

**TOWN OF WESTERLO
REGULAR TOWN BOARD MEETING
OF
TUESDAY, NOVEMBER 19, 2024**

The Town of Westerlo Town Board held a regular meeting on Tuesday, November 19, 2024, at 6:00 PM at the Town Hall 933 CR 401, Westerlo, NY. Supervisor Kryzak opened the meeting with the Pledge of Allegiance to the Flag.

ATTENDING WERE: Supervisor Matthew Kryzak
Councilman Peter Mahan
Councilman Joshua Beers
Councilwoman Lorraine Pecylak
Councilwoman Amie Burnside

Also attending were: Acting Highway Superintendent David Pecylak and Highway Employees Salvatore Spinnato, Peter Voisey and Dan Rohrmiller, Town Justices Kenneth Mackey & Joshua Ostrander, Library President Maureen Sikule and Trustee Laura Tenney, Confidential Administrator Lisa DeGroff, Westerlo Volunteer Fire Co. Member's Betty Filkins, Kelley Keefe and Alan Clickman, Museum Director Mary Jane Araldi & Member Becky Kryzak, PB/ZBA Chairman Bill Hall, Clerk to the CEO/Clerk to the Assessor/Clerk to the PB/ZBA Claire Marshall, Deputy Town Clerk's Kathleen Spinnato, Jaimee Motschmann and Michelle Rose, and Town Clerk Karla Weaver.

OPEN MEETING

Supervisor Kryzak made a motion to open the regular Town Board meeting of Tuesday, November 19, 2024. Councilwoman Burnside seconded; all in favor motion carried.

APPROVAL OF MINUTES

Town Clerk Weaver mentioned she made a correction to the minutes of October 15, 2024. Resolution #'s 113 and 114 should say 2024, not 2025. Supervisor Kryzak made a motion to approve the October 15, 2024, and November 6, 2024, meeting minutes with the correction made to the minutes of October 15th. Councilman Beers seconded; all in favor motion carried.

TOWN CLERK REPORT – OCTOBER 2024

Town Clerk Weaver reviewed the Town Clerk report for October 2024. Supervisor Kryzak made a motion to approve the Town Clerk report for October. Councilwoman Pecylak seconded; all in favor motion carried.

SUPERVISOR'S REPORT – OCTOBER 2024

Mr. Kryzak reviewed the Supervisor's report for October 2024. He reported that the bank receipts for all of October were \$747,104.00. The monthly bank reconciliation balance was \$3,481,283.73. He did receive the collateralization statement form M&T bank. They collateralized \$3,497,385.19. As far as budget vs actual, all is tracking good. Quarterly sales tax was received for the third quarter in the amount of \$383,993.04. As of now, \$1,120,837.28 has been received in sales tax for the first three quarters. Supervisor Kryzak believes there could be a jump of \$30,000-\$40,000 for the fourth quarter. Should end

up somewhere over \$1.5 million in sales tax by the end of 2024. Supervisor Kryzak made a motion to approve the Supervisor's report for October. Councilwoman Pecylak seconded; all in favor motion carried.

INVESTMENT REPORT – OCTOBER 2024

Supervisor Kryzak reported on the investment report. The Town earned \$81,724.02 year to date in interest with Bank of Greene County and \$5,036.86 in interest for the month of October. Mr. Kryzak indicated that the Town only earned \$20.10 in interest with NYCLASS for year to date and \$2.04 in interest for October with a monthly ending balance of \$458.47. Supervisor Kryzak made a motion to approve the investment report for October. Councilman Beers seconded; all in favor motion carried.

BUDGET AMENDMENTS

Supervisor Kryzak read and made a motion to adopt the following budget transfer:

WHEREAS: the Town of Westerlo has had unforeseen expense in the following account;
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 Matthew Kryzak to make the following transfers.

General Fund (2024)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$461.00	(A) 200.1 Fund Balance	(A) 3510.42 Dog Control - Mileage
\$20,986.88	(A) 200.1 Fund Balance	(A) 1910.41 General Liability (tractor/attachment insurance)
\$709.27	(A) 200.1 Fund Balance	(A)1220.45 Supervisor – Office Supplies
\$18.96	(A) 1410.45 Town Clerk – AE	(A) 1620.2 Capital Outlay (Freese House advertising)

Councilwoman Burnside seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 120 - 2024 was thereby duly adopted.

PAYMENT OF MONTHLY BILLS – NOVEMBER 2024

Supervisor Kryzak asked if all Town Board members had a chance to review and sign the monthly bills and if there were any questions, comments or concerns, there being none, Supervisor Kryzak then made a motion to adopt the following resolution:

WHEREAS: the Town Board has audited the November 2024 bills, be it hereby
RESOLVED: the following bills be paid Voucher # 585 through Voucher # 659B in the amount

of \$152,221.05.

Councilman Beers seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 121 – 2024 was thereby duly adopted.

COMMITTEE AND DEPARTMENT REPORTS

Mr. Kryzak mentioned he has received written reports from the Justice Court, Assessor, CEO and Highway Departments.

JUSTICE COURT

Supervisor Kryzak indicated the Court received \$3,439.00 in fines for November.

HIGHWAY

November 19, 2024

Continue to mow edges of roads and clean branches for ease of plowing in the winter.

Worked on and completed a project at the Transfer Station. A pit was dug for a dumpster for scrap metal. The pit – dumpster area is protected by barriers. A ramp was created for employees to haul out the dumpster. Residents now just dump their metal into the dumpster. Saves time for employees who now do not have to pick up and load metal scraps onto a truck for disposal/recycling.

Work was done on Abby Lane installing a new driveway pipe.

All dump trucks serviced, and tires changed. Now getting all sanders in pickup trucks and servicing those.

Looking into pricing on a new backhoe and a new dump truck/sander/plow to replace an old one currently in service.

Dave Pecylak

Westerlo Acting Highway Superintendent

CEO

Report - Building/ Zoning -Jeffry Pine BI/CEO – for October 2024

Applications processed or pending before the boards

Special use – 1 / Variance request- 2 / Sub– divisions – 1

Building permits issued – 10

New houses –1 / Swimming Pools – 0 / Additions, renovations - 2

Accessory structures – 6 Solar Pv – 1/ Other – 0 Cell tower / commercial - 0

Construction inspections- 27

Site visits – 11 / Fire calls – 0 / Fire safety inspections and follow ups - 12

8 - In-service Training hours. 26 hrs. YTD (24 hours required to maintain certification) Training is now completed for the year 2025

ASSESSOR

See attached.

LIBRARY

The library has received a construction grant from NYS Education department in the amount of \$13,605.00. They plan to insulate the attic and replace a plaster ceiling in the reading room with sheetrock.

Upcoming programs include:

- Tuesday, Dec. 3rd @ 6 pm – Setting Financial Goals and setting up a savings plan by Cornell Cooperative Ext.
- Tuesday, Jan. 14th @ 6 pm – Creating a welcoming garden for hummingbirds and butterflies by Cornell Master Gardeners
- Jan. 2025, second Friday of the month @ 6 pm – Adult lego and game night
- They have free digital access to the NY Times which can be used at the library, or you can check out a link which is good for 24 hours.

HOMETOWN HEROES

Hometown Heroes Member Lisa DeGroff reported the following:

- *Closing Ceremony was Nov. 2nd. There were over 180 people in attendance. Had two veteran speakers this year.*
- *Something new this year, the committee has recognized veterans and first responders who do not live in Westerlo, they will present an honorary Westerlo Hometown Hero award. First one went to Sheriff Craig Apple who was chosen as he was helpful and supportive. He was presented by a banner which will not be hung in town. Next year they will choose an honorary veteran.*
- *Great basket raffles were donated.*
- *Media coverage by both Altamont Enterprise and Greenville Pioneer*
- *Veteran keychains were debuted this year. Banner recipients can order a keychain by Dec. 5th for Christmas delivery.*
- *She thanked numerous people who have donated or helped them out.*
- *Held Veterans Day Sunset service on Veterans Day. Thanked the Fire Co. and Fire Police for being there.*
- *They nominated Jim Sill to receive an award by Albany Co. Executive Dan McCoy.*
- *Will meet Nov. 26th. No meeting in Dec. Meeting again Jan. 28th.*
- *Thank you to the Westerlo Fire Co. members who went to Orange Co. to help with the wildfires.*

PLANNING/ZONING BOARD REPORT

Planning/Zoning Board Chairman Bill Hall reported they approved a variance and special use permit for a small solar array last month. This month there will be two public hearings. One for a variance for a garage and the other for a minor subdivision. He also reported that everyone is up to date on training now.

LOCAL LAW REVIEW COMMITTEE (LLRC)

Mr. Hall mentioned he emailed the Town Board the LLRC's suggestions for the zoning law up to and excluding solar telecommunications. He also emailed the proposal for an accessory dwelling unit. It is really for an in-law apartment.

CITIZENS COMMITTEE REPORT

Mrs. DeGroff provided an update for the Citizens Committee for park improvements which met Oct. 30th. They strategized for spring projects and are currently working on a survey for residents of the town to get feedback on park improvements. It will not be mailed out, but it will be available at the Town Hall, on the website, on Facebook, and in the January newsletter. People can drop them off or mail them in at their own expense.

MUSEUM REPORT

Mary Jane Araldi, president of the Museum reported that the Museum is now closed for the winter although she is still archiving on Wednesdays. The Museum is sponsoring Wreaths Across America on Saturday, December 14th. The ceremony will be at noon time at Westerlo Rural Cemetery.

APPROVAL OF COMMITTEE AND DEPARTMENT MONTHLY REPORTS

Supervisor Kryzak made a motion to approve the Committee and Department reports as read or submitted. Councilwoman Pecylak seconded; all in favor motion carried.

OLD BUSINESS

PROPOSED 2025 PRELIMINARY VERSION 2 BUDGET DISCUSSION & ADOPTION OF 2025 BUDGET

Supervisor Kryzak mentioned the 2025 Version 2 Preliminary Budget incorporates all the items discussed and approved at the last meeting. All changes are in red as follows:

- Added \$2,000 for the Town Board's salary. Increased the revenue from the fund balance to cover that.
- Increased raises to a total of 6% for highway employees, \$2,240.00 for snow removal cost code, \$2,000.00 for highway maintenance which was an overall increase of \$4,860.00. Overall increase for highway was \$7,100.00. The additional money will come from sales tax revenue.
- Another item brought to his attention today was the need to add some money to the cost code for cleaning after realizing that the Town is spending more than the \$5,356 budgeted for 2025. He increased code A1620.12 under building and maintenance to \$7,700.00. Translating that to the cover page, the breakdown is as follows: the \$106,023.00 will be increased by \$2,344.00 and now becomes a total of \$108,367.00. As far as general fund appropriations, \$1,801,377.00, will be increased to \$1,803,721.00. The other change is the total appropriations line \$3,712,662.00 and will increase to \$3,715,006.00 which will increase the total 2025 from the 2024 budget to a total of \$172,756 instead of \$170,412.00. Didn't need to mess with the tax levy itself so the budget is still under the tax cap by \$1,000 and a 1.93% increase over last year.

With there being no further questions/comments/concern regarding the proposed 2025 Preliminary Version 2 Budget, Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town of Westerlo has held two Public Hearings on the 2025 Town of Westerlo Volunteer Fire Co. Preliminary Budget and the 2025 Town of Westerlo Preliminary Budget; be it hereby

RESOLVED: The 2025 Town of Westerlo Volunteer Fire Co. Preliminary Budget becomes the 2025 Town of Westerlo Vol. Fire Co. Adopted Budget, and the 2025 Town of Westerlo Preliminary Budget becomes the 2025 Town of Westerlo Adopted Budget.

Councilwoman Burnside seconded; a vote resulted as follows:

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

NAYS: Councilman Beers

RESOLUTION # 122 - 2024 was thereby duly adopted.

Supervisor Kryzak thanked the Board for adopting the budget and mentioned he didn't believe the Town will need to use any of the \$106,000 of the fund balance but you never know what surprises will turn up such as having to replace old equipment, but the Town is looking financially healthy at this point.

HEALTH/VISION/DENTAL INSURANCE

Mr. Kryzak indicated the vision, and dental insurance did not increase but there was a 7% increase for the MVP gold health insurance plan which are the same plans the Town currently has. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town is in need of renewing the MVP gold health insurance plan for 2025 for Town employees, be it hereby

RESOLVED: The Town Board approves the renewal of the MVP gold plan with a 7% increase which is the same plan the Town currently has.

Councilman Beers seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 123 - 2024 was thereby duly adopted.

Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town is in need of renewing the Town's vision insurance plan for 2025 for Town employees, be it hereby

RESOLVED: The Town Board approves the renewal of the Town's vision insurance plan which is the same plan as 2024 and has not increased.

Councilman Mahan seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 124 - 2024 was thereby duly adopted.

Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town is in need of renewing the Delta Dental insurance plan for 2025 for Town employees, be it hereby

RESOLVED: The Town Board approves the renewal of the Delta Dental insurance plan which is the same plan as 2024 and has not increased.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 125 - 2024 was thereby duly adopted.

BROADBAND UPDATE

Supervisor Kryzak gave a brief update on Broadband. He reached out to Vince Randazzo from Mid-Hudson Cable. The Town sent them a contract about a month ago. Mr. Randazzo responded that they got the contract back from their legal department and will have it signed and back to the Town as soon as possible. Mid-Hudson is currently working on all the pole licenses and the pole walks are occurring every Tuesday for the next few weeks with Central Hudson. All necessary mapping is complete, and the design work will begin in the next few weeks. Preparing to break ground this spring. Mr. Kryzak will let the Town know more information as it becomes available. Once they approve this and work starts, the Town has 5 years to complete. The good news is the county is working on any other areas that will remain without internet with this project, which is maybe one or two roads. This will be done in the next year. He is hopeful the Town will be looking at 100% broadband coverage.

Town Clerk Weaver asked the Supervisor to reach out to BRC Chairperson Carrie Wallace to provide her with an update.

PROTONMAIL UPDATE

Preville did cancel the account with Proton Mail, the Town's old email provider. Councilman Beers questioned that the Town has been paying for Proton Mail then; Supervisor Kryzak responded yes but that there is a credit on the Visa bill this month.

OLD COUNTY ROUTE 401 UPDATE

The Town of Westerlo now owns Old County Route 401. The deed was recently transferred over to the Town.

WESTERLO RESCUE SQUAD BUILDING UPDATE

He received an email from the Attorney working with the Rescue Squad and they are very close to the building coming back to the Town. The State has accepted the plan and is finishing up the paperwork. The title is clear and hopefully soon that building will be coming back to the Town for use.

NEW BUSINESS

CHRISTMAS TREE LIGHTING/SANTA EVENT

This event will be on December 6th from 5 pm – 7 pm. Proceeds will go towards adopting families in need for Christmas.

ADOPT A FAMILY – DONATIONS

The Town will be adopting children again this year for Christmas. The Hilltown Community Resource Center provides lists of items children need. Those lists are available in the back of the room. If anyone would like to purchase an item they can drop off at Town Hall. Lists will be updated. Cash/check donations are very much needed as well, and receipts can be given for those donations.

The Town Clerk's office is also looking for donations of Christmas wrapping supplies and pet supplies. Town Clerk Weaver mentioned that the Resource Center reached out today about a need for pet supplies, and she contacted Benson's Pet Center, and they have agreed to make a large pet supply donation which she will be picking up tomorrow. Calls have also been made to Chewy, Pet Supplies Plus, Dollar General and Tractor Supply.

NYS DEC HUNTING/FISHING LICENSE PRINTING DISCUSSION

Town Clerk Weaver explained that those who purchase hunting/fishing licenses at the Town Clerk's office are probably familiar that NYS DEC has done away with their valeron paper which means licenses are now printing on regular paper. The Town now must supply the paper and ink licenses are printed on. The Town can collect a \$1 fee if the Town Board so chooses although, it is the Clerk's recommendation to waive any such fees for this year. The Town Board agreed. Supervisor Kryzak made a motion to adopt the following resolution:

- WHEREAS:** NYS DEC is no longer supplying paper for hunting/fishing license sales; and
WHEREAS: The Town Clerk can charge customers \$1 to cover the printing costs if the Town Board so chooses, although she recommends not charging customers at this time; be it hereby
RESOLVED: The Town Board agrees not to charge the \$1 fee and keep it as a free service for now.

Councilman Beers seconded; a vote resulted as follows:

- AYES:** Supervisor Kryzak, Councilman Beers, Councilman Mahan, Councilwoman Pecylak, Councilwoman Burnside
NAYS: None

RESOLUTION # 126 - 2024 was thereby duly adopted.

It was recommended that a donation jar be put up in the clerk's office and that the Town accepts donations in lieu of charging for printing licenses.

RE-BID ASPHALT FOR TENNIS/PICKLEBALL COURT

Supervisor Kryzak indicated that two bids were received for repaving the tennis courts. The bids were outside of the Town's budget. They will be changing the bid to patch and repair the surface and a pave over to see if that makes the cost come down. Supervisor Kryzak made a motion to adopt the following resolution:

- WHEREAS:** The Town Board received two bids which were outside of the Town's budget for the tennis courts; be it hereby

RESOLVED: The Town Board authorizes the Town Clerk to readvertise the bid with updated specifications for repair of the tennis and pickleball courts which will be due back Thursday, January 23rd @ 6 pm.

Councilman Beers seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 127 - 2024 was thereby duly adopted.

UTILITY REPAIR BIDS – ADVERTISE

The current utility repair crew bid contract expires on February 28, 2025. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Emergency Utility Repair contract expires on February 28, 2025; be it hereby

RESOLVED: The Town Board authorizes the Town Clerk to advertise for bids for the Emergency Utility Repair contract on behalf of the Town of Westerlo for the Town and Westerlo Water District. No. 1 for the year 2025 with bids due back by Thursday, February 13th at 6 pm.

Councilman Beers seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 128 - 2024 was thereby duly adopted.

COMP ALLIANCE

The Town of Westerlo is receiving a safety reward in the amount of \$1,856.00 thanks to the employees. Mr. Kryzak congratulated the employees.

SCHEDULE ORGANIZATIONAL MEETING/SWEARING IN CEREMONY

Supervisor Kryzak suggested scheduling the organizational meeting for Thursday, January 2nd at 6 pm.

Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town Board discussed the need to schedule the Organizational meeting for January 2, 2025; be it hereby

RESOLVED: The Town Board authorizes the Town Clerk to advertise the Organizational meeting for Thursday, January 2, 2025, at 6 pm.

Councilman Mahan seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 129 - 2024 was thereby duly adopted.

Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Acting Highway Superintendent will need to be sworn in at the end of the year ahead of his elected term which begins January 1st; be it hereby

RESOLVED: The Town Board sets the swearing-in ceremony for December 30th, before the Special Town Board meeting at 6 pm.

Councilman Mahan seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 130 - 2024 was thereby duly adopted.

BACKHOE REPLACEMENT

Acting Highway Superintendent David Pecylak wasn't in attendance, but on his behalf, Mr. Kryzak advised the highway department needs a new backhoe. They have shopped around, and the price of a brand-new New Holland backhoe B75C is \$121,752 but with the state contracting discount of 35% off, the total comes down to \$86,738.80 with freight and delivery. The money can't be spent until after January 1st, but Supervisor Kryzak would like to give Mr. Pecylak approval to go under contract with the understanding that the payment will not be made until after January 1st. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The highway department needs a new backhoe; and

WHEREAS: The Acting Highway Superintendent has shopped around and found a New Holland backhoe B75C loader/backhoe at a state contracting price of \$86,738.80; be it hereby

RESOLVED: The Town Board authorizes the Acting Highway Superintendent to go under contract for the brand-new New Holland backhoe B75C for the total amount of \$86,738.80 with the understanding that the payment will not be made until after January 1, 2025.

Councilman Beers seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 131 - 2024 was thereby duly adopted.

Mr. Kryzak is hopeful that the old equipment can be sold, and that used equipment can be updated for new equipment in the future.

PUBLIC COMMENT

Betty Filkins commented that there needs to be better lighting in the parking lot at Town Hall. Mr. Kryzak indicated there is capital improvement money set aside which can be used for that purpose. He also mentioned mini split systems need to be purchased. Town Clerk Weaver advised she reached out to Home Depot about lighting, mini split systems as well as kitchen equipment and they may be able to donate. She will provide an update later.

Claire Marshall mentioned the Town needs an electronic sign in front of the building.

Mrs. Filkins believed there was a need for better signage at the transfer station for what goes where. She also suggested handing out flyers on how to recycle. The Town Clerk advised there are documents available on the Town's website as well as the Clerk's office.

Dog Control Officer (DCO) Justin Case wondered what was going on with the dog kennel, who would be manning it, and what to do about the dogs in town that are an issue. Mr. Kryzak would like to tackle this for the organizational meeting. The Town Board may need to create another part-time position to help with feeding dogs so it's not all on the DCO to go back and forth. He indicated the Town may be able to pick other employees who are already on the insurance, give them training at a per diem rate. Mr. Case indicated that although the county is working on a facility, it is 2-3 years out. There is no facility currently to deal with these dogs. The facility the Town is using does not want the dogs there for longer than 10 days. They do not want to be a part of the Town seizing dogs and then dogs not going back to owners. The Supervisor suggested having a private conversation to brainstorm ideas on how to deal with this issue.

Fire Co. Member Kelley Keefe commented on NYS DEC allowing clerks to charge \$1 for licenses. She appreciates the Town not passing that fee on. She commented about the Water District billing as she used to be able to pay the bill, get the bill stamped paid which was her receipt. Now, the Supervisor's Clerk prints a receipt which is mailed to the customer. The Town is paying for the cost of the paper, postage, envelope, and ink. Someone suggested emailing receipts. She would like to just have her bill stamped again like it used to be. Mr. Kryzak mentioned it's his office that handles the water billing but indicated people should have a receipt.

ADJOURNMENT OF MEETING

With there being no further comments or questions from the public, Supervisor Kryzak made a motion to adjourn the meeting. Seconded by Councilman Beers; all in favor motion carried. The meeting adjourned at 7:06 pm.

Respectfully submitted,

Karla J. Weaver, Town Clerk

ASSESSOR'S MONTHLY DEPARTMENTAL REPORT

To: Westerlo Town Board
From: Melanie Bunzey, Assessor
Date: November 19, 2024
Re: Monthly Report

11/19/24

One of the two Small Claims Assessment Review ("SCAR") petition filed against the Town was settled prior to the scheduled conference with the Court; the assessment was lowered and a refund was issued by the school district. The one for the Albany Water Board is still pending.

A "New Sales Transmittal Report" was submitted to the State with 50 sales since last submittal – a large increase from the usual transmittal.

The following 2024 STAR reports have been received from New York State and processed:

- Report #1 – Enhanced STAR Eligibility Report
- Report #2 – Income Greater than \$250,000 Report
- Report #3 – Voluntary Exemption Removal Report – Initial
- Report #4 – Tentative Roll Corrections Report
- Report #5 – STAR Delinquency Report
- Report #6 – Voluntary Exemption Removal Report
- Report #7 – Final Roll Corrections Report
- Report #8 – STAR Credit Markers Report
- Report #9 – Senior Income Level Report
- Report #10 – NYS Tax Return Deceased Report
- Report #11 – STAR Credit Issued

Aged-All (low-income Seniors exemption) renewal forms have been mailed to Seniors who received the exemption last year. Since the law changed last year requiring proof of income from two years prior rather than one year, we were able to mail them early so that seniors can bring in their forms before the weather turns bad. We normally mail them in late November/early December for the March 1st deadline. We will also be sending the Ag and Disability renewals early this year.

I have completed the courses to meet my annual continuing education requirements for 2024-2025 - "Annual V4 Tasks" and "Sales, Sales, Sales."

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.

Respectfully submitted,

Melanie Bunzey

Melanie Bunzey, Assessor