

**TOWN OF WESTERLO
REGULAR TOWN BOARD MEETING
OF
TUESDAY, NOVEMBER 18, 2025**

The Town of Westerlo Town Board held a regular meeting on Tuesday, November 18, 2025, at the Town Hall 933 CR 401, Westerlo, NY. Supervisor Kryzak opened the meeting with the Pledge of Allegiance to the Flag at 6:03 PM.

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

ABSENT WERE: None

Also attending were: Previous Highway Superintendent Jody Ostrander, Highway Superintendent David Pecylak and Highway Employees Salvatore Spinnato and Dan Rohrmiller, Previous Transfer Station Employee Chuckie Benninger, Fire Co. Members Kelley Keefe and Alan Clickman, Water Board Chairman Bill Bichteman, Library Trustee Mary Ann Witt, Confidential Administrator Lisa DeGroff, Museum Director Mary Jane Araldi, Planning/Zoning Board Chairman William Hall, Previous Clerk to the Boards/Clerk to the Assessor/Clerk to the CEO Claire Marshall, Deputy Town Clerk's Michelle Rose and Kathy Spinnato, and approximately 4 interested persons.

Supervisor Kryzak made a motion to open the meeting. Councilwoman Pecylak seconded; all in favor motion carried.

TOWN BOARD MINUTES

Supervisor Kryzak made a motion to approve the meeting minutes of October 21, 2025, and October 22, 2025. Councilwoman Burnside seconded; all in favor motion carried.

TOWN CLERK REPORT (OCTOBER 2025)

Deputy Town Clerk Michelle Rose reviewed the Town Clerk report for October 2025. Supervisor Kryzak made a motion to approve the Town Clerk report for October 2025. Councilwoman Pecylak seconded; all in favor motion carried.

SUPERVISOR REPORT (OCTOBER 2025)

Supervisor Kryzak reviewed the budget vs actual report. The general fund is 178% collected. He did receive some more sales tax and will need to make some more distributions from that. 85% was expensed from the general fund, however that is artificial because of the capital improvement money that has been filtered through. Highway is only 59% collected. Will need to transfer some money to them. Highway is showing 98.6% expensed, however that is also

artificially inflated due to the capital improvement for all the vehicles. Everyone else is on track to meet their budget, funding is currently where it needs to be. Right now, in the general fund for the year, the Town did collect \$3,025,703.94. There is \$1,693,854.00 in the general fund, and he will need to transfer money out to make everyone whole. Supervisor Kryzak made a motion to approve the Supervisor's report for October 2025. Councilwoman Pecylak seconded; all in favor motion carried.

INVESTMENT REPORT (OCTOBER 2025)

Mr. Kryzak mentioned for October, the balance forward on all reconciled balances from the Bank of Greene County was \$3,101,572.15. Received for the month of October \$435,238.32 and disbursed \$289,974.50 which left the bank account balance at the end of October at \$3,246,835.79. The M&T collateralization statement shows a value of \$3,286,273.57, which means money is safe. Quarterly sales tax was received for the third quarter in the amount of \$390,320.11 bringing the grand total to \$1,159,977.88. Usually, the fourth quarter is the strongest with the holiday season, and he is looking to collect \$1.6 million. Should have an excess for next year. Collected \$80,799.55 on mortgage tax from January to October. The year before only collected \$61,206.35. Interest earned with BOGC for October was \$3,244.20. Year to date \$45,077.29. NYCLASS earned \$1.38 interest for the month, bringing the total to \$477.05 for end of month balance for October. Supervisor Kryzak made a motion to approve the Investment Report for October 2025. Councilwoman Burnside seconded; all in favor motion carried.

PAYMENT OF THE MONTHLY BILLS (OCTOBER 2025)

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 bills be paid Voucher # 629 through Voucher # 697 in the amount of \$137,935.88.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 135 - 2025 was thereby duly adopted.

COMMITTEE REPORTS

Supervisor Kryzak advised that the Town received a written report from the Justice Court with a grand total of \$4,429.00 for fines received in October 2025. He also received a written report from the Assessor and CEO.

LIBRARY

Library Trustee Mary Ann Witt reported the following for the library:

- They continue plans for the 40th anniversary programs which will be going on monthly.
- Coffee with neighbors is Wednesdays 12 pm – 2 pm.
- Ancestry workshop that was scheduled for today has been rescheduled to January.
- Holiday craft card program on November 20th.

- February 21st is the citizens preparedness with the National Guard.
- Will be asking for collection of hats, gloves, mittens, scarves and socks which will be available outside the library.

PLANNING/ZONING BOARD OF APPEALS

Chairman Bill Hall reported for the Planning/Zoning Board. There is a new application for an area variance for personal solar panels coming in. Just wrapped up a few variances and a special use permit.

LOCAL LAW REVIEW COMMITTEE (LLRC)

Mr. Hall reported they wrapped up BESS but will hold off issuing recommendations because they just found out that NYSEDA is coming out with a new recommendation that is going to divide up some things from what they've done in the past. Plus, the uniform code is coming in January and has a lot of changes for BESS as well. Once those hit, then they will reevaluate solar.

HOMETOWN HEROES

Hometown Heroes Committee Member Lisa DeGroff reported that the committee held their eighth annual closing ceremony on November 1st and are very grateful for the church's hospitality. There were approximately 180 people in attendance where they honored Navy Veteran Anthony Falese with medals for his service in Vietnam that he did not know he earned. He was also awarded a medal from Taiwan for the same conflict. Navy Veteran Rich Filkins was also awarded medals from Vietnam which he didn't know he was entitled to. Charles Peck Jr. was honored with a congressional gold medal which is the highest civilian honor. He was also recognized for receiving his high school diploma. He was in WWII and therefore the diploma was received by his family. She reported that the second honorary hometown hero banner is not hung in town but given to someone who has been instrumental in the community, not just Westerlo but in the hilltowns. That award went to County Executive Daniel McCoy. He has been a big supporter of Hometown Heroes. Norwich University Shock Platoon Drill Team provided a demo, bagpipes, taps, presentation and retiring of colors. She mentioned that they had the local girl scouts present the banners to the banner recipients. Mrs. DeGroff thanked Paster Boger for the opening and closing prayer and Eveyln Lawton for singing. The Fire Co. Auxiliary food service never disappoints, and the event had good media coverage. Food was secured by Beverwyck and was free to anyone that attended. Leftovers went to the church and were distributed to local families in need.

She advised that the Veterans Sunset Service was extremely cold and windy and was moved inside the pavilion. The special guest speaker was Scott Leslie who is the director of Albany County Veterans Service Bureau.

They have launched Hometown Heroes swag, in addition to keychains, lawn banners, commemorative coins, there are now t-shirts, hoodies, sweatshirts and baseball hats. Next meeting is November 25th where they evaluate the program. There is no meeting in December.

PRELIMINARY

HIGHWAY

Highway Superintendent David Pecylak reported the following:

- Had the salt shed filled.
- Been patching holes.
- Been checking roads and cleaning trucks.

MUSEUM

Museum Director Mary-Jane Araldi mentioned the Museum is closed now until April, however she will continue to go in on Wednesday mornings. She finished archiving all the things she received from LaGrange. She will start archiving items from the camper club. The chance auction is on December 5th with the Christmas Tree Lighting. Wreaths Across America is the 13th of December.

BUILDING DEPARTMENT

CEO Pine submitted the following report:

Report - Building/ Zoning -Jeffry Pine BI/CEO – for October 2025

Applications processed or pending before the boards

Special use – 2 / Variance request- 3 / Sub– divisions – 1

Building permits issued – 4

New houses 11 / Swimming Pools – 0 / Additions, renovations - 0

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

Construction inspections- 28

Site visits – 14 / Fire calls – 1 / Fire safety inspections and follow ups - 1

1 - In-service Training hours. 28 hrs. YTD (24 hours required to maintain certification for 2026)

ASSESSOR

ASSESSOR'S MONTHLY DEPARTMENTAL REPORT

To: Westerlo Town Board
From: Melanie Bunzey, Assessor
Date: November 18, 2025
Re: Monthly Report

I am beginning preparation for the January property tax bills. Unpaid school taxes are being relieved onto the property tax bill as well as water relevies.

Exemption renewal forms were mailed and many have already been completed and returned to this office.

The following 2025 STAR report has been received from New York State and processed:

Report #10 – NYS Tax Return Deceased Report

A "New Sales Transmittal Report" was submitted to the State with 4 sales since last submittal (see attached.)

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

MOTION TO APPROVE COMMITTEE & DEPT. REPORTS

Supervisor Kryzak made a motion to accept all committee and department reports.
Councilwoman Pecylak seconded; all in favor motion carried.

NEW BUSINESS

TOSHIBA CONTRACT

Supervisor Kryzak reported that the cost for the new Toshiba will be \$306.49 a month for 63 months. This gives the Town 2,250 black and white and 2,000 color images. He upped the plan because if the Town goes over the plan, there is a cost for overages. With the new plan, they will come get the old copier and upgrade to the latest and greatest but need to get the contract signed and to Toshiba. This is a 5-year lease. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Supervisor discussed the need to sign a new contract with Toshiba for a new copy machine, be it hereby

RESOLVED: The Town Board authorizes the Supervisor to engage in a contract with Toshiba at a cost of \$306.49/mo. for 63 months.

Councilwoman Burnside seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 136 - 2025 was thereby duly adopted.

AD FOR VACANCY ON PLANNING/ZONING BOARD OF APPEALS

Supervisor Kryzak mentioned the Town needs to advertise for the vacancy on the Planning/Zoning Board of Appeals and that he is also looking to fill the alternate positions with this as well. Will be filling the position in January. He advised he has a resolution to read:

I, Council member Matthew Kryzak offer the following resolution:

WHEREAS: There will be a vacancy on the Planning Board/Zoning Board of Appeals as of January 1, 2026, and

WHEREAS: The Town Board would like to advertise for applications for this vacancy, and now therefore be it

RESOLVED: that the Town Board of the Town of Westerlo does hereby authorize the Town Clerk to advertise for the vacant position of Planning Board/Zoning Board of Appeals member for a period of two weeks.

Supervisor Kryzak made a motion to adopt the foregoing resolution.

Councilman Mahan seconded, a vote resulted as follows:

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

NAYS: None

RESOLUTION # 137 - 2025 was thereby duly adopted.

Supervisor Kryzak indicated the ad was very generic which he read as follows:

The Town of Westerlo is seeking applicants for a member of the Planning Board/Zoning Board of Appeals. The successful applicant will be paid \$212.00 / monthly. Attendance is required at the monthly Planning Board/Zoning Board of Appeals meeting. Attendance at other public meetings may be required. The successful applicant will be able to refer to zoning laws, deeds, maps and information supplied by the Assessor and Code Enforcement Officer. Experience working with planning boards, zoning boards of appeal, local laws and knowledge of Westerlo's geographic area is a bonus. Training will be provided. Interested applicants are encouraged to send a resume or complete an application and submit no later than December 9, 2025, to Town of Westerlo, Attn: Confidential Administrator, 933 County Route 401, Westerlo, NY 12193 or by email to ConfidentialAdmin@TownOfWesterloNY.com

Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town Board passed a resolution to advertise for a vacancy on the Planning Board/Zoning Board of Appeals, and

WHEREAS: The proposed ad was read aloud tonight, be it hereby

RESOLVED: The Town Board approves the advertisement as read/written above.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 138 - 2025 was thereby duly adopted.

UPDATE TO ZONING LAW REGARDING SIGN

Mr. Kryzak advised this suggestion came from the LLRC, but Confidential Administrator Lisa DeGroff indicated it was the Planning Board/Zoning Board. In the existing sign law, it indicates that internal lighting is strictly prohibited in zoning. The only change is that internal lighting may be permitted upon obtaining site plan approval and a special use permit. Signs may be lit from dawn until 11 pm. The new proposed update is as follows:

Section 12.110 SIGNS

No sign, whether private, commercial, industrial or otherwise, which size shall exceed an area of thirty-two (32') square feet shall be displayed on any property in the Town of Westerlo. Such restriction shall apply to all signs, notwithstanding whether they are affixed to a building or pole, or displayed by some other method or manner.

Signs may be illuminated by way of indirect, downward lighting by right.

Internal lighting may be Permitted Upon Obtaining Site Plan Approval and a Special Use Permit from the Planning Board/ZBA.

Signs may be lit from dawn until 11:00 p.m.

Any change to any sign in existence on or before March 31, 2001 must be made in full conformance with this provision.

EXISTING SIGN LAW

Section 12.110 SIGNS

No sign, whether private, commercial, industrial or otherwise, which size shall exceed an area of thirty-two (32") square feet shall be displayed on any property in the Town of Westerlo. Such restriction shall apply to all signs, notwithstanding whether they are affixed to a building or pole, or displayed by some other method or manner. Signs may only be illuminated by way of indirect, downward lighting; internal lighting is strictly prohibited. Signs may be lit from dawn until 11:00 p.m. Lighting of signs after 11:00 p.m. is strictly prohibited.

Any change to any sign in existence on or before March 31, 2001 must be made in full conformance with this provision.

Supervisor Kryzak would like to schedule a public hearing to receive public comment about the changes that are proposed to be made to the sign law. He would like to schedule the hearing for December 16th at 6 pm which is the night of the regular Town Board meeting. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: The Town Board discussed the need to schedule a public hearing to allow the public to be heard regarding the proposed changes to the Zoning Law regarding signs, be it hereby

RESOLVED: The Town Board sets the public hearing for Tuesday, December 16th at 6 pm.

Councilman Beers seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 139 - 2025 was thereby duly adopted.

Supervisor Kryzak indicated this will probably be a local law of 2026 and the purpose is to repeal and replace section 12.110 of the Westerlo Town Code entitled Signs which will establish new rules, regulations, policies, code and enforcement of construction and display of signs throughout the Town of Westerlo. He read the following: "Authority, the Town Board of the Town of Westerlo as legislative body for the Town of Westerlo hereby enacts this local law pursuant to authority conferred by the state town law, NYS Municipal Home Rule Law, and NYS Constitution". Under legislative intent, "the intent of this local law is to adopt the local law for the enforcement and regulation of the construction and display of signs throughout the Town of Westerlo". The second portion of that is going to be only changing that one section. There is a supersession clause that says, "the Town of Westerlo hereby exercises authority pursuant to NYS Municipal Home Rule Law to supersede any conflicting state or local law contrary to this local law". The Supervisor indicated the Town Board will probably be looking for a vote in the new year.

PUBLIC COMMENT

Supervisor Kryzak asked the Town Board if they wanted public comment, all were in favor.

Lisa DeGroff asked if the Supervisor still planned to have the Workshop meeting in December. He responded no, there would then be three meetings in December, which is a lot with the holidays. There will be the regular meeting on December 16th and the Special Town Board meeting for payment of the end-of-year bills on December 30th, both at 6 pm. The Organizational meeting will be held in early January which will be decided on at the December 30th meeting.

Previous employee Chuckie Benninger asked about the sign law. He asked about road signs saying road closed that are lit, he wondered if they are illegal. Mr. Hall responded they are currently illegal, but this would make them legal. Traffic signs are exempt. This is for businesses. Mr. Hall explained, one came before the Planning/ZBA this year and because it is prohibited, it would require a use variance. The request was denied because a use variance has a very tight bar to meet. The feeling from the Planning/ZBA was, given the location, there was no good reason other than the law says you can't. Mary Ann Witt indicated that Town Line Auto sign is constantly lit. It is a bright sign, and it should be revisited. Mr. Benninger mentioned a streetlight down. Discussion ensued that the Town was looking into the down street light, but it belongs to the state.

Dan Rohrmiller commented how dark the Town Hall parking lot is. Mr. Kryzak indicated the Town could put that on the agenda to work on better lighting. The court parking lot is dark as well.

Deputy Town Clerk Spinnato asked about lighting the sign in front of the Town Hall. Discussion ensued about downward lighting like the Veterans Memorial Park sign. It was mentioned that even that sign light does not go off at 11 pm. Mrs. Spinnato indicated the Town Hall is open Thursday nights so if people are not familiar with the area, people don't know. Mrs. DeGroff mentioned there is an extra solar light available from when they installed the one at the park, just need to find it and attach it to the sign. She also indicated the cheapest price she received for a new electronic sign was \$43,000 which did not include foundation or electrical.

It was mentioned that there was an accident on 401 a bit ago but the two young girls are okay. The road will be closed for up to two hours though. A dump truck and trailer were backing up into a driveway; the girls didn't see the trailer and hit it very hard. They were very lucky.

Resident Bobby Sherman asked if the Town heard from the Fire Co. to see if they wanted to take the rescue squad building. Mr. Kryzak responded yes. He still doesn't have a title in hand from the title agency, so nothing has been done yet besides making sure the heat works. The Fire Co. is interested. Supervisor Kryzak is unsure what the Fire Co. would want to put in there, but he thinks it would be a great asset for Westerlo Fire Co. and the Town to be able to expand some emergency services because the Fire Co. will have an additional building for additional storage for apparatus and other emergency vehicles. Mr. Sherman wondered if they could work out a deal to get Woodman's Hall back for storage. Mr. Kryzak indicated the Fire Co. provides an awesome service. He indicated if the Town could provide even more to them, it would be beneficial.

PRELIMINARY

ADJOURN THE MEETING

With there being no further public comment/questions, Mr. Kryzak made a motion to close the meeting. Councilwoman Pecylak seconded; motion carried by those present. The meeting adjourned at 6:41 pm.

Respectfully submitted,

Karla Weaver
Town Clerk