

TOWN OF WESTFORD
TOWN BOARD MEETING
JANUARY 5, 2018

At 6:50 p.m. Councilmen Jim Feil, Ralph Ritton, and Robert Huntington, and Highway Superintendent Jason Ritton signed their Oaths of Office.

The Organizational Meeting of the Westford Town Board was called to order at 7:05 p.m. by Supervisor Bryan Larrabee with the Pledge of Allegiance recited in unison.

Board Members Present: Supervisor Bryan Larrabee; Councilmen Ralph Ritton, Jim Feil, Phillip Strong, Robert Huntington.

Absent: none.

Other Town Officials Present: Highway Superintendent Jason Ritton, Assessor Pam Dyn-Gohde, Town Clerk Diana Brady.

Guests: Sign-in sheet on file at Town Clerk Office.

Supervisor Larrabee welcomed everyone to the first meeting of 2018. Proposed 2018 appointments were presented for review. The board discussed changing our official paper from The Daily Star to the Hometown Advantage. Motion was made to change paper by Councilman Ritton, Seconded by Councilman Huntington. All approved. Motion by Councilman Ritton to adopt the proposed 2018 appointments as presented. Seconded by Councilman Huntington. A roll call vote was taken. Ayes: Councilman Ritton, Councilman Feil, Councilman Strong, Councilman Huntington, Supervisor Larrabee. Noes: none. Absent: none. Appointments for 2018 were ratified as follows:

Town Meeting Place: The Westford Town Hall
Town Meeting Time: First Monday of month at 7:00 p.m.
Official Paper: The Hometown Advantage
Official Bank: Community Bank, NA
Registrar of Vital Statistics: Diana Brady
Deputy Registrar of Vital Statistics: Louisa M. Platt
Town Attorney: Marvin Parshall
Health Officer: Dr. William Fredette
Dog Pound and Shelter: Contract with Susquehanna Animal Shelter
Dog Control Officer: Jen Larrabee
Town Historian: Mary Kay Harvard
Town Assessor: Pam Dyn-Gohde
Land Use Zoning Officer: Pam Dyn-Gohde
Town Code Enforcement Officer: Otsego County Code Enforcement Officer
Planning Board Chairman: Lyle Morrison
*Members: Psalm Wyckoff
Steve Zerby*

Donald Burton
Board of Assessment Review Chairman: Richi Dee Horne

Members: Mary Fay
Terry Clapper

Zoning Board of Appeals Chairman: TBA

Members: Joan Martindale
Jo Spencer
Scott Brady
Isabella Bonadies
Douglas Gohde

Procurement Policy:

\$ 0.0 - \$2,000.00 = Buy at Highway Superintendent's discretion
\$2,000.00 - \$5,000.00 = 3 Verbal Quotes (noted in notebook on final bill
for item)

Over \$5,000.00 = 3 written Quotes brought to Town Board for vote.

Investment Policy: Same as previously adopted and filed.

Supervisor may pay bills upon receipt: Utilities, Telephone, Insurance, Internet
Service, Post Office Box Rent.

Supervisor Larrabee closed the Organizational Meeting at 7:36 p.m.

At 7:10 p.m., the Town Board reviewed and signed the following bills for payment:

General Fund #1 - # 21 -\$6,263.10, as set forth in Abstract 1G

Highway Fund #1 - # 11- \$11,885.91, as set forth in Abstract 1H

Supervisor Larrabee called the regular meeting of the Westford Town Board to order at 7:37 p.m.

Board Members Present: Supervisor Bryan Larrabee; Councilpeople Ralph Ritton, Jim Feil, Phillip Strong, Robert Huntington.

Absent: none.

Other Town Officials Present: Highway Superintendent Jason Ritton; Assessor and Land Use/Zoning Officer Pam Dyn-Gohde; Town Clerk Diana Brady.

Guests: Sign-in sheet on file at Town Clerk Office.

Minutes of the December 4, 2017 Town Board meeting were read. Motion by Councilman Ritton to accept the minutes as amended. Seconded by Councilman Huntington. All in favor. Carried.

COMMITTEES:

1. Councilman Ritton advised that the Westford Community Association is now the Westford Community Association N.Y. The house decorating contest was a success. Next meeting will be January, 25 to discuss upcoming events.

UNFINISHED BUSINESS:

1. Snow and Ice contract was signed and sent in.
2. Highway Superintendent Ritton discussed quotes that he had received for pick-up truck. Board members and Superintendent Ritton discussed specs and quotes. Motion made by Supervisor Larrabee to put vehicle out to bid to the State through OGS. Truck would be purchased through Highway Reserve Fund. Seconded by Councilman Strong. Carried.
3. Supervisor Larrabee explained money does not need to be taken out of the Highway Reserve Fund for bridge loan project.
4. Received confirmation from the state that they got our notice stating we did not want to participate in paid leave for 2018.
5. Superintendent Larrabee said amendments need to be made to the Standard Workday Reporting to reflect unpaid workers.
6. Remaining Planning Board vacancy was discussed.
7. The Board mentioned getting a lift to use when insulating Town Barn ceiling.

NEW BUSINESS:

1. Motion by Councilman Ritton to approve Resolution #1 of 2018. Seconded by Councilman Huntington. All in favor. Resolution #1 of 2018 adopted.

Resolution #1 of 2018

OFFICIAL UNDERTAKING

WHEREAS, Bryan J. Larrabee, of the Town of Westford, County of Otsego, New York, has been elected to the office of Supervisor of the Town of Westford; and

WHEREAS, Diana Brady, of the Town of Westford, County of Otsego, New York, has been elected to the office of Town Clerk/Tax Collector of the Town of Westford; and

WHEREAS, Jason Ritton, of the Town of Westford, County of Otsego, New York, has been elected to the office of Highway Superintendent of the Town of Westford;

NOW, THEREFORE, as we respective officers above, do hereby undertake with the Town of Westford that we will faithfully perform and discharge the duties of our office, and will promptly account for all and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk and Receiver of Taxes is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Clerk and Receiver of Taxes and Assessments; and

The Town does and shall maintain insurance coverage, presently with Trident Insurance Company, in the sum of \$ 50,000.00, includes for the Town Supervisor and includes for the Town Clerk and Receiver of Taxes to indemnify against losses through failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, through fraudulent or dishonest acts committed by the officers, clerk and employees covered thereunder

RESOLVED, that the Town Board of the Town of Westford approve the foregoing undertaking as to its form and manner and the sufficiency of the surety.

Upon adoption, the Official Undertaking was then signed by the Town Supervisor, Town Clerk/Tax Collector, and Town Highway Superintendent.

2. Revised page 5 of Employee Manual was handed out, Councilman Feil received whole manual. Councilman Ritton suggested that if revisions are made they are put in italics and listed in the back of the handbook.

COMMUNICATIONS:

1. The Association of Towns Training School and Annual Meeting will be held in New York City, February 18-21, 2018. Registration packet on file at Town Clerk office.
2. Solid waste tip fee is changing from \$65 to \$68 effective January 1st, 2018.
3. SAS is applying for a grant and they need a letter of support explaining how needed they are in our town. Councilman Ritton motioned that letter be given. Supervisor Larrabee seconded. Motion carried.
4. Supervisor Larrabee will advise Judge Fay audit will be conducted in February.
5. Resolution to include Psalm Wyckoff, Richi Dee Horne, Terry Clapper, and Marven Parshal in Standard Workday. Councilman Larrabee made motion to accept. Councilman Strong seconded. Motion carried.
6. Supervisor Larrabee presented Resolution #2 Standard Workday Reporting of Elected Officials/Appointed Officials Participating in NYS & Local Retirement System.

Motion by Supervisor Larrabee to accept Resolution #2 of 2018. Seconded by Councilman Ritton. All in favor. Carried.

7. Insurance company feels we have too many trucks to drivers. Superintendent Ritton said they could take the Mack off the road and off the insurance. Supervisor Larrabee motion that truck be approved for surplus. Councilman Ritton seconded. Motion Carried.
8. Councilman Ritton informed the Board that the water kept freezing in the Town Hall bathroom. He asked that it be kept running through the weekend. He also explained that the Town Hall is a designated emergency shelter for the town and that the power can be kept on for 12 hours.
9. Councilman Strong asked if Town Clerk petty cash had been transferred from Mary Lou Platt to Diana Brady. Diana said it was. He also asked Diana if it was ok if Mary Lou Platt was her Registrar Deputy, she said it was fine.
10. Councilman Strong mentioned that the printer for the time clock at the Town Barn is getting dull. Supervisor Larrabee said we would get a replacement cartridge.
11. Supervisor Larrabee reported that he will be researching prices of a new computer and printer for Superintendent Ritton.
12. New York State suggested the Town, during the next budget process, allocate money to the Town Cemetery Association during next budget process.
13. Councilman Ritton suggested a lock box for hallway thermostat.
14. Assessor/Land Use Officer Pam-Dyn Gohde advised board that all exemptions have been mailed out.
15. Superintendent Ritton said the parking brake on the loader is broken and the brakes are also starting to go. He submitted mechanics estimate and discussed the history of repairs on loader. Superintendent Ritton looked up specs and prices of new one The Board looked at that information. Agreed to explore all options.
16. Supervisor Larrabee told Superintendent Ritton that if he is going to use his personal vehicle for work he should submit mileage to the town.
17. The roof on the fuel shed blew off. Board discussed salt sheds and Councilman Ritton offered to donate the lumber for them.

Since there was no further business to come before this meeting, motion by Councilman Feil to adjourn. Seconded by Councilman Ritton. Meeting adjourned at 8:50 p.m.

Diana Brady,
Town Clerk

