

**TOWN OF WESTFORD
TOWN BOARD MEETING
August 8, 2022**

At 7:01 p.m., the Westford Town Board meeting was called to order.

Town Board members present: Supervisor Walter Heinrich, Councilman James Feil, Councilman Robert Huntington, Councilman Steve Zerby. –absent- Councilman Ralph Ritton

Other Town Officials present: Highway Superintendent Jason Ritton, Assessor Pamela Dyn-Gohde, and Town Clerk Eileen Ten Eyck, absent- Judge Michael Fay

Sign-in sheet on file at Town Clerk Office.

Pledge of Alliance was recited.

Corrections (typos) were made to July 2022 minutes.

Motion by Councilman Huntington to accept minutes as amended, seconded by Councilman Feil. Unanimous ayes- absent Councilman Ritton

OLD BUSINESS:

1). NYSEG approved Town Hall/Fire Department as an emergency location and Supervisor is attempting to get the internal systems upgraded so it may be used as a heating and cooling station.

NEW BUSINESS:

1). A check in the amount of \$203.45 was received from Auto Crushers, this has been deposited.

2). Profit/Loss statements were provided to the Board and available to anyone in the community who would like to view them. The town continues to hold its own financially.

3). Dust Control was completed- 6 properties requested the service and most payments have been received.

4). Sand Bid- from Kaiser Sand and Gravel was received. Their quote was for 2000 cubic yards to be delivered by November 1, 2022 at 18.50/cu yd for a total of \$36,300.

Motion by Supervisor Heinrich that the Town accepts the bid, 2nd by Councilman Huntington. Unanimous ayes- absent Councilman Ritton.

5). Issues at the Transfer Station regarding refrigerators and televisions have been addressed. The Town will assume the cost for the items unless the County will take on Hazardous Waste day.

- 6). Over 90 Transfer Station permits were handed out by the Town Supervisors and Councilman on Saturday mornings.
- 7). The sluice pipes for County Highway 34 have been delivered and work should commence shortly.
- 8). New Flags for the poles in front of Town Hall have been purchased.
- 9). Councilman Ritton provided the updated job description for the Transfer Station Operators. This was read aloud by Supervisor Heinrich for input. There are a couple of changes to be made before being presented as a resolution.
- 10). Supervisor Heinrich continues the never ending struggle of getting information up-to-date for the New York State Retirement System. He proposed Resolution #4 which will include the standard work day for elected and appointed positions which include Jason Ritton, Pam Dyn-Gohde and Eileen Ten Eyck. The second part of that resolution is that the Town is mandated to post a standard workday resolution for employees and that includes the title and the standard workday hours. The Highway Department is 8 hours, the Highway Superintendent is 8 hours, the Town Clerk is 6 hours, the Town Assessor is 6 hours, Town Justice is 6 hours, Town Supervisor is 6 hours, Town Board members are 6 hours and Town Planning Board members are 6 hours. This was signed and sealed and will be sent to NYS Retirement.

Resolution #4 was presented to the Board by the Town Supervisor, seconded by Councilman Zerby. Unanimous ayes – absent Councilman Ritton.

Supervisor Heinrich submitted a 10 page proposal requesting an additional \$50,000 from the County's ARPA funds. These funds are intended to be used to replace the roof, ceiling and walls, updating electric and lighting (NYSEG will match the funds for electric and lights) in Town Hall. This has been sent to the County. Supervisor Heinrich will do a presentation to the Board of Legislators at the County.

Councilman Zerby did an assessment of the roof and believed the roof needs to be started anew.

CORRESPONDENCE:

- 1). DEC is proposing changes to regulations for Forest Tax Law. They are holding a virtual meeting September 13, 2022 at 1:00 p.m. See Supervisor Heinrich for the contact information if interested in attending the online meeting.
- 2). ASPCA sent correspondences indicating our contracts are all signed. They also requested a donation which will not be made at this time.
- 3). Mohawk Valley sent correspondence letting us know that we are on the list for interns.

4). NYSEG sent confirmation that they received the updated information regarding emergency shelters for the Town of Westford.

COMMITTEES:

Highway:

- Paving projects have been completed so final bills should be coming in soon.
- Highway Department is currently helping Worcester with their paving projects.
- Tractor needs a new alternator.
- 10 wheeler is going to have a new clutch put in.
- There are still no applicants for the open position at the Highway Department
- Jason will get the final dimensions for the Salt Shed. The Highway Department has done all the prep work at the location.

Transfer Station: Councilman Feil has been in contact with Bryan Larrabee regarding the compactor and is working to get the station ready to have the compactor delivered. NYSEG is prepared to start service once the pole is in place. There is a breaker needed for the hydraulic system that is proving difficult to find- on back order. Councilman Feil continues to pursue this venture.

Budget: Supervisor Heinrich will prepare the Tentative Budget for next month's meeting. Right now the budget is a 5.4% over the cap. Electric, Fuel and the Transfer Station are our biggest expenses. The total cost to run the Transfer Station in 2022 was \$46,000, it is expected to increase to \$56,000 in 2023.

Superintendent Ritton brought in a proposal for pay increases for the Highway Department. He requested a 7.7% increase. Supervisor Heinrich will work with this figure as he constructs the budget.

BUDGET MEETING:

General: #105 – #118 - \$3,403.08

Highway: #66- #70 - \$2,745.83

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

Meeting adjourned at 8:13 p.m.