

**Town of Winfield  
February 5, 2014**

The regular meeting of the Winfield Town Board was called to order at 7 p.m. by Supervisor Charles Osborn. Members present were Councilmen Howard Marsh, Michael Peo, Robert Royce and Councilwoman Sandra Smith. Guest present was Bill Kwasniewski from the West Winfield Star.

General Fund claims #23 - #36 and Highway Fund claims #10 - #18 were listed on Abstract of Voucher Sheets. A motion was made by Councilman Marsh and seconded by Councilman Royce to accept these Abstracts as presented. The motion was carried unanimously. The Town Clerk's report for January 2014 was audited by members present. A motion was made by Councilman Royce and seconded by Councilman Peo to accept this report as audited. The motion was carried unanimously.

The minutes from the Organizational and Regular meeting held January 15, 2014 were read by each member. A motion was made by Councilwoman Smith and seconded by Councilman Marsh to accept these minutes as read. The motion was carried unanimously. The minutes from the Work Session held January 20, 2014 were also read by each member with Councilman Marsh commenting that he would like his question "Can we use the present door for the entryway?" to state: "Can we use the present door for the present entryway?" Councilwoman Smith also would like the state that she made to read: Vinyl flooring should be done with project and that Mr. Roberts suggested a "wall" cabinet for the new bathroom. Councilwoman Smith moved to accept these minutes with corrections, seconded by Councilman Royce and carried unanimously.

Supervisor's Report: He stated that he finds the idea of a Comprehensive Plan to be very confusing and that people from the other Townships that have adopted one are either extremely unhappy or happy. He also received a phone call from the Adjustor for the insurance company concerning the window on the tractor for which a claim has been filed. The Adjustor felt that the Town is not responsible for this but will follow up on this subject.

Clerk's Report: She verified that no officer will be on the November ballot in 2014 and that the Tax Collection is going well with the Town being paid in full and \$180,000 being sent to the County by February 15, 2014.

Codes/Zoning Report: Mr. Donley sent a written report as he was unable to attend. He has issued one new building permit and has talked to the new business in East Winfield about a special use permit. He has been informed that all of the trailers have been removed from the Hatmaker property. He has no new information on the Barrett or Taylor properties. He also stated that the State is pushing a requirement for operational permits for all commercial properties. He is in favor of this and it will keep us informed as to all commercial properties and their functions. It appears that there is to be no fee and could be renewed every 2 years. He will talk to the planning board about this and will report back to the Board. His annual training is scheduled for April and wanted approval to attend. The cost would be approximately \$400 to be split with the Town of Litchfield as he is servicing both Townships. (Approval given) He will submit the voucher in March. He has submitted his annual report to the State and the Federal Governments.

**Old Business:**

1. Building room addition: Mr. Roberts sent an email to all that he is having problems with his computer and was unable to print the project plans. Councilman Marsh suggested that we put the "Plastex" product on the walls in the meeting room all of the way around over the sheetrock instead of taping and painting. He also motioned that the new entryway should have a "gate" going into the truck bay rather than a wall and a door. There was no second to the motion. Councilwoman Smith motioned to leave the original plans with a wall and a door to the garage (truck bay) be put back into the plans. Seconded by Councilman Royce. Motion was carried unanimously. Discussion on the walls in the office: There was a lot of discussion concerning the walls in the office area with lots of ideas that could be done. Councilman Royce moved to not put the sheet rock on but to just clean and paint the present walls as they are, seconded by Councilwoman Smith. The motion was passed: Ayes – Royce, Smith, Osborn Nays – Marsh Abstain – Peo. Discussion concerning fire wall height of ceiling and placement with a deck and a railing. Supervisor Osborn would like to be able to leave the vestibule outside door unlocked so that we could leave a notepad for any messages, etc. That is why he would like all inside doors that lead to the office and the

bay area locked at all times. The Board decided to have a work session with Mr. Roberts on February 19<sup>th</sup>, 2014 at 7 p.m. to review the specs and plans.

2. Comprehensive/Master Plan: Tabled
3. Fire Department budget: Councilwoman Smith questioned the amount in the 2013-2014 labeled "Ambulance Ops. Net" in the amount of \$28,095. This is a new line item for the budget only presented in this year. She observed that the contract for last year does not state "fire and ems service" as the new contract states. This is a change in this years' contract. She feels that the Town should have been advised of this change and had an opportunity to address this. The current contract has not been signed with the Village. A discussion about the amount of the Voucher from the Village of West Winfield for the Fire Department. The amount is more than presented in the Budget and taxed in the tax bills. The decision was made to pay the amount that was presented in the 2014 Budget and address the remaining when questions are answered concerning the Fire Department Budget.

**New Business:**

Violence in the Workplace: Members reviewed the "Workplace Violence Prevention Policy" presented by the Clerk. This needs to be adopted for all compensated people in the Town and a short meeting be held with all of the compensated people involved to be in compliance. Also a Risk Assessment will need to be done for compliance. After review the following:

**RESOLUTION 2014-05**

On a motion presented by Councilwoman Smith and seconded by Councilman Royce the following was

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

The Town of Winfield shall adopt the "Workplace Violence Prevention Policy" as presented and shall post such policy statement in the Highway Garage.

Councilman Royce informed the Board that Town Court had been cancelled this evening due to the weather.

The next meeting of the Winfield Town Board will be held March 12, 2014 at 7 p.m.

There being no further business to come before the Board, Councilman Royce moved to adjourn, seconded by Councilwoman Smith. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Debrah B. Jones, Clerk