

**TOWN OF WESTERLO
SPECIAL TOWN BOARD & WORKSHOP MEETING
TUESDAY, DECEMBER 1, 2020**

The Town of Westerlo Town Board held a Special Town Board and Workshop meeting on Tuesday, December 1, 2020 via Zoom # 91571318179. Supervisor Bichteman opened the meeting at 7:00 PM with the Pledge of Allegiance to the Flag.

ATTENDING WERE: Supervisor William F. Bichteman, Jr.

Councilman Matthew Kryzak

Councilman Joseph J. Boone

Councilwoman Amie L. Burnside

Councilman Richard Filkins

Also attending were: ZBA Chairman John Sefcik, Planning Board Chairwoman Dorothy Verch, Grant Writer Dr. Nicole Ambrosio, Town Clerk Karla Weaver and one interested resident.

TOWN HALL & PARK SECURITY

Supervisor Bichteman advised he received a quote from Fire, Security & Sound regarding potential security at the Town Hall. They visited the site but he believes the quote is expensive. The quote included a camera which would be mounted on the south entrance of the Town Hall and at the water building at the town park since there is power there and an existing phone line.

Councilman Kryzak ruled out ADT as they do not cover this area. He hopes to have a quote from another company for the December 15th meeting.

PLANNING & ZBA BOARDS SALARIES

Currently, Planning and Zoning Board members receive \$156 per meeting and the Chairpersons receive \$281 per meeting. Supervisor Bichteman shared that there were no meetings in April or May this year due to COVID-19, however since January, there were a total of 181 hours spent and a total cost of \$3,463.00 for the meetings. This amount also includes 4 hours per meeting for the Clerk to the Boards time taking and producing minutes. He suggested leaving the rate for the Clerk the same however, the budget needs to be back in line. Councilwoman Burnside believed it was the Clerk's responsibility to do the abutter lists and certified letters however Supervisor Bichteman advised that it is not supposed to be one of her duties, it just evolved over time. ZBA Chairman Sefcik advised the abutter list is provided to the applicant and the applicant is responsible for sending out the certified letters. Planning Board Chairperson Verch indicated the Assessor had an easier way of obtaining abutter lists that would save time. Supervisor Bichteman also indicated that currently the Clerk is submitting ads however he believed that should be a job of the Town Clerk.

The Town Board discussed paying the Planning & Zoning Board members by meeting however Mr. Sefcik mentioned the Board should be specific as to constitutes a meeting. He indicated if the ZBA is discussing an application or holding a public hearing those are meetings. Pre COVID, he advised the ZBA would sometimes meet to discuss other topics if they didn't have any

business before them. The Town Board was in agreement to allow the Chairman of the Boards to decide what constitutes a meeting. It was mentioned that site visits are not paid for and if there were a need for additional monthly meetings, the costs would be reimbursed through escrow money.

WESTERLO MUSUEM

Supervisor Bichteman suggested a major overhaul of the management structure such as the remaining trustees and budgeting of the Museum needs to be discussed. There have not been any activities and the Town is currently paying for the propane heat, telephone, alarm and internet, although the internet service will be turned off since it is unused. He also advised that the Town Historian is retiring. Councilman Boone offered to be a liaison for the Museum. No decisions were made.

REVIEW 2021 APPOINTMEES/SALARIES

PLANNING & ZONING

Supervisor Bichteman would like to re-advertise the vacancy on the Planning Board.

Councilwoman Burnside made a motion to adopt the following resolution:

WHEREAS: There remains a vacancy on the Town of Westerlo Planning Board due to the resignation of Doyle Shaver, be it hereby

RESOLVED: the Town of Westerlo re-advertise the Planning Board vacancy for two (2) weeks as well as advertise on the town Facebook page.

Councilman Filkins seconded the motion, a vote resulted as follows.

AYES: Councilwoman Burnside, Councilman Filkins, Councilman Boone,
Councilman Kryzak, Supervisor Bichteman

NAYS: None

RESOLUTION # 78 -2020 was duly adopted.

VOLUNTEER COMMITTEES

Supervisor Bichteman advised that the Broadband Research Committee (BRC) and Hometown Heroes Committee are known as citizen committees. He informed they are not funded by the town, have no statutory requirement and are volunteer committees comprised of citizens who have an interest in promoting those things for the good of the town. The Town still make the appointments, sets guidelines and tasks but those committees are exempt from Open Meetings Law, although still encouraged. The Museum, Planning & Zoning Boards however have statutory requirements. He advised that the BRC terms all expire December 2020 and can be extended.

LIBRARY STAFF SALARY

Mr. Bichteman indicated the Library has not gotten back to him regarding their staff rates yet. None of the Trustee terms expire, it will just be a reappointment of the same people.

ELECTED OFFICIALS & APPOINTEES-WORK HOURS/SALARY DISCUSSION

In preparing for the 2021 Organizational meeting and appointments, Supervisor Bichteman mentioned the following changes will need to be made:

- Register of Vital Statistics will now be Karla Weaver as opposed to Kathleen Spinnato.
- Deputy Clerks, Kathleen Spinnato and second would be vacant.
- Town Historian -vacant as of January 1st, may want to advertise on Facebook
- There will not be a Clerk to the Assessor
- Grant Writer-would like to continue pro bono and requests that the Board send her items the Town would like her to look into. Supervisor Bichteman gave an update on the Record Room grant advising the State will only pay 80% of remaining purchases and the Town will need to pay 20%.
- Superintendent of Highways rate changed
- Assessor's Clerk is eliminated
- Code Enforcement Officer's salary is incorrect and needs to be changed.
- Salary for Planning & Zoning Board will be changed to per meeting rate
- Need to reappoint ZBA member Pam Schriever, term expires in December 2020
- Water Board member Kelley Keefe needs to be reappointed, term expires in December 2020

All other positions remain the same.

PRINTING OF 2021 PROPERTY TAX BILLS

The Town of Westerlo needs to renew the contract with Applied Business Systems (ABS) for the printing of the Property Tax bills for the 2021 year. Councilman Kryzak made a motion to adopt the following resolution:

WHEREAS: The contract from ABS needs to be renewed for the printing and mailing of the 2021 Property Tax bills, be it hereby

RESOLVED: The Town Board authorizes the Supervisor to enter into contract with ABS for the 2021 Property Tax bills to be printed and mailed out.

Councilwoman Burnside seconded the motion, a vote resulted as follows:

AYES: Councilman Boone, Councilman Filkins, Councilman Kryzak, Supervisor Bichteman, Councilwoman Burnside

NAYS: None

RESOLUTION # 79 -2020 was duly adopted.

PUBLIC COMMENTS

In regards to COVID-19, Councilwoman Burnside wondered if all departments were functioning. Supervisor Bichteman advised some highway employees have been out of work however were being paid for any COVID related absences. The Highway Superintendent has been working limitedly and contact is minimized. Councilwoman Burnside fears there will be an outbreak during a snow storm. Supervisor Bichteman indicated that the Town Clerk's office is working a limited schedule at this point and he and his Clerk are in. The Town Hall is only open by appointment and everyone in the building is wearing masks all the time. He is relying on the County to determine when the Town Hall can reopen.

ZBA Chairman Sefcik asked about the transfer station permit application and enforcement. Supervisor Bichteman did not believe the permits would be enforced in January. He advised he received some complaints on residents not wearing masks at the Transfer Station, however has discouraged the employees from trying to enforce it. He has however asked the sheriff's department to visit on a regular basis.

Councilman Boone asked about the possibility of putting the Town Board emails on the website. It was suggested to add the Chairman of the Planning and Zoning Board's on the website as well.

With there being no further business to discuss, Councilman Filkins made a motion to adjourn the Special Town Board and Workshop meeting. Seconded by Councilman Kryzak, all in favor motion carried. Meeting adjourned at 8:23 pm.

Respectfully submitted,

Karla Weaver
Deputy Town Clerk II