

**TOWN OF WESTERLO
REGULAR TOWN BOARD MEETING
OF
TUESDAY, AUGUST 16, 2022**

The Town of Westerlo Town Board held a regular meeting on Tuesday August 16, 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 and Employee Salvatore Spinnato, Planning Board Chairperson Beau Loendorf, Hometown Heroes Committee Member Rick Haley, Town Attorney George McHugh, Town Clerk Karla Weaver and approximately three interested residents.

Councilwoman Burnside 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 July 19, 2022 and August 2, 2022. Councilman Mahan seconded; all in favor motion carried.

TOWN CLERK REPORT (JULY 2022)

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

BUDGET AMENDMENT

Supervisor Kryzak made a motion to adopt the following resolution:

- WHEREAS:** the Town of Westerlo has had an unforeseen expenditure in the following account; and
- WHEREAS:** the Chief Fiscal Officer has determined that in order to maintain proper balances within the account an interfund transfer is necessary; be it hereby
- RESOLVED:** that the Town Board of the Town of Westerlo does hereby authorize Town Supervisor Matthew Kryzak to transfer the following funds as depicted below for Budget year 2022,

General Fund (A)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$500.00	A8160.43 Refuse City of Albany	A8160.2 Refuse Capital Outlay
\$222.40	A1410.25 Office Equipment	A1410.49 Office Supplies
\$7965.95	A1335.12 Assessor Clerk	A1410.12 Deputy Clerk II

Highway Fund (DA)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$6,076.80	DA 5130.41 Machinery Parts	DA Maintenance of Roads

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

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

NAYS: None

RESOLUTION # 100 – 2022 was thereby duly adopted.

PAYMENT OF MONTHLY BILLS (JULY 2022)

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 July 2022 bills be paid Voucher # 370 through Voucher # 430 in the amount of \$437,528.29.

Councilwoman Pecylak seconded the motion, a vote resulted as follows:

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

NAYS: None

RESOLUTION # 101 – 2022 was thereby duly adopted.

INVESTMENT REPORT (JULY 2022)

Supervisor Kryzak advised that the Town earned \$328.47 in interest for the month of July 2022 with the Bank of Greene County. Councilman Mahan made a motion to approve the interest report for June 2022. Councilman Beers seconded, all in favor motion carried. Mr. Kryzak reported that NYCLASS only made a few cents. Councilman Beers made a motion to approve the NYCLASS report for 2022. Councilman Mahan seconded; all in favor motion carried.

SUPERVISOR REPORT (JULY 2022)

Supervisor Kryzak reviewed the Supervisor's report. Councilwoman Pecylak made a motion to accept the Supervisor's report for July 2022. Councilwoman Burnside seconded; all in favor motion carried.

COMMITTEE REPORT'S**PLANNING BOARD**

Planning Board Chairperson Loendorf mentioned that the Planning Board received another Special Use Permit application for a travel trailer. He also advised that over the next two months, the Planning Board will be doing training with the Town Attorney as they are required to do four hours each of approved training.

HOMETOWN HEROES

Westerlo Hometown Heroes Meeting Report

July 26, 2022

Present; Lisa DeGroff, Matt Kryzak, Becky Kryzak, Rick Haley, Rachel Haley, Betty Filkins, Beau Loendorf, Cricket Elder

- *Veterans Garden*

- *Reviewed and discussed paver order form. Distributed order forms to all committee members to share.*

- *Reviewed pavers: line 1 a chosen emblem, lines 2, 3, 4 text up to 18 characters including spaces or no emblem and four lines of text. Cost is \$100 for the first 200 pavers. One flat fee no matter how much text.*

- *Committee purchased a pallet on hold at Taylor Monuments. Taylor Monuments is charging the committee \$65/engraved paver. Taylor Monuments can accept paver orders in batches. Lisa to find out how many they want at a time.*

- *Memorial Trees – for the most part will be tabled until the beginning of spring, except Rick Haley will reach out to Lowes to see if they will offer us a discount on the Maple trees when it comes time to order.*

- *Memorial Benches – possibly limiting the number of benches so the area doesn't look overcrowded. One idea was to name a bench for each conflict, and someone sponsors that bench. Bench would include a conflict plaque as well as a sponsor plaque or combined on one. No decision made as it depends on the type of bench selected. Betty to look into Helderberg Bluestone for a quote on a bench similar to one she owns.*

- *Ricky Haley still attempting to speak with someone at Owens Corning for a donation.*

- *Summary of donors to date remains the same: Bank of Greene County, Hannay Reels, Carver Companies, Wm. Biers Landscaping Supplies, Multi-Phase Construction, Hilltown Landscaping, Taylor Monuments.*

- *Closing Ceremony*

- *Reviewed: Date is November 5, 2022, 2pm at First Baptist Church Westerlo – application approved.*

- *Reviewed: Speakers, flags, proclamations, vocalist and other entertainment are set.*

- *Albany County Sheriff's Department Explorers confirmed as volunteers and color guard.*

- *Catered food – Decided on a simple menu: baked ziti, meatballs, salad, fruit, cupcakes. Matt to discuss with Chris Smith from Maple on the Lake. Betty contacting someone she knows about cupcakes.*

- *Still need to confirm; Boy Scouts, Bagpipes, Open/Closing prayer, Star Spangled Banner singer.*

- *Looking to Beau for new ideas, decorations, invitations and programs. Shared previous items with Beau.*

- *Beau mentioned we need to know the definite budget for the event. Amie to provide that amount for next meeting.*

- *Lisa mentioned we have accumulated some decorations over the years and will share with Beau what we have.*

- *New ideas included: a parade of veterans into the venue at the start of the event for a dramatic effect, resource table and candle lighting ceremony. All committee members loved the ideas and will discuss the details of implementation at future meetings. Westerlo Hometown Heroes Meeting Report July 26, 2022*

- *Veterans Day Ceremony & Dedication*

- *Date to be Sunday November 13, 2022, at 2pm*
- *Agreed the ceremony should be kept brief due to possible weather conditions*
- *Audio can be provided by town hall*
- *Seating can utilize town hall chairs*
- *Might need a canopy – rental? Or conduct ceremony in pavilion?*
- *Refreshments – have a food truck come? Or do coffee, tea and hot cocoa bar*
- *Beau suggested a take home hot cocoa jar*
- *Check into LaSalle or CBA for a band?*
- *Greenville for the ladder truck for American Flag at entrance – a possibility*
- *Speakers to include veterans – one veteran suggested – Lisa to reach out*
- *Albany County Sheriff's Department to have the honor of raising the American Flag.*
- *Ricky suggested a veteran from each branch to raise branch flags*
- *Invitations to include Patriot Guard Riders, AmVets, American Legions in area, VFW, Tri-City Vietnam Vets, Gold Star/Blue Star mothers. Can also ask to participate once program is decided.*
- *Ceremony to also include the dedication and renaming of the town park to The Town of Westerlo Veterans Memorial Park. • 2023 Banners*
- *Discussed ideas for 2023 banners – nothing decided*
- *Lisa reached out to banner company for pricing for 2023. Haven't heard yet.*
- *Prices likely to go up. Haven't increased prices in 3 years even though our prices went up.*
- *Decided to keep the re-hang cost at \$20 but a form must be filled out and a solid plan in place for turning in banners, so none are left out.*
- *Wheels of Time Car Show*
 - *Hometown Heroes will have a table*
 - *Lisa and Amie – 9-12, Cricket and Stuart Elder – 12-3, Lisa will come back to pick up*
 - *Will display signage for Hometown Heroes Banners, Sponsors and Re-hangs as well as info on Veterans' Garden*
 - *Will have paver order forms available and sign ups for banners and sponsors. Will mail those applications, when pricing is decided.*
 - *Lisa will bring a binder of all banners for display Next meeting – Tuesday August 23rd at the Town Park – due to voting at Town Hall. This is the FOURTH Tuesday. We do not meet on the LAST Tuesday.*

BUILDING DEPARTMENT

July 2022 Report - Building/ Zoning

Jeffrey Pine BI/CEO

Applications Processed

Special use – 1

Variance request- 2

Sub- divisions – 0

Building permits issued – 6

New houses – 1

Commercial buildings - 1

Accessory structures – 3

Demo - 0

*Other – 0
Cell tower related - 1
Construction inspections- 21
Site visits – 6
Fire calls – 0
Fire safety inspections and follow ups - 2
7 - In-service Training hours 18Hrs ytd (24 hours per year required to maintain certification)*

ZBA

ZBA Report for July 2022

The Town of Westerlo ZBA had one new Variance application (V-22-2). Mr. Paul Marcello is looking to obtain a 30-foot set back to build a metal three car garage on his property located at 478 Maple Ave Ext. The ZBA accepted the application and a Public Hearing is scheduled for Monday August 22, 2022 at 7:00 PM. There was no other new business and no old business.

*Respectfully submitted,
Britta Biggs
ZBA Clerk*

MUSEUM

The Town Clerk advised the last Museum Board meeting was cancelled.

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

RESOLUTION TO AMEND LAND SUBDIVISION REGULATION

Councilwoman Burnside read and made a motion to adopt the following resolution:

WHEREAS: the Town Board of the Town of Westerlo has received suggested changes to the Town's Subdivision Regulations from the Town Building Inspector and Town Planning Board; be it hereby

RESOLVED: that the Town Board of the Town of Westerlo does hereby make the following changes to the Town of Westerlo Subdivision Regulations, effective immediately:

Section 1.:

ARTICLE 6: DEFINITIONS.

- 1. MAJOR SUBDIVISION – Shall be defined as any subdivision of property not classified as a Minor Subdivision, including, but not limited to, subdivisions resulting in four (4) or more lots, or any subdivision of property requiring a new street, extension of a street, or extension of municipal facilities.*

2. *MINOR SUBDIVISION – Shall be defined as any subdivision of property resulting in at least two (2) lots, but not more than three (3) lots within any consecutive three (3) year period, which does not require a new street or public utilities or the extension of any street or public utility, and which does not adversely affect the future subdivision or development of the remaining parcel or adjoining property, and which is not in conflict with any provision or portion of the Town of Westerlo Master Plan, Official Map, or Zoning Ordinance, local law, code, rule or regulation should any exist.*
3. *SUBDIVISION – Shall be defined as the division of any parcel of land into two or more lots, blocks or sites with or without streets or highways. Such subdivision shall include resubdivision of parcels of land for which an approved plat has already been filed in the Office of the County Clerk and which is entirely or partially undeveloped.*

Supervisor Kryzak seconded the motion, a vote resulted as follows:

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

NAYS: None

RESOLUTION # 102 – 2022 was thereby duly adopted.

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 chance to review it again.

AMENDMENT TO DOG LAW

Attorney McHugh explained that this is not to amend a law, it's a resolution to clarify for the Town Court and Prosecutor regarding the duties of the Town Prosecutor. Mr. Kryzak indicated the Town Prosecutor should prosecute all cases in town, including dog. Supervisor Kryzak read and made a motion to adopt the following resolution:

WHEREAS: Town of Westerlo Town Attorney George McHugh has informed the Town Board of the need to clarify the duties of the Town of Westerlo Town Prosecutor for court cases, and

RESOLVED: that the Town Board hereby authorizes and directs the Town of Westerlo Town Prosecutor to prosecute any and all Town Code violations, to include but not limited to Dog violations.

Councilman Mahan seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 103 – 2022 was thereby duly adopted.

BUDGET CALENDAR

The Supervisor advised that he will provide the 2023 Tentative Budget to the Town Clerk by September 30th and she will turn it over to the Town Board.

POTENTIAL WATER GRANTS

Mr. Kryzak advised that both the Water Grant and SAM Grant are due September 1st however the Town isn't a good candidate due to the fact that the Town doesn't have enough documented deficiencies. A water systems engineer would have to come out to document the deficiencies, offer a plan to correct the deficiencies and provide an estimate. He mentioned there will be another grant opportunity in the spring.

NEW BUSINESS

PROPOSED RAISE FOR HIGHWAY EMPLOYEES

Highway Superintendent Jody Ostrander would like to give a \$1 cost of living raise to his employees. Supervisor Kryzak indicated the Town Board will discuss in the executive session as the insurance rate would potentially be increasing and he would need to get figures. No decision was made this evening.

PUBLIC COMMENT

Mr. Loendorf advised that there will be a rotary club in Westerlo, which is an organization that does good work for the Town. He indicated he is looking for anyone who wants to give back in town. Flyers and cards will be hung and meetings will be held at the Town Hall.

Mr. McHugh mentioned that the Zoning Board may be interested in attending the training he is doing during a Planning Board meeting.

Previous Town Board Member Joseph Boone had questions regarding the property behind Town Hall that is proposed to be subdivided for the new Fire Co. building. Mr. Kryzak addressed Mr. Boone's questions and advised the vacant land property behind Town Hall, the Fire Co. and Hannay House properties need to be valued. Supervisor Kryzak also advised that the Attorney General is still holding up the Rescue Squad building; however, it will be coming back to the Town and it's intended that it will be used in an emergency capacity in the future. Mr. Kryzak has a long-term goal of beefing up emergency services.

Mr. Mahan questioned zoning setbacks. Discussion ensued.

EXECUTIVE SESSION

Councilwoman Burnside made a motion to enter into executive session at 6:51 pm for the purpose of discussing a personnel issue. Councilman Beers seconded; all in favor motion carried.

Councilman Mahan made a motion to return from executive session at 7:13 pm. Councilman Beers seconded; all in favor motion carried.

Councilman Beers made a motion to reopen the Regular Board meeting at 7:13 pm. Councilwoman Burnside seconded; all in favor motion carried.

ADJOURNMENT OF MEETING

With there being no further discussion, Councilman Mahan made a motion to close the Town Board meeting. Councilwoman Pecylak seconded; all in favor motion carried. Meeting adjourned at 7:13 pm.

Respectfully submitted,

Karla J. Weaver
Town Clerk