

**TOWN OF WESTERLO
REGULAR TOWN BOARD
MEETING OF
TUESDAY, FEBRUARY 16, 2021**

The Town of Westerlo Town Board held a regular Town Board meeting on Tuesday, Feb. 16, 2021 via ZOOM # 93051000713. Supervisor Bichteman opened the meeting 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
Councilman Joseph J. Boone

Zoom attendees: Planning Board Chairperson Verch and members Edwin Steven and Beau Loendorf, ZBA Chairperson Henck, Highway Employees Justin Case and Salvatore Spinnato, Attorney Afzali, Library Trustee Laura Tenney, Deputy Town Clerk Kathleen Spinnato, Town Clerk Karla Weaver and approximately five interested residents.

TOWN BOARD MINUTES

Councilman Kryzak made a motion to approve the Town Board minutes of 1/26/21. Councilman Filkins seconded, all in favor motion carried.

SUPERVISOR'S MONTHLY REPORT & INVESTMENT REPORT (JANUARY 2021)

Councilman Boone made a motion to approve the Supervisor's report and Investment report both for January 2021. Councilman Kryzak seconded, all in favor motion carried.

TOWN COURT REPORT ANNUAL FOR 2020

Councilman Kryzak made a motion to approve the Town Court annual report for 2020. Councilwoman Burnside seconded, all in favor motion carried.

TOWN CLERK ANNUAL REPORT (JANUARY)

Councilwoman Burnside made a motion to approve the Town Clerk's report for January. Councilman Boone seconded, all in favor motion carried.

PAYMENT OF MONTHLY BILLS (FEBRUARY)

Supervisor Bichteman made a motion to adopt the following resolution:

WHEREAS: the monthly bills have been audited by the town board, be it hereby

RESOLVED: that the following February invoices be paid Voucher # 40 through Voucher # 76 in the amount of \$31,992.25.

Councilman Kryzak seconded; a vote resulted as follows:

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

NAYS: Councilman Filkins

RESOLUTION # 31 -2021 was duly adopted.

Councilman Filkins questioned why the Town needed a chair rack. The Supervisor responded it was in the budget and they were a tripping hazard.

TAX COLLECTOR'S REPORT FOR JANUARY

The Tax Collector's report for January was submitted for approval. Supervisor Bichteman indicated that the report was unsigned and did not need to be approved, Attorney Afzali agreed.

OLD BUSINESS

TOWN PARK SECURITY

Supervisor Bichteman advised there were three proposals submitted for both the Town Hall and Town Park. Each proposal has two cameras at each location. The first is for a DVR recorder set up with two cameras stationed at both locations. The other two proposals were for a wireless network which would be connected to a receiver located at the Town Hall and would also include two cameras at both locations. The price ranges from \$3,500-\$4,400 and he is requesting that the Town Board set a not to exceed amount of \$4,500.

A resident expressed concern for videos being stored on site, indicating that all the footage would be gone if anything happened at the Town Hall. Mr. Bichteman mentioned the proposal allows for equipment to be stored in the same room as the computer hardware. The resident also questioned if the Town developed any kind of policy, protocol or standard operating procedure prior to installation, including record retention. She believed personnel needs to be addressed, IT and technology policies need to be updated and record retention policy should be reviewed. Discussion continued.

Councilman Kryzak made a motion to adopt the following resolution:

WHEREAS: Town Hall and Town Park security system options are being reviewed, be it hereby

RESOLVED: The Town is not to exceed \$4,500.00 for the purchase of a security system.

Councilman Filkins seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 32 -2021 was duly adopted.

COMPREHENSIVE PLAN RENEWABLE ENERGY SECTION

The renewable energy portion of the Comprehensive Plan needs to be reviewed promptly by the Town Board prior to the expiration of the moratorium. Supervisor Bichteman suggested the Town Board be prepared to discuss this at the March 2nd Workshop meeting.

A resident asked if the public could view the draft Comprehensive Plan. Mr. Bichteman expressed he was reluctant since it is just a draft but indicated there will be opportunity for the public to review the draft at the public hearing prior to the enactment. He mentioned if it is provided to the public it should be done after the Town Board workshop meeting. The resident

advised she is unable to attend Comprehensive Plan meetings and Mr. Bichteman responded he would work something out with her.

HERITAGE MUSEUM

Mr. Bichteman indicated the Museum has been stagnant with very little activity. He and Councilman Boone attended the last Museum meeting where they discussed the restructuring of the Heritage Museum. Supervisor Bichteman indicated he has been unable to find any official authorization for the Museum to exist. He indicated he spoke with the president of the Historical Society Roland Tozer today regarding any records of when the Museum was created. The Historical Society submitted a proposal to the Town in 1998 suggesting the initial Trustees of the Museum and that as their terms expired, the Town would appoint/reappoint people to those positions going forward. Nothing has been found authorizing the Town to have the Museum or to even fund it. If no records can be found for the creation of the Museum, the Town can reconstruct the By-Laws and make some changes to revitalize which would enable the Town Board to appoint the Director/Curator to an annual position and establish the Trustees who would manage the Museum's budget and activities. The Town would create a combined budget that would include the Museum, Historical Society and Town Historian who would all work together. Mr. Bichteman advised that the Museum does have a cash account of roughly \$50,000.00 as well as a good set of By-Laws that previous Town Attorney Aline Galgay did, some remnants of applications made for charters which they didn't get and an application to form a 501c-3. Councilman Boone believes the Museum only has two Trustees currently.

The Supervisor advised that he has received an application for the Town Historian position.

A resident asked if the Town considered a stand-alone Museum which wouldn't be funded through the Town but instead through grants. She expressed concern that the Town is funding a Museum that historically has only been open 16 hours a year. The Supervisor responded that the building and artifacts are owned by the Town however indicated it could be handled like the Library where the Town provides a budget but they would also be eligible for grants.

NEW BUSINESS

TOWN HISTORIAN APPOINTMENT

Mr. Bichteman advised that Gayle Hannay applied for the Town Historian position and he would like to make a motion to adopt the following resolution:

WHEREAS: The Town Historian position remains vacant due to the resignation of Dennis Fancher, be it hereby

RESOLVED: The Town Board appoint Gayle Hannay as the new Town Historian.

Councilman Kryzak seconded; a vote resulted as follows:

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

NAYS: Councilman Filkins

RESOLUTION # 33 -2021 was duly adopted.

LEASE FOR COPIER

The current Ricoh copier which is owned by the Town and operated through a service agreement for ink and maintenance is breaking down more frequently. The Town currently pays an average monthly fee of \$159.00. It prints 20 copies a minute and is not bluetooth. To replace it with a new Ricoh copier, the cost of black and white and color is the same but the average monthly fee would be \$168.00 for 25 copies a minute. The copier the Town is going to lease is a Toshiba with an average monthly fee of \$164.00 and is bluetooth. Both new machines include a service plan and the cost of the machine was included in the budget.

2021 TOWN OF WESTERLO BUDGET CODE AMENDMENT

Mr. Bichteman advised that because the format was changed with the new budget, the codes don't line up so they have to be moved to new numbers. No change has been made to the budget, just the codes. Councilman Kryzak made a motion to adopt the following resolution:

WHEREAS: The Supervisor has advised that account codes need to be changed, be it hereby

RESOLVED: the following codes be changed:

1410.21	to	1410.25	Town Clerk Capital Office Equipment
1410.22	to	1410.23	Town Clerk Furniture/Fixtures
1620.56	to	1620.59	Buildings Contractual First Aide
1620.57	to	1620.60	Buildings Contractual COVID

Councilman Filkins seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 34 -2021 was duly adopted.

TOWN OF WESTERLO MAILBOX/PO BOX

Councilwoman Burnside made a motion to open a PO Box instead of having a mailbox in front of the Town Hall. Councilman Filkins seconded. Supervisor Bichteman did not believe it was a good idea, indicating it was convenient in front of the building. Councilman Kryzak asked if the employees would charge mileage, Mr. Bichteman responded yes and Councilwoman Burnside advised they go to the bank anyway to deposit cash and it puts the liability back at the post office as she personally has had an issue with receiving her mail at the Town Hall. A lockable mailbox, security and the cost for a PO Box and mileage were discussed. The Town Clerk prefers the PO Box for security and indicated she does banking almost daily anyway. Councilwoman Burnside expressed concern that \$500 was spent on a chair rack when there are steps outside crumbling and the PO Box only costs \$90/year. A resident reminded that the reason given for purchasing the chair rack was due to safety precautions and walking to get the mail is also a safety concern. Councilman Kryzak didn't have a preference but also mentioned concern for employees traveling in personal vehicles to get mail. Councilman Boone offered to contact the Post Office for more information and will report back. Councilwoman Burnside tabled the motion until the next Town Board meeting.

PUBLIC COMMENT

Planning Board Chairperson Verch indicated she has interviewed Britta Biggs for the Clerk to the Board's position. Supervisor Bichteman advised that Ms. Biggs was going to be interviewed during this evening's executive session.

Councilwoman Burnside understood there is a new part time Deputy Town Clerk. Town Clerk Weaver advised that Marta Pongo is the new part time Deputy Town Clerk and is also a town resident.

A resident asked what the plan was for opening the Town Hall. Supervisor Bichteman indicated there is still no plan to change the policy but he will follow what the county advises. The Town Hall has never been closed but has been operating by appointment. Town Clerk Weaver mentioned her office is operating the same but she doesn't turn anyone away if they show up without an appointment and can help them.

A resident questioned who is involved in the negotiations with the Highway Department Union contract. Mr. Bichteman advised he is and that the Town Board is briefed and will have the final say as to the signing of the contract. He advised that meetings consist of himself, the Union Representative, Highway Union Representative and his Confidential Secretary to take minutes.

Deputy Town Clerk Spinnato commented on the Tax Collector's report not being approved because it wasn't signed and advised that the reason why the report is brought to the Town Board at a public meeting for approval is when Audit and Control audits the Tax Collector, they require proof in the minutes that the report came before the Town Board. Supervisor Bichteman doesn't have a problem with that if the Collector would like to attest and sign like all the other reports that come before the Town Board. Ms. Weaver indicated many other reports have been approved before the Town Board and if they all of a sudden require this to be signed, she would appreciate that the Board approve the report pending the signed report which she will submit tomorrow. Councilwoman Burnside made a motion to approve the January 2021 tax collector's report pending a signed copy which will be emailed tomorrow. Councilman Kryzak seconded, all in favor motion carried.

Councilwoman Burnside advised that she is working with Supervisor Bichteman and Betty Filkins to try to get a COVID vaccine clinic in Westerlo. If anyone is interested, please contact them.

EXECUTIVE SESSION

Councilman Kryzak made a motion to enter into executive session at 8:33pm to discuss a personnel matter before the Town and to interview Britta Biggs for the Planning Board and ZBA Clerk position. Councilman Boone seconded, all in favor motion carried.

Councilman Kryzak made a motion to adjourn the executive session at 9:32pm. Seconded by Councilwoman Burnside all in favor motion carried.

ADJOURNMENT OF MEETING

Councilman Kryzak made a motion to adjourn the Town Board meeting. Councilman Filkins seconded, all in favor motion carried. Meeting adjourned at 9:33pm.

Respectfully Submitted,

Karla J. Weaver