

**TOWN OF WESTERLO
TOWN BOARD MEETING OF
TUESDAY, OCTOBER 19, 2021**

The Town of Westerlo Town Board held a Town Board meeting on Tuesday, October 19, 2021 at the Richard H. Rapp Municipal Building located at 933 County Route 401, Westerlo, NY 12193. Deputy Supervisor opened the meeting at 7:00 PM with the Pledge of Allegiance to the Flag.

Attending were:	Deputy Supervisor/Councilman Matthew Kryzak Councilman Joseph J. Boone Councilman Richard Filkins
Absent:	Councilwoman Amie L. Burnside

Also attending were: Town Attorney George McHugh, Highway Superintendent Jody Ostrander, Planning Board Chairwoman Dorothy Verch and member Gerry Boone, Deputy Town Clerk Marta Pongo, resident Maureen Sikule and Town Clerk Karla Weaver.

Deputy Supervisor/Councilman Kryzak announced that the agenda for tonight's meeting would unfortunately be modified. He advised the modified agenda is due to a death in the family of Councilman Filkins. Mr. Filkins has family visiting tonight for tomorrow's funeral services. He thanked Councilman Filkins for his civic duty and attending. Since there are only three Council members in attendance, they will take care of any necessary business tonight and adjourn until the Public Hearings on the budget and a Special Town Board meeting on October 28th.

MOTION TO OPEN MEETING

Deputy Supervisor/Councilman Kryzak made a motion to open the Town Board meeting. Councilman Boone seconded; motion carried by those present.

PAYMENT OF MONTHLY BILLS (OCTOBER 2021)

Deputy Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: the Town Board has audited the monthly bills, be it hereby
RESOLVED: the following October bills be paid Voucher # 467 through # 520
in the amount of \$52,762.47.

Councilman Filkins seconded the motion; a vote resulted as follows:

AYES: Councilman Filkins, Councilman Boone, Councilman Kryzak
NAYS: None.

RESOLUTION # 103 - 2021 was thereby duly adopted.

NEW BUSINESS

PROPOSED MODIFICATION TO EMPLOYEE HANDBOOK

Deputy Supervisor Kryzak proposed a modification to the Town's Employee Handbook. He reported that basically the Affordable Care Act (ACA) and IRS define a full-time employee as one who works at least 30 hrs/week or 130 hrs/month on average. Currently, the Town's Employee Handbook does not coincide with the Affordable Care Act (ACA) or what the IRS

defines as a full-time employee. Right now, Section 201-Full Time Employees states: For the purpose of this employee handbook the term full time employee will mean and refer to an employee who is regularly scheduled to work a minimum of 40 hrs/wk. He indicated he was asking for the change to be made for clerical employees as currently they are not covered by the Affordable Care Act or IRS definition of a full- time work week if they aren't working 40 hrs/wk. He proposed amending the handbook where it states: "an employee who is regularly scheduled to work a minimum of 40 hrs. per week" and add on, "or, in the case of clerical employees, those who are assigned to work 30 hrs. or more per week is to be considered full-time work". He believed that would put the Town in compliance with both the ACA and IRS's definition of full-time employment.

Councilman Boone voiced his opinion asking for more details and suggesting tabling it for now with further discussion at possibly the next meeting.

Attorney McHugh suggested the part-time employee's section may also need to be amended where it says less than 40 hrs/wk to say: "in the case of clerical employees less than 30 hrs/wk". The Deputy Supervisor suggested he look into this so that the Town is in compliance with the ACA and IRS's definitions. The Attorney commented he will work with the Town Clerk and Confidential Administrator to get the language. There are probably other areas of the handbook that need revisiting or revision as well.

This item was tabled.

BUDGET MOVE FROM 2022 TENTATIVE TO PRELIMINARY

Deputy Supervisor Kryzak mentioned that changes can be made right up until the time the budget is adopted however, tonight's process requires that the budget be moved from the 2022 Tentative Budget to the 2022 Town of Westerlo Preliminary Budget. He noted, a Town Board workshop was held on the 2022 Town of Westerlo Tentative Budget on October 5th. Public Hearings on the proposed Preliminary Budget are scheduled to be held on Thurs., October 28th at 7 PM with a Special Town Board meeting to follow the Public Hearings. He is now looking for a motion to move from the Tentative to the Preliminary Budget.

Councilman Boone made a motion to adopt the following resolution:

WHEREAS: the Town Board had received the 2022 Town of Westerlo Tentative Budget and reviewed the budget at a Town Board Workshop of October 5th, be it hereby

RESOLVED: the Town Board moves from the 2022 Town of Westerlo Tentative Budget to the 2022 Town of Westerlo Preliminary Budget.

Councilman Kryzak seconded the motion; a vote resulted as follows:

AYES: Councilman Boone, Councilman Kryzak, Councilman Filkins

NAYS: None.

RESOLUTION # 104 - 2021 was thereby duly adopted.

Resident Maureen Sikule asked if this was the same as what was presented last week. Councilman Kryzak responded nothing had changed. The public hearing on the 28th will give people a chance to comment on the 2022 Budget and for the Town Board to continue to work on it and discuss and massage the numbers. The Budget must be adopted by Nov. 20th.

UNPAID WESTERLO WATER DISTRICT NO. 1 - RELEVIES TO 2022 PROPERTY TAX BILLS

The water relevy report (see attached) for unpaid Westerlo Water District No. 1 water invoices for the period 10/01/2020 through 7/01/2021 were provided to the Town Clerk by the Confidential Administrator for presentation to the Town Board. The Water Relevies in the amount of \$ 12,612.00 were presented to the Town Board. Councilman Kryzak made a motion to adopt the following resolution:

WHEREAS: the Water Relevy report in the amount of 12,612.00 for unpaid Westerlo Water District No. 1 for the period 10/01/2020 through 7/01/2021 were presented to the Town Board, be it herby

RESOLVED: the Town Board acknowledges and approves receipt of the Water District relevy in the amount of \$12,612.00 for presentation by the Town Clerk to the Albany County Legislature for inclusion on 2022 Town of Westerlo Property Tax Bills for the unpaid accounts (see attached).

Councilman Filkins seconded the motion; a vote resulted as follows:

AYES: Councilman Boone, Councilman Filkins, and Councilman Kryzak

NAYS: None.

RESOLUTION # 105 - 2021 was thereby duly adopted.

BUDGET AMENDMENT FOR OCTOBER 2021

Councilman Kryzak made a motion to adopt the following resolution:

Amendments to the 2021 Budget / October

WHEREAS: the Chief Fiscal Officer has determined that in order to maintain proper balances within various accounts, the following transfers are necessary for the Budget Year 2021, be it hereby

RESOLVED: that the Town Board of the Town of Westerlo does hereby authorize Deputy Supervisor Matthew Kryzak to transfer the following funds:

General Fund (A)

<u>Amount</u>	<u>From</u>	<u>To</u>
\$6000.00	A1420.4 Law - Contractual	A1420.1 Law - Salary
\$110.00	A1620.60 COVID 19	A1110.43 Court Books
\$4000.00	A7310.1 Youth - Salaries	A7310.4 Youth - Contractual

\$500	A8010.41 Zoning Training	A8020.13 Planning Clerk
\$500	A8020.41 Planning Training	A8020.13 Planning Clerk

Highway Fund (DA)

<u>Amount</u>	<u>From</u>	<u>To</u>
\$14,000.00	DA8160.43 Refuse City of Albany	DA8160.2 Refuse Capital Outlay
\$1,660.00	DA5110.45 Rentals	DA5100.46 Drainage Pipe

AND FURTHER RESOLVED: that the Town Board of the Town of Westerlo does hereby authorize Deputy Supervisor Matthew Kryzak to increase the following appropriations from DA Fund balance till the funds come in from CHIPS.

\$167,025.00 DA5110.43 Pavement - CHIPS

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

AYES: Councilman Boone, Councilman Filkins, and Councilman Kryzak

NAYS: None.

RESOLUTION # 106 - 2021 was thereby duly adopted

ADJORNMENT OF MEETING

With there being no further discussion, Councilman Kryzak made a motion to close the Town Board meeting. Councilman Filkins seconded; motion carried by those present. Meeting adjourned at 7:19pm.

Respectfully submitted,

Karla Weaver
Town Clerk

Westerlo Water District No.1

Relevy Report

Session: Relevy - All Accounts - 10/1/2021 1:21:14 PM

Group By: Account Type

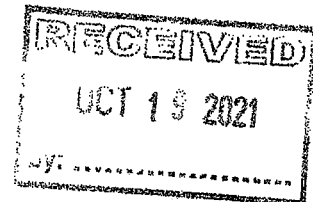
Account #	Billed Contact	Service Location	Print Key	Relevy Amount
<i>Account Type: WAT</i>				
030	Bailey, George	960 Cty Rte 401	139.9-3-1	\$437.87
100	Cashin-Smith, Slobhan	630 St Rte 143	139.9-2-3	\$316.61
110	Castaldo, Joanna	572 St Rte 143	139.9-2-19	\$881.53
150	Zeissler, Matthew	612 St Rte 143	139.9-2-7	\$1,026.31
230	Duncan, David	576 St Rte 143	139.9-2-17	\$113.40
250	Yeomans, Randall	991 Cty Rte 401	139.9-1-29	\$478.59
300	Slingerland, Scott	994 Cty Rte 401	139.9-3-11	\$138.35
400	Wilty, Mystique	28 Cty Rte 1	139.9-1-9	\$579.33
410	Thompson, Ronald	585 St Rte 143	139.9-3-16	\$1,287.14
420	Kurylo, Richard	47 Cty Rte 1	138.-2-19	\$5,040.83
470	Lounsbury, James	995 Cty Rte 401	139.9-1-28	\$860.37
520	Figueroa, Miguel	583 St Rte 143	139.9-3-17	\$217.73
530	Carl, Jarrett	996 Cty Rte 401	139.9-3-12	\$229.07
690	Taber, Nina	10 Cty Rte 1	139.9-1-7	\$437.87
780	Holdings LLC, Westerlo	591 St Rte 143	139.9-3-15	\$113.40
930	Volunteer Fire Co., Westerlo	594 St Rte 143	139.9-2-12	\$113.40
950	Catholic Charities of the Diocese of Albany	560 St Rte 143	139.9-2-22	\$113.40

Account Type WAT Totals: \$12,385.20

Grand Total: \$12,385.20

Please see
attached
reports

Act # 730 113.40
Act # 740 113.40
\$12,612.00

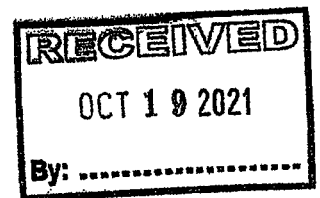


Westerlo Water District No.1

Relevy Report

Session: Relevy - Account: 740 - 10/6/2021 2:28:56 PM
Group By: Account Type

Account #	Billed Contact	Service Location	Print Key	Relevy Amount
<i>Account Type: WAT</i>				
740	Westerlo Volunteer Fire Dept.	592 SR 143 Station 1	139.9-2-12	\$113.40
Account Type WAT Totals:				\$113.40
Grand Total:				\$113.40



Westerlo Water District No.1

Relevy Report

Session: Relevy - Account: 730 - 10/6/2021 2:28:56 PM
Group By: Account Type

Account #	Billed Contact	Service Location	Print Key	Relevy Amount
<i>Account Type: WAT</i>				
730	Westerlo Volunteer Fire Dept.	980 CR 401 Woodmans Hall	139.9-3-5	\$113.40
Account Type WAT Totals:				\$113.40
Grand Total:				\$113.40

