

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
January 10, 2022

PRESENT: Mayor Thomson, Trustees: S. Smith, C. Wheat; by ZOOM - J. Murphy, and T. Niederlander;  
Village Clerk, S. Van Duren; Fire Chief Al Moxham

Members of the Public: K. Watkins, S. Murphy, A. Peo, & West Winfield Star

The meeting was held at the Henry Hiteman Fire Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on the abstract was made by Trustee Smith and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Approve** the minutes of the December meeting was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Smith and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

**Department Reports:**

**Clerk/Treasurer:**

**Motion to Designate Election Inspectors:** C. Pope, R. Peo, H. Lang, C. McNamara and Alternates: G. Watkins and D. Strong was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

The Clerk Treasurer advised the Board that the General Fund balance is running low. Anticipated revenues from the County and Town should avoid any problems.

**DPW / Water:**

Dan and John replaced the brakes on the white truck.

**Codes:** M. Connors has been researching how other municipalities handle zoning issues; specifically, renewals of in-home occupation permit. The State is beginning to "push" more codes that address energy efficiency.

**Fire / Ambulance Department:**

Chief Moxham reported that there were 4 fire calls 58 for the year, 32 ambulance calls 468 for the year.

Due to a PESH / OSHA inspection members of the Fire Dept. will need to have physicals. Estimated cost is \$100 per person. Chief Moxham is working on a program that will make the department compliant.

Swearing in of Henry Hiteman Officers: Fire Chief – Albert Moxham, First Assistant Fire Chief – Sean Murphy, Second Assistant Fire Chief – Andrew Peo

## **COMMITTEE REPORTS:**

**Bisby Hall:** Trustee Smith reported on the progress made on the renovations to Bisby Hall.

Syracuse Elevator will be coming back to install additional railings that are needed to prevent anyone from climbing behind / around the columns.

Cedar Lake Electric has readjusted the lighting on the building

Adirondack Restoration will be coming back to make a small repair.

The grant from Assembly Millers office is still in process. An application package has arrived and the Clerk's office will assist with completing the forms and getting them submitted.

**Clean Energy:** Trustee Wheat reported that the Clean Energy team was inactive over the holidays. Information regarding the dam removal project has been submitted – it may be beyond the 10-yr lookback period. A Zoom meeting was held regarding EV (electric vehicle) programs and funding opportunities.

Trustee Wheat has made contact with an approved contractor for Herkimer County energy audits. The energy audit is free through the program, however by filling a Combined Residential Application with NYSRDA the contractor will be reimbursed for the audit. Funding for the improvements is based on an income scale and is first come first served basis. The energy audit will provide suggested improvements and is not binding. The team plans on meeting soon to continue working on HeatSmart MV and the Community Solar program.

**Grants:** A grant for the digitization of records is available.

**Truck Bond:** Nothing new to report.

**Community Building:** K. Watkins gave an update on his progress in developing a community building; a grant may be available from the Oneida Herkimer Community Foundation if applied for through the Greater Winfield Historical Society. He is waiting for a response from emails he has sent out to the USDA and DEC.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 7:25 PM.

Respectfully submitted by

R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
February 14, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, and T. Niederlander;  
Village Clerk, S. Van Duren;  
Members of the Public: A. Peo, D. Sterling, M. Grann & West Winfield Star

The meeting was held at the Henry Hiteman Fire Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on the abstract was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Approve** the minutes of the January meeting was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

**Department Reports:**

**Clerk/Treasurer:** ARPA – Easier to fund projects under the “Lost Revenue” category – anticipating second round of funds to be \$43,667 – funds must be obligated by 12/31/2024 and expended by 12/31/2026. The first report to Treasury is due by April 30, 2022. A discussion was held on possible ARPA projects.

Williamson software update: The water program is updated and will be used to generate the April water billing. The accounting program is up-to-date and we are transitioning from QuickBooks to Williamson – QuickBooks will still be needed as it contains historical data that isn't in Williamson.

**DPW / Water:** The department fixed a water main break on West Main St. last week.

**Codes:** Update given by Trustee Murphy: M. Connors has been working with the new owners of 369 W Main on getting permits for interior renovation work. Continues on working to resolve issues with a North St property. D. Sterling brought attention to the unsafe porch conditions at 429 E Main St.

M. Grann informed the Board that he has been approached by residents of the Scott / Talbot houses that the properties aren't being maintained properly; snow and ice are not being cleared from fire doors and the ice isn't being removed from the walkways. It was mentioned that part of the problem is that the properties don't have a dedicated on-site maintenance person.

**Fire / Ambulance Department:**

Update given by Trustee Murphy: there were 8 fire calls, 32 ambulance calls. 4 interior firefighters have had their required physicals, 6 more need to be arranged. The free COVID-19 test kit give away was successful – a second one is in the planning stages. A surplus of hand sanitizer from the State may also be included in the give a way.

Trustee Murphy reviewed the Fire Department insurance with Gates Cole; the estimate has gone up about 4%; one truck needed to be removed from the policy as it was transferred over to the DPW.

## **COMMITTEE REPORTS:**

**Bisby Hall:** Trustee Smith reported that the grant from the NYS Court System, which was worked on by Gail Royce, has been approved. The grant will be used to install a chairlift in Bisby Hall to provide access to the second floor. Additional electric work will need to be done – it may or may not be covered by the grant.

**Clean Energy:** Trustee Wheat reported that he has been working on new actions toward the Climate Smart Community program. A draft of an environmentally preferable purchasing policy was worked on and the recycling section of the Villages refuse contract was reviewed.

The Clean Energy task force met on February 9<sup>th</sup> and discussed the following:

***Community Solar Program*** – The village electric meters can be used in the program. Each meter will be treated as a residential meter. They will not count toward the 10-meter signups but we will receive the \$100 bonus from PowerMarket including the savings on the cost of electricity. The bonus will be put into the Energy Improvement Fund (EIF).

***HEAP*** – program financing. A new NYSERDA program for low-income households – includes rental properties. This program will conduct a no-cost home energy assessment. Income eligible participants will receive discounts on energy efficiency improvements.

An informational letter may be published in the STAR. Other ideas for getting the clean energy message out were discussed such as door-knob hangers. Trustee Wheat will try and contact Mount Markham and see if a presentation to the school board can be arranged. He will also see if the school community and the Village can work together on clean energy programs.

He will also look into holding public informational events at the library during March.

The next meeting will be held on February 22<sup>nd</sup>.

**Grants:** The grant for the digitization of records has opened. This grant is being worked on by staff from Mount Markham School District – the Town of Winfield and the Village have been invited to be joint applicants. The scanning will be done by Image Integrator. Kevin Secord of Image Integrator provided two options – documents can be scanned to a storage device with search capabilities or we can invest in the File Bound system which is cloud based. Currently, the yearly maintenance cost is six thousand dollars and would be split with Town of Winfield. However, if the Town later ops out we would be responsible for the full cost of the fee. Kevin will be coming to look over the records we think should be scanned.

Don Sterling provided an overview of the U.S. DOT RAISE grants for infrastructure projects. Mayor Thomson asked that Mr. Sterling keep him informed of potential grants that the Village may apply for.

**Truck Bond:** Trustee Murphy reported that the truck has been assigned a build number but no estimated delivery date is available.

**Community Building:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** Budget Workshop is set for February 21<sup>st</sup> at 6:00 in the library at Bisby Hall.

Mayor Thomas addressed the rising cost of operating the car charging station (the meter is on-demand rate). Possible solutions: move the charging station so that the electric runs off the salt shed; begin charging for its use (credit card); find another organization to take it over. Mayor Thomson will continue to monitor the situation.

**PUBLIC COMMENT:** M Grann commented on the need for community-based activities – the board agreed. Different ideas were presented.

**Motion to Enter into Executive Session** to discuss updates on contractual issues was made by Trustee Murphy Seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**Motion to Exit Executive Session** made by Trustee Murphy Seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

No decision was reached.

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 8:30 PM.

Respectfully submitted by

R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
March 14, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren; Fire Chief Al Moxham

Representatives from the NYS DOT and Herkimer County DOT, West Winfield Star

The meeting was held at the Henry Hiteman Fire Hall and called to order at 6:30 PM by Mayor Thomson.

Representatives from New York State DOT gave an update on the Main Street bridge replacement project. The Herkimer County DOT also presented their plans for the repaving of North Street. Both departments are coordinating the timing of these projects so that traffic issues may be avoided.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on the abstract was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Approve** the minutes of the November meeting was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

**Department Reports:**

**Clerk/Treasurer:** None

**DPW / Water:** Dan has requested our NYRWA (New York Rural Water Association) representative for help finding water leaks.

**Fire / Ambulance Department:**

Chief Moxham reported that there were 9 fire calls and 23 ambulance calls. 5 members of the department have gone for their required PESH physicals.

**COMMITTEE REPORTS:**

**Bisby Hall:** The Town of Winfield should be receiving the grant from the Court System in April. Syracuse Elevator has measured the stairway for the chair lift at Bisby Hall.

**Clean Energy:** Trustee Wheat and Tom Huxtable met with the superintendent of Mount Markham to talk about the Community Solar and HeatSmartNY programs.

A meeting is set for March 23<sup>rd</sup> with Jim Bittker and Bill Gauthier regarding the car charging station. They will develop a plan and present it to the board.

Amanda Kaier from Mohawk Valley Economic Development District (MVEDD) has offered her assistance with the consolidated funding application (CFA). By completing this application, the Village may apply for several NYS grants at one time.

**Grants:** Due to the time restraint the volunteer grant writers have put the Digitization Grant on hold until next year.

**Truck Bond:** The SAM Registration needs to be renewed. Mayor Thomson will do the renewal.

**OLD BUSINESS:** A second budget workshop has been scheduled for Monday, March 21 at 6 Pm in the library.

The car charging station has been disconnected due to rising cost of operating it. Trustee Wheat is looking into a company to take over the operation of the charging station.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** Debbie Nolan submitted her comment to the Village Clerk – she wanted to make the Village board aware that a person is placing traps in the water along the damn. The Board did not find an issue with this as it is trapping season.

**Motion to Enter into Executive Session** to discuss personnel issue was made by Trustee Murphy and Seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**Motion to Exit Executive Session** was made by Trustee Murphy and Seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Board authorizes the clerk treasurer to reinstate his original hours and rate of pay which had been temporarily reduced due to personal / medical reasons.

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 8:35 PM.

Respectfully submitted by

R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
April 11, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren; Codes Officer M. Connors

Tolga Morawski, West Winfield STAR; S. Sterling, S. Murphy,

The meeting was held at the Henry Hiteman Fire Hall and called to order at 6:30 PM by Mayor Thomson. **Motion to Authorize** the Clerk Treasurer to pay the bills presented on the abstract was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Approve** the minutes of the March meeting was made by Trustee Smith and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

**PUBLIC COMMENT:**

Tolga Morawski from The Mohawk Valley Land Bank provided an update on the status of Village properties acquired by the Land Bank. The Clapson property had numerous title issues which have now been cleared up. The Land Bank will apply for the Restore NY Grant on behalf of the village. A resolution supporting the application for a \$20,000 grant with the Village contributing \$500 was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

Trustee Wheat suggested that the Village approach the Land Bank to see if they are interested in Drake Industrial property.

**Public Hearing on Proposed Budget**

A public hearing on the proposed budget for fiscal year June 1, 2022 – May 31, 2023 was held prior to regularly scheduled Village board meeting. Trustee Murphy highlighted the line-item revenue and appropriations. Due to an increase in appropriations, it will be necessary to override the property tax cap limit.

**Motion to Pass Local Law** to over-ride the property tax cap limit was made by Trustee Murphy and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Adopt Proposed Budget** for fiscal year June 1, 2022 through May 3, 2023 was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None. The budget was adopted as follows:

| FUND                           | ANTICIPATED REVENUE | ANTICIPATED APPROPRIATIONS |
|--------------------------------|---------------------|----------------------------|
| General                        | \$715,396.00        | \$715,396.00               |
| Water                          | 125,510.00          | 125,510.00                 |
| Library                        | 51,618.00           | 51,618.00                  |
|                                |                     |                            |
| Tax rate per thousand: \$11.96 |                     |                            |

## **Department Reports:**

**Clerk/Treasurer:** Claire Griffiths has been hired as a part-time office assistant in the Clerk's office. The Clerk will be out of the office from May 6<sup>th</sup> -May 11<sup>th</sup> and board members have volunteered to help run office during that time. The scheduled board meeting for May 9<sup>th</sup> has been moved to May 16<sup>th</sup>.

**CODES:** M. Connors attended a codes training session focused on energy codes. He earned continuing education credits and the village received NYSERDA credits. Mayor Thomson proposed an organizational meeting to begin compiling the local building codes / zoning rules data base. A meeting has been scheduled for April 27<sup>th</sup> at 6 PM in the library.

**DPW / Water:** Dan believes that there is a leak in the vicinity of Fairview Circle. A representative from New York Rural Water Authority (NYRWA) will be coming to help Dan find the leak.

## **Fire / Ambulance Department:**

There were 10 fire calls and 33 ambulance calls. The fire department will host an open House on the 24<sup>th</sup> this is also Recruit NY weekend.

## **COMMITTEE REPORTS:**

**Bisby Hall:** Status of the chairlift hasn't changed since last month's report. Trustee Smith met with the NYS DOT to find out if a handicap parking space and curb cut could be installed in front of Bisby Hall. She also addressed the curb and sinking sidewalk. Because the sidewalk is village property the DOT can't help. They will assist with the curb cut and will forward information on establishing a handicapped parking space.

The additional railing for the ramp has been ordered.

Trustee Smith addressed the fire exit issue raised by D. Edwards with P. Quin. If necessary, Quinn can make the necessary adjustment to D. Edwards deed.

**Clean Energy:** Trustee Wheat will begin working with Nathan Knapke of Genie Solar for possible proposals for the former tannery site. There is no update on the charging station.

**Grants:** Trustee Smith will be contacting Representative Elise Stefanik's office for possible Federal grants.

**Truck Bond:** No Update

**OLD BUSINESS:** None

## **NEW BUSINESS:**

Garbage contract: Mayor Thomson will be working with Mike Wheelock on drafting the new contract.

Mayor Thomson thanked Z. Reuben for taking the aerial photograph of the Village water tank. It illustrates the need for painting. Trustee Murphy suggested that we paint the tank a light color.

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 8:35 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
May 16, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren; Codes Officer, M. Connors; Assistant Fire Chief, A. Peo  
D. Sterling, S. Murphy, C. Griffiths

The meeting was held at the Henry Hiteman Fire Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on the abstract was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat:  
Nays: None

**Motion to Approve** the Minutes of the April meeting was made by Trustee Wheat and seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

**Department Reports:**

**Clerk/Treasurer:** The Clerk will be out of the office June 8<sup>th</sup> – 10<sup>th</sup> for medical reasons.

The unpaid water bills have been levied unto the 2022 taxes in the amount of \$7,644.23

Four water accounts have requested a deferred payment plan. Monthly payments will be required and any unpaid balance will be levied on the 2023 tax bill. This is a requirement by New York State as part of the COVID-19 relief.

**Motion to Authorize** Mayor Thomson to sign the Tax Warrant was made by Trustee Smith and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Codes:** M Connors issued a stop work order for 369 West Main St. Necessary inspections were not requested as work on the property progressed. Mayor Thomson mentioned that more work needs to be done on organizing and updating the local codes and local zoning ordinances. Mayor Thomson would like to set up more workshops to organize and update local ordinances.

**Streets:** The Suite-Kote quote for street paving was reviewed – the Board would like Dan Barletta to ask Parks Paving to submit a quote. Mayor Thomson spoke to Dan regarding Fairground Road – it should be slurred this year.

A new CHIPS program has been funded – Pave our Potholes (POP). The clerk will check with the Utica DOT office for the program details.

**Water:** Dan is checking on leaks, the system is losing about 70-80,000 gallons of water per day. He thinks it may be by the middle school and the Scott House. The fire hydrant by the Scott Talbot House is bad and should be replaced. A valve by Church Street should be replaced.

**Fire / Ambulance Department:**

There were 13 fire calls and 31 ambulance calls. Public Employee Safety and Health Bureau (PESH) finished its review of the fire department.

## **COMMITTEE REPORTS:**

**Bisby Hall:** The SAM grant documents have been signed by the clerk and are now with the village attorney for his signature.

**Clean Energy:** Trustee Wheat is working with NYSEG and JACMB LLC for the transfer of the electric car charger to JACMB LLC – this will be for a five-year period at no cost to the village.

**Grants:** Trustee Wheat will contact Amy Wyatt of Otsego County Conservation Association (OCCA) and ask her to come and give the board a presentation on how OCCA can assist the village with writing a comprehensive plan for the village.

**Plow Truck Bond:** No Update

**OLD BUSINESS:** Garbage contract: Mayor Thomson will be working with Mike Wheelock on drafting the new contract.

**NEW BUSINESS:** A discussion was held regarding replacing the 2017 truck – we should begin the process of bidding out a new truck.

Board meetings will return to Bisby Hall beginning with the June 13<sup>th</sup> meeting.

Mayor Thomson expressed his appreciation to all the first responders for the assistance with storm relief on April 19<sup>th</sup>. Special thanks to Jim Murphy for setting up and organizing the warming station.

Mayor Thomson expressed the need for a paid part-time summer helper for the DPW. We should also take advantage of the youth employment option.

**PUBLIC COMMENT:** C. Griffiths asked on behalf of E. Ucekay if something could be added to help mark the stair risers on the metal steps at Bisby Hall. It's difficult for some people to see the edge of the steps. Trustee Smith feels that we should use reflective tape. Dan will be asked to see what can be done to add reflective tape to stairs.

**Motion to Enter Executive Session** to discuss personnel matters was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Exit Executive Session** was made by Trustee Wheat and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

The village clerk will contact the library director and request that she clarify her web posting; the village board has no involvement in setting the pay scale for the library staff.

**There will be a meeting on Friday, May 27<sup>th</sup> to close out the fiscal year – this will take place at 6:00 Bisby Hall.**

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 8:15 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD

END OF YEAR MEETING

May 27, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren

The meeting was held at Bisby Hall and called to order at 6:00 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the remaining bills for fiscal year 2021-22 as presented on the abstract was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Encumber** \$35,000.00 from the balance of the Bisby BAN to pay off the Fire Truck Repair BAN was made by Trustee Smith and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Authorize** Trustee Wheat to sign contract allowing JACMB LLC to operate the car charging station was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Adjourn** the meeting made by Trustee Smith, seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 7:30 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
June 13, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren; Codes Officer, M. Connors; Fire Chief Al Moxham

West Winfield Star, Mr. Yeardon, Mrs. Edwards, M. Grann, S. Murphy

The meeting was held at Bisby Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on the abstract was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat:  
Nays: None

**Motion to Approve** the Minutes of the April meeting (with corrections) was made by Trustee Smith and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

**Public Comment:** Mr. Yeardon asked the Board to consider enacting a real property tax exemption for Vietnam Veterans as well as Desert Storm. Trustee Murphy proposed that the local law encompass all future war veterans as well.

**Motion to Enact a Local Law** establishing a real property Veteran's exemption to Vietnam Veterans as well as veterans of future wars was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

We will begin the process of researching local laws from other municipalities and have this in place for the August 8<sup>th</sup> meeting.

Mrs. Edwards expressed her concerns over the placement of her rain barrel – D. Barletta will help her with options. She is concerned with the size of the new fire escape as it is larger than the old one. A discussion was held regarding the possibility of moving the fire escape to other side of the building.

Mrs. Edwards has requested that her driveway be restored to its original condition now that the temporary entrance to Bisby Hall has been closed. The stones that were placed for the temporary walkway will be removed and replaced with grass.

J. Seifried's comments were read to the board by the clerk. Mrs. Seifried is concerned with the speeding on the Taylor Avenue and has requested that the speed limit be reduced to 15 mph. The speed limit on Fairground Rd was also brought up by other board members. The Board will look into lowering the speed limit on Fairground Rd. and Taylor Ave. Mrs. Seifried inquired if a rule needs to be established mandating that garbage placed out for pick up needs to be in a container. Animals are getting into the plastic trash bags left out for pick up and garbage is scattered on the street. The board feels that at this time Wheelock's does an adequate job of picking up any loose trash.

## **Department Reports:**

### **Clerk/Treasurer:**

**Motion to Authorize** the clerk treasurer to pay off the fire truck repair BAN was made by Trustee Smith and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Codes:** M. Connors is looking into a complaint regarding the upkeep of a lawn.

**Streets:** Mayor Thomson has met with D. Barletta regarding projects. A water valve at the corner of Main St and Church will be replaced this month. He will also be working on repair projects at the fire department.

Trustee Murphy stated that the fire hydrant by the Scott House needs to be replaced as well as the hydrant by the back entrance to the town park. A black garbage bag should be wrapped around the hydrant to indicate to the fire department not to use the hydrant.

Mayor Thomson provided an update on potential paving projects; he would like to have the municipal parking lot behind Bisby Hall and the post office repaved. Estimated cost is \$40,000.00 and the parking lot will need to designate a commuter / park and ride site in order to qualify for CHIPS funding.

**A Motion to Designate** the parking lot behind Bisby Hall and the post office a commuter /park and ride location was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

The paving of Academy, Fenn and Water Streets may be postponed until next year because a water line running from Water St to the old well house will need to be removed. This will require digging up part of Water St.

### **Water:**

Ferguson Water Co. will be attending the July 11<sup>th</sup> meeting to give a presentation on the estimated cost and installation of electronic water meters.

John Baker has completed the Grade C water course. After six months he will qualify for a certificate from the Department of Health.

D. Barletta believes there is a water leak by the Middle School that will need to be repaired. He recently repaired the one at the Scott House.

### **Fire / Ambulance Department:**

There were 10 fire calls and 27 ambulance calls. Ambulance call volume is down. The air packs purchased from the Earlville Fire Department have been put into use.

### **COMMITTEE REPORTS:**

**Bisby Hall:** The final grant paperwork has been sent to DASNY and we are now waiting for payment. Trustee Smith has contacted D. Sterling for a new quote on the automatic door opener. Color strips need to be applied to the edges of the new stairs – Steve from Syracuse Elevator has provided D. Barletta with information on how to apply the paint.

**Clean Energy:** Trustee Wheat reported that the agreement with NYSEG for the Electric Vehicle Make-Ready Program has been completed. The EV site will be upgraded with a \$10,800 grant from NYSEG with the install being done by JACOMGB LLC.

**Grants:** The village board met with the representatives from Otsego County Conservation Association (OCCA) to discuss the creation of a comprehensive plan. The village board will look for grant funding from New York State to cover the cost of creating the plan and will also find outside help with plan development.

**Codes:** A workshop has been planned for July 5<sup>th</sup> at 6:00 pm in Bisby Hall.

**Plow Truck Bond:** Trustee Murphy has had no response from recent emails sent to the salesman.

**OLD BUSINESS:** Garbage contract: Mayor Thomson will be meeting with Mike Wheelock.

**NEW BUSINESS:** The Garden Club has requested permission to use the Village Green on July 16<sup>th</sup> to set up tables for the village wide rummage sales. Motion to permit use of the Village Green made Trustee Murphy and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Adjourn** the meeting made by Trustee Smith, seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 8:00 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
July 11, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren; Codes Officer, M. Connors; Fire Chief Al Moxham

D. Sterling, Mrs. Edwards, West Winfield Star

The meeting was held at Bisby Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on the abstract was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Approve** the Minutes of the June meeting was made by Trustee Smith and seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

Representatives from Ferguson Water Works gave a presentation on automated water meter readers and metering infrastructure. Suggested that we use a portable meter reading unit to collect data on a daily basis.

**Department Reports:**

**Clerk/Treasurer:** The SAM grant funds have been released and should be deposited in our account by July 15.

Clair Griffiths will be working on updating the village Facebook page and developing a newsletter.

**Codes:** Update codes information on website to include that roof replacements require a building permit.

**Streets:** No Report

**Water:** A water valve was replaced on East Main Street.

**Fire / Ambulance Department:**

There were 6 fire calls and 19 ambulance calls. Ambulance call volume continues to decline. A. Moxham requested that an EZ-Pass be purchased for the ambulance.

**COMMITTEE REPORTS:**

**Bisby Hall:** D. Sterling will work on a new quote for the automatic door opener.

**Clean Energy:** Trustee Wheat has requested that Dan remove the donation sign and box at the EV charging station. Trustee Wheat suggested that the old charging cables be declared surplus so they can be sold.

**Motion to Declare** charging cables as surplus materials was made by Trustee Wheat and seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Grants:** Mayor Thomson hasn't spoken to the Town of Winfield yet regarding the comprehensive plan. Trustees Wheat and Smith are working on the consolidated funding application.

**Zoning / Codes:** There was a workshop held on July 5<sup>th</sup> at 6:00 pm in Bisby Hall. Sorting the bins is almost done. The village laws, zoning ordinances and codes need to be organized and updated.

**Plow Truck Bond:** Trustee Murphy has had no response from recent emails sent to the salesman.

**OLD BUSINESS:** Garbage contract: Mayor Thomson met with M. Wheelock and discussed several options for making changes to the upcoming contract. Trustee Murphy suggested that we bid out the contract for a one-year period based on the existing contract while we research new options.

Veterans Tax Exemption: Clerk Van Duren will research and update veteran's tax exemption law.

Mrs. Edwards Driveway: Dan Barletta will work on raking out the stones that were placed on her property during the Bisby Hall renovation.

**NEW BUSINESS:** Trustee Murphy commented on the deteriorating condition of the signs coming into the village. Mayor Thomson or D. Sterling will reach out to Mount Markham to see if the students will repair the signs as a community service project.

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 8:10 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
August 8, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren; Codes Officer, M. Connors; S. Murphy, West Winfield Star  
Absent: Trustee S. Smith, Fire Chief Al Moxham

The meeting was held at Bisby Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on the abstract was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander and Wheat:  
Nays: None

**Motion to Approve** the Minutes of the July meeting was made by Trustee Murphy and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander and Wheat; Nays: None

Scott Fortnam of Gates Cole Insurance provided an overview of the NYMIR insurance renewal package.

**Department Reports:**

**Clerk/Treasurer:**

**Motion to Transfer ARPA Funds** from the general fund checking account to general fund money market savings was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander and Wheat; Nays: None

**Motion to Apply SAM/DASNY Grant** to Bisby Hall Restoration BAN was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander and Wheat; Nays: None

**Motion to Amend the 2022-23 Budget** to reflect the receipt of ARPA Funds, SAM/DASNY Grant and Donations to the Fire Department was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander and Wheat; Nays: None

**Motion to Authorize the clerk treasurer to attend** a one-day NYCOM seminar on September 14<sup>th</sup> was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander and Wheat; Nays: None

Annual Sexual Harassment Training courses are beginning – NYMIR on-line course is available August 18<sup>th</sup> from 9 – 10 AM the link will be emailed out to the board.

The refuse bid opening is scheduled for Monday, August 22 at 5 PM in the Village Clerk's office.

A public hearing on the Alternative Veteran's Property Tax Exemption law will take place at the September 12 board meeting.

**Codes:** Sticks and Stones will be relocating to South St by September 3<sup>rd</sup>. M. Connors is working with Mr. Hartman to make sure paperwork is in order. A discussion was held regarding the possible installation of an out-door shooting range. Mayor Thomson stressed the need for the village to create a zoning board.

**Streets / Water:** Dan has been busy working with the DOT on opening the bridge.

**Fire / Ambulance Department:**

The report was given by S. Murphy. There were 7 fire calls and 30 ambulance calls. Meetings are taking place on the design of the new fire truck. Henry Hiteman is ready to contribute to the reserve fund once it is established. Trustee Murphy questioned what would happen to the fund if a fire district was created.

**COMMITTEE REPORTS:**

**Bisby Hall:** We are still waiting on Syracuse Elevator to finish the installation.

**Clean Energy:** Trustee's Wheat and Smith have submitted the CFA

**Grants:** No report

**Zoning / Codes:** Mayor Thomson stressed the need for the village to create a zoning board. The village laws still need to be organized and compiled into one file.

**Plow Truck Bond:** Trustee Murphy has requested that NYE Ford provide a definite answer on delivery

**Public Comment:** Trustee Murphy raised concerns about the safety of the new sidewalk along the side of the bridge.

**OLD BUSINESS:** Veterans Real Property Tax Exemption public hearing and board vote set for September 12, 2022.

Trustee Murphy commented on the deteriorating condition of the signs coming into the village. Mayor Thomson or D. Sterling will reach out to Mount Markham to see if the students will repair the signs as a community service project.

**NEW BUSINESS:**

**Motion to Approve** the American Legion parade permit for 9/11 ceremony was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander and Wheat:  
Nays: None

NY Forward Grant: Mayor Thomson is interested in applying for this grant with the Town of Winfield.

**Motion to Approve** Mayor Thomson to submit a letter of intent to apply for the NY Forward Grant was made by Trustee Wheat, seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander and Wheat: Nays: None

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander and Wheat: Nays: None

Meeting adjourned at 8:00 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
September 12, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, C. Wheat, T. Niederlander, S. Smith  
Village Clerk, S. Van Duren; Fire Chief Al Moxham, Codes Officer, M. Connors; S. Murphy  
D. Sterling

The meeting was held at Bisby Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills as stated on the September abstract was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**Motion to Approve** the Minutes of the August meeting was made by Trustee Niederlander and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat; Nays: None

**Passage of Local Law No 2-2022**, Alternative Veteran's Tax Exemption Law, was presented by Trustee James Murphy, and seconded by Trustee Sandra Smith, and adopted by roll call vote as follows:

Ayes: Mayor Thomson; Trustees Murphy, Smith, Wheat and Niederlander  
Nay: None

**Department Reports:**

**Clerk/Treasurer:**

The Annual Financial Report has been submitted to the Office of State Comptroller.

The transition from QuickBooks to Williamson accounting is complete.

**Streets / Water:** Dan repaired a leak on South Street. This reduced the water being pumped from 105 thousand gallons per day to 72 thousand. The 2009 Ford truck may be able to make it through the winter. Mayor Thomson suggested that we need to be thinking of a contingency plan in case it doesn't. Dan has started making repairs to the truck in preparation for winter. Dan should be starting the renovations to the pumphouse within the next couple of weeks. He needs to submit the estimated cost prior to starting the project.

Trustee Murphy reported that a flag by the Burdick house is down and leaning against the pole. The village sign by the West end of the village is still down. The fire hydrant in back of the high school as well as one by the Scott / Talbot house on South Street need to be replaced.

Trustee Niederlander inquired on the status of the North Street paving project. Mayor Thomson will contact Herkimer County.

**Codes:** An inspection was completed for the Head Start Program at the Federated Church – inspection passed.

Sticks and Stones has been issued a certificate of occupancy and a temporary C/O was issued for the use of the restaurant area for the grand opening celebration.

### **Fire / Ambulance Department:**

There were 8 fire calls and 26 ambulance calls. Ambulance volunteers are interested in attending the Vital Signs Conference. A written policy needs to be created establishing the guidelines for village employees and volunteers who want to attend training programs that will be paid for by the Village.

Annual maintenance has begun on the fire trucks. Some of the work can be done in-house.

Trustee Niederlander asked if the fire department will greet the riders participating in The Ride for Missing Children as they enter the Village. Chief Moxham will make the arrangements.

### **COMMITTEE REPORTS:**

**Bisby Hall:** The electric door opener should be installed sometime this week. The concrete slab still needs to be done. Trustee Smith found that the concrete bench was too expensive and is looking for alternatives.

**Clean Energy:** The Village received an electric bill for the EV charging station. The bill is on hold until we have a definitive answer as to who is responsible for paying the bill. Trustee Wheat is looking into it. One of the chargers has been replaced.

**Grants:** No report

**Zoning / Codes:** Trustee Smith spoke with Town of Winfield Trustee S. Korosec. The town is currently in the process of updating their zoning and codes policy and it may be a good idea for the village to work with the town on updating the village's policies.

**Plow Truck Bond:** Trustee Murphy has requested that NYE Ford provide a definite answer on delivery. Trustee Niederlander will check with his source for possible options, Trustee Murphy will send him the specs.

**OLD BUSINESS:** NY Forward Grant – a committee of local citizens has been formed to look for funding to build a civic building on the tannery site.

**NEW BUSINESS:** Trustee Murphy reported that the fire department will have trick-or-treating in front of the firehall in place of a Halloween party. The cost of the candy will come from the youth recreation fund.

In place of the parade of lights Trustee Murphy wondered if the lights / decorations in the village green could be turned on at one time. Ideas for decorating the gazebo was discussed.

Trustee Murphy suggested that employee valuations take place.

**Motion to enter into Executive Session** to discuss personnel issues was made by Trustee Murphy and seconded by Trustee Smith. **Motion to exit Executive Session** was made by Trustee Murphy and seconded by Trustee Smith. It was decided that the position of part-time office clerk be offered to Joan McKenzie. J. Reader will be asked if she is interested in working on projects on an as needed basis.

**Motion to Adjourn** the meeting made by Trustee Smith, seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Smith, Niederlander and Wheat: Nays: None

Meeting adjourned at 7:45 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
October 10, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren; Codes Officer, M. Connors; West Winfield Star

The meeting was held at Bisby Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on abstract #5 was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat:  
Nays: None

**Motion to Approve** the Minutes of the September meeting was made by Trustee Niederlander and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Niederlander and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**Department Reports:**

**Clerk/Treasurer:**

**Motion to designate** October 31, 2022 as the official day to celebrate Halloween in the village was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat:  
Nays: None.

**Motion to approve** payment of Ambulance BAN was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Codes:** 3 permits have been issued. There are several permits that have expired and need to be renewed. The property on E. Main has received an extension due to the bridge replacement project limiting access to the property. The property on Carrier St will be issued a citation for the overgrown lawn. The Drake Industrial building on South St has been sold. M. Connors has spoken to the new owners regarding permits

**Streets:** No Report

**Water:** D. Barletta continues to look for the sources of several water leaks.

**Fire / Ambulance Department:**

There were 6 fire calls and 41 ambulance calls.

**COMMITTEE REPORTS:**

**Bisby Hall:** The electric door opener has been installed. Trustee Smith has analyzed the cost of operating Bisby Hall and proposes that the rent paid by The Town of Winfield for the court be raised to \$3,000 per year.

**Clean Energy:** Trustee Wheat has composed a letter to be sent to our state representatives to see if they can assist us in our efforts to request that NYSEG change the billing rate on the EV charging station.

**Grants:** New York Forward Grant – The letter of interest and application has been submitted. We are one of six communities in our region to apply.

Preserve NY Grant has been approved. Mayor Thomson will sign it

**Zoning / Codes:** No report. Trustee Smith hasn't heard back from the Town of Winfield.

**Plow Truck Bond:** Mayor Thomas announced that the new truck will be arriving by the end of November.

**Motion to declare** the 09 Ford truck surplus was made by Trustee Smith and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**OLD BUSINESS:** Christmas decorations for the village green still need to be organized.

**NEW BUSINESS:** Mayor Thomas presented an offer from Z. Rubin to purchase the two EV charging units that were declared surplus. The purchase price will be \$100 for both units.

**Motion to accept** the offer was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

Discussion was held regarding the contribution into the Reserve Fund for Future Fire Apparatus - \$26,700 from the Village, \$3,000 from Henry Hiteman.

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 7:25 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
November 14, 2022

PRESENT: Mayor Thomson, Trustees: J. Murphy, S. Smith, C. Wheat, T. Niederlander (ZOOM)  
Village Clerk, S. Van Duren; Codes Officer, M. Connors; Fire Chief, Al Moxham  
M. Grann, M. Pustay, K Watkins, West Winfield Star

The meeting was held at Bisby Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on abstract #6 dated 11/14/2022 was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Approve** the Minutes of the October meeting was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**Public Comment:** Marylou Pustay addressed the board regarding Christmas activities in the village. While it may be too late this year to plan anything she and Jaynee Brown are interested in forming a committee to organize Christmas / winter activities that will foster community involvement.

**Department Reports:**

**Clerk/Treasurer:**

**Resolution to Assign** Unpaid Village Taxes to Herkimer County in the amount of \$15,069.08. Motion to pass resolution made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

Resolution establishing the 2023 Village Election was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

Motion to Approve modification to the 2022-23 Village budget was made by Trustee Smith and seconded by Trustee Niederlander. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

1. Create A3089 State Aid Other (HWB) \$3,229.50 Healthcare Worker Bonus Payments
2. Increase A4510.1 Ambulance Salary \$3,000
3. Increase A9030.8 Social Security 229.50
4. Create Line Item for Library Contribution A7410.00 remove from transfers A9901.9

**Codes:** M Connors has extended the building permit at 459 E. Main St. by six months. This is because the property was inaccessible during the bridge reconstruction. Mayor Thomson has also contacted the landbank notifying them of her limited access to the property. The board discussed the need to start the rental property registration process. Proposed that an information letter be sent out with a return date in January 2023. M. Connors asked who would be responsible for a puncture in his van tire while conducting official village business. The board feels that the village will be responsible for repair/ replacement of the tire.

**Streets:** The back commuter lot was paved – the village saved roughly \$30,000 by having Dan and John doing a majority of the work.

**Water:** Will Ferguson requested a reduction in the water bill for account #343 – the water leak went undetected because of the way the pipes are laid out in the trailer park. The bill was reduced to \$75.00 which is an average for bill for October.

Motion to reduce water bill #343 was made by Trustee Smith and seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

Moody's will be coming to remove and install the new pump on Well #4 this coming week.

**Fire / Ambulance Department:**

There were 4 fire calls and 12 ambulance calls. Final inspection from PESH has been done. All issues have been resolved.

Henry Hiteman presented the village with a \$25,000 check to be used toward the purchase of apparatus for the new fire truck.

Henry Hiteman presented the village with a \$3,000 check to be deposited into the Fire Apparatus Reserved Fund for the purchase of fire apparatus.

**COMMITTEE REPORTS:**

**Bisby Hall:** The cement pad should be poured by next week.

**Clean Energy:** Trustee Wheat has received a response from the NYS Public Service Commission in regards to the letters that were sent out last month. If we don't hear from NYSEG we need to contact the PSC.

**Grants:** New York Forward Grant – The Town – Village did not receive the grant. The grant committee identified several areas that the Town and Village need to address – one area being civic involvement. The Town and Village will work on developing programs to foster community activities. They will continue working toward funding for a community center.

**Zoning / Codes:** No report.

**Plow Truck Bond:** The truck should be delivered on or about the 17<sup>th</sup> of November. The USDA is working toward closing the bond in December 2022.

**OLD BUSINESS:** Christmas decorations for the village green / gazebo

Employee evaluations

**NEW BUSINESS:** G. Land expressed interest in purchasing village property adjacent to his.  
The Village Board is not in favor of doing so at this time as the land may be necessary for future municipal use.

**Motion to Enter into Executive Session** to Discuss Personnel Matters was made at 8:10 PM by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat:  
Nays: None

**Motion to Exit Executive Session** at 9:00 PM was made by Trustee Murphy and seconded by Trustee Smith.  
Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**No Decision was reached.**

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Murphy. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 9:15 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
December 12, 2022

PRESENT: Mayor Thomson, Trustees: S. Smith, C. Wheat; J. Murphy, T. Niederlander (ZOOM)  
Village Clerk, S. Van Duren; Codes Officer, M. Connors; Fire Chief, Al Moxham  
M. Grann, West Winfield Star

The meeting was held at Bisby Hall and called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on abstract #7 dated 12/12/2022 was made by Trustee Wheat and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith, and Wheat: Nays: None

**Motion to Approve** the Minutes of the November meeting was made by Trustee Smith and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Smith and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**Department Reports:**

**Clerk/Treasurer:**

The following dates have been set for the 2023-24 Budget Workshops; January 16, 23, 30.  
The workshops will take place 6PM in the library at Bisby Hall.

The U.S. Environmental Protection Agency is currently conducting its third five-year review of cleanup activities at the Hiteman Leather Superfund site. No action is necessary from the Village

**Motion to Enter** into a shared services agreement with the NYS DOT was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

**Elections: Motion to Appoint the 2023 Election Inspectors** was made by Trustee Smith and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Appointed Election Inspectors are: C. Pope, R. Peo, G. Watkins, C. McNamara & D. Edwards (alternate).

**Codes:** Nothing to report

**Streets:** The back commuter lot was paved – the village saved roughly \$30,000 by having Dan and John doing a majority of the work. '09 Truck- Dan is attempting to repair the oil pan <\$50.00 in order to keep oil in it enough for people to test the truck. Research needs to be done in order to come up with a starting price for potential listing on auction site.

**Water:** Recently repaired water leaks has reduced the daily pumping record to the low 60,000's down from an average of over 100,000 plus.

Trustee Smith will be meeting with D. Barletta to discuss the issues with water system in preparation of applying for grants as well as addressing our water issues with local elected officials.

**Fire / Ambulance Department:** Chief Moxham reported that there were 10 Fire Calls and 24 Ambulance calls for November. Chief Moxham requested that he be able to hire a grant writer, the upfront cost will be \$2,700.

## **COMMITTEE REPORTS:**

**Bisby Hall:** The cement pad has been poured in front of Bisby Hall.

**Clean Energy:** Trustee Wheat has received a response from the NYS Public Service Commission in regards to the letters that were sent out last month. If we don't hear from NYSEG we need to contact the PSC.

Trustee Wheat met with representatives from NYSEG regarding the EV Charger: 2 possible mitigations were presented. Amp rate could be reduced which would decrease the KW level which would switch the pricing from on demand to homeowner rate. Second proposal is switching the electric source to Bisby Hall. We would need to consult with an electrician to make sure that the electrical set up for Bisby Hall can handle the addition of the EV Chargers. Trustee Wheat will check on this.

**Grants:** No Report

**Zoning / Codes:** Rental property registration letters will be going out at the beginning of the year. We need to verify list of landlords and update the registration forms.

**Plow Truck Bond:** The truck has been delivered - on December 7<sup>th</sup> the loan was officially completed.

**OLD BUSINESS:** Christmas decorations for the village green / gazebo. The lights have been put up on the gazebo. A committee, made up of community members, needs to be organized for future holiday decorating and community activities.

Employee evaluations – Mayor Thomson sent out a sample evaluation form for the board to review and make suggestions. Job descriptions need to be developed for DPW, clerk /treasurer, office assistant. The employee handbook needs to be updated and needs to include the sexual harassment policy and the reimbursement policy.

**NEW BUSINESS:** NONE

**Motion to Adjourn** the meeting made by Trustee Wheat, seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Smith and Wheat: Nays: None

Meeting adjourned at 7:35 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer