

Town Of Westford  
Town Board Meeting  
February 4<sup>th</sup> 2019

At 7:00 p.m. The Town board reviewed and signed the following bills for payment:

General Fund #11-#23 = \$ \$20,830.71 as set forth in Abstract 2G  
Highway Fund #10-#23= \$23,255.09 as set forth in Abstract 2H

Supervisor Larrabee called the regular meeting of the Westford Town Board to order at 7:15p.m.

Present: Supervisor Bryan Larrabee, Highway Superintendent Jason Ritton, Councilmen Phillip Strong, Robert Huntington, Ralph Ritton and Jim Feil.

Other Town Officials Present: Town Clerk Lynda May, Town Justice Michael Fay and Town Assesor Pamela Dyn-Gohde

Absent:

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

Minutes of the January 7<sup>th</sup>, 2019 Town Board meeting were read. Councilman Huntington motioned to accept minutes. Seconded by Councilman Ritton, Motioned carried.

Committees:

Fire Department: Councilman Ritton has stated the insulation in the firehouse is complete.

Communications:

1. The town received notification that the Board of elections has change the election law for 2019. The primary election will be held on June 25<sup>th</sup>. Those wishing to run have to have petitions signed and filed into the board of elections by April 1<sup>st</sup>-4<sup>th</sup>.

Unfinished/Old Business:

1. Supervisor Larrabee stated that the Insurance policy for the town to indemnify against losses has been increased to \$100,000.00.

2. Supervisor Larrabee stated he had his meeting with the insurance company. The town has changed the deductible on the vehicles and has reworked the policies including removing collision on some vehicles to save the town money.

New business:

1. Supervisor Larrabee informed the Board that the Town has received a few returned checks for 2019 Property Tax season. The board discussed adding a \$25.00 fee to returned checks. Supervisor Larrabee motioned to implement a \$25.00 returned check fee. Councilman Huntington seconded the motion. Motion Carried.

RESOLUTION #2 OF 2019  
RETURNED CHECK FEE

RESOLVED: Be it resolved that the Town of Westford hereby establishes a twenty five dollar fee to be applied to all checks returned to the town as non payable.

State of New York:  
County of Otsego: ss  
Town of Westford:

I, Lynda A. May, Town Clerk of the Town of Westford, Otsego County, New York, do hereby certify that the foregoing Resolution #2 of 2019 was duly adopted by the Town Board of the Town of Westford at a regular meeting held on February 4<sup>th</sup> 2019. Ayes: Supervisor Bryan Larrabee, Councilman James Feil, Councilman Ralph Ritton, Councilman Phillip Strong, Councilman Robert Huntington. Noes: None.

In Witness Whereof, I have hereunto set my hand and Seal of the Town of Westford this 28<sup>th</sup> day of February, 2019.

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Lynda A. May, Town Clerk

2. Supervisor Larrabee presented the New York State and Local Retirement Standard Work Day Resolution for Elected and Appointed Officials.

RESOLUTION #3 OF 2019

STANDARD WORKDAY REPORTING OF ELECTED OFFICIALS/APPOINTED OFFICIALS  
PARTICIPATING IN NYS & LOCAL RETIREMENT SYSTEM

Be it RESOLVED that the Town of Westford hereby establishes the following as standard work days for elected and appointed officials participating in the NYS & Local Retirement System, and be it further

RESOLVED, that the Reporting Resolution Form RS-2417-A be submitted to the NYS & Local Employee Retirement System based on the following results of the record of activities maintained and submitted by this official to the Town Clerk.

ELECTED OFFICIAL

Superintendent: Bryan Larrabee

Current term begins January 1, 2017 and ends December 31, 2019.

Standard Workday Hours: 8

Result of Record of Activities:

ELECTED OFFICIAL

Highway Superintendent: Jason Ritton

Current term begins January 1, 2017 and ends December 31, 2019.

Standard Workday Hours: 8

Result of Record of Activities:

APPOINTED OFFICIAL

Town Clerk / Tax Collector: Lynda A. May

Current Term begins December 1, 2018 and ends December 31, 2019

Standard Workday Hours: 8

Result of Record of Activities:

APPOINTED OFFICIAL

Town Assessor: Pamela Dyn-Gohde

Current Term begins January 1, 2019 and ends December 31, 2019

Standard Workday Hours: 8

Result of Record of Activities:

State of New York  
County of Otsego ss  
Town of Westford

I, Lynda A. May, Clerk of the governing Board of the Town of Westford of the State of New York, do hereby certify that I have compared the foregoing Resolution #3 of 2019 with the original resolution passed by such board at a legally convened meeting held on the 4<sup>th</sup> day of February 2019, on file as part of such meeting and that the same is a true copy thereof and the whole of such original.

I further certify that the governing board of the Town of Westford consists of five members. Acceptance of the foregoing Resolution #3 of 2019 was presented by Councilman Phillip Strong and seconded by Councilman Robert Huntington at the Westford Town Board Meeting held Monday, February 4<sup>th</sup>, 2019. Ayes: Councilman Ralph Ritton, Councilman James Feil, Councilman Phillip Strong, Councilman Robert Huntington, Supervisor Bryan Larrabee. Noes: none.

I further certify that the foregoing Resolution #3 of 2019, as passed, was posted on the Town of Westford Official signboard for 30 days.

In Witness Whereof, I have hereunto set my hand and seal of the Town of Westford this 28<sup>th</sup> day of March 4, 2019,

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Lynda A. May Town Clerk

3. Judge Fay questioned the results of the Town Audit. Supervisor Larrabee went over the key findings of the Town Board Audit conducted by the New York State Comptrollers office. The Town needs to implement a financial audit policy. Supervisor Larrabee and the board will be working on a plan of action to be submitted to the governing agency.
4. Highway Superintendent Ritton voiced concerns from the highway department about the retirement program. Supervisor Larrabee stated that the town was not in compliance with the NYS retirement system but the issues have been resolved.
5. The board conducted an audit of Justice Michael Fays books. Councilman Ritton mentioned to approve and accept the audit. Councilman Huntington seconded. Motion carried.

RESOLUTION #1 OF 2019  
ACKNOWLEDGE EXAMINATION/AUDIT OF TOWN JUSTICE BOOKS

RESOLVED: The Town Board acknowledge they performed the required examination and audit of the Town of Westford Town Justice books on Monday, February 4 , 2019 and found everything to be in order and be it further.

RESOLVED, The Town Clerk will forward a copy of this Resolution to the Director of Internal Audit of the NYS Office of Court Administration.

In Witness Whereof, I have hereunto set my hand and seal of the Town of Westford this 28<sup>th</sup> day of February 28, 2019.

I further certify that the governing board of the Town of Westford consists of five members. Acceptance of the foregoing Resolution #1 of 2019 was presented by Councilman Phil Strong and seconded by Councilman Ralph Ritton at the Westford Town Board Meeting held Monday, February 4<sup>th</sup>, 2019. Ayes: Councilman Ralph Ritton, Councilman James Feil, Councilman Phillip Strong, Councilman Robert Huntington, Supervisor Bryan Larrabee. Noes: none.

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Lynda A. May Town Clerk

Since there is no further business to come before this meeting, motion by Councilman Feil to adjourn. Seconded by Councilman Huntington. All in favor. Meeting adjourned at 0817 p.m.

Lynda A. May  
Town Clerk