

**Town of Westerlo Town Board
Workshop Meeting
of
Tuesday, February 7, 2023**

The Town of Westerlo Town Board held a Workshop meeting on Tuesday, February 7, 2023 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 6:00 PM.

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

Also attending were: Town Attorney George McHugh, Clerk to the Assessor Claire Marshall, Highway Superintendent Jody Ostrander and employee Dan Rohrmiller, Town Justice Kenneth Mackey, Library President Maureen Sikule and Trustee Mary Ann Witt, Planning Board Members Bill Hall and Angela Carkner, Deputy Town Clerks Marta Pongo and Kathleen Spinnato and approximately 8 interested residents.

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

OLD BUSINESS

EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER AND POTENTIAL LEGAL ISSUE

Councilwoman Burnside made a motion to enter into executive session for the purpose of discussing a personnel matter at 6:01pm. Councilwoman Pecylak seconded; all in favor motion carried.

Councilman Beers made a motion to close executive session at 6:40pm. Councilman Mahan seconded; all in favor motion carried.

RETURN TO WORKSHOP MEETING

Councilwoman Burnside made a motion to return to the Workshop meeting. Councilwoman Pecylak seconded; all in favor motion carried.

VOTE TO REDUCE SALARY OF CONFIDENTIAL ADMINISTRATOR

Councilman Beers made a motion to adopt the following resolution:

WHEREAS: the salary for the new Confidential Administrator has been discussed in executive session; be it hereby

RESOLVED: It is proposed to set the salary for the new Confidential Administrator at \$50,000.00.

Councilman Mahan seconded; a vote resulted as follows:

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

Motion was not carried.

RULES & APPLICATION FOR PROPOSED FOOD VENDOR PERMIT

Supervisor Kryzak asked the Town Board for their input on the rules and application for the proposed food vendor permit. Councilwoman Pecylak questioned if there should be language about trash removal. They will add to the regulations section that permit holders are responsible for the removal of all trash generated. Supervisor Kryzak explained to the audience that the vendors can't get a permit from the health department until they have a permit from the location they will be operating out of. Supervisor Kryzak also will add that any violations of the above rules and regulations are grounds for immediate suspension of the food vendor permit.

A resident questioned if veterans need a permit; Supervisor Kryzak wasn't sure so couldn't comment.

Mr. Kryzak indicated that anyone wanting to be a food vendor parked outside the town designated location, would still need to apply for a permit and would have to provide the Town with the location where they will be located. The suggested cost is \$25 per year. It was mentioned that the income from the food vendor permits would be earmarked for the park fund. Discussion was tabled until the next meeting.

WATER OPERATOR TRAINING

Supervisor Kryzak advised the Town Board had previously discussed having Town employee Dave Pecylak get certified as a water operator. He looked up current license holders and one currently works for the Town. He inquired with Rural Water Association and Dept. of Health if someone who has a qualification above the required qualification if they can go down to a class C level 2 operator and is awaiting a response. Town employee Dan Rohrmiller advised he has also asked the same question and has been advised no, you still have to get your C. The Town Board already authorized training. Suny Morrisville has a grade C training starting April 17th and W2 Operator Training Group has a training starting April 3rd for class B or C. There is only one operator currently working for the Town and Mr. Kryzak indicated the Town needs another person with a certification. It was mentioned that an operator needs to have 30 hours of training every 3 years. This was tabled until the next meeting.

BROADBAND GRANT UPDATE

Supervisor Kryzak advised he spoke to Chris Proctor from the USDA who administers all of the grants for the USA. Westerlo has gone as far as it can with the broadband application without finding a co-applicant. Mr. Kryzak mentioned that originally when these reconnect grants were started, they were for utility companies and not for municipalities; later the grants were opened up to municipalities however, all the paperwork is still for utility companies. The Town has submitted the unique entity identifier number and all the certifications and are at a point where the project needs to go out for bid. Supervisor Kryzak explained that whoever the winning bidder

is, will have to finish the application and become a co-awardee on the project. Initially there was a matching portion that was later waived and now the Town is being told this is a reimbursing grant, meaning they want the Town to spend the money first. Mr. Kryzak indicated he was not going to spend any taxpayer money and instead advised the bidder will need to front their money and will be reimbursed by the USDA as a co-applicant. He is attempting to remove the Town from any financial liability of the project.

Mr. Kryzak also reported that Mid-Hudson line extension request forms for CR 411 were submitted to Mid-Hudson Cable.

NEW BUSINESS

RESOLUTION TO CHANGE DOG REDEMPTION FEES TO REFLECT NEW CONTRACT WITH TOWN OF RENSSELAERVILLE

Supervisor Kryzak indicated the contract has been signed for the Town of Westerlo to use the Town of Rensselaerville dog facility at a cost of \$25/day per dog. Considering the Town of Rensselaerville is much closer than Mohawk and Hudson, the Town Clerk Weaver asked if the Town Board intends to remove the \$50 fee that is currently charged for the cost to transport any dogs to Mohawk and Hudson; the Town Board agreed to remove that fee. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town of Westerlo has a new contract with the Town of Rensselaerville for use of their dog facility with Cheryl Baitholts, be it hereby

RESOLVED: The Town Board sets a dog redemption fee of \$25 per dog per day per the agreed upon contract, plus the cost of dog licensing fees if necessary. Fees are payable to the Westerlo Town Clerk for dogs that need to be redeemed from the Town of Rensselaerville facility.

Councilwoman Burnside seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 27 - 2023 was thereby duly adopted.

DISCUSS PROPOSED LOCAL LAW REVIEW COMMITTEE

Planning Board Member Bill Hall suggested the Town Board form a committee to review Town laws. Currently General Code is reviewing the Town laws for codification but the committee could provide the Town Board with recommendations. He would like to see it comprised of members of the Planning and Zoning Board. Supervisor Kryzak read information regarding advisory committees out loud, advising the Town may not have more than two Town Board members on the proposed committee. He recommends a five-member committee with Mr. Hall as the Chair and advised meetings will be subject to open meetings law. This will be tabled until Mr. Hall can find members. Councilman Beers suggested having a member of the general public on the committee.

DOG WARDEN TRAINING

The Dog Warden and Deputy Dog Warden would like to attend training on April 19th and 20th at a cost of \$75 each. Councilwoman Burnside made a motion to adopt the following resolution:

WHEREAS: There Dog Warden and Deputy Dog Warden requested permission to attend training, be it hereby

RESOLVED: The Town Board authorize the Dog Warden and Deputy Dog Warden to attend training on April 19th and 20th at a cost of \$75 each.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 28 - 2023 was thereby duly adopted.

RESOLUTION TO USE TIME SHEETS IN TOWN OFFICES

Town Clerk Weaver advised that the previous Supervisor and Board passed a resolution in 2020 to install time clocks in the Town Hall. The handbook indicates that the only department to use time clocks is the Highway Department, other departments use time sheets. There are staff that work in multiple departments which gets complicated with the use of the time cards and therefore it was requested the staff go back to the use of time sheets. Supervisor Kryzak indicated department heads are responsible for keeping track of their employee's time. Claire Marshall commented that she works for the Assessor's office, the Building Department, the Planning Board and Zoning Board. She explained her situation and experience to the Town Board. Councilwoman Pecylak indicated the time sheets sounded good. Discussion included accountability, pro rating pay for different departments and possible payroll options. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town Board discussed the use of time sheets for staff outside of the highway department, be it hereby

RESOLVED: department heads are authorized to keep track of their employee's time as they see fit and are responsible for the accuracy and recording of work hours, and further

RESOLVED: the employee handbook will be updated to allow the use of either time cards or time sheets at the discretion of the department head.

Councilman Beers seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 29 - 2023 was thereby duly adopted.

APPROVAL OF COMPLETED TRAINING HOURS FOR PLANNING BOARD MEMBER

Planning Board Member Bill Hall attended training for agrivoltaics. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: Planning Board Member Bill Hall attended training for agrivoltaics, be it hereby

RESOLVED: The Town Board approve 3.75 hours of training for Bill Hall.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 30 - 2023 was thereby duly adopted.

FUNDING OF MEMORIAL DAY PARADE (KIWANIS)

Supervisor Kryzak advised that Kiwanis has reached out to the Town to request a \$150 donation for the Memorial Day Parade. They have also asked for a delegate to be a part of the reviewing stand. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: Kiwanis has reached out to the Town of Westerlo for a donation toward the Memorial Day Parade; be it hereby

RESOLVED: The Town Board authorizes a \$150 donation to support the Helderberg Kiwanis for the Memorial Day Parade.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 31 - 2023 was thereby duly adopted.

PRIVILEGE OF THE FLOOR

A resident questioned why she could not view the Westerlo Hometown Heroes Facebook page; the Town Clerk also advised she could not view it either. Supervisor Kryzak responded it is a Town Committee; he and Councilwoman Burnside will look into the issue.

ADOURNMENT OF MEETING

With there being no further business to discuss, Councilwoman Pecylak made a motion to close the Workshop meeting. Councilwoman Burnside seconded; all in favor motion carried. Meeting adjourned at 7:40 pm.

Respectfully submitted,

Karla Weaver
Town Clerk