

VILLAGE OF WEST WINFIELD
BOARD MEETING MINUTES
January 8, 2024

PRESENT: Mayor Smith; Trustees: J. Murphy (ZOOM), T. Niederlander, C. Wheat, C. Clark; Village Clerk, S. Van Duren; Codes Officer M. Connors; D. Barletta
Don Sterling, West Winfield Star

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

Presentation of the Historic Resource Survey for the Village of West Winfield by Jessie Ravage and Nikki Waters. It has been suggested that the Village hold an information meeting for Village residents outlining the next steps in the Preserve New York Grant process. The Village will reach out to the Preservation League to coordinate a program.

Motion to Authorize the Clerk Treasurer to pay the bills presented on Abstract No.8 was made by Trustee Niederlander and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Niederlander, Clark; Nays: None

Motion to Approve the Minutes of the December, 2023 meeting was made by Trustee Niederlander and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Niederlander, Clark; Nays: None

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

Department Reports:

Clerk/Treasurer:

Motion to Appoint 2024 Election Inspectors – R. Peo, C. Pope, C. McNamara, G. Watkins and D. Edwards was made by Trustee Niederlander and Seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Niederlander, Clark; Nays: None

Motion to Permit Election Inspectors to work a split shift was made by Trustee Niederlander and Seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Niederlander, Clark; Nays: None

Motion to Pay Election Workers \$100 was made by Trustee Niederlander and Seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Niederlander, Clark; Nays: None

The 2024 -25 budget workshops will be held on January 29th, February 6th and 19th at 6:00 pm in Bisby Hall.

Water: A burst water pipe was reported at 475 W Main St. D. Barletta shut the water off to the property.

Streets: Trustee Murphy received a request from Michael Clark that a "slow down" sign be installed on Church St to deter cars from speeding and also requested a no parking sign be placed in front of his property. The board decided to install a "slow down sign" but not a no parking sign. Trustee Murphy will contact Michael Clark with the Board's decision.

Codes: M. Connors reported he has been conducting rental and fire inspections. Second notices for rental property registration will need to be sent. He will work with the clerk the notice sent out.

Fire / Ambulance Department: Chief Moxham reported there were 43 EMS Calls and 6 Fire Calls. The ambulance covered 32 of the calls. The breakdown of the 11 missed calls is: 3 ambulance was already on a call, 3 calls were cancelled, 4 were no crew available and 1 new driver available. Overall, the hiring of additional ambulance staff is working and there is an improvement on the revenue side. Chief Moxham requested that the ambulance personnel be provided official shirts and jackets while in call – currently they are

wearing street clothes when answering calls. The Fire Department will order shirts and jackets for the ambulance staff and will submit a voucher to Village.

Repairs need to be made to the Fire Department – Dan Barletta will meet with the Fire Chief to go over what repairs need to be made.

Chief Moxham continues to work on finding grants for the Fire Department. He is pursuing a competitive State grant for building repairs.

COMMITTEE REPORTS:

Bisby Hall: Work has started on cleaning and repairing the entrance way to Bisby Hall.

Clean Energy: Trustee Wheat spoke with Mark Williams regarding the continuation of the Climate Smart Communities. There doesn't seem to be enough community interest to continue the programs. NYSEERDA has announced new funding for its Clean Energy/Community Solar programs. Trustee Wheat asked if the board is interest in supporting these programs and generating community interest / participation. Mayor Smith requested information for the upcoming newsletter. Trustee Wheat will contact Mark Williams to let him know we are making another attempt to generate community interest.

Community Activity Committee: Planning needs to begin on programs for the summer

Zoning / Codes: Committee on hold until 2024

OLD BUSINESS:

- Mayor Smith provided a clarification on the Home Town Heroes banners; the DAR does not purchase the flags – the banner is purchased by individuals. The village would purchase the brackets. Mayor Smith will put the details of the program in the upcoming newsletter.
- Radar Speed Signs – Trustee Murphy has ordered the signs
- Replacement streets signs are almost ready to be installed
- Car charging station – the power source needs to be switched from NYSEG pole to village garage
- PILOT request for Watkins property – Mayor Smith will check with Pat Quinn

NEW BUSINESS: None

Motion to enter into executive session to discuss a personnel matter was made by Trustee Niederlander and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Niederlander, Clark; Nays: None

Motion to exit executive session was made by Trustee Niederlander and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Niederlander, Clark; Nays: None

Mayor Smith will meet with the animal control officer and contact the director of the Herkimer County Humane Society.

Motion to Adjourn the meeting made by Trustee Wheat, seconded by Trustee Murphy.

Ayes: Smith, Murphy, Wheat, Niederlander and Clark; Nays: None

Meeting adjourned at 8:45 PM.

Respectfully submitted by
R Scott Van Duren
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD
BOARD MEETING MINUTES
February 12, 2024

PRESENT: Mayor Smith; Trustees: J. Murphy, C. Wheat, C. Clark; Village Clerk, S. Van Duren; Codes Officer M. Connors; **ABSENT:** Trustee Niederlander, Fire Chief Moxham
Don Sterling, West Winfield Star

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

Motion to Authorize the Clerk Treasurer to pay the bills presented on Abstract No.9 was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Clark; Nays: None

Motion to Approve the Minutes of the January 2024 meeting was made by Trustee Wheat and seconded by Trustee Murphy. Ayes: Smith, Murphy, Wheat, Clark; Nays: None

Motion to Approve the Treasurer's Report was made by Trustee Murphy and seconded by Trustee Clark. Ayes: Smith, Murphy, Wheat, Clark; Nays: None

Department Reports:

Clerk/Treasurer:

The next 2024 -25 budget workshop will be held on February 19th at 6:00 pm in Bisby Hall.

Water: No issues to report. The new overhead doors should be installed this week for the water pump house.

Streets: No issues to report. D. Barletta will look over the radar speed signs to see what is needed for the installation.

Codes: No issues to report. Second notices for rental property registration need to be sent. The registration list needs to be reviewed and updated.

Fire / Ambulance Department: Trustee Murphy reported there were 7 Fire calls and 38 EMS Calls. The ambulance covered 32 of the calls. The breakdown of the 6 missed calls is: 3 - ambulance was already on a call, 3 calls were during the night – no crew on call. The new EMS coverage program appears to be working – more calls are being answered and revenues have been increasing. We need to begin focusing on finding coverage for the overnight shifts.

COMMITTEE REPORTS:

Bisby Hall: Mayor Smith reported that Dan is continuing to work on the entrance way to Bisby Hall.

Clean Energy / Comprehensive Plan: Trustee Wheat reported that he met with M. Peo from the Town of Winfield and Anthony from MVEDD regarding the comprehensive plan. Budget and plans are being worked on and submitted to the State. A steering committee needs to be created for the comprehensive plan as well as sub-committees. The Town and Village will need to do joint publicity on finding volunteers for the sub-committees. Anthony from MVEDD will be coming to the March 11th Village Board meeting to present to the community what is required of volunteers for the comprehensive plan committees.

Grants: Mayor Smith reported that the Village needs to be designated as a “pro-housing community” in order to apply for some State grants. Having an updated zoning program in place will be an important factor in receiving some of these grants.

Community Activity Committee: No developments to report.

Zoning / Codes: Committee on hold until 2024

OLD BUSINESS:

- Radar Speed Signs – have arrived and are waiting to be installed.
- Replacement streets signs have been installed.
- Car charging station – the power source needs to be switched from NYSEG pole to the Village garage
- PILOT request for Watkins property – Mayor Smith will check with Pat Quinn

NEW BUSINESS:

- Appointment of Shane Loughlin as Dog Control Officer

Motion to Approve Shane Loughlin as Dog Control Officer was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Clark; Nays: None

PUBLIC COMMENT: D. Sterling requested that the speed signs on Fairground Rd be consistent – especially in the school zone. Trustee Murphy suggested that the speed be set at 25 mph on Fairground Rd. Mayor Smith will meet with the new Town Supervisor and request the change.

Motion to Enter into Executive Session to discuss a legal issue was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Clark; Nays: None

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

Mayor Smith will meet with Pat Quinn to discuss a new proposed local law establishing a “user fee” for Village garbage disposal. A public hearing will need to be scheduled for. A new garbage contract also needs to be put out for bid. A new specification sheet for the contract will need to be created.

Motion to Adjourn the meeting made by Trustee Wheat, seconded by Trustee Murphy.
Ayes: Smith, Murphy, Wheat and Clark; Nays: None
Meeting adjourned at 8:02 PM.

Respectfully submitted by
R Scott Van Duren
Village Clerk Treasurer

VILLAGE OF WEST WINFIELD
BOARD MEETING MINUTES
March 11, 2024

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

The Public meeting was called to order at 6:00 PM to discuss the proposed law eliminating the usage of “garbage stickers” and moving to a user fee system using trash bins. Mayor Smith explained the reason for the proposed change was due to the anticipated rise in cost of the next garbage contract and the price of the stickers may have to be increased. The Board listened to the community comments and will take all comments and concerns under consideration before making a decision.

The regular Village board meeting was called to order at 6:50 PM by Mayor Smith

Presentations:

Anthony Marris-Swann, MVEDD Community Planner, addressed the Board and community members regarding the need for community involvement in creating the Comprehensive Plan. The plan is a guide to what the future long range land use will be for the Town and the Village. This plan is essential in securing State and Federal grants and loans. The commitment for volunteers is estimated at 12 – 18 months.

Tolga Morawski, Executive Director of the Greater Mohawk Valley Land Bank, addressed the board and community members regarding Historical Grant opportunities and how they may benefit the residents of the Village in the way of tax credits. The first phase has been completed with the Historical Resource Survey. The second phase will be establishing historical districts. Director Morawski provided a quick review of what tax credits may be available to home and business owner. The next step in the process will be to apply for a grant to assist in the creation of historical areas.

Motion to accept assistance from the Greater Mohawk Valley Land Bank in applying for the Grant was made by Trustee Murphy and Seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

Motion to Authorize the Clerk Treasurer to pay the bills presented on Abstract No.10 was made by Trustee Murphy and seconded by Trustee Niederlander. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

Motion to Approve the Minutes of the February 2024 meeting was made by Trustee Wheat and seconded by Trustee Clark. Ayes: Smith, Murphy, Wheat, Clark; Nays: None Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

Motion to Approve the Treasurer’s Report was made by Trustee Murphy and seconded by Trustee Niederlander. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

Department Reports

Clerk/Treasurer: The clerk provided an overview of TextMyGov – a text messaging and information sharing service that may be beneficial to the Village. Tabled until next meeting.

Water: No issues to report. The overhead doors have been installed at the water pump house. The waterline that runs from Water Street down to the old well house will need to be disconnected. The driveway and yard at 247 Water St will need to be dug up in order to remove the old line.

Streets: No issues to report. D. Barletta will look over the radar speed signs to see what is needed for installation. Repair work will begin by the end of the month on the South St bridge. The road will not be closed but may be reduced to one-way traffic periodically. An estimate for paving Water, Fenn and Academy Streets has been received.

Codes: No issues to report. One building permit, for a new porch, has been issued. A property on Burrows Rd has been approved by Herkimer County for sub-division.

Fire / Ambulance Department: Fire Chief Moxham reported there were 6 Fire calls and 39 EMS Calls. The ambulance covered 32 of the calls. The breakdown of the 6 missed calls is: the ambulance was already on a call (3), no crew on call during the night (3). A grant for turnout gear has been submitted.

COMMITTEE REPORTS:

Bisby Hall: D. Barletta will continue working on the entrance way to Bisby Hall.

Clean Energy / Comprehensive Plan: The Community Solar Program is being revisited by the State. The Village is working with Power Market. Power Market will be sending out educational / marketing material to Village residents explaining the cost benefits of signing up for the Community Solar Program.

Grants: Work continues on locating possible grants for the Village.

Community Activity Committee: We are nearing 50 banners for the Home Town Hero banner program.

Zoning / Codes: Committee on hold until 2024.

OLD BUSINESS:

- Radar Speed Signs – Dan is gathering the materials and will be installing soon.

NEW BUSINESS:

Mayor Smith discussed the need for the Village to be identified as a Pro-Housing Community. Passing a resolution will make the Village eligible to apply for additional State Grants.

Motion to pass Resolution 1-2024 designating the Village of West Winfield as a Pro-Housing Community was made by Trustee Wheat and seconded by Trustee Clark. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

Mayor Smith introduced the issue of increasing AIM Funding. This is an effort by NYCOM to alert the Governor that the aid to municipalities has remained at the same levels for several years.

Motion to pass Resolution 2-2024 Increase in AIM Funding was made by Trustee Wheat and seconded by Trustee Clark. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

A Village resident was injured while stepping of the sidewalk on South Street by the Masonic Temple. The condition of the South Street sidewalks as well as the overall condition of Village sidewalks was discussed and possible ways to repair the sidewalks are being explored.

Motion to Enter into Executive Session to discuss a personnel issue and the public hearing was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Clark; Nays: None

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

Fire Chief Moxham will handle the personnel issue with the employee.

The Board discussed the current garbage sticker program. The cost of the stickers will be based on the cost of the garbage contract.

Motion to remain with the current garbage sticker program was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Clark; Nays: None

Motion to Adjourn the meeting made by Trustee Wheat, seconded by Trustee Murphy.

Ayes: Smith, Murphy, Wheat and Clark; 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
April 8, 2024

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

At 6:00 PM bid opening for the garbage contract was held. The contract has been awarded to M. Wheelock Disposal.

The regular Village board meeting was called to order at 6:30 PM by Mayor Smith.

Mayor Smith stated that there would be no discussion of the proposed Watkins solar project on South Street. The Village Board is in the process of gathering information and will hold a public hearing in May.

The proposed 2024-25 Village budget was presented to the public.

Motion to Adopt the 2024-2025 Village Budget was made by Trustee Murphy and seconded by Trustee Niederlander. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

The price of garbage stickers will be increased from \$4.00 to \$6.00 per sticker. This is due to the increase in the garbage contract as well as administrative costs in the Village office.

The water rates will also be increased. Within the Village the rate will \$6.50 per 1,000 gallons, outside the Village the rate will be \$9.75 per 1,000 gallons. The minimum water usage (0 – 6,500 gallons) within the Village will be \$42.25 and outside will be \$63.40 minimum usage.

A \$25.00 dollar fee will be added to water bills that are levied onto property taxes.

Motion to Authorize the Clerk Treasurer to pay the bills presented on Abstract No.11 was made by Trustee Wheat and seconded by Trustee Clark. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

Motion to Approve the Minutes of the March 2024 meeting was made by Trustee Niederlander and seconded by Trustee Murphy. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

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

Department Reports

Clerk/Treasurer: No issue to report.

Water: No issues to report.

Streets: D. Barletta will be ordering cold patch and begin patching potholes throughout the Village. Trustee Murphy spoke with a State DOT representative regarding South Street. At this time the State DOT doesn't have a plan to pave South Street, however it may be "on the horizon". The curb on the west side of South Street will not be addressed by the State. It will be up to the Village to make the repairs. Mayor Smith put in a request for the State DOT to fill in the pot hole in front of the post office exit.

Codes: One permit has been issued for a deck. One application is under review.

Fire / Ambulance Department: Fire Chief Moxham reported there were 8 Fire calls and 53 EMS Calls. The ambulance covered 46 of the calls. The breakdown of the 7 missed calls is: between midnight and 6 am (4 calls), no driver (2 calls), no crew on call (1 call).

COMMITTEE REPORTS:

Bisby Hall: D. Barletta will continue working on the entrance way to Bisby Hall.

Clean Energy / Comprehensive Plan: Trustee Wheat gave a brief presentation on the financial benefit of the Community Solar Program. The Village is eligible for a \$5,000 grant for promoting the use of clean energy. A grant that will provide funding for installing insulation at the fire hall is in progress.

Grants: Mayor Smith is exploring grants for the water system and the proposed salt shed.

Community Activity Committee: Trustee Clark stated that the committee will be getting together soon to start planning activities. Mayor Smith reported that 76 Hometown Banners have been purchased by local residents. The cost of the brackets to hang the banners is about \$4,800. Mayor Smith will be contacting the Town of Winfield to ask for a financial contribution to the cost. Local organizations and businesses have expressed interest in contributing to the cost of the brackets

Zoning / Codes: Committee on hold until 2024.

OLD BUSINESS:

- Radar Speed Signs – Dan is gathering the materials and will be installing them soon

NEW BUSINESS:

Public Comment:

S. Pavlik inquired as to the process for receiving approval for projects within the Village. Codes officer M. Connors explained the process.

D. Sterling questioned the 30 mph speeds signs on Fairground Rd. He feels they need to come down because they conflict with the speed zone set for the school zone.

L. Nichols is concerned with the lack of drainage on North Street which appears to be due to the street project done by Herkimer County last year.

Motion to Enter into Executive Session to discuss a legal issue was made by Trustee Murphy and seconded by Trustee Wheat. Ayes: Smith, Murphy, Wheat, Clark, Niederlander; Nays: None

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

Further research needs to be done before any permits can be issued – Mayor Smith will consult with Pat Quin.

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

Meeting adjourned at 8:30 PM.

Respectfully submitted by
R Scott Van Duren
Village Clerk Treasurer