

**TOWN OF WESTFORD
TOWN BOARD MEETING
May 10, 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, absent 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 April 2021 minutes:

Under Correspondence: “organizational charge” was corrected to “organizational chart.”

Under New Business: 1a). – “port-a-johns” was changed to “port-a-john.”

Under New Business: motion was changed from “highway equipment reserve fund” to “highway reserve fund.”

Motion by Councilman Feil to accepted the minutes as amended, seconded by Councilman Ritton. Ayes Councilman Zerby- absent Councilman Huntington.

OLD CORRESPONDENCE:

- 1). Social Security – Supervisor Heinrich continues to work with the bookkeeper regarding the discrepancy between W2’s and Social Security reporting in 2019.
- 2a). Gopher Field- the swing set is up and the baseball fields are mowed. However, it does not look like there are enough kids for little league and T-ball teams this year.
- 2b). The basketball courts are a work in progress and as per the motion passed during April’s Board Meeting, the town will be providing nets once the courts are ready.
- 3). Councilman Ritton will provide designs for the Gopher Field sign at a future meeting. The cost of the new sign will be approximately \$200.00.
- 4). An ad for bids for the cemeteries appeared in the Home Town Advantage. Supervisor Heinrich and Deputy Supervisor Ritton will open the bids on the May 16th due date and award the bid to the most appropriate candidate.

NEW CORRESPONDENCE:

- 1). Correspondence from the Mohawk Valley Economic Development District was received announcing the availability of grants.
- 2). Urgent Care - contacted the Town Supervisor after a duplicate Workman's Comp bills were received. This is being addressed by Urgent Care.
- 3). A three-day bookkeeping virtual training opportunity is available for the Town Clerk.
- 4). NYS Ag and Markets- as of 04/13/21 all towns are now in compliance with the animal shelter report.
- 5). There is an outstanding bill from Milton Kat 12/2020. Supervisor Heinrich has attempted phone and mail correspondence showing that the Town of Westford has paid the bill and in fact, is owed a refund of \$24.00. They have yet to responded.
- 6). IRS- mailings from the IRS continued to be sent to previous Town Supervisors despite attempts to update to the current administration. It appears that has now been corrected.
- 7). Rose and Kiernan (insurance) sent correspondence indicating the Town's insurance is up to date.
- 8). NY Class- (an asset security system) where all towns pool their monies in order to receive larger interest rates extended an invitation for Westford to participate.. This has not been looked at by the Town of Westford due to having little to no money to contribute.
- 9). Jennifer Mickle (County Rep) met with Supervisor Heinrich and OEC Connect regarding broadband access for local residents. Neither OEC nor Spectrum is looking to expand their internet capabilities in this area currently.
- 10). The County is looking for EMS volunteers. They continue to look at consolidation of resources, but do not have money available to make this a viable option.
- 11). On Wednesday, May 12, 2021 at 6:30 p.m., Theresa Carlin of Schenevus Central School will give a presentation to anyone interested in information regarding the merger study for Schenevus/Worcester schools.

NEW BUSINESS:

- 1). Transfer Station: Councilman Zerby provided an operational cost summary of our current system for the transfer station as well as cost summaries from surrounding towns for comparison. (Councilman Zerby's analysis has been attached to the May 2021

minutes). Discussion followed and data showed that Westford is currently operating in the most cost efficient manner.

2). The hopper on the garbage truck will need to be replaced. It has been patched several times, but it is apparent that a permanent fix is needed. Cost analysis of parts vs long range planning for purchase of a “new” truck along with keeping the transfer station operational will be explored.

A copy of the Refuse Disposal Regulation will be made available for the June meeting.

2). Tire Day- Supervisor Heinrich is still looking into options for tire day. This will be a fee for service, however, the details are still being looked into.

3). Supervisor Heinrich provided a copy of Profit and Loss Budget vs Actual for the Highway Department. (This report has been attached to the May 2021 Minutes).

Motion by Councilman Zerby for the transfer station to continue to operate in its current iteration, seconded by Councilman Feil. Ayes – Councilman Ritton, absent- Councilman Huntington.

COMMITTEES:

Fire Department: Jeremy Wyckoff, the new Westford Fire Chief, was present at the meeting and informed the Board that the department is working on the maintenance of the trucks. Pump tests were performed and passed inspection.

Cemetery: May 22nd is clean up day at the cemetery at 8:00 a.m. Any and all help is welcome.

Highway: 1). Superintendent Ritton provided Paving Amounts for 2021

CHIPS - \$150,677.13
Rollover - 23,240.09
Total \$173,917.22

PAVE NY - \$39,784.20
Rollover - 5,304.78
Total \$45,088.98

EWR - \$34,481.55
Rollover – 66,827.04
Total \$101,308.59

GRAND TOTAL - \$320,314.79

Superintendent Ritton also submitted projected cost for upcoming projects to be funded by CHIPS and PAVE NY.

Up County Road -	\$54,437.32
Green Road –	18,030.01
Serafen Road -	34,676.43
Davis Road -	<u>23,689.95</u>
Total	\$130,833.71

ERW

Williams Road - \$45,772.59

- 2). The chipper is broken and Superintendent Ritton is working on getting it fixed.
- 3). Superintendent Ritton is looking into options for dust control.
- 4). A quote on a new backhoe through OGS Contract was \$88,644.00 (has hydraulic thumb and hydraulic bucket). CHIPS funds would cover the cost. Superintendent Ritton is looking at purchasing the backhoe at the end of the summer.

BUDGET MEETING:

General - #317 - #321 - \$2,042.84

Highway - #288 - #299 - \$13,962.18

Next Meeting will be June 14, 2021

Motion by councilman Feil to adjourn the meeting seconded by Councilman Zerby.

Meeting adjourned at 8:38 p.m.