

**TOWN OF WESTFORD
TOWN BOARD MEETING
April 12 2021**

At 7:00 p.m. the Westford Town Board Meeting was called to order.

Flag Salute was recited.

Present: Town Supervisor Walter Heinrich, Councilman Feil, Councilman Ritton and Councilman Zerby and Councilman Huntington

Other Town Officials: Highway Superintendent Ritton, Town Assessor Dyn-Gohde, Town Justice Fay, Town Clerk- Eileen Ten Eyck.

The sign-in sheet is on file with the Town Clerk.

Corrections to March 2021 minutes:

Under Correspondence #2- added the words to now read- a Board member's "personal information" was hacked.

Under Correspondence #5 – changed wording to read "financial insurance."

Motion by Councilman Huntington to accept the minutes as corrected, seconded by Councilman Ritton. Unanimous ayes.

CORRESPONDENCE:

- 1). Town Supervisor Heinrich updated the organizational charge to reflect updated appointments to various boards and end dates to their terms. A copy is on file at the Clerk's Office and a replacement copy was attached to the January 2021 Board Meeting minutes.
- 2). Bank of Greene County – will assist if we would like to change banks.
- 3). The Town of Westford has a \$7,011.73 credit with Interstate Billing due to an error (double billing) on their end.
4. Hazard Mitigation Plan- the County Planning Department replied to questions about the exclusion of the Town of Westford in the plan explaining that paperwork was sent to the town, but never completed or returned in 2019. This happened during the previous administration. Supervisor Heinrich has since completed and submitted the necessary paperwork to the County and will be included at a later date.
- 5). IRS- the Town of Westford received \$1,789.67 refund check for an overpayment on the fuel tax.

6). A notification from NYS Ag and Markets stating the municipal shelter report failed due to Cherry Valley, Decatur and Springfield not completing paperwork.

7). Social Security- there was a discrepancy in 2019 on what was reported on W2's and what was reported to social security.

8). AUD Reports- Supervisor Heinrich was required to put \$600 in the street lighting account per regulations from the state. Westford is currently saving 60% on the lighting bills.

NEW BUSINESS:

1a). Gopher Field- Supervisor Heinrich granted permission to Charity Burton for Port-a-johns to be put at the field. Westford has enough players for T-ball and little league teams. A copy of the baseball schedule, copy of insurance coverage and COVID 19 precautions will be provided to Supervisor Heinrich.

1b). There has been a request to get the basketball courts at Gopher Field in working order. There are volunteers who are willing to put in the effort to get most of the work done. Supervisor Heinrich will look into COVID restrictions for the field.

Motion by Supervisor Heinrich for the Town to provide basketball nets for the courts at Gopher Field once they are operational, seconded by Councilman Feil. Unanimous ayes.

1c). The ongoing issues with the resident who fails to clean up after his dog at Gopher Field continue. Supervisor Heinrich has been in contact with the resident and informed him that if the problem persists, it would become a court proceeding in the form of a ticket(s).

1d). Ralph Ritton has the sign for Gopher Field and will be installing it in the weeks to come. Discussion regarding the need for new signage for the field followed.

Motion by Councilman Ritton to obtain new signage pending a cost analysis, seconded by Councilman Huntington. Unanimous ayes.

2). Maintenance of Town properties.

Motion by Supervisor Heinrich to advertise bids in the Hometown Advantage for the mowing of the 5 cemeteries and Town Hall, seconded by Councilman Zerby. Unanimous ayes.

3). The Meadows will be offering COVID 19 shots next Thursday (April 14th) for those 16 years of age and older.

4). Supervisor Heinrich, NYS Comptroller and the Bookkeeper continue to look into the CD the town had in 2017, 2018 and 2019. He explained that NYS has specific instructions regarding “Capitol Reserve Fund” accounts and that each reserve fund has to have its own account. This will require Supervisor Heinrich to open a new bank account.

Motion by Supervisor Heinrich that the Town designates \$10,000 and any additional monies added by the Town Supervisor to be used specifically as a highway equipment reserve fund, seconded by Councilman Ritton. Unanimous ayes.

COMMITTEES:

Cemetery: No updated report

Fire: No updated report

Highway: Highway Superintendant Ritton informs that:

-the 1 ton truck sold for \$3,150.00

-he is getting quotes for paving and looking into dust control options

-sluice pipe and sign post bills will be higher than anticipated and will be presented at a future meeting.

Transfer Station: There was discussion about Westford having a “tire day” at the transfer station. Supervisor Heinrich will find out what the County is charging before proposing a fee schedule. He will also explore the cost of a container rental and transport fees.

BUDGET MEETING:

General - #305 - #316 – \$5,652.55

Highway- #278 - #287 - \$8,299.48

Motion by Councilman Feil to adjourn the meeting, seconded by Councilman Huntington.

Meeting adjourned at 8:26 p.m.

Eileen Ten Eyck
Town Clerk