

**TOWN OF WESTFORD  
TOWN BOARD MEETING  
December 4, 2020**

At 7:03 p.m. the Westford Town Board Meeting was called to order.

Flag Salute was recited.

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

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

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

**CORRECTIONS TO NOVEMBER MINUTES:**

NONE

Town Supervisor Heinrich made a motion to accept the minutes as amended, seconded by Councilman Zerby.

**OLD CORRESPONDENCE:**

- 1). The Stannard Family used the Town Hall again and the application is on file.
- 2). There was another positive COVID 19 case in Westford. Mask wearing in Town Hall will be required until further notice.
- 3). OEC Connect did not bill the town for the hot spot for December 2020. Supervisor Heinrich has spoken to the company's representatives and is anticipating a bill starting in January 2021.

**OLD BUSINESS:**

- 1). The Snow and Ice contract was submitted to the County.
- 2). CHIPS money has been used. Pave NY money is still expected.
- 3). Worcester/Schenevus Merger Study- there will be a number of meetings between now and Spring 2021 prior to a vote being held. Student are currently back at school, except for Wednesdays.

## **NEW CORRESPONDENCE:**

- 1). Association of Towns: - the in-person meeting has been cancelled because of the pandemic, but is being offered on-line. They will be offering 32 sessions. Any councilman interested in attending should let the Town Supervisor know in order to be registered.
- 2). R.K. Insurance- the insurance rates have increased by 10% or \$130.00 for a total of \$1,323.30. The rates will be discussed at the Organizational Meeting in January 2021.
- 3). Highway Superintendant Ritton has submitted a credit application for the Caterpillar company.
- 4). Injury- a Highway employee was injured on the job, a Workmen's Comp claim has been submitted by the Town Supervisor.
- 5). State Comptroller- The justice account bill was \$0.00. Judge Fay's records and dockets need to be audited. The audit will be conducted by Councilman Ritton.
- 6). SPCA- the contract between the Town of Westford and the SPCA will continue and the paperwork has been submitted.
- 7). NYS Tax and Finance- Supervisor Heinrich filed an appeal on money owed in 2019 and NYS agreed with his appeal and will not be charging additional interest on the disputed amount. There is a discrepancy in the 2017 AUD accounting, however, Supervisor Heinrich is confident that this issue has already been addressed. He will continue to work with the Comptroller's Office to resolve this issue.
- 8). CD- The NYS Comptroller's Office had questions about the \$101,000 CD for the Town of Westford in 2017. The Town has since used those funds. The Town Supervisor has informed the Comptroller's office of this and is searching through the records as proof.
- 9). A check in the amount of \$128.00 was received and deposited from Auto Crushers for recyclable items.
- 10). A check in the amount of \$5,600 was received and deposited from the auctioned roller.
- 11). Spano Wedding Venue Proposal- Supervisor Heinrich met with Planning Chairman, Psalm Wyckoff, to go over the application for the wedding venue pursued by the Spano Family. They have submitted the site plan map show the set up of the venue. The family is not planning on erecting a permanent structure. They also included an organization report indicating the times they plan to operate, the maximum number of guest, support staff and off street parking. The Spano's also clarified that they will not be providing alcohol and any inclusion of alcohol will be through a catering service.

## **NEW BUSINESS:**

- 1). The Spano Project is pending and will come before the Town Board after a sign-off from the Planning Board.
- 2). Assessor Hours- Pam Dyn Gohde is considering office hours at Town Hall. She will let the board know if this is something she decides to go forward with this. She will be sending out exemptions this week. They are due back to her by March 1, 2021. She has been receiving requests for change of address for the tax season and reminded all that these need to be sent to the County's Real Property Department.
- 3). The Adopted Budget is available to anyone who would like to see it. It is available in the Clerk's Office or can be sent electronically.
- 4). Supervisor Heinrich provided copies of the monthly accounts. The town will have enough money to get us through the rest of the year. This is especially good news since the finances were in disarray as Supervisor Heinrich took office.

## **COMMITTEES:**

Cemetery: No new report

Fire: The department is in the process of hooking up the new well- a pressure tank and pressure switches will be installed.

Highway:

1). Superintendent Ritton reported that the one ton dump truck is in disrepair (no 3<sup>rd</sup> gear, has no compression, doors don't stay closed etc). He requested that the EWR funding be used to purchase a new (used) truck. He has been in contact with the State and learned that this would be an acceptable use of said funds. He has been looking at trucks on Auctions International and found that the trucks he's looking for are going for around \$30,000. There was discussion around transferring funds from other banking accounts should the EWR monies not be available within the proper time span.

Motion by Councilman Ritton to approve Superintendent Ritton to search for a truck capable of meeting Town requirements for upkeep and maintenance of town roads and a \$30,000 cap. Seconded by Councilman Huntington. Unanimous ayes.

2). Superintendent Ritton requested the installation of the internet at the Town Barn.

Motion by Councilman Zerby to have the internet installed at the Town Barn, seconded by Councilman Huntington. Unanimous ayes.

3). Superintendant Ritton requested that the Highway employees have the opportunity to appear before the board to go over the Employee Manual. Those interested will be invited to the January 4, 2021 meeting to address any questions or concerns.

Transfer Station: Joe Marullo will be submitting paperwork for reimbursement for his illness that occurred during the pandemic. Joe's raise goes into effect in January 2021. Matt Rifenbark filled in while Joe was infirmed. There was discussion about the hourly amount to be paid to Mr. Rifenbark.

Motion by Supervisor Heinrich that Joe Marullo and his replacement to receive an equalized pay amounts \$15.00/hour for Joe and \$14.50/hour for Matt. Seconded by Councilman Ritton. Unanimous ayes.

#### **GALLERY:**

1). There were discussions about community events during the holiday season. Most are being cancelled due to COVID 19, however, there will be some gift certificates available and Santa will be making an appearance via fire truck. These events are being sponsored by the Community Association.

#### **BUDGET MEETING:**

General - #255 - #263- \$5,742.16

Highway - #233 - #246 - \$31,200.87

Motion by Councilman Ritton to conclude the meeting, seconded by Councilman Zerby.

Meeting adjourned at 8:40 p.m.

Eileen Ten Eyck  
Westford Town Clerk