

**TOWN OF WINFIELD
JANUARY 13, 2021
ORGANIZATIONAL
AND REGULAR MONTHLY MEETING MINUTES**

The meeting of the Town of Winfield Board was called to order at 7 p.m. by Supervisor Charles Osborn.

BOARD MEMBERS PRESENT:

Charles Osborn	---	Supervisor
Jay Kulczak	---	Councilman
Michael Peo	---	Councilman
Susan Korosec	---	Councilwoman

ALSO PRESENT:

Tracy Donley	---	Town Clerk
Douglas Paul Jones	---	Superintendent of Highways
Keith Watkins	---	Zoning Board of Appeals Chairman

OTHERS PRESENT:

Anthony Gannon (West Winfield Star)

THE FOLLOWING WILL BE REVISED AND REVIEWED DURING FEBRUARY'S TOWN BOARD MEETING:

1. Designate the West Winfield Star as the official Town newspaper.
2. Designate the West Winfield Post Office as the official bulletin board.
3. Designate the Bank of Cooperstown, as the official depository for the Supervisor's and Justice Accounts, NBT for the Clerk's and Tax Collection Accounts and Bank of Utica for Certificate of Deposits.
4. Establish the Wednesday on or before the 15th of each month, at 7:00 p.m. at the Stephen Rooney Municipal Building, 306 Stone Road, West Winfield, New York as the meeting time and place of the Town Board.
5. Authorize the Supervisor or Town Clerk to sign checks and make payments from the General and Highway Bank Accounts.
6. Set mileage rate for Town travel reimbursement is \$0 .515 per mile.
7. Establish the powers and duties of the Supervisor as listed in the Town Law.
8. Authorize the Highway Superintendent not to exceed \$2000 for a single purchase of equipment, tools, repairs or implements without the prior approval of the Town Board.
9. Authorize the Supervisor or Clerk to pay utility bills (including NYSEG, Windstream, Spectrum, Verizon and Health Insurance) without prior Board approval.
10. Adopt all necessary appointments.

11. Adopt a resolution fixing salaries of all elected and appointed town officials and set the hourly rate of all others.

Zoning Board of Appeals	Keith Watkins, Cathy Smith, Carl Wheat, Lorraine Joseph, (1 vacancy)
Planning Board	Darren Jones, Bill Zaleski, Charles Casler, Scott Evans, (Chairman position is vacant)
Attorney	Patrick Quinn
Park Commissioner	Robert Royce
Zoning Officer	Ray Donley
Codes Officer	Ray Donley
Town Clerk/Registrar of Vital Statistics	Tracy Donley
Deputy of Clerk/Vital Statistics	
Assessment Review Board	John Pearsall (9/21) John Pustay (9/20- Supervisor Osborn will find out if Mr. Pustay wants to be reappointed)
	Daniel Huntley (9/22)
	Connie Pope (9/23)
	Terri Atwell (9/24)
Court Clerk	Gail Royce
Dog Control Officer	Teresa Cerminaro
Budget Officer	Charles Osborn
Town Historian	Steve Davis

Salaries and Hourly Pay

Highway Superintendent	\$51,030.00
Supervisor	\$10,493.00
Board Members (4)	\$ 2,191.00 (each)
Town Justice	\$10,047.00
Town Clerk	\$16,856.00
Deputy Town Clerk (Vacant)	
Town Attorney	\$ 2,915.00
Park Commissioner	\$ 1,446.00
Zoning Officer	\$ 2,542.00
Budget Officer	\$ 1,243.00
Assessment Review Board (5)	\$ 200.00 (each)
Dog Control Officer	\$ 2,184.00
Court Clerk	\$ 3,704.00
Codes Officer	\$ 4,123.00
Chairman of Zoning Board of Appeals	\$ 800.00
Chairman of Planning Board (Vacant)	\$ 800.00

HOURLY EMPLOYEES:

Christopher Land	\$20.24/hr
Tanner Christian	\$20.24/hr
Heavy Equipment Operator	\$15.45/hr
Park Maintenance	\$12.50/hr

General Fund claims #1 - #28 and Highway Fund claims #1 - #11 were listed on Abstract of Voucher sheets.

- A motion was made by Councilman Kulczak and seconded by Councilman Peo to accept these Abstracts as presented.
 - The motion was carried unanimously.

The Supervisor's and Town Clerk's reports for December 2020 were audited by members present.

- A motion was made by Councilman Peo and seconded by Councilwoman Korosec to accept these reports as audited.
 - The motion was carried unanimously.

The minutes from the regular Board meeting held December 9, 2020 were read by each member.

- A motion was made by Councilman Peo and seconded by Councilman Kulczak to accept these minutes as corrected.
 - The motion was carried unanimously.

Councilwoman Korosec questioned how the corrections of the minutes are recorded. Clerk Donley stated that after the minutes are reviewed by each Board Member, if corrections are to be made, she writes the corrections on the original minutes, then makes the final corrections in Google Docs, saves the file and submits it to Mel Young for the Town's website.

PLANNING BOARD REPORT:

1. Jay Kulczak has resigned from his position as the Planning Board Chairman as of January 1, 2021. If anyone is interested contact a Board Member or the Town Clerk.

OLD BUSINESS:

1. Supervisor Osborn contacted Herkimer County regarding the Septic Program that could affect up to 200 residents along the North Winfield Creek and its tributaries. The NYS Budget has not passed any funding for the program to date. The funding may assist residents who need to update their septic systems.
2. Sale of property to Greg Rogers - .38 acres boarding 406 Curtis Ave. & Clapson Rd.: Attorney Quinn reviewed the submitted paperwork from Mr. Rogers and found a typo of the map number. The surveyor will need to correct the map number before proceeding. As for the contract, Attorney Quinn's office will prepare the necessary purchase contract which will include all the terms and conditions of the sale, if and when the Town Board approves the transfer of property. Mr. Rogers had the said property appraised, results were \$3500, therefore the purchase offer should be a minimum of \$3500. Supervisor Osborn will give Mr. Rogers a copy of Attorney Quinn's findings.
3. Reserve Fund: Supervisor Osborn spoke with Alyssa Hoke that a reserve fund needs to be created for Playground Equipment and Improvements in the Town Park.

Resolution 2021-01:

- A motion was made by Councilwoman Korosec and seconded by Councilman Kulczak to create a Reserve Fund for the purpose of Playground Equipment and Improvements to

the Winfield Town Park in the amount of \$21400 for the fiscal year ending December 31, 2020.

- The motion was carried unanimously

NEW BUSINESS:

1. Keith received a call from Cynthia Cleveland-Dungey of M&T Bank requesting a Notice of Lien- DMV Form #MV-900 signed by the Town Supervisor, Charles Osborn. Currently M&T Bank is not listed on the title of the 2019 Mack VIN #1M2GR4GC8KM013243, purchased 6/28/2019 and needs to be. Supervisor Osborn will sign and return the form to Cynthia-Dungey of M&T Bank.

Resolution 2021-02:

Senior Star Exemption -

- A motion was made by Councilman Kulczak and seconded by Councilman Peo to pass a resolution allowing Herkimer County to renew those age 65 or older who are already on the Enhanced Star Exemption list without filling out a renewal form for the 2021 school year.
- The motion was carried unanimously

Resolution 2021-03:

To meet the budget guidelines, the following transfers are recommended:

- Move \$1600 from B8020.1 to A1670.4 (originally miscoded)

Transfer the following from A1990.4, Contingency Fund to:

- A1010.1 (Legislative Board) over 1.9% , \$ 164.00
- A1410.4 (Clerk Expenditures) over 10.1 % , \$ 354.10
- A1670.4 (Central Printing) over \$1459.37
- B7110.1 (Park) over 4%, \$ 638.50
- B8010.4 (Zoning) over 50.3%, \$ 201.16
- B9030.8 (FICA - Employer - B) over 12.1%, \$ 205.17
- DA5130.4 (Machinery) over 4.2%, \$1269.98
- DA9785.6 (Debt Principal) over 12.3%, \$9968.12
- DB5110.4 (Maintenance of Streets)over 1%, \$ 676.19

Total from Contingency Account: \$14936.59 vs last year was over \$21K

- A motion to approve the above transfers was made by Councilwoman Korosec and seconded by Councilman Kulczak.
- The motion was carried unanimously.

There being no further business to come before the Board, Councilman Kulczak moved to adjourn, seconded by Councilwoman Korosec.

The next Winfield Town Board Meeting will be held February 10, 2021 at 7 p.m..

The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Tracy Donley
Town of Winfield, Clerk