

PRELIMINARY

**ORGANIZATION MEETING
OF THE TOWN OF WESTERLO
TOWN BOARD
THURSDAY, JANUARY 6, 2026**

The Town of Westerlo Town Board Organization meeting was held on Thursday, January 6, 2026, at the Richard H. Rapp Municipal Building located at 933 County Route 401, Westerlo, NY 12193. The meeting was opened at 6:00 PM by Supervisor Matthew Kryzak with the Pledge of Allegiance to the Flag.

ATTENDING WERE: Supervisor Matthew Kryzak
Councilman Jody Ostrander
Councilman William Hall
Councilwoman Amie Burnside
Councilman Peter Mahan

Also present were: Town Clerk Karla Weaver, Town Justice Joshua Ostrander, Code Enforcement Officer Jeff Pine, Deputy Town Clerks Michelle Rose & Kathleen Spinnato, Highway Superintendent David Pecylak and Highway Employees Salvatore Spinnato IV, Peter Voisey and Dan Rohrmiller, Confidential Administrator to the Supervisor Lisa DeGroff and one interested resident.

OPEN 2026 ORGANIZATIONAL MEETING:

Supervisor made a motion to open the Org. Meeting. Councilwoman Burnside seconded; all in favor motion carried.

EXECUTIVE SESSION

Supervisor Kryzak made a motion at 6:01 pm to enter into Executive Session for the purpose of discussing the employment status of an individual. Councilman Mahan seconded; all in favor motion carried.

Supervisor Kryzak made a motion to close the Executive Session at 6:39 pm. Councilman Mahan seconded; all in favor motion carried.

REOPEN 2026 ORGANIZATIONAL MEETING

Supervisor Kryzak made a motion to reopen the Organizational Meeting at 6:39 pm. Councilwoman Burnside seconded; all in favor motion carried.

Supervisor Kryzak then read and offered the following Resolutions and moved their adoptions:

Resolution # 1-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the Altamont Enterprise, being the newspaper of general circulation in the Town of Westerlo, is hereby designated as the official newspaper for the Town of Westerlo and all notices required by law are published in said newspaper.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Hall seconded; a vote resulted as follows:

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

NAYS: Councilman Ostrander

RESOLUTION # 1 – 2026 was thereby duly adopted.

Resolution # 2-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

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RESOLVED: that the Bank of Greene County (PO Box 470 Catskill, NY 12414) is hereby designated as a depository for any or all Town funds, the maximum amount on deposit at any one time not to exceed \$500,000.00 per account; and in association with Wilmington Trust, pledges all securities in excess of \$100,000.00. It is further

RESOLVED: that NYCLASS (New York Cooperative assets Security System) be designated as a depository of discretionary funds not exceeding 75% of the available fund balances at any one time.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilwoman Burnside; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Hall, Councilwoman Burnside, Councilman Mahan, Councilman Ostrander

NAYS: None

RESOLUTION # 2 – 2026 was thereby duly adopted.

Resolution # 3-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the Town Superintendent of Highways be and is hereby authorized to purchase equipment, materials and tools for Highway Dept. use in an amount not to exceed \$10,000 for each purchase, to purchase Bituminous Road Oils at the State Contract Price.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Mahan; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Hall, Councilwoman Burnside, Councilman Mahan, Councilman Ostrander

NAYS: None

RESOLUTION # 3 – 2026 was thereby duly adopted.

Resolution # 4-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the Town Superintendent of Highways be and is hereby authorized to enter into contracts for public works related to the Highway Dept. in an amount not to exceed \$20,000 without prior approval of the Town Board however at no time shall he cause any appropriation account to be overdrawn.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Hall; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Hall, Councilwoman Burnside, Councilman Mahan, Councilman Ostrander

NAYS: None

RESOLUTION # 4 – 2026 was thereby duly adopted.

Resolution # 5-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that any elected or appointed official of the Town of Westerlo shall be reimbursed monthly an amount per mile, matching the current IRS approved rate when using their own vehicle for OFFICIAL Town business, be it further

RESOLVED: Mileage reimbursement requests must be submitted within 30 days.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Hall, Councilwoman Burnside, Councilman Mahan, Councilman Ostrander

NAYS: None

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RESOLUTION # 5 – 2026 was thereby duly adopted.

Resolution # 6-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the regular meetings of the Town Board shall be held on the third Tuesday of each month at 6:00 pm at the Westerlo Town Hall. The Town Board Workshop meetings shall be held on the first Tuesday of each month at 6:00 pm, except for the November meeting, which shall be held on the first Wednesday following the General Election. In the event of inclement weather, the meeting is automatically rescheduled for the following Wednesday. The Planning/Zoning Board of Appeals shall meet on the fourth Monday of each month at 7:00 pm, the Museum Board shall meet on the second Thursday of each month at 6:00 pm, the Water Board shall meet on the first Wednesday of March and September at 6 pm, the Broadband Research Committee shall meet on the third Monday of each month at 7 pm, the Hometown Heroes Committee shall meet on the fourth Tuesday of each month at 6 pm and the Local Law Review Committee shall meet on the third Monday of each month at 6:00 pm.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Hall asked about moving Town Board meetings to 7 pm. Councilman Ostrander agreed. He also asked about the Broadband Committee as they haven't met. Supervisor Kryzak prefers 6 pm and is keeping the Broadband Committee in case they are needed.

Councilman Mahan seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Mahan

NAYS: Councilman Hall, Councilman Ostrander

RESOLUTION # 6 – 2026 was thereby duly adopted.

Resolution # 7-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the Supervisor shall submit to the Town Clerk within 60 days after the close of the last fiscal year, a copy of the report to the State Comptroller, pursuant to Section 30 of the General Municipal Law and the Town Clerk shall thereafter cause summary of said report be published within ten days after receipt thereof on a form approved by the State Comptroller. This report shall be in lieu of the report required by Section 10 of Town Law.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Hall seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Mahan, Councilman Hall, Councilman Ostrander

NAYS: None

RESOLUTION # 7 – 2026 was thereby duly adopted.

Resolution # 8-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the Town of Westerlo will hereby continue the PROCUREMENT POLICIES (Organizational Meeting 2020), the INVESTMENT PROCEDURES (Resolution #2-2020) (see attached)

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Mahan, Councilman Hall, Councilman Ostrander

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NAYS: None

RESOLUTION # 8 – 2026 was thereby duly adopted.

Resolution # 9-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

- WHEREAS:** the Westerlo Town Board wishes to continue its efforts to comply with New York State Statutory and Regulatory requirement, be it hereby
- RESOLVED:** that the town will retain the firm BST as consultant to the Town on financial matters involving accounting, reporting and management systems, AND
- WHEREAS:** BST & Co., LLC will conduct the Town’s Annual Financial Report, Audit of the Town Clerk, Tax Collector, Supervisor’s Office, and Town Court, AND
- RESOLVED:** that the Supervisor shall file a copy of the Annual Financial Report with the Town Clerk upon completion and it shall be presented to the Town Board at that time, AND
- RESOLVED:** that the Town appoint Tabner, Ryan, Keniry, LLC to represent the Town in legal affairs and provide counsel and legal advice at a salary rate of \$ 30,275.00 per year and paid monthly, for a period of one year per New York State Town Law, Section 24, AND further
- RESOLVED:** that the Supervisor be hereby authorized to pay Utility bills, and freight bills and bills offering discounts or with penalties; all without prior approval of the Town Board.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution. Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Mahan

NAYS: Councilman Ostrander, Councilman Hall

RESOLUTION # 9 – 2026 was thereby duly adopted.

Resolution # 10-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

- RESOLVED:** that the following are appointed to the respective offices for the terms indicated:

TITLE	NAME	TERM EXP.
Registrar of Vital Statistics	Karla Weaver (4 yr. term)	12/31/2027
Deputy Registrar	Michelle Rose	12/31/2026
Deputy Town Clerk/ Dep. Tax Coll.	Michelle Rose	12/31/2026
Dep. Town Clerk/Dep. Tax Coll. II	Jaimee Motschmann	12/31/2026
Dep. Town Clerk/Dep. Tax Coll. III	Kathleen Spinnato	12/31/2026
Sub Registrar	Jaimee Motschmann	12/31/2026
Clerk to the Justices	Jaimee Motschmann	12/31/2026
Deputy Supervisor	Amie Burnside	12/31/2026
Town Prosecutor	Aline D. Galgay	12/31/2026
Town Historian	Gayle Hannay	12/31/2026
Dog Warden	Justin Case	12/31/2026
Deputy Dog Warden	Konrad May	12/31/2026
Assessor/CEO Clerk and Planning Board/Zoning Board Clerk	Nicole Grace	12/31/2026
Sole Assessor	Melanie Bunzey (6 yr. term)	09/31/2031
Deputy Highway Superintendent	John Hunter	12/31/2026
Grant Writer	Lisa DeGroff	12/31/2026

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

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Councilman Mahan seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilman Hall, Councilman Ostrander

NAYS: Councilwoman Burnside

RESOLUTION # 10 – 2026 was thereby duly adopted.

Resolution # 11-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the salaries of the following Town Officers and Employees frequency of payment thereof are hereby established as follows:

TITLE	SALARY	PAYABLE
Town Supervisor	\$15,000 Annual	Monthly
Deputy Supervisor	\$0	N/A
Superintendent of Highways	\$70,390.20 Annual	Weekly
Town Justices (2)	\$13,260.00 Annual Each	Monthly
Council Members	\$4,500.00 Annual Each	Monthly
Town Prosecutor	\$10,022.52 Annual	Monthly
Code Enforcement Officer/Zoning Admin.	\$27,840.00 Annual	Monthly
Town Clerk/Tax Collector	\$67,519.92 Annual	Weekly
Deputy Town Clerk/ Dep. Tax Coll.	\$44,910.60 Annual	Weekly
Deputy Town Clerk II/ Dep. Tax Coll. II	\$22,416.54 Annual	Weekly
Deputy Town Clerk III/ Dep. Tax Coll. III	\$19,119.90 Annual	Weekly
Clerk to the Justices	\$22,416.54 Annual	Bi-Weekly
Dog Warden	\$5,233.62 Annual	Monthly
Deputy Dog Warden	\$3,897.42 Annual	Monthly
Dog Care Attendant	\$100/day/per diem	Weekly
Assessor/CEO Clerk and Planning Board Clerk/Zoning Board Clerk (part time – salaried)	\$21,624.00 Annual	Weekly
Assessor	\$23,353.92 Annual	Monthly
Town Historian	\$1,113.84 Annual	Annually
Museum Director	\$2,784.60 Annual	Monthly
Confidential Administrator	\$71,940.60 Annual	Weekly
Cleaner Staff 1	\$9,231.00 Annual	Bi-Weekly
Water Operator	\$25,153.20 Annual	Monthly

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Mahan asked if Jaimee Motschmann put in a merit raise because of her workload. Mr. Kryzak indicated the Board can address that going forward.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilwoman Burnside

NAYS: Councilman Hall, Councilman Ostrander

RESOLUTION # 11 – 2026 was thereby duly adopted.

Supervisor Kryzak mentioned that if the Town Board wants to discuss a resolution, they should do so prior to him making the motion and calling for a second.

Councilman Hall commented on the next proposed resolution. He is not in favor of making the maintenance position full-time. He also believed the salary was too high.

Proposed Resolution-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

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RESOLVED: that the compensation of Highway employees be established as follows:

TITLE	NAME	SALARY
Deputy Highway Superintendent	John Hunter	\$29.15 Hour
Sub Forman	Tyler Minshell	\$28.36 Hour
Operator/Truck Driver/Laborer	Justin Case	\$27.30 Hour
Operator/Truck Driver/Laborer	Peter Voisey	\$27.30 Hour
Operator/Truck Driver/Laborer	Philip Mackey	\$27.30 Hour
Operator/Truck Driver/Laborer	Clay Zehr	\$27.30 Hour
Recreation Maintenance Person/s	Salvatore Spinnato	\$27.30 Hour
Solid Waste Recycling Coordinator	Gary Davis	\$27.30 Hour
Laborer A (CDL required)	John Nevins	\$25.95 Hour
Laborer B (CDL not required)	Dan Rohrmiller	\$23.11 Hour
Seasonal/Part Time	Josh Austin	\$23.11 Hour
Buildings/Maintenance (Full-Time)	Nicholas DeFrancesco	\$31.35 Hour
Buildings/Maintenance (Helper)	Vacant	\$21.20 Hour

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Mahan seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan,

NAYS: Councilman Hall, Councilman Ostrander, Councilwoman Burnside

Motion does not carry.

Both Councilmen Hall and Ostrander would like the maintenance part-time position salary to be lower. Supervisor Kryzak indicated the Board is at an impasse. This was the salary that was there. Confidential Administrator Lisa DeGroff commented about Cost-of-Living increases. Councilman Ostrander responded that would mean employees would get 3% instead of 2%. A resolution can be done at a later date to make the position full-time if needed.

Proposed Resolution # 12-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the compensation of Highway employees be established as follows:

TITLE	NAME	SALARY
Deputy Highway Superintendent	John Hunter	\$29.15 Hour
Sub Forman	Tyler Minshell	\$28.36 Hour
Operator/Truck Driver/Laborer	Justin Case	\$27.30 Hour
Operator/Truck Driver/Laborer	Peter Voisey	\$27.30 Hour
Operator/Truck Driver/Laborer	Philip Mackey	\$27.30 Hour
Operator/Truck Driver/Laborer	Clay Zehr	\$27.30 Hour
Recreation Maintenance Person/s	Salvatore Spinnato	\$27.30 Hour
Solid Waste Recycling Coordinator	Gary Davis	\$27.30 Hour
Laborer A (CDL required)	John Nevins	\$25.95 Hour
Laborer B (CDL not required)	Dan Rohrmiller	\$23.11 Hour
Seasonal/Part Time	Josh Austin	\$23.11 Hour
Buildings/Maintenance (Full-Time Part-Time)	Nicholas DeFrancesco	\$31.35 Hour
Buildings/Maintenance (Helper)	Vacant	\$21.20 Hour

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution with no change other than the Buildings/Maintenance person will be part-time.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilwoman Burnside

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NAYS: Councilman Hall, Councilman Ostrander

RESOLUTION # 12 – 2026 was thereby duly adopted.

Resolution # 13-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the following are hereby appointed/reappointed to the designated positions, at the designated salaries:

PLANNING BOARD/ZONING BOARD OF APPEALS (5 yr. term)

NAME	TERM EXP.	SALARY
Vacant (Chairperson)		\$378.42 per month
Sean Leary	12/31/2028	\$216.24 per month
Vincent Dawdy-Navarez	12/31/2029	\$216.24 per month
Laura Dillon	12/31/2026	\$216.24 per month
Karl Schwebke	12/31/2030	\$216.24 per month
Joshua Beers	12/31/2027	\$216.24 per month

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Ostrander seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilman Hall, Councilman Ostrander, Councilwoman Burnside

NAYS: None

RESOLUTION # 13 – 2026 was thereby duly adopted.

Resolution # 14-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the following are hereby appointed to the designated positions, at the designated salaries and terms of:

BOARD OF ASSESSMENT REVIEW (5 yr. term)

NAME	TERM EXP.	SALARY
Dawn Belarge	9/30/2027	\$225.00
Sara Statham	9/30/2026	\$225.00
Nicole Eagen	9/30/2028	\$225.00

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilman Hall, Councilman Ostrander, Councilwoman Burnside

NAYS: None

RESOLUTION # 14 – 2026 was thereby duly adopted.

Resolution # 15-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

LIBRARY TRUSTEES (5 yr. term)

RESOLVED: that the following Library Trustees are appointed as follows:

NAME	TERM EXP.	NAME	TERM EXP.
Nicole Spinnato	8/23/2029	Catherine Hannay	8/23/2030
Angela Carkner (Vice President)	8/23/2030	Mary Ann Witt (Secretary)	8/23/2026
Gaye McCafferty (President)	8/23/2030	Robert Wilcox (Treasurer)	8/23/2026
Miranda Drumm	8/23/2027		

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I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Mahan seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilman Hall, Councilman Ostrander,
Councilwoman Burnside

NAYS: None

RESOLUTION # 15 – 2026 was thereby duly adopted.

Resolution # 16-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

LIBRARY EMPLOYEES

RESOLVED: that the following Library workers be compensated as follows:

POSITION	SALARY	PAYABLE
Library Director	\$21.25/ Hour	Bi-Weekly
Clerk 1	\$17.00/ Hour	Bi-Weekly
Clerk 2	\$17.00/ Hour	Bi-Weekly
Clerk 3	\$17.00/ Hour	Bi-Weekly

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilman Hall, Councilman Ostrander,
Councilwoman Burnside

NAYS: None

RESOLUTION # 16 – 2026 was thereby duly adopted.

Councilman Hall mentioned that the Museum Board did not hold a meeting in December and he would like to push this to the following meeting. There are a bunch of changes going on. The next Museum meeting is on Thursday. Mr. Hall mentioned he resigned as the president of the Museum and there are a couple people whose terms expired. That way the Museum can make sure all those who's term expired are still planning to do what they are doing. Councilwoman Burnside indicated they need to be appointed, then can revise once they meet. Mr. Kryzak was under the impression that the Board needs to be approved at the organizational meeting. There are bylaws that need to be followed, the Board will appoint and then can change it so there is no question about a vote.

Resolution # 17-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

MUSEUM TRUSTEES (5 yr. term)

RESOLVED: that the following Museum Trustees be appointed/reappointed as follows: (5 yr.term)

NAME	TERM EXP.
Mary-Jane Araldi (Museum Director)	12/31/2028
William Hall	12/31/2026
Karla Weaver	12/31/2027
Claire Marshall	12/31/2029
Betty Filkins	12/31/2030
Peter Mahan	12/31/2026
Amy Austin	12/31/2030
Joshua Beers	12/31/2030
Vacant (President)	

Supervisor Kryzak advised that there is an understanding that the Town Board will most likely be changing some of these folks based on the Museum Board's vote at their next meeting.

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I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution:
Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilwoman Burnside

NAYS: Councilman Hall, Councilman Ostrander

RESOLUTION # 17 – 2026 was thereby duly adopted.

Resolution # 18-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the following are hereby appointed/reappointed to the designated positions.

HOMETOWN HEROES COMMITTEE (1 yr. term)

NAME	TERM EXP.
Amie Burnside, Chairperson	12/31/2026
Lisa DeGross	12/31/2026
James Sill	12/31/2026
Betty Filkins	12/31/2026
Rebecca Kryzak	12/31/2026
June Sherman	12/31/2026
Cricket Elderd	12/31/2026
Danielle Downes	12/31/2026

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Ostrander seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Mahan, Councilwoman Burnside, Councilman Hall,
Councilman Ostrander

NAYS: None

RESOLUTION # 18 – 2026 was thereby duly adopted.

Supervisor Kryzak mentioned he would like to keep the two people on the Broadband Research Committee. Councilman Hall indicated he knew they were not meeting at all and posting for the meetings. CEO Jeff Pine commented that Chairperson Carrie Wallace sold her house and left town. Will need to redo resolution #6 because the Town Board will no longer have a Broadband Research Committee.

Proposed Resolution-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the following are hereby appointed/reappointed to the designated positions.

BROADBAND RESEARCH COMMITTEE (1 yr. term)

NAME	TERM EXP.
Bob Wilcox	12/31/2026
Vacant	12/31/2026

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside

NAYS: Councilman Mahan, Councilman Hall, Councilman Ostrander

Motion does not carry.

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Resolution # 19-2026. Supervisor Kryzak offered the following resolution and moved its adoption:

RESOLVED: that the following are hereby appointed/reappointed to the designated positions.

LOCAL LAW REVIEW COMMITTEE (1 yr. term)

NAME	TERM EXP.
William Hall	12/31/2026
Jim Yienger	12/31/2026
Joe Boone	12/31/2026
Travis Byrne	12/31/2026
Sean Leary (Chairman)	12/31/2026

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Ostrander seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Ostrander

ABSTAIN: Councilman Hall

NAYS: Councilman Mahan

RESOLUTION # 19 – 2026 was thereby duly adopted.

Resolution # 20-2026. Supervisor Kryzak offered the following resolution and moved its adoption.

RESOLVED: that the following are hereby appointed/reappointed to the designated positions.

WATER BOARD, WATER District #1 (3-year term)

NAME	TERM EXP.
William Bichteman, Chairman	12/31/2028
Gerard Boone, member	12/31/2027
Kelly Keefe, member	12/31/2026

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Mahan seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Ostrander, Councilman Mahan, Councilman Hall

NAYS: None

RESOLUTION # 20 – 2026 was thereby duly adopted.

Resolution # 21-2026. Supervisor Kryzak offered the following resolution and moved its adoption.

RESOLVED: that all the previously approved salaries and hourly rates be paid effective as of

January _____ 1 _____, 2026.
(month) (day)

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Hall seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Ostrander, Councilman Mahan, Councilman Hall

NAYS: None

RESOLUTION # 21 – 2026 was thereby duly adopted.

Resolution # 22-2026. Supervisor Kryzak offered the following resolution and moved its adoption.

WHEREAS: The Town of Westerlo wishes to appoint an engineer of record for the Town, be it hereby

RESOLVED: that the official engineering firm of record for the Town of Westerlo be Ingalls

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and Associates, LLP.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Hall seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Ostrander, Councilman Mahan, Councilman Hall

NAYS: None

RESOLUTION # 22 – 2026 was thereby duly adopted.

Resolution # 23-2026. Supervisor Kryzak offered the following resolution and moved its adoption.

WHEREAS: The Town of Westerlo wishes to appoint FOIL Officer for the Town, be it hereby

RESOLVED: that the FOIL Officer, of record for the Town of Westerlo be Lisa DeGroff for a term of one year to expire on 12/31/2026.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilwoman Burnside seconded; a vote resulted as follows:

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

NAYS: Councilman Ostrander

RESOLUTION # 23 – 2026 was thereby duly adopted.

Resolution # 24-2026. Supervisor Kryzak offered the following resolution and moved its adoption.

WHEREAS: The Town of Westerlo wishes to appoint a FOIL Appeals Officer for the Town, be it hereby

RESOLVED: that the FOIL Appeals Officer, of record for the Town of Westerlo be Amie Burnside for a term of one year to expire on 12/31/2026.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilman Hall seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Ostrander, Councilman Hall, Councilman Mahan

ABSTAIN: Councilwoman Burnside

NAYS: None

RESOLUTION # 24 – 2026 was thereby duly adopted.

Resolution # 25-2026. Supervisor Kryzak offered the following resolution and moved its adoption.

WHEREAS: The Town of Westerlo is required to review and make available to the public a Subject Matter List.

RESOLVED: that the Town of Westerlo hereby approves the Subject Matter List (see attached) for the year 2026, subject to amendments as approved by the Town Board as needed.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Ostrander, Councilman Hall, Councilman Mahan

NAYS: None

RESOLUTION # 25 – 2026 was thereby duly adopted.

Resolution # 26-2026. Supervisor Kryzak offered the following resolution and moved its adoption.

RESOLVED: that the regular meetings of the Town Board shall be held on the third Tuesday of each month at 6:00 pm at the Westerlo Town Hall. The Town Board Workshop meetings shall be held on the first Tuesday of each month at 6:00 pm, except for

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the November meeting, which shall be held on the first Wednesday following the General Election. In the event of inclement weather, the meeting is automatically rescheduled for the following Wednesday. The Planning/Zoning Board of Appeals shall meet on the fourth Monday of each month at 7:00 pm, the Museum Board shall meet on the second Thursday of each month at 6:00 pm, the Water Board shall meet on the first Wednesday of March and September at 6 pm, the Hometown Heroes Committee shall meet on the fourth Tuesday of each month at 6 pm and the Local Law Review Committee shall meet on the third Monday of each month at 6:00 pm.

I, Councilmember Matthew Kryzak make a motion to adopt the foregoing resolution. Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Mahan

NAYS: Councilman Ostrander, Councilman Hall

RESOLUTION # 26 – 2026 was thereby duly adopted.

TOWN BOARD COMMENT

Councilman Ostrander asked if the Town was keeping Eric Markson as the webmaster. The Supervisor advised no, there is a contract with Munibit to handle the website that they appointed. They are handling the transition from .com to .gov. Councilman Hall asked what the status was on that; it was supposed to be done in December. Supervisor Kryzak indicated the new website will be ready for the Town Board to review hopefully prior to the next Town Board meeting. The Town Board will get emailed the website and hopefully it can be discussed at the next Town Board meeting and can adopt that version of it or make changes that people want for that. Councilman Hall asked what the cost was for it, Mr. Kryzak couldn't recall. Town Clerk Weaver advised it was over \$2,200.00. Councilman Ostrander asked what Eric Markson's cost was for switching the current website from a .com to .gov. Supervisor Kryzak couldn't remember, Town Clerk Weaver believed it was \$600.00.

Councilman Mahan wanted to discuss the raise for Court Clerk Jaimee Motschmann. Mr. Kryzak advised the Town Board can talk about that for the next meeting, he explained he didn't have it ready to go for tonight. He wants to make sure the Board documents what the justices wanted. That is one that can be changed throughout the year. Confidential Administrator Lisa DeGroff commented that she believed what the justices submitted was the dollar amount that was put in there which ended up being that amount.

PUBLIC COMMENT

Employee Peter Voisey asked to know the Town Board's rationale for staying below the cost of living seeing as last year the highway department got a pay raise because they were left behind which was recognized. This year the federal government put out what the cost of living is, and he doesn't understand why they would not get a pay raise commiserate with what the federal government says the cost of living is. Supervisor Kryzak commented that last year the highway department got 6%, which is called an adjustment. This year the Town Board decided on 2%, which is the percentage the Town Board decided on. There are contracts coming up, which they are asking for 6% each year. No one is going to be able to afford that. Mr. Voisey indicated he was not talking about the union. Mr. Kryzak indicated if the employees look at what other highway departments are paying, they are very competitive. Employee Dan Rohrmiller asked if the 2% was still negotiable with the union contract, Supervisor Kryzak responded it's whatever is negotiated. Councilman Ostrander advised that the highway department's pay is comparable, but they do not have longevity. Highway Superintendent David Pecylak mentioned that social security went up 2.8% so he was hoping to bring it to 3%. Mr. Kryzak indicated they can discuss it with the union contract. Mr. Pecylak indicated that could take years. Per Supervisor Kryzak, until the union contract is competed, the

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Town Board will determine the wages. He continued that the Town will get to a point where there is only so much money that comes in in taxes and sales tax. He is trying to make sure that every year they are going to the 2% tax cap, that is what is allowed to be raised for the tax levy every year unless the Town does a local law to raise it. The Supervisor indicated the Town is using fund balance money which is basically the Town's savings to fund the budget. He included, that is not the soundest practice, however there is still a surplus, but he expressed that the highway department still wants new things, new trucks, buildings, roofs, salaries, better benefits. There is only so much money in the pot and so much the Town Board can raise it every year. That's why those percentages are what they are. He can't make a budget that doesn't make sense, that will make the Town upside down. He is trying to be as fair as he can, keep all the employees the Town can. Moving forward, if the Town continues to raise wages, there will be less employees. Taxpayers must be happy. He commented he can only spend so many millions of dollars in one year on the guys. Employee Salvatore Spinnato responded, he's spending it on the Town as a whole, it's not just them, yes, they are employees that use it, but it benefits all of the town. Mr. Spinnato mentioned that although the highway employees are technically, a piece of equipment, they are driving and operating this expensive equipment to do their job, they should look at it as a whole. He understands keeping taxes low. Most of the employees have families, who are trying to keep their heads above water too. Supervisor Kryzak asked Mr. Spinnato to name a year that he did not give a raise or purchase new equipment. There were times when employees didn't get raises. Mr. Spinnato indicated yes, during covid. Mr. Kryzak advised positions were cut, Councilman Ostrander responded, they didn't have to be cut, but they did. Going forward with the union, the Town Board should have more input than with just one person. The Supervisor and Town Board did not take a raise. He is trying to keep employees and keep it the highest paid highway department in the hilltowns, keep it higher paid than the county. Mr. Spinnato indicated the county is now getting plowing differentials in the winter, shift differentials, they also have 2 shifts of guys so they are not running, there is a lot more to it than the hourly pay. Mr. Kryzak asked what their longevity was. Councilwoman Burnside indicated it varies by year. It was mentioned that the county gets one check per year.

Supervisor Kryzak advised that the budget he received from the court for the clerk was \$22,260.00. They just voted on \$22,416.54, which is more than what was requested. The Town Clerk commented that the number in the 2025 adopted budget that was provided was wrong for Jaimee Motschmann so that is why the amount is off. Town Justice Ostrander mentioned there was an amendment that the clerk and Judge Mackey had spoken about.

Peter Voisey commented on the full-time maintenance position. It was clarified that the position is still part-time, the pay is staying the same. He asked if it would be revisited. Supervisor Kryzak mentioned that the rationale behind it was there are a lot of things he would like to get done quickly such as the siding and windows on the court building. Mr. Voisey brought it up because it was mentioned that in the summertime, the position might become full-time. The Supervisor responded, more can get done in the summertime. There is still a lot of work that needs to be done such as the handicap ramp, the siding done on the court, looking to get all the buildings to the point where nobody needs maintenance. That's why the Town has the capital improvement plan. Councilwoman Burnside advised that she is the one that wanted the maintenance guy full-time, no one else did. Mr. Kryzak explained, for example, the siding is blowing off, he just wants to get the work done because the work is going to be even worse when it has to be done in the spring. Try to blow out some of the work and can reassess that person to either be full or part-time later. Mrs. Burnside indicated the licensing that he holds is the reason she felt that he should be full-time. Currently the helper position isn't filled, but the Town can look for one. By keeping it in house, the Town is not paying the prevailing wage or the mark-up that you get. There are guys that are willing to help him out such as Dan Rohrmiller. Supervisor Kryzak indicated, if the Town can infill where they can, which is the

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most cost effective, that is the plan.

Town Clerk Weaver asked the Town Board what the rationale was for hiring the Tabner, Ryan, Keniry as Town Attorney which is the firm that basically went after the Town Clerk. Supervisor Kryzak advised, they did an investigation. She asked if the Town Board thought it put the Town in a weird situation given that the Town Clerk does not feel comfortable dealing with that attorney. Mr. Kryzak and Mrs. Burnside did not believe there was any issue. Mr. Kryzak asked how much the Town Clerk would work with a Town Attorney; Town Clerk Weaver advised she would utilize a Town Attorney all the time if she felt comfortable with one. She asked Councilman Mahan the question again as he did not hear the first time. Mr. Mahan had considered that fact that the law firm that was hired, did in fact investigate the Town Clerk. He indicated three people control this Board, things can change tomorrow. He can understand that the Town Clerk felt as though she was attacked. He asked the Supervisor if she was still pending with any charges or investigations. Mr. Kryzak advised no that all went by the way side because now there are no more problems with people writing complaints from all directions that he has to send out to an attorney to deal with because everyone here is conflicted. That's the problem. You get complaints on both sides. Councilman Mahan hopes that going on from here that all can be forgotten with employees but he doesn't know if it is ever going to happen, he hopes so. Supervisor Kryzak indicated it is very simple, everyone gets along, so he doesn't need to deal with 65 complaints that he then has to do something about. Councilwoman Burnside commented that the attorney questions are town related, they are not personal related so there shouldn't be any trusting or not trusting as long as you're getting the right legal opinion. Supervisor Kryzak responded, correct. Mrs. Burnside indicated regardless of who is asking the question, you should get the same answer whether it was her asking or the Town asking. The Town Clerk advised there were some pretty serious accusations there which make it a little complicated for her. Supervisor Kryzak indicated it is complicated being stuck in the middle. He has all these complaints from every angle, so he took it to an impartial third party which is what the Town did. Town Clerk Weaver advised, but that same attorney is now the Town Attorney, which seems complicated. Mr. Kryzak responded, yes, it's the firm but there are many attorneys. Town Clerk Weaver asked who was going to be the Town Attorney. Supervisor Kryzak responded, whoever Tabner, Ryan, Keniry decide to send. Ms. Weaver believed it puts the Town at risk because she is uncomfortable dealing with that attorney, she was uncomfortable with the last attorney as well. Mr. Kryzak indicated it comes down to law; they don't have any skin in the game. She believes it puts her in an awkward position, and the Town Board should've considered that. Mr. Kryzak asked if the Town should hire the guy that sued the Town frivolously. Town Clerk Weaver indicated the Town should hire an attorney that lives in our town. Councilman Mahan and Supervisor Kryzak mentioned that was brought up. She understands she will not change anyone's minds. Councilman Mahan asked what dealings would she have with a town attorney. She responded she would have plenty to contact an attorney about. Supervisor Kryzak asked what would make her uncomfortable to call Tabner, Ryan, Keniry. She believed it put her in a weird position considering all that has been done. \$25,000.00 was spent to go after her, which came from a decision by the Town Board and that decision to hire this attorney to do it was the Town Board's decision. Supervisor Kryzak commented that you can't hire Jasper, he's in jail. She commented that the point here is she can get along with anyone as long as long as people are getting along with her. The problem is they went too far and now you have an attorney that did all of this and she asked if she is supposed to turn her head. Supervisor Kryzak responded it was not the attorney it was at the request of the Town Board. He asked if she had a problem interacting with the Town Board, she responded yes, sometimes. He mentioned that would be an internal issue that can be talked about. She just wanted to know the rationale behind it because she did not believe any of them really thought about it, maybe Councilmen Mahan, Hall and Ostrander did, she doesn't know what the discussions were in their meeting but she just wanted to put it out there that it is an awkward position for her to have to deal with. Mr. Mahan advised they considered all of those things. Mr. Kryzak mentioned it is an awkward position for

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everyone to have to deal with all those problems, he thinks they've gotten past those, doesn't think there are any issues now, everyone is going to play nice in the sandbox. Shouldn't have to get attorneys to deal with complaints that happen over and over again from all sides. Town Clerk Weaver agreed it should've been handled differently. Supervisor Kryzak indicated there is a lot of finger pointing we can do or we can move forward and make things better. It's about town business, doesn't want to be side-tracked dealing with personnel problems. Town Clerk Weaver just reiterated it is awkward and she imagines the Supervisor can understand what she is saying. Supervisor Kryzak responded that he does.

ADJOURN MEETING

With there being no further comments, Supervisor Kryzak made a motion to adjourn the Organizational meeting. Councilman Mahan seconded; all in favor motion carried.
Meeting adjourned at 7:48 pm.

Respectfully Submitted

Karla J. Weaver
Town Clerk

TOWN OF WESTERLO Procurement Policy 2025

AUTHORITY

The Town of Westerlo ("Town") Procurement Policy is adopted pursuant to General Municipal Law § 104-B.

PURPOSE

The purpose of this Procurement Policy is to ensure that sound business judgment is utilized in all procurement transactions and that supplies, equipment, contracts, and services are obtained efficiently and in compliance with applicable laws and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition and prudent and economical use of public funds.

In addition, this Procurement Policy seeks to ensure cost effective and efficient procedures for disposition of Town personal property and/or assets deemed no longer of public use to the Town.

GUIDELINES

Guideline 1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law §103 inclusive of all future statutory amendments, deemed to be incorporated by reference, as if recited in its entirety herein.
Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year.

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The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2: All purchases of supplies or equipment which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formally bid pursuant to General Municipal Law §103 inclusive of all future statutory amendments, deemed to be incorporated by reference, as if recited in its entirety herein.

In addition, New York State Finance Law 139-L, effective January 1, 2019, requires that all competitive bids for goods sold or services to be performed contain a statement subscribed by the bidder and affirmed by such bidder that the "bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees"... and "[s]uch policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law" (New York State Finance Law 139-L(a)).

Guideline 3: (1) All estimated purchases of less than \$20,000 but greater than \$3,000 shall require a written request for a proposal ("RFP") and written/fax quotes from at least three comparative vendors; less than \$3,000 but greater than \$1,000 require an oral request for proposal for the goods, equipment or supplies and email/fax quotes from at least two vendors and purchaser shall maintain a record of responses whether they are received by phone or in writing detailing date/time, name of individual offering quote, and remarks detailing quote; less than \$1,000 are left to the discretion of the purchaser.

(2) All estimated public works contracts of less than \$35,000 but greater than \$10,000 require a written request for proposal and fax/proposals from at least three comparable contractors; less than \$10,000 but greater than \$1,000 require a written request for proposal and fax/proposals from at least two contractors and purchaser shall maintain a record of responses received in writing detailing date/time, name of individual offering quote, and remarks detailing quote; less than \$1,000 are left to the discretion of the purchaser.

(3) All written RFP shall describe the desired goods, quantity and details regarding delivery, including mode of delivery and time parameters for delivery. The purchaser shall compile a list of all vendors from whom written quotes have been requested and the written quotes offered.

(4) All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract. All responses to the RFP shall be kept confidential until such time as the contract for work or goods is awarded and thereafter all documents responsive to the RFP shall be subject to disclosure pursuant to the applicable provisions of the Public Officers Law.

(5) Purchaser has discretion to require certification under New York State Finance Law 139-L (b).

(6) All quotes will be confirmed in writing.

Guideline 4: All purchasers shall make a good-faith effort to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 5: The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not

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deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 6: A request for proposal and/or quotation shall not be required under the following circumstances:

(1) Contract for professional services subject to resolution of the Town Board.

(2) Purchase of goods, equipment or supplies or contract for services through qualifying contracts let by other New York State political subdivisions provided that:

(i) the contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein;

(ii) the contract must have been made available for use by other governmental entities, i.e. inclusion in the contract let by the other entity of a clause extending the terms and conditions of the contract to other governmental entities; and

(iii) the contract must have been let to the lowest responsible bidder or on the basis of best value in a manner consistent with General Municipal Law § 103 and related case law.

(*Note: This provision is intended to include all future statutory amendments of General Municipal Law (16) and same are deemed to be incorporated by reference, as if recited in its entirety herein).

(2)(b) Purchase of goods, equipment or supplies or contract for services through qualifying contracts let by the County of Albany or through any county within the State of New York subject to County Law 408(a).

(3) Public emergency arising out of an accident or unforeseen occurrence or condition affecting public buildings, public property or life, health, safety or property of the inhabitants of the Town. Unless exigent circumstances exist such that time is of the essence, Purchaser shall seek to obtain approval of the Town Board prior to purchase or contract.

(4) Sole-source situations (purchaser must obtain written verification from vendor).

(5) Surplus and second-hand supplies, material or equipment from federal government, State of New York, or other political subdivisions, districts, or public benefit corporation.

(6) Purchase of goods, equipment and supplies under State contracts through the Office of General Services and subject to rules promulgated by the Office of General Services.

Guideline 7: The purchase of goods or services must be accompanied by a duly signed and completed purchase order or contract except a purchase order shall not be required prior to purchase/procurement under those circumstances identified in Guideline 6 and purchases or public works project less than \$1000.00.

Guideline 8: The Town Supervisor may declare Town personal property and/or other asset(s) as surplus. The Supervisor or a designee shall evaluate Estimated Surplus Value of all assets and equipment to be disposed as surplus and make recommendations to the Town Board regarding disposal or sale, subject to all applicable laws and

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procedures regarding disposition of surplus asset/equipment, including but not limited to bid procedures set forth in General Municipal Law § 103, and receipt of an “As-Is” Statement and/or Liability Waiver.

The Town may transfer surplus assets and equipment provided that the Town Board has approved such disposal by resolution. This policy shall not in any way limit or prohibit the Town Board from donating an item of personal property and/or asset as permitted under the law.

For Purposes of Guideline 7: Surplus shall be defined as any Town personal property and/or asset that is no longer needed now or in the foreseeable future or that is no longer of value or use to the Town and Estimated Surplus Value shall be defined as the estimated amount of money an interested party will be willing to pay the Town for the property. This can be determined through an estimate, an appraisal, or other sources available.

Guideline 8: This policy shall be reviewed annually by the Town Board.

EFFECTIVE DATE

This Procurement Policy is effective as of January 2, 2025 by resolution of the Town Board.

TOWN OF WESTERLO

Investment Policy

1. AUTHORITY AND SCOPE

The Town of Westerlo (“Town”) Investment Policy is adopted pursuant to General Municipal Law § 39.

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Town of Westerlo (“Town”), on its own behalf or on behalf of any other entity or individual.

2. OBJECTIVES

The primary objectives of the Town’s investment activities are:

- To conform with all applicable federal, State and other legal requirements;
- To adequately safeguard principal;
- To provide sufficient liquidity to meet all operating requirements and

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- To obtain a reasonable rate of return.

3. DELEGATION OF AUTHORITY

The Town Board's responsibility for administration of the investment program is delegated to the Town Supervisor, as Chief Financial Officer, who shall establish written procedures for the operation of the investment program consistent with these investment policies.

Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized.

4. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town Board to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

5. DIVERSIFICATION

It is the policy of the Town Board to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The Town Board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer and shall evaluate this listing at least annually.

6. INTERNAL CONTROLS

It is the policy of the Town Board for all moneys collected by any officer or employee of the government to transfer those funds to the Town Supervisor or designee within 3 days of deposit, or within the time period specified in law, whichever is shorter.

Notwithstanding the above, the following Town officers may transfer collected funds within 3 days of a month's completion:

- a. Town Justices;
- b. Town Clerk; and
- c. Tax Collector.

The Town Supervisor or designee is responsible for establishing and maintaining internal control

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procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations. The Town Board designated the Town supervisor as the Investment Officer to manage the Town's investments in accordance with these policies.

7. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are set forth in Town Board Resolutions adopted in the annual organizational meetings and as amended from time to time.

8. SECURING DEPOSITS AND INVESTMENTS

In accordance with General Municipal Law § 10, all deposits and investments of the Town of Westerlo at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of the Town of Westerlo that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by:

1. A pledge of "eligible securities" with an aggregate "market value" (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of "eligible securities."
2. An "eligible surety bond" payable to the Town for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
3. An "eligible letter of credit," payable to the Town as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An "eligible letter of credit" shall be an irrevocable letter of credit issued in favor of the Town for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited) that is rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

9. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by Town officers shall be held by the depository subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities held may be sold, presented for payment, substituted or released and the events of default which will enable the Town to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Town, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town or the custodial bank or trust company.

The custodial agreement shall provide that pledged securities will be held by the custodial bank or trust company as agent of, and custodian for the Town, will be kept separate and apart from the general

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assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Town with a perfected security interest in the eligible securities and to otherwise secure the local government's interest in the collateral and may contain other provisions that the governing board deems necessary.

10. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Town Board authorizes the Town Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions", as defined in Banking Law Section 9-r;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Cooperative investment programs in accordance with General Municipal Law §§ -g and 3-A;
- With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the Town; and
- Obligations of the Town, but only with moneys in a reserve fund established pursuant to General Municipal Law Section 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Town within two years of the date of purchase.

Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the Town authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Town within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as

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otherwise specifically provided in General Municipal Law Section

11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

11. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Town transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Town.

The Town Supervisor shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Town shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

12. PURCHASE OF INVESTMENTS

The Town Supervisor is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a).

The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Town, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities, and the agreement may also contain other provisions that the governing board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Town with a perfected interest in the securities.

13. ANNUAL REVIEW AND AMENDMENTS

The Town shall review this investment policy annually, and it shall have the power to amend this policy at any time.

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14. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

15. EFFECTIVE DATE

This Investment Policy is effective as of January 21, 2020, by resolution of the Town Board.

SCHEDULE OF ELIGIBLE SECURITIES

- _YES_ (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- _NO_ (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- _YES_ (iii) Obligations partially insured or guaranteed by an agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- _YES_ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of Public monies.
- _NO_ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _NO_ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _NO_ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _NO_ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- _NO_ (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
 - _NO_ (x) Commercial paper and bankers’ acceptances issued by a bank, other than the Bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.

PRELIMINARY

NO (xi) Zero coupon obligations of the United States government marketed as “TreasurySTRIPS”

Investment Policy Adopted at Town Board Meeting: January 21, 2020

This Investment Policy is effective as of January 4, 2024, by resolution of the Town Board.



TOWN OF WESTERLO

SUBJECT MATTER LIST

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PRELIMINARY

Supervisor's Office – 01

Subject Matter List

- Account payable
- Annual budget
- Annual fiscal reports
- Audit
- Check registers
- Comptroller Audit
- Finance Department Files
- Finance Reports
- General Ledger
- Grants
- Payroll and payroll related information
- Budget for current and prior years
- Health insurance information
- Comprehensive insurance information
- Human Resource information
- Bank statements and reconciliations
- Canceled check
- Deposit slips
- Disability record
- Employee earning records
- Health and insurance declination statement
- Inactive personnel file
- Labor distribution
- Monthly revenue reports
- Payroll deduction request
- Policies and procedures
- Leave slips
- Resumes/applications
- Time cards
- W-2, 1099, financial disclosures
- Worker's Compensation
- Year-end payroll

Assessor's Office – 02

Subject Matter List

- Assessor's report
- Change of Assessment Notices and Summaries
- Copies of tax grievance or judicial assessment review records
- Address Change/Verification correspondence
- Minutes of Board Assessment review
- Property Assessment Cards

PRELIMINARY

- Renewal Applications for seniors and disabled persons exemptions
- School Tax Relief (STAR) Program – Basic
- School Tax Relief (STAR) Program – Enhanced
- Tax Maps
- Veteran's Exemption Forms
- Exemption procedures
- Grievance procedures
- Assessment Rolls
- Assessment Review BAR
- Assessor Manuals
- Equalization Rate records
- Railroad ceiling and special franchise records
- Board of Assessment review
- Municipal profile residential median sale
- Distribution of parcels by property class property ownership, addresses and building information

Building Department / Planning & Zoning Department – 03

Subject Matter List

- Mandatory planning review case (Planning Board)
- Mandatory planning review case (Zoning Board)
- Minutes – copies (Planning & Zoning Board)
- Site Plans – Oversized maps
- Planning/Zoning Card File
- Subdivision Maps
- Building Permit files
- Building Permit and CO card files
- Building Permit and CO logs
- Materials and exhibits related to Building Permits and Fire Inspection
- Materials and exhibits related to various Local and State Regulations and violations
- Tract Map by Tax Map number
- Zoning Maps

Town Clerk's Office – 04

Subject Matter List

- Annual Audits
- Budgets
- Building Permits
- Contracts and Agreements
- Dog Licenses new and renewal
- Dog Licenses Monthly Reports
- Dog Tag Replacement

PRELIMINARY

- NYS DEC reports and records
- Handicap Parking Permits
- Marriage Licenses
- Peddlers Permits
- Planning Board Minutes
- Zoning Board Minutes
- Town Board Minutes
- Town Property Taxes
- Waste Haulers License
- Vouchers
- Abstracts by Vouchers
- Assessment, Tentative, Final Roll
- Bids
- Birth/Death/Marriage Certificates
- Requests for Birth/Death/Marriage Certificate
- Indebtedness Bonds
- Burial Transit Permits
- Cash Receipts/Cash Transaction Record
- Claims Against Town
- Correspondence
- Credit/Debit Card Receipts
- Credit/Debit Card Records
- Deeds/Easements granted to Town
- Election records
- FOIL requests
- Maps/Plans
- Transfer Station Permit Applications
- Newspaper Proof of Publication/Posting Affidavit
- Road Inventory
- Oath of Office
- Resignations
- Retirement ROA
- Supervisor's Reports
- Town Clerk's Reports
- Driveway Permit Applications
- Bank Statements
- Census
- Local Laws
- Town Park Applications
- Town Park Certificates of Liability
- Daily Cash Reports
- Solar Farm Documents
- Town of Westerlo Rural Cemeteries

PRELIMINARY

Highway Department – 05

Subject Matter List

- Payroll & OT sheets
- Budget/Appropriation Status Report
- Vendor claims – copies
- Subject files – correspondence (letters, emails, memos, etc.)
- Outgoing correspondence (letters, emails, memos, etc.)
- Driveway permit files
- Vehicle acquisition files
- Vehicle/Equipment inventory log
- Vehicle maintenance forms

Tax Collector's Office – 06

Subject Matter List

- Bank statements
- General correspondence
- Town tax bills batches and reports
- Credit/debit card reports
- Credit/debit card slips
- Tax bill requests
- Tax receipts from Supervisor
- County correspondence
- Town tax roll
- Warrants
- Tax collector envelopes