bucket truck from Altec with an addition of a JEMS hybrid unit for a total price not to exceed \$269,385 subject to Permissive Referendum.

Andrew stated the crew tried out the JEMS unit and said it was excellent and would be very helpful.

DISCUSS NYSERDA NY PRIZE FEASIBILITY STUDY

The Board made a motion by Trustee Catalano, seconded by Trustee Cochran and was carried unanimously to approve permission to proceed with Willdan Energy Solutions in applying for Phase 2 funding from NYSERDA.

EXECUTIVE SESSION TO DISCUSS PERSONNEL

SEWER DEPARTMENT

MONTHLY & OVERTIME REPORT

The Board made a motion to approve the Overtime Report of 3 hours and the Monthly Report by Trustee Cochran, seconded by Trustee Brooker and was carried unanimously.

DISCUSS REQUEST FOR ASSIST WITH BACKFLOW PREVENTER FOR BAPTIST CHURCH

The Baptist Church requested assistance from the Village with the backflow preventer to either help pay for some of the materials or to do some of the work. Because it is on private property, normally this is the responsibility of the entity. The board took no action on this.

WATER DEPARTMENT

MONTHLY & OVERTIME REPORT

The Board made a motion to approve the Overtime Report of 11.5 hours and the Monthly Report by Trustee Cochran, seconded by Trustee Catalano and was carried unanimously.

CLARK PETERSON LEE FOR PRELIM ENGINEERING REPORT

Andrew sent on a proposal from Clark Peterson Lee to do a preliminary engineering study for \$4,500 for several water projects. The NYS Environmental Facilities Corp. has announced \$50-100 million worth of funding for water projects. We weren't able to apply by the deadline as the engineering study hadn't been completed, and we would need to approve a bond resolution and an environmental review would have to be done.

The Board made the motion to approve Clark Peterson Lee to do a preliminary Engineering Report for EFT by Trustee Cochran, seconded by Trustee Brooker and was carried unanimously.

WEST SIDE GENERATOR

Trustee Brooker inquired about the generator that is on the edge of the bank. Ed replied it is still operating the lower pump station. Water St. is not online as yet, so that must be kept active until the new pump station is completed.

TREASURER

MONTHLY & OVERTIME REPORT

There was no overtime reported.

AUGUST & SEPTEMBER FINANCIAL STATEMENTS

The Board made a motion to approve the August and September Financial Statements by Trustee Brooker, seconded by Trustee Cochran and was carried unanimously.

CLERK

MONTHLY & OVERTIME REPORT

There was no overtime reported.

WARRANTS

The following warrants, excluding the one from Jack’s Welding, were approved on a motion made by Trustee Cochran, seconded by Trustee Holbrook, the motion was carried.

Water	#32	\$75,976.98
Sewer	#31	93,326.89
General	#32	168,146.60
Electric	#30	281,296.09
Water	#34	4,541.68
Sewer	#33	32,936.07
General	#34	33,174.67
Electric	#32	249,290.36
Capital	#13	2,407.53

The warrant from Jack’s Welding was approved on a motion made by Trustee Cochran, seconded by Trustee Holbrook, with Trustee Catalano abstaining, the motion was carried.

There was a question of expenditure in the amount of \$109 through Amazon with no information given. Venn explained it was for (2) indoor soccer nets.

Also, a question was raised regarding the replacement of a showerhead in the girl’s locker room at the Welch Field for upwards of \$700. Venn stated it was for some heater and bathroom repairs which were completed as well.

EXECUTIVE SESSION

The board made a motion to enter into Executive Session to discuss Personnel for the Recreation Department by Trustee Brooker, seconded by Trustee Catalano and was carried unanimously.

Following Executive Session the board made a motion to re-enter regular session on a motion made by Trustee Brooker, seconded by Trustee Catalano and was carried unanimously.

ACTION

Action taken as a result of the Executive Session is as follows:

The board made a motion by Trustee Holbrook, seconded by Trustee Catalano and was carried unanimously to appoint Andrew Webster to a

full time position as Recreation Director as of February 1st with salary to be determined.

The board briefly discussed the establishment of a Policy Committee and a Contract Committee with Trustee Holbrook and Trustee Cochran to be in charge.

There being no further business to come before the Board the meeting was adjourned on a motion made by Trustee Holbrook, seconded by Trustee Brooker and was carried unanimously.

Respectfully Submitted by:

Vincent E. Luce
Administrator/Clerk