

**Town of Westerlo Town Board  
Workshop Meeting  
of  
Tuesday, May 3, 2022**

The Town of Westerlo Town Board held a Workshop meeting on Tuesday, May 3, 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 6:25pm)  
Councilwoman Lorraine Pecylak  
Councilman Peter Mahan

Absent were: None

Also attending were: Highway Superintendent Jody Ostrander and employee Salvatore Spinnato III, Planning Board Member Bill Hall, Museum Board Members Palma Schloer and Betty Filkins, Library President Maureen Sikule, 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**

**PROPOSED AMENDMENT TO LL 1 OF 1989 DEFINITIONS MAJOR/MINOR SUBDIVISION**

Supervisor Kryzak advised this is still under review with General Code.

**EMPLOYEE HANDBOOK**

Mr. Kryzak mentioned he would like to review through page 36 of the proposed draft of the employee handbook supplied by Marshall and Sterling which included their recommendations. The Town Board reviewed the suggested changes from Marshall and Sterling and gave their input on additional changes. The Town Board will review the remainder of the document at the next Town Board Workshop meeting. In the meantime, Supervisor Kryzak will send on what the Board discussed to the professionals for their review/revision of the draft through page 36.

**IT BACKUP**

Town Clerk Weaver advised that she received notice that the Town will no longer be able to use the current system for IT backup as it's being discontinued. They have provided information and costs for a new system for an image-based data recovery. There is a one-time cost of \$399, a monthly charge for encrypted backup of \$129 for the server, plus a backup coverage to all computers at \$10 per computer. Supervisor Kryzak made a motion to adopt the following resolution:

**WHEREAS:** The Town's IT company advised that the current backup system is no longer an option moving forward, be it hereby

**RESOLVED:** The Town Board authorize the Town's IT company to move forward with an image-based backup system at a one-time cost of \$399 and a monthly charge for encrypted backup of \$129 plus \$10 per month per work station.

Councilman Beers seconded; a vote resulted as follows:

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

NAYS: None

**RESOLUTION # 78 - 2022 was thereby duly adopted.**

#### **TOWN OF WESTERLO FARMER'S MARKET**

The Town Clerk mentioned that initially the Town planned to hold a farmer's market at the Town Park over three days. After receiving feedback, the Town is now adding additional days in order to generate more vendor interest. In order to hold a farmer's market, the Town Board will need to approve the Application and Rules paperwork which was provided to them. The Application and Rules were reviewed and discussed. The documents will be updated based off the suggestions received. Supervisor Kryzak made a motion to adopt the following resolution:

**WHEREAS:** The Town of Westerlo will be holding Farmer's Market days during the months of June, July, August and September, be it hereby

**RESOLVED:** The Town Board approves the Town of Westerlo Farmer's Market Market Rules as well as the Application as addressed as addressed at this meeting or amended at a later date by the Supervisor or Confidential Administrator.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

**RESOLUTION # 79 - 2022 was thereby duly adopted.**

#### **CHANGE OF OFFICE HOURS**

The Supervisor advised that the Town Hall Offices will be closed on Fridays as a way to cut down on electricity, heat and air conditioning. The Town Clerk advised very few people stop by on Fridays and she has received comments from Hannay Reels employees in favor of her being open earlier than 8am for DEC transactions. The Town Clerk advised that the four hours normally worked on Friday will be spread out over Monday-Thursday. She will advertise the change of hours for both the Town Clerk and Supervisor offices. Mr. Kryzak reminded the public that the Town Clerk has the ability to set her own office hours as does the Highway Superintendent and Supervisor. The Supervisor's office will set hours but will only be available by appointment.

#### **PUBLIC COMMENT**

Councilman Mahan questioned why the Town hires a private attorney for the court. Mr. Kryzak advised that the judges recommended hiring Mrs. Galgay for vehicle and traffic as opposed to

the DA's office. Town Clerk Weaver believed Mrs. Galgay only handles vehicle and traffic and not dog cases.

The Town Clerk has to look into prices for a key pad for the Town Hall entrances. She will reach out to the locksmith when she has time. Mr. Kryzak advised the side door will be replaced at some point so it's a good idea to hold off for now.

If anyone is interested in having a newsletter mailed to them, they should contact the Town Clerk's office or send an email to the newsletter email. The goal is still to have people sign up for electronic newsletters but this is an option for those without a computer and will save on the cost of a mass mailing.

#### **ADJOURNMENT OF MEETING**

With there being no further discussion, Councilman Beers made a motion to close the workshop meeting. Councilwoman Pecylak seconded; motion carried by those present. Meeting adjourned at 8:17pm.

Respectfully submitted,

Karla J. Weaver  
Town Clerk