

**Town of Winfield  
December 11, 2013**

The regular meeting of the Winfield Town Board was called to order by Supervisor Charles Osborn at 7 p.m. Members present were Councilmen Howard Marsh, Michael Peo, Robert Royce, Councilwoman Sandra Smith and Highway Superintendent Rick Gigliotti. Guests present were Bill Kwasniewski from the West Winfield Star, Mick Cienava, Codes Officer Ray Donley and Board of Appeals Chairman Keith Watkins.

General Fund claims #220 - #237 and Highway Fund claims #86 - #93 were listed on Abstract of Voucher Sheets. A motion was made by Councilwoman Smith and seconded by Councilman Marsh to accept these abstracts as presented. The motion was carried unanimously. The Supervisor's and Town Clerk's reports for November 2013 were audited by members present. A motion was made by Councilman Royce and seconded by Councilwoman Smith to accept these reports as audited. The motion was carried unanimously.

The minutes from the regular Board meeting held November 13, 2013 were read by each member. Councilman Marsh requested that the first item in Old Business be corrected to read: Ken Roberts presented the new floor plan and plans on delivering the bid document to Attorney Quinn at his earliest convenience. Councilman Marsh moved to accept the minutes as amended, seconded by Councilwoman Smith and unanimously approved.

**Supervisor's Report:**

Supervisor Osborn reported that the budget corrections need to be finalized for approval at the January Organizational meeting as he has found some placement of payments that are under the wrong line item. Councilman Royce asked about the highway funds that have not been received and Supervisor Osborn informed him that this item is the "CHIPS" money that has not been received as yet. Councilman Marsh commented on the large increase in the New York State Retirement System.

**Town Clerk's Report:**

The Town Clerk has received a resolution from the County Treasurer that needs to be approved by the Winfield Town Board along with the other Townships in Herkimer County entitled "Herkimer County Collection Payment Plan". This reviews the procedures required of each tax collector in the County. The Clerk has reviewed the plan and stated that everything is the same as when she started collecting taxes and advised the Board that she already follows the procedures stated.

**RESOLUTION 2013-13**

On a motion presented by Councilman Marsh, seconded by Councilwoman Smith, the following was

**ADOPTED:** Ayes 4 Marsh, Peo, Royce, Smith  
Nays 0

The Town of Winfield shall adopt the Herkimer County Collection Payment Plan for the collection of taxes. (Plan copy attached to minutes.)

**Codes & Zoning Officer Report:**

1. Mr. Donley reviewed the number of permits and zoning proposals for the year. A total of 30 permits and one zoning issue were addressed for 2013.
2. Attorney Quinn informed him that he has had a problem with proper service of the papers for the Bernie Taylor property so the court date has been rescheduled.
3. Attorney Quinn also informed him that he is looking into the correct procedure to follow concerning the Barrett property as he has not been able to contact anyone about this property.
4. The Hatmaker property is now in the hands of the court.
5. The Town of Litchfield has approached him about becoming the Codes Officer in their Township. He asked the Board if there were any problems with him taking on another Township. All Board members agreed that if Mr. Donley decides to do that they would have no issue. He also stated that Litchfield is willing to share all of the expenses of his training, etc.

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Board of Appeals Report:

Mr. Watkins informed the Board that each and every building permit must state that under the new Environment Impact Study guidelines, that all building permits must make notes that the environmental impact has been acknowledged.

Old Business:

1. Mr. Roberts was not able to come to the meeting tonight. He informed Supervisor Osborn that he will have the bid documents and final plan for review at the January meeting. Councilman Marsh stated that he would like to review the specs before any bidding takes place.
2. Supervisor Osborn stated that he did not agree that the Town should spend the amount of money for a Comprehensive Plan that the LaBerge Group estimated that it would cost. He agrees, as most on the Board did, that one is needed but would like to look in a different direction for the writing of it. Bill Kwasniewski stated that he believed that some college students possibly from Syracuse University or Colgate are required to write the plans as one of their projects. Supervisor Osborn asked if Bill would pursue this for the Board. The Village has been contacted about the plan and they would like more information when and if we receive it.
3. The dog clean up signs for the Park have been delivered and will be put up by the Highway Department.
4. Councilman Marsh would like to see forms left at any houses that have not licensed their dogs instead of sending letters to them. The Clerk will try to find some from Mr. Chafee or other towns that have done an enumeration. Councilman Royce stated that possibly Staples has a way of printing a duplicate form that could be used so that a record of what is left at the house may be kept by the Clerk.

New Business:

1. The Herkimer County Humane Society has forwarded a new contract to the Town for the year 2014. Several questions were raised with issues in the contract and the subject was tabled until the January meeting.
2. Dog Control Officer Gordon Chafee has asked the Town of Winfield to renew his contract with the Town. The Town would like to make sure that a sheltering agreement is also in place with the Town and Mr. Chafee. Councilwoman Smith motioned to renew the contract, seconded by Councilman Royce and unanimously approved to renew this contract with Mr. Chafee.

The Board then entered into Executive Session for the sole purpose of discussing employment questions. The Board resumed the regular meeting at 8:15 p.m.

Councilman Peo asked if in our zoning or town road law if there was any Parking Ordinance. This is not known. He has run into an issue with parking on his narrow road and is concerned about plowing. The belief is that there is not an ordinance concerning this.

Councilman Royce asked about the website and minutes. He is concerned that not too many people are aware of it. The minutes are uploaded each month by Driven Media.

The next meeting of the Winfield Town Board will be January 15, 2014 at 7 p.m. which will be the Organizational Meeting for the year 2014.

There being no further business to come before the Board, Councilman Royce moved to adjourn, seconded by Councilwoman Smith. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,  
Debrah B. Jones

