

**WESTERLO TOWN BOARD
WORKSHOP MEETING
OF
TUESDAY, MARCH 3, 2020**

The Town of Westerlo Town Board held a workshop meeting on March 3, 2020 at the Richard H. Rapp Municipal Building located at 933 County Route 401, Westerlo, NY. Supervisor Bichteman opened the workshop at 7:00 PM with the Pledge of Allegiance to the Flag.

Attending were: Supervisor William Bichteman Jr.
Councilwoman Amie L. Burnside
Councilman Richard Filkins
Councilman Matthew Kryzak

Absent were: Councilman Joseph J. Boone

Also attending were: Historian Dennis Fancher, Planning Board Chairperson Dorothy Verch, Zoning Board Chairperson John Sefcik, Highway Superintendent Jody Ostrander, Deputy Town Clerk II Karla Weaver and approximately 5 residents.

EMPLOYEE HANDBOOK REVIEW & REVISION

Supervisor Bichteman advised that after further review of Section 702 Overtime pay - Compensatory time off, it seems that eliminating the dates in this section would make sense to allow employees to use compensatory time as needed throughout the year. At the March Town Board meeting he will recommend the following adjustment for the paragraph to read "At the discretion of the employee's Department Head and in lieu of overtime pay, an employee may request and be granted compensatory time off for overtime hours worked. Compensatory time may accrue to a maximum of 75 hours off and may be taken with consent of the Department Head".

IMPLEMENTING PROTON MAIL

Supervisor Bichteman mentioned there were some issues with the new email and if anyone was in need of assistance to contact him.

MEETING MINUTES

Supervisor Bichteman indicated that Town Board meeting minutes take the Town Clerk's staff a long time to create due to all of the detail and attachments, however mentioned certain information such as resolutions and motions are statutorily required to be published. He was bringing this to the Town Board in hopes to find a way to relieve the staff. Discussion continued regarding establishing a policy for the Town Clerk's staff to follow and the possibility to post more to the website. Town Clerk Spinnato believed that having some detail has proved to be very helpful as it can explain why a decision was made.

PROPOSED PLANNING AND ZONING POLICIES

Supervisor Bichteman indicated that the Planning Board requested more time for review of the draft Planning Policies which he provided at the February Town Board meeting. Mr. Bichteman mentioned that the Planning Board currently completes the draft SEQR form however, after speaking to Attorney Afzali, he was advised that it is in the best interest of the Town to have the applicant complete the forms even though their version is not binding. Discussion continued.

Supervisor Bichteman mentioned on page 3, #2 under Fees and Escrow, consultant and legal fees should be included.

The Consultant Review section was reviewed. Mr. Bichteman did not believe it was clear in the policy that it's the applicant's responsibility to provide escrow money for legal advice and indicated it should be revised and suggested adding in a 2a. He indicated the language should be similar to "The chairperson as such need may arise, may request the Town Board to provide a professional consultant for evaluation in connection with the review on any application before the Planning Board." He believed this would give the Planning Board some authority to post the escrow or have the escrow to cover that amount. Discussion continued regarding the hiring of engineers and escrow fees. There was a suggestion to clarify the word "Board" throughout the document as it is not clear.

Discussion regarding record keeping and agendas ensued; specifically when agendas should be available to the public.

BANK OF GREENE COUNTY

Supervisor Bichteman explained that he visited the Bank of Greene County in Westerlo recently regarding a BAN for the Town of Westerlo which prompted his interest in banking with them. He indicated they are located in the Town of Westerlo and would decrease mileage costs. He provided documentation regarding the remaining accounts at the National Bank of Cocksackie and what the earned interest would be versus what the Town could potentially receive from Bank of Greene County based on their commercial rates. He mentioned a benefit to Bank of Greene County is the interest earned from either checking or savings accounts would be the same eliminating the need to have savings accounts and transfers. He mentioned they could also assist with tax collection, are open on Saturdays and offer free direct deposit for employees.

A resident questioned data security with being able to scan checks to the Bank of Greene County.

PUBLIC COMMENT

It was mentioned that no light can be placed on the pole across the street from the Town Hall to help light up the flag because there is no transformer. Other options are being explored.

No other comments.

PUBLIC COMMENT

There being no further business to discuss, Councilman Kryzak made a motion to adjourn the meeting, seconded by Councilwoman Burnside, motion carried by those present. Meeting adjourned at 8:07pm.

Respectfully submitted,

Karla Weaver