

**WESTERLO TOWN BOARD  
WORKSHOP MEETING  
OF  
TUESDAY, DECEMBER 3, 2019**

The Town of Westerlo Town Board held a workshop meeting on DECEMBER 3, 2019 at the Town Hall located at 933 County Route 401, Westerlo, NY. Acting Supervisor Bichteman opened the workshop at 7:02 PM with the Pledge of Allegiance to the Flag.

Attending were:           Acting Supervisor William Bichteman Jr.  
                                  Councilwoman Amie L. Burnside  
                                  Councilman Joseph J. Boone  
                                  Councilman Richard Filkins  
                                  Councilman Anthony Sherman

Also attending were: Town Historian Dennis Fancher, Comprehensive Plan Chairperson David Lendrum, Zoning Board Chairperson John Sefcik, Code Enforcement Officer Jeffry Pine, Deputy Town Clerk Karla Weaver and three residents.

**ASSESSOR POSITION**

Acting Supervisor Bichteman announced that Justin Maxwell who had been appointed to the Assessor position at the last Town Board meeting requested to change the terms and conditions of his appointment. Mr. Bichteman explained to Mr. Maxwell that he was not authorized to make those changes on behalf of the Town Board and therefore Mr. Maxwell declined the acceptance of the position.

Mr. Bichteman explained that because the rolls and tax collection preparation have to be prepared quickly, he called a special emergency Town Board meeting on Monday, November 25<sup>th</sup> to address the situation. A vote was held at the emergency Town Board meeting appointing applicant Garth Slocum as the new Assessor.

**TRANSFER STATION APPLICATION FORM**

Councilman Boone provided the Town Board members with a draft application form via email on the 22<sup>nd</sup> for their review. The Town Clerk's office also forwarded an application from a town in WI to Mr. Boone that they came across. Discussion continued regarding both Mr. Boones and the WI application forms. Councilmen Boone and Filkins will work on the application and hope to provide a revised draft to the Acting Supervisor and Town Board members via email prior to the December 17<sup>th</sup> Town Board meeting so they have sufficient time to review. Since there are some items the town charges a disposal fee on, the Town Board also discussed providing a fee list to go along with the applications for residents to reference. It was also mentioned that the hang tag is expected to be transferrable between vehicles within a household.

**PROPOSED LOCAL LAW #4-2019-HIGHWAY DEFECTS LAW**

Mr. Bichteman explained that he had believed the Town Board passed proposed Local Law # 4-2019 after the Public Hearing at the Town Board meeting on Nov. 19<sup>th</sup> subject to the conditions/approval of Albany County Planning Board. After review of the recorded minutes, there appears no vote was taken. He indicated that Albany County Planning Board has since responded with no objections. The Town Board will vote on proposed Local Law # 4 on Dec. 17<sup>th</sup>.

**EXPANDING CODE ENFORCEMENT**

Acting Supervisor Bichteman reminded the Town Board about his and Code Enforcement Officer (CEO) Mr. Pine's recent visit from NYS Buildings Standards & Codes Oversight Unit and the deficiencies that need to be corrected. Some areas the Oversight Unit are focusing on are building permit record keeping, participation of fire code inspections and the establishment of a local law code enforcement program within the town. Mr. Bichteman mentioned that the Town Attorney has drafted the proposed Local Law to adopt the newest building code. At the Nov. 19<sup>th</sup> Town Board meeting, the Board scheduled the public hearing for proposed Local Law # 5 for Dec. 17<sup>th</sup>. Mr. Bichteman mentioned the Town Attorney had suggested that the Town Board create a subcommittee made up of two Town Board members along with Mr. Pine to deal with this in time for the public hearing. Councilwoman Burnside and Councilman Boone volunteered to work on the subcommittee.

Mr. Bichteman mentioned that as part of the solution to correct the issues found by NYS Building Standards & Codes Oversight Unit, the Town will need to commence Fire Safety inspections of the commercial buildings within the town. Mr. Pine indicated he will need to do an inventory of the commercial buildings, create files, send out notification letters and then will commence inspections. He hopes to begin the Fire Safety inspections in the spring.

Mr. Bichteman indicated there are expenses associated with this change to the Code Enforcement department. A part-time clerk, about 2 hours a week will need to be hired to help assist Mr. Pine; anticipated cost of \$2,600 annually. The BAS software upgrade which was a 2020 budget wish list item will now be a mandatory upgrade. Lastly, Mr. Pine will need to be compensated for his additional work/time, \$5,000 was agreed to by Mr. Pine and Mr. Bichteman. Mr. Bichteman believed the cost of the software upgrade could be extracted from the current year's remaining building budget. Since it wasn't an expected expense, the additional compensation for Mr. Pine and his clerk will need to be found within the 2020 budget at the end of the 2020 year. Councilman Sherman reminded Mr. Bichteman about the interest gained from the investment money with NYCLASS and the possibility of using that toward this unexpected cost. Mr. Bichteman was unsure if it would cover it all. Discussion ensued regarding the possibility of increasing the amount of money invested with NYCLASS in 2020 to help cover the additional costs.

Discussion ensued regarding proposed LL #5-2019 and how the town attorney is meshing it with the Zoning Law.

### **COMPREHENSIVE PLAN COMMITTEE UPDATE**

Planner Chuck Voss attended the last Comprehensive Plan Committee meeting to make sure they were heading in the right direction. He recommended they advertize what they are discussing at fireman's breakfasts, transfer station and doing a "public workshop" on January 15<sup>th</sup> here between 7pm-8pm where they will be setting up 5 or 6 topic tables related to various interests of the committee where community members can come ask questions. Then after they would have a debrief meeting. This will be advertized soon. They also hope to develop a comprehensive survey soon after which would answer any other questions and give them the feedback that they need from the community. At the next meeting they hope to start assigning specific tasks to each of the people on the committee.

### **PUBLIC COMMENT**

A resident asked how the data entry will happen with the new code enforcement software. Mr. Bichteman believed that would be part of what the part time clerk would do. Mr. Pine discussed how many building permits are still open and that this software would help with getting them closed out.

There being no further business to discuss, Councilman Boone made a motion to adjourn the meeting, seconded by Councilman Filkins, motion unanimously carried. Meeting adjourned at 8:05pm.

Respectfully submitted,

Karla Weaver