

**TOWN OF WESTERLO  
REGULAR TOWN BOARD MEETING  
OF  
TUESDAY, JULY 19, 2022**

The Town of Westerlo Town Board held a regular meeting on Tuesday July 19, 2022 at the Town Hall 933 County Route 401, Westerlo, NY. Supervisor Kryzak opened the meeting with the Pledge of Allegiance to the Flag at 6:00 PM.

Attending were: Supervisor Matthew Kryzak  
Councilman Joshua Beers  
Councilwoman Amie L. Burnside  
Councilwoman Lorraine Pecylak  
Councilman Peter Mahan

Absent were: None

Also attending were: Highway Superintendent Jody Ostrander, Planning Board Chairperson Beau Loendorf and Member William Hall, Museum Board Vice President Betty Filkins, Hometown Heroes Committee Member Lisa DeGross, Town Attorney George McHugh, Deputy Town Clerk Marta Pongo and Kathleen Spinnato, Town Clerk Karla Weaver and approximately two interested residents.

Councilman Mahan made a motion to open the Town Board meeting. Councilman Beers seconded; all in favor motion carried.

**TOWN BOARD MINUTES**

Councilman Beers made a motion to approve the meeting minutes of June 21, 2022 and July 5, 2022 with Hometown Heroes minutes being added to the June minutes. Councilman Mahan seconded; all in favor motion carried.

**TOWN CLERK REPORT (JUNE 2022)**

Town Clerk Weaver reviewed the Town Clerk reports for June 2022. Supervisor Kryzak made a motion to accept the Town Clerk report for May 2022 as submitted. Councilman Beers seconded; motion carried by those present.

**BUDGET AMENDMENT**

Supervisor Kryzak made a motion to adopt the following resolution:

**2022 Budget Amendments/July**

**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 2022.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Westerlo does hereby authorize Supervisor Matthew Kryzak to make the following changes to the Town of Westerlo 2022 Budget:

**Town Clerk**

Amount	From	To
<b>\$3,000.00</b>	<b>A1410.12 Deputy Clerk II</b>	<b>A1410.14 Deputy Clerk III</b>
<b>\$100.00</b>	<b>1410.25 office Supplies</b>	<b>A1410.47 Tel Ascent Printing</b>

Councilwoman Burnside seconded; a vote resulted as follows:

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

NAYS: None

**RESOLUTION # 95 – 2022 was thereby duly adopted.**

**PAYMENT OF MONTHLY BILLS (JUNE 2022)**

Councilman Beers made a motion to adopt the following resolution:

**WHEREAS:** the Town Board has audited the monthly bills, be it hereby

**RESOLVED:** the following June 2022 bills be paid Voucher # 321 through Voucher # 369 in the amount of \$232,848.46.

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

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

NAYS: None

**RESOLUTION # 96 – 2022 was thereby duly adopted.**

**INVESTMENT REPORT (JUNE 2022)**

Supervisor Kryzak advised that the Town earned \$320.23 in interest for the month of June 2022 with the Bank of Greene County. Councilwoman Burnside made a motion to approve the interest report for June 2022. Councilman Mahan seconded, all in favor motion carried.

**SUPERVISOR REPORT (JUNE 2022)**

Supervisor Kryzak reviewed the Supervisor's report. Councilwoman Burnside made a motion to accept the Supervisor's Report for June 2022. Councilman Beers seconded; motion carried by those present.

**COMMITTEE REPORT'S**

**HOMETOWN HEROES**

*Committee Member DeGroff read the following report:*

*June 28, 2022*

*Present; Lisa DeGroff, Matt Kryzak, Becky Kryzak, Rick Haley, Rachel Haley*

- *Update on Veteran Memorial & Tribute area.*
  - *Update on timeline of installation discussed. Will be completed along with the creek embankment work funded by the grant received.*
  - *Pavers selected – will be 9X9 stone pavers. Residents can choose from 3 pre-approved emblems and add 3 lines of text or no emblem and 4 lines of text.*
  - *Discussed cost of pavers to be \$100 including text and emblem. One flat fee no matter how much text. Lisa will finalize order form and send out a draft for approval.*

- *The only memorial tree to be permitted would be varieties of maple trees. Matt and Becky found Story's prices high for a 4' or 6' tree. Lowe's pricing is significantly less. Decided to readdress this item in the spring when trees will actually be planted.*
- *Memorial Benches – still looking into pricing and trying to find reasonable pricing for a long-lasting bench. Discussed limiting the number of benches allowed in the currently developed area to avoid overcrowding. Further details to be discussed at a future meeting. Awards by Walsh is the lowest price for a memorial plaque on the bench. Details of plaques to be discussed at future meetings when a decision is made on a bench.*
- *Ricky Haley working with Owens Corning to see if he can get a donation from them.*
- *Summary of donors to date: Bank of Greene County, Hannay Reels, Carver Companies, Wm. Biers Landscaping Supplies, Multi-Phase Construction, Hilltown Landscaping, Taylor Monuments.*
- *Discussed plans for Closing Ceremony*
  - *Date is November 5, 2022, 2pm at First Baptist Church Westerlo – application approved.*
  - *Speakers, flags, proclamations, vocalist and other entertainment are set.*
  - *Lisa waiting to hear back on confirmation from Sheriffs Dept. for Explorers to provide color guard.*
  - *Catered food – Matt needs to discuss with Chris Smith from Maple on the Lake*
  - *Still need to confirm; Boy Scouts, Bagpipes, Open/Closing prayer, Star Spangled Banner singer.*
  - *Plans for decorations, invitations and programs to be discussed at future meetings.*
- *Veterans Day Ceremony*
  - *Event to dedicate Veterans Garden*
  - *Westerlo will host a ceremony date set for November 13<sup>th</sup> at 2pm. Could be tricky due to weather. Should keep ceremony brief and plan for weather.*
  - *Can offer refreshments in town hall.*
  - *Still discussing the possibility of a short parade, bagpipes, school bands and chorus, - Lisa to reach out to Melody Burns for guidance on a Veterans Day event*
  - *Ceremony to also include the dedication and renaming of the town park to The Town of Westerlo Veterans Memorial Park.*

*Next meeting – July 26<sup>th</sup> at Town Hall.*

### **HIGHWAY**

Highway Superintendent Ostrander mentioned that the highway department paved one mile of Udell Rd successfully and Gorman is coming Monday to pave another mile. The new loader should be delivered this week. They are also doing a cul-du-sac on Patty Lane. He also asked that the Town Board consider giving the highway department employees a cost of living raise partly through the year as he didn't account for the rising living costs when he submitted his budget.

### **CEO**

*June 2022 Report - Building/ Zoning*

*Jeffry Pine BI/CEO*

*Applications Processed*

*Special use – 1*

Variance request- 1  
Sub- divisions – 2  
Building permits issued – 10  
New houses – 2  
Commercial buildings - 1  
Accessory structures – 3  
Demo - 0  
Other – 4  
Cell tower related - 0  
Construction inspections- 25  
Site visits – 11  
Fire calls – 0  
Fire safety inspections and follow ups - 5  
7 - In-service Training hours 11 hrs YTD (24 hours per year required to maintain certification)

### **ASSESSOR**

#### **ASSESSOR'S MONTHLY DEPARTMENTAL REPORT**

To: Westerlo Town Board  
From: Melanie Bunzey, Assessor  
Date: June 2, 2022  
Re: Monthly Report – May 2022

Board of Assessment Review (“BAR”) hearings were held on May 25, 2022. Of the 96 assessment changes made this year, there were only 7 changes that needed to be made to the Tentative Roll. The changes are as follows:

- Only 1 resident actually appeared requesting a reduction in one of his three parcels and it was granted;
- 6 mailed in grievance forms - - one was denied for lack of sufficient information; one had exemption removed per resident request (moved to Florida); and four were reduced and stipulated to prior to the BAR hearings.

A Verified List of BAR Determinations was submitted to the County and letters to all residents with changes (above) were mailed.

A resident reached out to Senator Hinchey’s office inquiring about why Westerlo hasn’t done a revaluation since prior to 1974. Supervisor Kryzak responded to the inquiry.

New Sales Transmittal Reports were submitted to the State (listing sales since last report) with 15 sales.

2022 Tax Maps have been received from the County. Copies can be found in the Clerk’s office; the Building Inspector’s office; and the Assessor’s office.

Address changes are made on a regular basis as well as bank escrow information. Routine calls and emails are received and answered on nearly a daily basis.

*The system is checked for property owners listed on death notices regularly received via email from A.J. Cunningham Funeral Home, exemptions removed if necessary and notifications of exemption change mailed.*

*STAR reports received from New York State to date have been processed. Those reports are:*

*May: None*

*Respectfully submitted,  
Melanie Bunzey  
Assessor*

### **ZBA**

*July 17, 2022*

*The Town of Westerlo ZBA had no new or old business for the month of June. There is a new application for the ZBA to review for the July 25<sup>th</sup> ZBA Meeting.*

*Submitted,  
Britta Biggs  
ZBA Clerk*

### **APPROVAL OF COMMITTEE REPORTS**

Supervisor Kryzak made a motion to approve the committee reports for June 2022. Councilwoman Pecylak seconded; all in favor motion carried.

### **OLD BUSINESS**

#### **REVISION TO MAJOR/MINOR SUBDIVISION DEFINITION LANGUAGE**

Supervisor Kryzak mentioned CEO Jeff Pine and Town Attorney McHugh have revised roughly 50% of the Major/Minor Subdivision draft law. He hopes to have it ready for the August Workshop meeting.

#### **EMPLOYEE HANDBOOK DISCUSSION**

Mr. Kryzak advised that the suggested changes to the Employee Handbook are still under review however, the Town Board will have a change to review it again.

#### **CEMETERY FUNDING FOR HANNACROIX**

Supervisor Kryzak advised that after the Town Board discussed funding for cemeteries at the last meeting, Hannacroix Cemetery indicated they will need more funding for the 2023 year which will be addressed during budget discussion later in the year.

#### **TONKO GRANT UPDATE**

Supervisor Kryzak has been in contact with the USDA who is handling the contract for the Tonko grant. He was promised that the Town will have the contract by the end of the summer. He doesn't want to spend any money until the contract has been finalized.

#### **MID-HUDSON CABLE EXPANSION**

The Town just received notification that Mid-Hudson Cable has expanded services on Udell Rd, Crawford Rd, CR 412, Ryan Ln, Green Ln and Otto Rd. The list of all the homes being served is available on the Town's website and Facebook page. Residents on the list can begin calling for service after July 25<sup>th</sup>. Mr. Kryzak indicated that the great thing about this Mid-Hudson broadband expansion is that these are homes that were not on the list for the Tonko grant.

### **NEW BUSINESS**

#### **NOTICE OF DISCIPLINE**

Supervisor Kryzak provided the Town Board with a document entitled "Notice of Discipline" which if the Town Board approves, will be added to the Employee Handbook. Currently, there is no formal way to document if there are disciplinary issues within an office. This will provide the department head with a formal way to document incidents and will be placed in the employee's personnel file. Supervisor Kryzak made a motion to adopt the following resolution:

**WHEREAS:** Currently there is no document for department heads to use for disciplinary issues for their employees, be it hereby

**RESOLVED:** The Town Board adopts a "Notice of Discipline" form which is to be added to the employee handbook and used by department heads for their employees if needed. Disciplinary forms will be filed in the employees' personnel files.

Councilwoman Burnside seconded; a vote resulted as follows:

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

NAYS: None

**RESOLUTION # 97 – 2022 was thereby duly adopted.**

#### **DONATION FOR NEXT QUARTER**

Town Clerk Weaver asked the Town Board for suggestions for next quarter's donation collection. Hometown Heroes Committee Member DeGroff suggested third quarter donations could go toward the Hometown Heroes closing ceremony and fourth quarter could be for Christmas. Mr. Kryzak believed if you start that you have to do it for others, instead he suggested doing a school supply collection. Discussion ensued. The Town Board decided to do a school supply collection.

#### **NEW SIGN FOR TOWN PARK**

Mr. Kryzak advised that the Hometown Heroes Committee has procured a new donated sign for the Town Park. The Committee will cover any installation costs. Supervisor Kryzak made a motion to adopt the following resolution:

**WHEREAS:** A new sign needs to be installed at the Town Park with the name change, be it hereby

**RESOLVED:** The sign is being donated and will be entitled "Town of Westerlo Veterans Memorial Park", any additional installation costs will be paid by the Hometown Heroes Committee from donated funds.

Councilwoman Pecylak seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilwoman Pecylak,

Councilman Beers, Councilman Mahan

NAYS: None

**RESOLUTION # 98 – 2022 was thereby duly adopted.**

**PUBLIC COMMENT**

Fire Co. Member Betty Filkins asked how Supervisor Kryzak’s meeting went with the Fire Co. regarding the possibility of a new building being constructed behind the Town Hall. Mr. Kryzak advised that the proposal was to give all the land behind the Town Hall’s parking lot to the Fire Co. to build a new fire house and in return, the Hannay house and the existing fire house would be turned over to the Town. The Town Board discussed the potential for a fire lane and the benefit that the Fire Co. wouldn’t have to pay to have the current building demolished. The new building would also be in the water district. The Town Attorney advised, the property will need to be subdivided, a survey needs to be completed as well as a map, a Monroe Analysis which would go through the Town Board, Public Hearing and it would also be subject to a permissive referendum which allows the public 30 days to submit a petition to require a vote. Mr. Kryzak also mentioned the other benefit is the Fire Co. would still be able to operate in the current fire house while the new building is being constructed.

Mr. Ostrander advised that he received notice that the bridge on CR 405 in So. Westerlo will be closed as of Monday.

Mrs. DeGroff wondered if Mr. Kryzak looked into the ability of the Hometown Heroes committee getting a debit card; he has not. She also wondered about the Lawson Lake cancellation. Mr. Kryzak mentioned there was an issue with transportation which didn’t affect Westerlo however, the camp was cancelled. Since it was last minute and the Town had the funds, they didn’t want to disappoint Westerlo kids and moved the camp to the Town Park. He indicated he wasn’t going to let kids down who were looking forward to it. Employees running the event were paid out of the park fund which was funded by the Community Host Agreement (CHA) money from the solar farms which is only to be used at the park. Mrs. DeGroff believed there needed to be a vote to spend any CHA money. Mr. Kryzak advised that the Town was notified on a Sunday about the cancellation and the event was Monday so that is what he did due to the short notice. Mr. Ostrander agreed with how it was handled, regardless of how many kids, the Town doesn’t go back on their word.

Previous Town Board Member Richard Filkins recalled that the trees that had been planted by the solar co. along Rt 32 had died and they were supposed to go back last spring to do something about it but never did. Mr. Kryzak will follow up but they are hard to get in touch with. Mr. McHugh advised that the CEO should supply him with a list of things that are defective with the solar farms and he can send them a letter copying NYSERTA. If the state knows there is a problem in Westerlo with the solar farms they will notify them that their permit could be affected by this.

**EXECUTIVE SESSION**

Supervisor Kryzak made a motion to enter into executive session at 7:08 pm for the purpose of discussing a Library Memorandum and personnel issues. Councilman Mahan seconded; all in favor motion carried.

Councilman Mahan made a motion to return from executive session at 7:43 pm. Councilman Beers seconded; all in favor motion carried.

**ADJOURNMENT OF MEETING**

With there being no further discussion, Supervisor Kryzak made a motion to close the Town Board meeting. Councilman Beers seconded; all in favor motion carried. Meeting adjourned at 7:44 pm.

Respectfully submitted,

Karla J. Weaver  
Town Clerk