

**Town of Westerlo Town Board
Workshop Meeting
of
Tuesday, April 5, 2022**

The Town of Westerlo Town Board held a Workshop meeting on Tuesday, April 5, 2022 at the Richard H. Rapp Municipal Building located at 933 County Route 401, Westerlo, NY 12193. Supervisor Kryzak opened the meeting with the Pledge of Allegiance to the Flag at 6:01 PM.

Attending were: Supervisor Matthew Kryzak
Councilman Joshua Beers
Councilwoman Amie L. Burnside (left early at 6:20pm)
Councilwoman Lorraine Pecylak
Councilman Peter Mahan

Absent were: None

Also attending were: Highway Superintendent Jody Ostrander and employee Salvatore Spinnato III, Planning Board Chairperson Beau Loendorf and Member Bill Hall, Museum Board Members Palma Schloer and Betty Filkins, Town Attorney George McHugh, Town Clerk Karla Weaver and approximately four interested residents.

Councilwoman Burnside made a motion to open the Workshop meeting. Councilman Beers seconded; all in favor motion carried.

OLD BUSINESS

EMERGENCY UTILITY REPAIR AGREEMENT

Supervisor Kryzak advised that Flach Industries was the lowest bidder for the bids received for the Emergency Utility Repair Agreement. Councilwoman Burnside made a motion to adopt the following resolution:

WHEREAS: The Emergency Utility Repair contract needs to be awarded, be it hereby
RESOLVED: The Town Board award the 2022 Emergency Utility Repair contract to Flach Industries.

Councilwoman Pecylak seconded; a vote resulted as follows:

AYES: Councilman Beers, Councilman Mahan, Councilwoman Burnside,
Councilwoman Pecylak, Supervisor Kryzak

NAYS: None

RESOLUTION # 63 - 2022 was thereby duly adopted.

Supervisor Kryzak advised that the contract allows him to go to the second lowest bidder if for some reason Flach wasn't available or responsive.

PROPOSED BEST VALUE PROCUREMENT LOCAL LAW

Mr. Kryzak mentioned that Attorney McHugh provided him with a draft law regarding best value procurement which would give the Town the ability to take the best value not necessarily

the lowest bid. It was suggested to have the Public Hearing on this proposed law on April 19th. Councilwoman Burnside made a motion to adopt the following resolution:

WHEREAS: A Public Hearing needs to be scheduled, be it hereby

RESOLVED: The Town Board schedule and authorize the Town Clerk to advertise a Public Hearing on Tuesday, April 19th at 6pm. The Public Hearing is regarding a proposed local law regarding Best Value Procurement.

Councilman Beers seconded; a vote resulted as follows:

AYES: Councilman Beers, Councilman Mahan, Councilwoman Burnside, Councilwoman Pecylak, Supervisor Kryzak

NAYS: None

RESOLUTION # 64-2022 was thereby duly adopted.

PROPOSED LOCAL LAW UPDATES-PUBLIC HEARINGS APRIL 19TH

Supervisor Kryzak mentioned that the Public Hearings on the proposed changes to the BESS Law and Zoning Law regarding RV's will be on April 19th.

EMPLOYEE HANDBOOK

Mr. Kryzak indicated the Town Board should start reviewing the Handbook at the next meeting. Before any changes are made, employees will have time to review it as well to give their input.

NEW BUSINESS

MPLC UMBRELLA LICENSE

Town Clerk Weaver contacted MPLC to get information about licensing to show movies at the Town Hall and at the Town Park. She learned that although the Library has a license, the Town can't use their license. Licenses are per location and would cost about \$700 annually at each site. Discussion ensued regarding the potential for showing movies at the park and Town Hall, requiring guardians and how to pay for it. Attorney McHugh suggested having some rules in place to show that the Town is taking precautions and efforts to minimize risk. Mr. Kryzak mentioned using money that is earmarked for the park for this expense and the possibility of adding a screen and sound system at the Town Park at some point. Town Clerk Weaver suggested starting at the Town Hall possibly on a Thursday night once a month to see how it goes. If there's a lot of interest, maybe doing movies at the park down the road would be a good idea.

TOWN NEWSLETTER

Supervisor Kryzak advised that the Town Newsletter will be handled in the Town Clerk's office moving forward however, anyone can contribute. The second issue is out and has been circulated through town. The Town has received many compliments on the newsletter. Councilwoman Pecylak would like to look into a mailing however, Betty Filkins advised it was estimated to cost about \$1,400.00 per mailing. Ms. Weaver suggested that instead of a mass mailing, residents could contact the Clerk's office with their address to have a hard copy mailed to them quarterly. This would cut down on the cost and reduce waste for those who may want it electronically which is the ultimate goal.

EASTER EGGSTRAVAGANZA

Town Clerk Weaver reminded those in attendance that there will be an Easter Eggstravaganza this Friday at the Town Hall from 5pm – 8pm. Activities will include photos with the Easter bunny, egg race, egg hunt, pony rides by Oats' Country Acres, other activities and treats.

MUSEUMS BRUNCH FOR MOM & TOWNWIDE GARAGE SALE

On May 1st there will be a Brunch for Mom at the Town Hall and on June 11th a Town wide Garage Sale to benefit the Museum.

HISTORIAN TO USE TOWN COPY MACHINE

The Town Historian would like to use the copy machine at the Town Hall. Councilman Beers made a motion to adopt the following resolution:

WHEREAS: The Town Historian expressed a need to make photocopies, be it hereby

RESOLVED: The Town Board authorize the Historian to use the Town copy machine to make copies of any Historian related records/documents.

Councilman Mahan seconded; a vote resulted as follows:

AYES: Councilman Beers, Councilman Mahan, Councilwoman Pecylak,
Supervisor Kryzak

NAYS: None

RESOLUTION # 65 - 2022 was thereby duly adopted.

PORTA JOHN TOILETS AT TOWN PARKS AND TRANSFER STATION, CINTAS MEDICAL SUPPLIES, CRYSTAL ROCK WATER DELIVERY & HEATING OIL

The Town Clerk's office has been reviewing ways to save the Town money as costs are rising. Recently the cost of the portable toilets with Big Top has gone up tremendously and they \$195.00 now charging a fuel cost per location. After shopping around, the Town received a quote for \$60 for a standard toilet and \$95 for a handicap accessible which is down from \$98 and \$150. The current company is now also charging a \$20 per location fuel charge on top of the portable toilet fees. The new company would charge a one-time delivery charge of \$90 to drop off the toilets but overall, there would be a savings. Town Clerk Weaver also looked into the potential for an incinerator toilet at the transfer station however Mr. Kryzak believed it could be expensive to replace parts if it broke and preferred to stick with a porta John for now.

Ms. Weaver also advised that she has been trying to cut back on Cintas the company used to supply the town with medical supplies as their prices are high and charge for sanitizing the cabinet. She checked with the Town Attorney and Insurance Company to make sure there is no legal requirement to use a medical supply company and they have confirmed we can purchase our own supplies. She is proposing we do away with Cintas and purchase our own medical supplies.

The Town uses Crystal Rock to deliver water to the Town Hall and Highway Department. The cost is high and she is looking into having water delivered by BJ's. Other places are also being reviewed.

Main Care heating oil is also very high. After speaking to the Highway Superintendent, the Town Clerk's office is going to shop around to see if there is a better option. The Board will be updated at a later time.

2022 BUDGET AMENDMENT

Supervisor Kryzak advised that a new budget cost code needed to be established for the Assessor Clerk trainee for a position that is being created for the Clerk to the Assessor and Clerk to the Code Enforcement Officer. Eventually the trainee will take the course to be an assessor down the road. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Assessor and Code Enforcement Officer are in need of a clerk, be it hereby

RESOLVED: The Town Board authorize the Supervisor to create cost code 1355.12 for the Assessor Clerk trainee at an hourly rate of \$21.75/hr.

Councilwoman Pecylak seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Pecylak, Councilman Beers, Councilman Mahan

NAYS: None

RESOLUTION # 66 - 2022 was thereby duly adopted.

RESOLUTION TO SET RATE OF PAY FOR NEW DEPUTY TOWN CLERK II

Town Clerk Weaver explained that due to Deputy Town Clerk II Britta Biggs moving to be the new Clerk to the Assessor and Code Enforcement Officer, she has hired Jaimee Motschmann to replace her. The Town Board needs to set the hourly rate. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town Clerk has hired Jaimee Motschmann as the new Deputy Town Clerk II to replace Britta Biggs, be it hereby

RESOLVED: The Town Board set the hourly rate at \$21.75/hr.

Councilman Beers seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Pecylak, Councilman Beers, Councilman Mahan

NAYS: None

RESOLUTION # 67 - 2022 was thereby duly adopted.

PUBLIC COMMENT

Previous Town Board Member Richard Filkins asked if bathrooms were going to be installed at the South Westerlo Park. Mr. Kryzak indicated that a perc test was already done but the restrooms were put on the back burner for now. There is a short window to do it around weather and baseball season.

A resident questioned when the subdivision issue with his property. The way the Zoning Law is written, if a property is subdivided into three lots by the owner and they give them to their children then later those children want to subdivide again, they can't. The application would then be considered a commercial subdivision. Mr. Kryzak advised the zoning needs to be reviewed by Code 360 and will be at least a few months before it is resolved.

ADJOURNMENT OF MEETING

With there being no further discussion, Councilwoman Pecylak made a motion to close the workshop meeting. Councilman Beers seconded; motion carried by those present. Meeting adjourned at 7:05pm.

Respectfully submitted,

Karla J. Weaver
Town Clerk