

**TOWN OF WESTERLO
REGULAR TOWN BOARD MEETING
OF
TUESDAY, MAY 16, 2023**

The Town of Westerlo Town Board held a regular meeting on Tuesday, May 16, 2023 at the Town Hall 933 CR 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 Peter Mahan
Councilman Joshua Beers
Councilwoman Lorraine Pecylak
Councilwoman Amie Burnside

Also attending were: Highway Superintendent Jody Ostrander and Employees Salvatore Spinnato and Rick Rupeka, Library Trustee Mary Ann Witt, Hometown Heroes Committee Member/Confidential Administrator Lisa DeGroff, Town Attorney George McHugh, Museum Board Member Becky Kryzak, Town Clerk Karla Weaver and approximately nine residents.

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

KENNETH'S ARMY PRESENTATION

Claire and Dawn two original members of the Kenneth's Army organization, gave a presentation on the 9th Annual Kenneth's Ride through the Hilltowns to be held on Saturday, June 3rd. The fundraiser is held once a year and all proceeds benefit a scholarship offered to a BKW High School graduating student wishing to pursue a career in Social Services, adopting an underprivileged BKW student and other charitable donations.

EXECUTIVE SESSION

Supervisor Kryzak made a motion to enter into an executive session to discuss a personnel matter at 6:03 pm. Councilwoman Pecylak seconded; all in favor motion carried.

Councilman Mahan made a motion to return from executive session at 6:13 pm. Councilwoman Burnside seconded; all in favor motion carried.

TOWN BOARD MINUTES

Councilman Beers made a motion to approve the meeting minutes of April 18th and May 2nd. Councilman Mahan seconded; all in favor motion carried.

TOWN CLERK (APRIL 2023)

Town Clerk Weaver reviewed the Town Clerk report for April 2023. Councilwoman Pecylak made a motion to approve the Town Clerk report for April 2023. Councilman Mahan seconded; all in favor motion carried.

BUDGET AMENDMENTS

Supervisor Kryzak presented and read the following two budget amendment resolutions:

1. I, Supervisor Matthew Kryzak offer the following resolution and move its adoption:
WHEREAS: the Town of Westerlo has had an unforeseen expenditure in the following account; and
WHEREAS: the Town of Westerlo will transfer \$1,899.40 to Celebrations; and
WHEREAS: the Chief Fiscal Officer has determined that in order to maintain proper balances within various accounts, a budget amendment is necessary, now therefore, be it
RESOLVED: that the Town Board of the Town of Westerlo does hereby authorize Town Supervisor Kryzak to make the following amendment to the 2023 Budget.

General Fund (A)

Increase Appropriations	(A) 2012 - Rec. Concessions \$	25.00
	(A)2705 – Gifts & Donations	\$1,874.40

Increase Revenue (A)	(A)7550.44 Donations	\$1,899.40
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Councilman Mahan seconded the motion, a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilman Beers,
Councilwoman Burnside, and Councilwoman Peckylak

NAYS: None

RESOLUTION # 55-2023 was thereby duly adopted.

2. I, Supervisor Matthew Kryzak offer the following resolution and move its adoption:
WHEREAS: The Chief Fiscal Officer has determined that in order to maintain proper balances within various accounts an inter-fund transfer is necessary; now therefore, be it
RESOLVED: that the Town Board of the Town of Westerlo does hereby authorize Supervisor Kryzak to transfer the funds as depicted below for the Budget Year 2023:

General Fund

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$78.66	A7550.43 Festivals/Youth	A1620.43 Office Cleaning Supplies

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

AYES: Supervisor Kryzak, Councilwoman Peckylak, Councilman Beers, Councilman Mahan and Councilwoman Burnside

NAYS: None

RESOLUTION # 56-2023 was thereby duly adopted.

PAYMENT OF MONTHLY BILLS (MAY)

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 May 2023 bills be paid Voucher # 180 through Voucher #219 in the amount of \$359,534.66

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

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

NAYS: None

RESOLUTION # 57 – 2023 was thereby duly adopted.

INVESTMENT REPORT

Supervisor Kryzak reported interest for all accounts for the month of April brought in a total of \$412.57 for the Bank of Greene County. NYCLASS interest for April came in at \$0.53

Councilwoman Burnside made a motion to approve the investment report for April 2023.

Councilwoman Pecylak seconded; all in favor motion carried.

SUPERVISOR REPORT

Supervisor Kryzak reported there was a balance of \$4,736,482.84 in all accounts at the end of April 2023, once again good financials. On the Budget vs. Actual Report, the top reads Jan-Dec 2023, it should actually read Jan.- April 2023. He reported Sales Tax Revenue for the 1st Quarter of the year was received in the amount of \$352,050.92. Councilman Beers made a motion to approve the Supervisor Report for April 2023. Councilwoman Pecylak seconded; all in favor motion carried.

COMMITTEE REPORTS

JUSTICE COURT

Supervisor Kryzak advised that the Town received the reports from the Justices. For April, \$368.00 was received for Justice Carl and \$400.00 was received for Justice Mackey.

Councilwoman Pecylak made a motion to accept the Justice Court reports for April.

Councilwoman Burnside seconded; all in favor motion carried.

LIBRARY

Library Trustee Miranda Drumm reported that the library's recent Bake Sale was a success. To date they have made over \$500, more items are still available for sale. A program for National Bike month will be held on Thursday from 5-7pm. She thanked Betty Filkins, now the Girl Scout Troup is meeting in the Community Room of the Library. She reported that through the Stewart's Grant, new Museum Passes are available to check out for the following: Clark Art Institute, Destroyer Escort Museum, Eric Carl Museum, Empire Pass, & MISCI Museum. A book sale will be conducted at the same time as the Town of Westerlo Heritage Museum's Garage Sale. Supervisor Kryzak suggested if they have prepared their Summer Program offerings, they can provide that information to the Town for posting on the Town's website as well.

HOMETOWN HEROES COMMITTEE

Westerlo Hometown Heroes Meeting Report April 2023

Present: Amie Burnside, Lisa DeGroff, Becky Kryzak, Matt Kryzak, Betty Filkins, Lorraine Pecylak, June Sherman and Beau O'Loendorf

1. Veterans Garden – site visit

- a. Benches chosen. Contacted Bear Swamp Welding for a quote. Looking for other local welders to ask for a quote as well.*
- b. Decided on a total of 4 benches for Veterans Garden.*
- c. Decided where trees will be planted*
- d. Decided will need more top soil to build up the area around Veterans garden and then place plantings*
- e. Agreed nothing gets planted or placed behind the flags (between flag poles and road) so as not to block, obstruct or otherwise take away from the flags.*
- f. Lorraine agreed to be the landscaping advisor for Veterans Garden and once designed, Lisa and Lorraine will shop for plantings.*
- g. Places to shop include; Jill's Greenhouse, Bob's Greenhouse, Mae's. Will seek donations too.*
- h. Will purchase Sugar Maples from Lowes.*
- i. Confirmed Hilltown Landscaping will donate boxwood bushes. Josh indicated that due to his schedule he may present the committee with a gift certificate.*
- j. Discussed the need for new flags and additional solar lighting for flagpoles*

RETURNED TO TOWN HALL

2. Total Banners for 2023 - 66

- a. Re-hangs – 45*
- b. Military Veteran – 12 (6 sponsored, 6 by family)*
- c. First Responder – 9 (6 sponsored, 3 by family)*

3. Sponsors – Military Veteran and First Responder

- TWFD Fireman's Fund
- Cunningham Funeral Home
- Craig Apple
- Matt Kryzak X 2
- Hillbelly's
- Cottonwood Creek Veterinary Services
- At First Bite, LLC
- Hydrangea Farms
- Eastern Mutual Insurance Co.
- Ken Secor
- Anonymous

4. Utility poles

Updated spreadsheet has been submitted. Waiting on final approval

5. Closing Ceremony

Beau coordinate decorations and layout again. He also suggested some new features to switch it up a bit. He will watch the last video to get a sense of how the event unfolds. Further discussion at a later date

6. Committee authorize the amount of no more than \$2,000 to be spent on solar lighting, flags and landscaping plants and material. Lisa will order the solar lighting and flags.

TOWN HIGHWAY

Highway Superintendent Jody Ostrander reported that one of two new trucks is being suited. He is also purchasing an extended warranty for 84 months at a cost of \$8,000.

Mr. Ostrander reported, Stewart Road has been worked on for the past three days and the people who live on that road are pleased.

PLANNING BOARD

The following report was submitted:

The Planning Board held a meeting this past Tuesday with all five board members present. We held a public hearing for SD 23-1 (Denton-Lasher) in which the applicant is seeking approval for a 2-lot minor sub-division. Following the public hearing the board voted in favor to pass their application. We also reviewed SUP 21-3 (Hydrangea Farms) Special Use permit and the board voted to continue to allow events on their property with the current conditions. The board had three new applications (SUP 23-1 Boomhower, SD 23-2 Wright, and SUP 21-3E Hydrangea Farms), all three went introduced and public hearings were sent up for our next meeting in June.

ZONING BOARD

The ZBA did not meet in April.

ASSESSOR

Assessor Melanie Bunzey submitted the following report:

ASSESSOR'S MONTHLY DEPARTMENTAL REPORT

*To: Westerlo Town Board
From: Melanie Bunzey, Assessor
Date: May 4, 2023
Re: Monthly Report – May 2023*

The 2023 Tentative Roll was filed with the Clerk on April 25, 2023. A total of 59 Notices of Change were mailed to residents with adjustments made. Tentative roll has been uploaded to the County and ORPTS.

Sent Notice of Completion and Filing of Tentative Roll to Clerk for publishing in newspaper. Notice has dates in the paper and put on website so residents could examine the current roll before Grievance Day.

Grievance Day is scheduled for Tuesday, May 23, 2023 from 4 pm to 8 pm.

A "New Sales Transmittal Report" was submitted to the State with 12 sales since last submittal.

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 received, exemptions are then removed if necessary and notifications of exemption change mailed.

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

Report #1 – Enhanced STAR Ineligibility Report

Report #2 – Greater than \$250,000 Report – Switch exemptions from Enhanced to Basic STAR

Report #3 – Voluntary Removal Report

*Respectfully submitted,
Melanie Bunzey, Assessor*

BUILDING DEPARTMENT

CEO Pine submitted the following report:

Applications processed or pending before the boards

Special use – 2 / Variance request- 0 / Sub- divisions – 2

Building permits issued – 4

New houses – 2 / Swimming Pools – 0

Additions, renovations -

Accessory structures – 1

Solar Pv – 0 / Other – 1

Cell tower / commercial - 0

Construction inspections- 31

Site visits – 12 / Fire calls – 0 / Fire safety inspections and follow ups - 1

2 - In-service Training hours. 8 hrs YTD (24 hours required to maintain certification)

MOTION TO APPROVE COMMITTEE & DEPT REPORTS

Councilman Mahan made a motion to accept the committee and department reports as read or submitted. Councilman Beers seconded; all in favor motion carried.

OLD BUSINESS

BROADBAND GRANT UPDATE

The RFP is looking good and should go out in the month of June. He hopes to have the RFP's back in August, then the Town Board can award in September, and whichever company is chosen can mobilize in October.

AED GRANT UPDATE

Mr. Kryzak reported his office is still shopping for the best option. Albany County EMS recommended for compatibility purposes, that the Town goes with the Lifepak 1000.

FREESE HOUSE UPDATE

The power is off at the Freese property. The Freese house is on the next wave of foreclosures at Albany County. Informally, the County has agreed that when it does go to the landbank that it will be turned over to the Town. They have directed the Town to go forward in requests for proposals (RFP) for demolition. The Town can then apply the cost for demolition against the tax lien on the property. The County will then reimburse the Town for the cost. Once Supervisor Kryzak receives this in writing he will send out RFP's. A Title search has been completed with the Surrogate Court, there are no heirs or liens against the property.

FALL FESTIVAL UPDATE

In regards to the potential of a tethered Hot Air Balloon ride, it is considered an aircraft by Marshall & Sterling Insurance and they will not cover the insurance. The Town Clerk had reached out to the Town Attorney who indicated this would be a Town Board decision. The vendor has his own insurance which would include the Town as an additional insured. She is waiting for a response from an insurance company that specializes in aircraft insurance to see if a one-day additional insurance can be purchased. Supervisor Kryzak indicated as more information is provided the Town Board can then make their decision regarding whether or not to include a Hot Air Balloon ride at this years festival.

PROTON MAIL UPDATE

Supervisor Kryzak indicated the Town is looking to switch to email providers from Protonmail to Microsoft Office 365. The features, customer service and support is better than Proton Mail. The cost for conversion from Outlook to Microsoft Office for 45 accounts/licenses is \$9,594.50. After the conversion, the basic cost is \$1,872.00 plus \$612.52 per year. Since he no longer needs an Administrative Assistant in the Supervisor's office, the money can be pulled from the Supervisor's budget. The Town Board can review the figures and make a decision. Councilwoman Burnside suggested if there is no opposition, the Board could vote upon the conversion tonight. Councilwoman Burnside made a motion to adopt the following resolution;

WHEREAS: The Town Board investigated switching email from Protonmail to Microsoft Outlook, be it hereby

RESOLVED: The Town Board authorizes the Supervisor to switch emails from Protonmail to Microsoft Outlook at a cost of \$9,594.50.

Councilman Mahan seconded; motion carried vote follows:

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

NAYS: None

RESOLUTION # 58 – 2023 was thereby duly adopted.

Supervisor Kryzak indicated that the Town Board could pass a budget amendment at the next meeting to fund this from the Supervisor's budget A1220.13 and create a cost code.

CONFIDENTIAL ADMINISTRATOR'S JOB DESCRIPTION

Supervisor Kryzak indicated the Town Board has received the Confidential Administrator's job description. He explained that this includes what was being done when he arrived and then he added some detail to it. This can be used if ever needing to advertise a position in the Supervisor's office.

WATER BOARD APPOINTMENT

Mr. Kryzak advised that he received a resignation from Bill Slaver as a Water Board Member. He indicated that Gerry Boone has offered to fill the position. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: There is a vacancy on the Water Board due to the resignation of Bill Slaver whose term expires 12/31/24, be it hereby

RESOLVED: The Town Board appoints Gerry Boone as a member of the Water Board to fill the unexpired term previously held by Bill Slaver.

Councilwoman Burnside seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 59 – 2023 was thereby duly adopted.

NEW BUSINESS

CANCEL UPCOMING MEETINGS

Mr. Kryzak proposed cancelling the June 6th and July 4th workshop meetings. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Supervisor suggested cancelling two upcoming workshop meetings, be it hereby

RESOLVED: The Town Board cancels the June 6th and July 4th Town Board Workshop meetings.

Councilman Mahan seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 60 – 2023 was thereby duly adopted.

DOG WASTE STATION

The Town is interested in installing a dog waste station at the Town Park. Hopefully this will encourage people to clean up after their dogs. The cost is \$227.77 and it comes 50 can liners and 400 waste bags for free. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town Board discussed purchasing a dog waste station for the Westerlo Town Park, be it hereby

RESOLVED: The Town Board authorizes the purchase of a dog waste station for the Westerlo Town Park at the cost of \$227.77.

Councilman Mahan seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 61 – 2023 was thereby duly adopted.

POSTAGE METER

Supervisor Kryzak mentioned that the Town has been researching options for a new postage meter as the FP Mailing Solutions meter the Town currently uses will become obsolete.

Quadient offered the Town a 24-month contract for an upgraded machine which includes a potential cost savings of \$362.51 a year for similar postage. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town of Westerlo needs to replace the FP Mailing Solutions postage machine as it will soon be obsolete, be it hereby

RESOLVED: The Town Board authorizes the Supervisor to sign a 24-month contract with Quadient for a new postage meter.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 62 – 2023 was thereby duly adopted.

TRANSFERING MONEY TO THE PARK RESERVE FUND

Supervisor Kryzak mentioned he would like to transfer \$5,000 from the General Fund to the Park reserve to keep the account active. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: A deposit needs to be made to the Town of Westerlo Park Reserve Fund to keep the account active; be it hereby

RESOLVED: The Town Board authorizes the Supervisor to transfer \$5,000 from the General Fund balance to the Park Reserve Fund.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 63 – 2023 was thereby duly adopted.

FINANCIAL PLAN

The Supervisor mentioned he hopes to draft a financial plan to present to the Town Board for the next few years. There is a good fund balance but there are quite a few projects that need to be done.

PUBLIC COMMENT

Councilwoman Burnside asked why the Museum wasn't open this past Saturday, it was believed that the director was out of town. Mr. Kryzak indicated the Museum is working on having regular hours.

Mr. Ostrander indicated Maple Ave. will be worked on this summer.

Councilman Mahan thanked Town Clerk Weaver for her work with the Museums Mother's Day Brunch. Ms. Weaver responded it wasn't all her, many were involved. It was a lot of fun.

Highway Employee Rick Rupeka wondered why two Albany Co. Sheriff's were attending the meeting. One of the sheriff's indicated every town will have a presence moving forward, so they can see what is going on in town. A resident wondered how the taxpayers felt about it.

ADJOURN THE MEETING

With there being no further comments or questions, Supervisor Kryzak made a motion to close the workshop meeting. Councilwoman Pecylak seconded; all in favor motion carried. Meeting adjourned at 6:52 pm.

Respectfully submitted,

Karla Weaver
Town Clerk