

**TOWN OF WINFIELD**  
**January 12, 2022**  
**ORGANIZATIONAL &**  
**REGULAR MONTHLY MEETING MINUTES**

The meeting of the Town of Winfield Board was called to order at 7:11 p.m. by Supervisor Charles Osborn.

**BOARD MEMBERS PRESENT:**

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

**ALSO PRESENT:**

Tracy Donley	---	Town Clerk
Robert Royce	---	Park Commissioner
Keith Watkins	---	Zoning Board of Appeals Chairperson

**OTHERS PRESENT:**

Anthony Gannon (WW Star) & Andrew Peo

**THE FOLLOWING WAS REVIEWED DURING JANUARY'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/Wayne Bank, as the official depository for the Supervisor's Account, NBT for the Clerk's Account, Tax Collection Account , Town Justice Account and Bank of Utica for Certificate of Deposits.
4. Establish the Wednesday on or before the 15<sup>th</sup> of each month (reschedule as needed), 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 delegates to the Town Convention as needed.
9. 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.

10. Authorize the Supervisor or Clerk to pay utility bills (including NYSEG, Windstream, Spectrum, Verizon and Health Insurance) without prior Board approval.
11. Make all necessary appointments.
12. Oath of office for all newly elected Town Officials.
13. Adopt a resolution fixing salaries of all elected and appointed town officials and set the hourly rate of all others.

Highway Superintendent	Douglas Paul Jones
Supervisor	Charles Osborn
Town Clerk	Tracy Donley
Deputy of Clerk	Terri Atwell
Attorney	Patrick Quinn
Board Members	Jay Kulczak Mike Peo Sue Korosec Bill Kwasniewski
Town Justice	Steven Mezik
Court Clerk	Gail Royce
Chairman of Zoning Board of Appeals	Keith Watkins
Zoning Board of Appeals	Cathy Smith, Carl Wheat, Lorraine Joseph
Chairwoman of Planning Board	Georgena Bligh
Planning Board	Darren Jones, Bill Zaleski, Charles Casler, Scott Evans
Park Commissioner	Robert Royce
Zoning Officer	Ray Donley
Codes Officer	Ray Donley
Assessment Review Board	John Pearsall (9/21) John Pustay (9/23) Daniel Huntley (9/22) Connie Pope (9/23) Terri Atwell (9/24)
Health Officer	Doug Capraro
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	\$ 2,191.00 (each)
Town Justice	\$10,047.00
Town Clerk	\$16,856.00
Deputy Town Clerk	\$ 220.00
Town Attorney	\$ 2,915.00
Park Commissioner	\$ 1,446.00

Zoning Officer	\$ 2,542.00
Budget Officer	\$ 1,243.00
Assessment Review Board	\$ 200.00 (each)
Health Officer	\$ 284.00
Dog Control Officer	\$ 2,184.00
Court Clerk	\$ 7954.00
Codes Officer	\$ 4,123.00
Chairperson of Zoning Board of Appeals	\$ 800.00
Chairperson of Planning Board	\$ 800.00
Town Historian - Membership to Herkimer County Historical Society	

HOURLY EMPLOYEES:

Don Stockbridge	\$20.24/hr
Tanner Christian	\$22.24/hr
Heavy Equipment Operator	\$15.45/hr
Park Maintenance	\$13.20/hr

- A motion was made by Councilwoman Korosec and seconded by Councilman Kwasniewski to accept the organizational chart as corrected.
  - The motion was carried unanimously.

General Fund claims #1 - #20 and Highway Fund claims #1 - #5 were listed on the Abstract of Voucher sheets.

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

The Supervisor's and Town Clerk's reports for December 2021 were audited by the Board Members present.

- A motion was made by Councilman Kwasniewski and seconded by Councilman Korosec to accept the reports as audited.
  - The motion was carried unanimously.

The minutes from the Regular Board Meeting held December 15, 2021 were read and edited by each Board Member present.

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

**SUPERVISOR'S REPORT:**

1. Supervisor Osborn suggested moving monthly meeting dates as needed for accounts payable.

2. The fuel bid legal notice was placed in the West Winfield Star for two weeks, starting January 12th. Bids will be opened at 8 p.m. during the regular monthly meeting to be held on February 16th at the Town Municipal Building.

**CLERK'S REPORT:**

1. Clerk Tracy Donley reports that she purchased a HP laptop for \$579.99 from Best Buy. Terry Rivenburg installed VPN and all necessary securities.

**PARK REPORT:**

1. Supervisor Osborn stated the security cameras have been installed in the Town Park. The next step is for the WIFI to be set up. Supervisor Osborn will check with Big Apple to see what is required for this.
2. Councilwoman Korosec inquired about the American Flags in the Town Park. One is not lit at night. This will be addressed in the spring, along with new flags.

**ZONING BOARD:**

1. Mr. Watkins stated the lien is not on the title of the Mack truck.
2. Fivestar inquired about payment on the loader, Supervisor Osborn and Clerk Donley resigned the paperwork at Attorney Quinn's office with updated dates as requested by Bob Benchley of Adirondack Bank. Mr. Osborn will meet with Mr. Benchley this Friday, January 14, 2022 to receive the check of approximately \$29,000.

**OLD BUSINESS:**

1. Mr. Donley has the zoning book flash drive and will turn it over to the Planning Board.
2. ARPA fund usage ideas: wifi for the park, new bridge for the back entrance of the park, security cameras in the park (possibly get money back), maintenance on the pavilions or replace and spread out the pavilions,
3. Councilman Peo inquired about adding on to the playground equipment. Phase 2 proposal will be reviewed during February's regular monthly meeting.
4. Councilman Kwasniewski inquired about the solar and battery policy. Discussion ensued.

**NEW BUSINESS:**

1. Supervisor Osborn stated it's time to audit the court.
2. Councilman Kwasniewski spoke of a climate grant issued to a number of municipalities. If this grant is given again, the town should pursue it.
3. Councilwoman Korosec stated a possible grant from Integrated Solutions to cover the cost of digitalization records. Suggested the school, village and town work together to pursue this. The total grant would be \$150,000 with the biggest entity receiving \$75,000.
4. Councilman Kulczak stated that as of February 1st, Boy Scout Troop 21 will no longer exist after 65 years due to no adult volunteers. Therefore the bottle & can collection stand will be removed.

The next Winfield Town Board Meeting will be held February 16, 2022 at 7 p.m.

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

☐ The motion was carried unanimously.

The meeting was adjourned at 8:12 p.m.

Respectfully Submitted,

Tracy Donley  
Town of Winfield, Clerk