

**TOWN OF WESTFORD  
TOWN BOARD MEETING  
February 3, 2020**

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

The flag salute was recited.

Present- Town Supervisor Walter Heinrich, Councilmen Robert Huntington, Ralph Ritton, and Steve Zerby

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

Absent: Councilman James Feil

Special Guest:

Guest: Sign-in sheet on file at the Town Clerks Office.

Meeting minutes from January 6, 2020 were read. The following amendments were made:

- The addition of Councilman Ritton's name added to the first motion.
- A typo under item #1 of Old/Unfinished Business ( – removed)
- Supervisor Heinrich provided accurate balance amounts that varied greatly from previously reported balances under New Business

End of year balances on accounts are as follows: (January 2020)

Supervisor- \$25,927.05

Highway- \$13,774.22

Lighting- \$147.94

Highway Reserve- \$10,000

CHIPS- \$222,767.84

2019- Budget Installment/Highway Reserve- \$153,791.51

Surplus- \$68,976.33

Corrected balances were given during the February 2, 2020 meeting as follows:

Supervisor- \$13,982.71

Highway- \$14,312.31

Lighting- No Change

Highway Reserve- No Change

CHIPS- March 16, 2020 money to be received

2019 Budget Installment/Highway Reserve- No Change

Surplus- No change

- #4 Councilman Zerby not Huntington attended the Municipal workshop

- #9 Clarification on Councilman Feil's donation to the Cemetery Association. Money must be collected by Councilman Feil and a voucher submitted in order to make the donation.
- #13 Supervisor Heinrich and Bryan Larrabee attended the Town Supervisor's (END OF THE YEAR) meeting.

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

### **OLD BUSINESS:**

1. Supervisor Heinrich is working with the NYS Comptroller regarding the January 2019 audit. There were 13 corrective actions to be taken by the town that were not done. NYS has been notified that the Town is delinquent in getting the corrective actions completed. Supervisor Heinrich is working with the State to have the town in compliance.

2. Audit of Justice Fay's books. Councilman Ritton went over the Judge Fay's books. The check sheet provided by the Unified Court System was completed and conveyed from Councilman Ritton to the Town Supervisor. There is one outstanding check in the amount of \$215, to be accounted for and will be submitted at next board meeting

3. Supervisor Heinrich went over the 2020 budget and brought in all the books for everyone to peruse to fully understand where and how discrepancies occurred. Supervisor Heinrich found that the books have been off since 2016. He is attempting to reconcile the books. This will be a time consuming process and he will keep the Town abreast of his progress. He did this to explain the differences in the budget as listed above. In full disclosure, there were bad checks written and checks written, but never sent and overages in payments and penalties. Supervisor Heinrich is attempting to obtain refunds from the state and federal governments that have not timed out. The Board will not be going over the books every three months as a form of checks and balances. He reminded everyone that the information regarding the budget is available for all to see. The Town's budget will be the taxes that are collected this tax season and the Chips monies that are received in March. There are also issues with the retirement system that Supervisor Heinrich is also working to get things straightened out.

### **NEW BUSINESS:**

1. Street lighting. NYSEG (New York State Electric and Gas) has offered the town a grant for LED lighting. The initial investment from the town will be \$244 for all 18 street lights and a 50% reduction in cost should occur after the first month. Councilman Zerby had information from NYPA (New York Power Authority), the cost savings for this program would be greater after 10 years. It is going to be a requirement of New York State that all municipalities convert to LED lighting by 2025. Councilman Zerby will continue to research the NYPA option.

Motion by Supervisor Heinrich to accept the NYSEG proposal to replace the 18 street lights, seconded by Councilman Huntington. Unanimous ayes.

2. FMLA- Family Medical Leave Act- last year the Board opted out on the paid family leave, but continued disability leave for the highway department.

Motion by Supervisor Heinrich to again opt out of paid family leave for the Highway Department, but continue disability leave, seconded by Councilman Ritton. Unanimous ayes.

3. Map of Westford boundaries were verified for New York State.

4. Raises for the Highway Department were approved at the Town Budget Meeting. The protocol should be the Highway Department Superintendent submitting a request to the Town Supervisor for wage increases for the highway employees. The Board then approves or disapproves. The Board had previously approved a dollar an hour increase for the employees. Superintendent Ritton submitted a proposal for the pay raises. This was submitted to the board by the Town Supervisor.

Motion by Supervisor Heinrich for the dollar and hour raise for the highway employees, seconded by Councilman Huntington. Unanimous ayes.

5. NYS Retirement System- Jason will be in contact with the state in an effort to make sure all employees are in the system.

6. Munson's Hardware has submitted a bill with a 90 day overdue notice. Supervisor Heinrich cannot locate the invoice. He is working with Munson's on obtaining the invoice and paying the bill.

7. Supervisor Heinrich filed with the Office of General Services for a program which makes the town eligible for big ticket equipment which can be purchased for 5% of the actual cost.

8. NYS Surplus- the state has left over office equipment that is available to municipalities at no charge. The Town of Westford was approved for this program.

9. Councilman Feil completed data sheets on all highway trucks - makes, models and mileage are now computerized. The Transfer Station will be computerized next to assist in the calculation of its actual cost.

10. A new ink cartridge was purchased for the highway time clock, employees can now punch in and out of service.

11. A new account will be filled out for the company buying out Ace Hardware. Highway Superintendent Jason Ritton will be applying for a new card.

12. Resolution #3 proposed the appointment of Ralph Ritton as Deputy Town Supervisor. It is within the powers of the Town Supervisor to appoint him deputy, but the bank wanted a resolution.

Motion by Supervisor Heinrich to approve Mr. Ritton as the deputy, seconded by Councilman Huntington. Unanimous ayes.

13. The County is looking for local laws for the county to take over code enforcement for the town. There are some files labeled local laws in the files. These will be explored by Town Supervisor and Town Clerk.

14. There was a payroll error on July 3, 2019 for Dave Reynolds check #9025. He is owed \$58.76

Motion by Councilman Ritton to pay this, seconded by Councilman Huntington. Unanimous ayes

#### **COMMITTEES:**

1. Highway- Superintendent Ritton supplied copies of the fuel usage per truck for last year and included the each truck number with the year, make, mileage and the hours. Councilman Feil is computerizing all the information on the highway equipment.
2. Transfer Station- all costs related for the Transfer Station are being computerized for the cost of the run for the trucks and any repairs will be on a spreadsheet for the next budget. This will continue to be entered by Bobby Burton.
3. Fire Committee- the Labor Committee will be in to review the oversight procedures related to firefighter safety and equipment on February 14, 2020. The Fire Department is hosting a breakfast on February
4. The Town owes the fire department from collected taxes and the Town Supervisor is asking to make two payments instead of one. This has been requested and will be determined by the department and conveyed back to the Supervisor.
5. Schenevus Central School representatives will be at the Town Hall on February 13th at 6:30 p.m. to discuss the financial issues going on with the school. All are encouraged to attend.

#### **Gallery:**

There was an issue with a man taking his dog to Gopher Field and not cleaning up after it. Supervisor Heinrich will research to see if there is a local ordinance that prohibits or allows someone to be fined for failure to comply to the ordinance.

Budget Meeting commenced.

Bills signed by the Board:

General - # 159 – 168 - \$16,217.46

Highway - # 138 - #143- 6,261.65

Motion by Councilman Huntington to conclude the monthly meeting, seconded by Councilman Ritton.

Meeting adjourned 9:39 p.m.

Eileen Ten Eyck  
Town Clerk