

**WESTERLO TOWN BOARD
WORKSHOP MEETING
OF
TUESDAY, JANUARY 15, 2019**

The Town of Westerlo Town Board held a workshop meeting on Tuesday, January 15, 2019 at the Town Hall located at 933 County Route 401, Westerlo, NY. Deputy Supervisor William Bichteman opened the workshop at 7 PM with the Pledge of Allegiance to the Flag.

Attending were: Councilman Anthony W. Sherman
Councilwoman Amie L. Burnside
Councilman Richard Filkins
Councilman Joseph J. Boone

Absent were: Supervisor Richard H. Rapp

Also attending were: Deputy Supervisor William Bichteman, Highway Superintendent Jody Ostrander, Highway Employees Salvatore Spinnato IV and Justin Case, Planning Board Chairperson Dorothy Verch, Zoning Board Chairperson John Sefcik, Clerk to the Assessor Claire Marshall, Clerk to the Supervisor Patty Boice, Deputy Town Clerk II Karla Weaver and approximately seven residents.

Councilman Boone announced that Supervisor Rapp would not be in attendance tonight therefore Deputy Supervisor William Bichteman was asked to attend in his absence.

2019 ASSOCIATION OF TOWNS TRAINING

Deputy Supervisor William Bichteman read a letter from the Association of Towns regarding the 2019 annual training for Town Officials which will be held in NYC at the Mariott Mardquis Feb. 17th-20th. It is expected that the information will be available on the Association of Towns website after the meeting for anyone not able to attend. It was announced that normally employees and Town Officials attend training that is closer and less expensive.

SPECIAL TOWN BOARD MEETING ON JAN. 18th REGARDING APPOINTMENT OF A NEW CEO/ZA

Mr. Bichteman announced that an additional application had been received for the CEO/ZA vacancy. A Special Town Board meeting is scheduled for Friday, January, 18th at 6 pm for the purpose of appointing a new CEO/ZA. It was his suggestion that interviews for any additional applicants could be conducted in an executive session prior to the Special Town Board meeting, with a decision being made after. The Town Board discussed requirements for the CEO/ZA. Councilwoman Burnside read aloud qualifications for a CEO from the County website which included the need for a high school diploma or equivalent and certification as a Code Official as required by NYS Uniform Fire Prevention and Building Code (title 19). It was announced that the meeting on the 18th is specifically for the purpose of appointing a new CEO/ZA and no additional business would be conducted.

A resident inquired as to why there was no public notice in the newspaper regarding the Special Town Board meeting. It was explained that an email was sent to the Altamont Enterprise with two public notices to be published however one notice was omitted by the Altamont Enterprise staff. Attempts to reach them via email and phone were made with no response.

MOHAWK HUDSON HUMANE SOCIETY CONTRACT

Deputy Supervisor William Bichteman mentioned that the rate has changed for the Mohawk Hudson Humane Society Contract. The previous contract had a cost to the Town of \$351.75 per dog. This year's contract has a per dog day pricing schedule of \$70. Mr. Bichteman indicated that the redemption period for animals without an ID is five (5) days, equaling the same amount of money as the previous contract amount. He explained that if a dog has a microchip or ID tag, it is kept at the shelter for seven (7) days which is not covered in the current fee. The Town Board will need to come up with a fee schedule as soon as possible as there is currently no contract in place. Redemption and licensing fees would have to be paid to the Town Clerk's office prior to the owner being able to

redeem their dog from the shelter. Discussion continued regarding the contract and fees. Councilman Sherman believed that the Dog Control Officer would notify the Town Clerk's office when they dropped off a dog at the shelter and then the Town Clerk's office would be able to calculate the fee for the owner to pay. Mr. Bichteman mentioned there is an additional fee for court ordered dogs however Councilman Sherman believed those fees may fall into the jurisdiction of the Town Court. The Mohawk and Hudson Humane Society Contract will be put on the agenda for the Feb. Town Board meeting.

PROPOSED RESOLUTION #5-BUDGET ADVISORY COMMITTEE

Councilman Boone mentioned that number five (5) of Councilman's Filkins proposed resolutions was for a Budget Advisory Committee. Mr. Boone indicated that he would like the Town Board to create an outline to help with the overall understanding of how the budget process works, what the budget should resemble, with better detail, etc. He also believed the Town Board may want to obtain budgets from neighboring towns as a reference.

Councilwoman Burnside mentioned that the accountant manual from the Comptroller's office is also available to the Town Board if needed. She would also like to change the wording of the codes to mimic the State. Councilman Boone believed that the Town Board should provide the primary input on the Budget. Deputy Supervisor William Bichteman mentioned that the Supervisor prepares the budget for the Town however the Town Board could create a template to help with the overall understanding. Discussion continued about obtaining copies of budgets from other towns however Councilwoman Burnside believed some local municipalities use the Munis system for their budgets which is costly.

CATHOLIC CHARITIES/HILLTOWN COMMUNITY RESOURCE CENTER

Councilman Boone mentioned he reached out to a few volunteers at the Resource Center regarding a future presentation at a Town Board meeting; no date has been set. He also suggested adding them to the Town of Westerlo website with a link to the Catholic Charities website.

JANUARY 8th 2019 TOWN OF RENNELAERVILLE WORKSHOP MEETING

It was previously announced that the Town of Rensselaerville was holding a workshop meeting with Albany County Comptroller Michael Conners to discuss time clocks. Councilman Boone announced that he and Councilman Filkins attended the meeting on January 8th along with some interested Westerlo staff and residents. Mr. Conners was expected to be present however was unable to attend and sent Mr. Fontinello from his office in his absence. Mr. Fontinello discussed the importance of checks and balances and a system where the computer generates and signs checks called positive pay. The Clerk to the Assessor mentioned that type of system had been discussed in the past but the Supervisor Rapp did not agree to it because he preferred to review and sign each check himself before it was issued. Councilman Boone indicated the procedure Mr. Fontinello was referring to is part of the Munis system. Time Clocks were never discussed by Mr. Fontinello.

APPLICATION FOR THE PROPOSED GRANT FOR FUNDING FOR WATER DISTRICT

Deputy Supervisor William Bichteman announced that the Grant Writer is ready to submit the application for the next round of funding for the Water District. The Supervisor's office sent a letter to Tom Brady at the Albany County Health Department to update him on the status on the bromomethane and where the Town stands on funding.

PROPOSED RESOLUTION #2-DEPARTMENT REPORTING

Councilman Filkins mentioned that in the Town of Berne, department reports are submitted to the Town Board the week before the meeting which allows for plenty of review time. He believed his proposed resolution #2 along with following how the Town of Berne does their reporting would help cut down the length of time spent on reporting at the Town of Westerlo Town Board meetings. Mr. Bichteman mentioned he has always given oral reports as opposed to written reports and believed that residents want to hear reports at meetings. Many departments were discussed and if there was a need to have reports for them. Mr. Bichteman explained that the Highway Department and Court usually let the Town Board know if there is something important going on. He indicated that this resolution would add time and responsibilities to someone's position. It was announced that Town of Rensselaerville does not do reporting for their Planning and Zoning Boards. Councilman Sherman indicated that the previous CEO always notified the Town Board of violators by putting copies of the violation letters in their mailboxes. Councilman Boone mentioned that a lot of the information Mr. Filkins is looking for is

available in the monthly bills. Mr. Bichteman commented that although the Historian report is interesting it may not be necessary and Court can be cut as they are only required to give a yearly report. As for the Transfer Station report, he believed that would fall on the jurisdiction of the Highway Superintendent.

Deputy Town Clerk Karla Weaver mentioned that currently all submitted and oral reports are entered as part of the minutes. She wondered if that should be continued or if the Town Board wanted them to be handled differently as a few options were discussed this evening. This would have to be decided at a future Town Board meeting.

ZBA chairperson John Sefcik suggested having oral reports at Town Board meetings and a written report submitted to the Town Clerk's office to be entered into the minutes.

Councilwoman Burnside appreciated the Town Board's review of these resolutions. Mr. Bichteman believed that instead of bringing the topics forward as resolutions with a motion, a second and a motion to be voted on, they instead should've been part of a discussion.

COMPREHENSIVE PLAN

Planning Board Chairperson Dotty Verch mentioned it's been five (5) years and believed the Comprehensive Plan should be discussed and updated. She suggested that two (2) people from each the ZBA, Planning and Town Boards should get together to work on it. Mr. Bichteman questioned if it should be worked on in house or if the Town should have someone else do it and commented that it is a long process. No decisions were made and the topic would require further discussion at the next Town Board meeting.

MISCELLANEOUS & PUBLIC COMMENT

Planning Board Chairwoman Dotty Verch commented that she met with Senator Amedore regarding Town Line Motor Sports owned by John Dolce to try to get Central Hudson to extend 3 phase electric from CR 405 to SR 143. She mentioned Mr. Amedore believed it is a possibility but would be time consuming and a plan and proposal would need to be made. She mentioned that she would work with Mr. Dolce's daughter Angelica to formulate a plan to present to the Town Board. She planned to meet with Assemblyman Tague to evaluate the property to see if he might be able to help but at this point, it's all in the discussion stage. She believed that the Zoning Law and that corridor of SR 32 should be adjusted to include commercial. Councilwoman Burnside asked if Mrs. Verch was acting as a resident or part of the Planning Board. Mrs. Verch indicated she was approached as the Planning Board Chairperson and therefore not acting as a resident. It was clarified by Deputy Supervisor Bichteman that 3 phase electric would be a Town Board decision. Mrs. Verch indicated that the Zoning Law needs to be changed to make SR 32 a commercial residential zone.

Mrs. Verch mentioned she met with Jim Becker from Mid-Tel in August/Sept and has been informed that Mid-Tel is extending broadband from Rensselaerville over to CR 408 and would like to speak about this at the Feb. Town Board meeting. She asked to have Mr. Becker put on the Feb. Town Board meeting agenda to give residents an alternative to Mid-Hudson Cable.

Mr. Bichteman asked Mrs. Verch to get a list of names for a possible Comprehensive Plan Committee so it can be discussed at the next Town Board meeting. The Town Board could then appoint a committee and give direction if they so choose.

A resident commented on department reports and suggested that the Chairperson for those departments provide copies of their reports for the public at meetings which could also be referenced in the minutes. She also suggested they be scanned to the website.

There being no further business to discuss, Councilwoman Burnside made a motion to adjourn the meeting, seconded by Councilman Filkins, motion carried by those present. Meeting adjourned at 8:30 pm.

Respectfully submitted,

Karla J. Weaver
Deputy Town Clerk II