

## **Minutes of the Regular Town of Westport Board Meeting on July 14, 2015**

The meeting was called to order by Deputy Supervisor Paquette at 7:00 p.m.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Page  
Councilperson Viens  
Deputy Supervisor Paquette  
Excused: Councilperson McCormick  
Excused: Supervisor Connell

Others present:

George Hainer, Zoning & Codes Officer  
Julie Schreiber, Town Clerk  
Dennis Westover, DPW Superintendent  
Barry Morrison, James Herrmann, Bruce Misarski, Ed Mason, Bill Johnston

### **RESOLUTION #121 MINUTES JUNE 23, 2015**

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

3 Ayes Page, Viens, Paquette  
0 Nays

**RESOLVED** to accept the minutes of the June 23, 2015 Regular Town Board Meeting as received.

### **COMMITTEE REPORTS**

**YOUTH COMMISSION** - Ed Mason, the new Youth Commission Director, attended the meeting to introduce himself to the board members. He also gave a brief update, mentioning that the committee is currently performing a checks and balances of their budget and are looking into planning the next year.

**BUILDING COMMITTEE** – Bill Johnston stated that all necessary paperwork for the Town Hall contract has been submitted.

Bruce Misarski spoke on the Fire/DPW project. The property would need to be split for tax reasons, which might not leave enough land for the Fire Department without getting a variance from the zoning board.

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**OLD BUSINESS –**

**BICENTENNIAL** – A letter from Pat French, in which she gave an update of the Bicentennial celebration and thanked all participants, was read. Deputy Supervisor Paquette thanked the committee and everyone who helped put the celebration together.

**HERITAGE HOUSE** – Nancy Decker sent a letter of resignation to the Chamber Board of Directors. She is resigning her position as Westport Heritage House Manager as of September 17, 2015, but will remain a committee member.

**NEW BUSINESS –**

**TOWN CLERK’S REPORT** – The Deputy Supervisor is in receipt of the Town Clerk’s June report.

**RESOLUTION #122**  
**DISPOSITION OF RECORDS**

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

3 Ayes      Page, Viens, Paquette  
0 Nays

**RESOLVED** to authorize the Records Management Officer to dispose of the following records as per the Records Retention Schedule:

<b>Record Series</b>	<b>Date of Records</b>	<b>Schedule Item</b>	<b>Retention</b>
12[256]	2002	Water/Sewer Billing	6 years
15[625]	2002	UFPO Records	6 years
1[613]	2005	Turn Around Agreement	6 years
1[613]	2005-2006	Munson Statements	6 years
12[256]	2006	Fuel Billing	6 years
12[256]	2006	Highway Billing	6 years
16[16]	2006	Water/Sewer Work Orders	6 years
17[361]	2006	1099 Forms	5 years
27[27]	2006	Fax Records	1 year
12[256]	2006	Water/Sewer Billing	6 years
12[256]	2007	Fuel Billing	6 years
12[256]	2007	Highway Billing	6 years
1[613]	2007	Munson Statements	6 years
17[282]	2007	Met-Recy Receipts	6 years
12[256]	2007	Heritage House Billing	6 years

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12[256]	2007	Retirees Insurance Billing	6 years
12[256]	2007	Assessor Billing	6 years
12[256]	2007	Water/Sewer Billing	6 years
16[16]	2007	Water/Sewer Work Orders	6 years
11[255]	2007	Abstracts/Vouchers	6 years
7[269]	2007	Deposits	6 years
7[302]	2007	Certificates of Insurance	6 years
12[256]	2008	Invoice Billing	6 years
12[256]	2008	Fuel Billing	6 years
1[613]	2008	Munson Statements	6 years
12[256]	2008	Heritage House/Assessor Billing	6 years
12[256]	2008	Water/Sewer Billing	6 years
16[16]	2008	Water/Sewer Work Orders	6 years
11[255]	2008	Abstracts/Vouchers	6 years
7[302]	2008	Certificates of Insurance	6 years
1[263]	2008	Third Party Custodial	6 years
30[30]	2008	Postage Log	1 year
22[22]	2008	Town Clerk/Justice Reports	6 years
5[249]	2008	Cash Transaction Records	6 years
22[22]	2008	Transfer Station Reports	6 years
5[349]	2008	Time Sheets	6 years
11[255]	2009	Abstracts/Vouchers	6 years
5[349]	2009	Time Sheets	6 years
3[247]	2009	Journal Entries	6 years
1[263]	2009	Third Party Custodial	6 years
17[361]	2009	1099, W-2, W-3 Forms	5 years
16[360]	2009	Quarterly Tax Returns	6 years
12[256]	2009	Water/Sewer Billing	6 years
16[16]	2009	Water/Sewer Work Orders	6 years
3[247]	2009	Landfill Journals	6 years
3[247]	2009	Revenue Journals	6 years
7[269]	2009	Deposits	6 years
30[30]	2009	Postage Log	1 year
12[256]	2009	Fuel Billing	6 years
12[256]	2009	Assessor Billing	6 years
12[256]	2009	Retirees Insurance Billing	6 years
12[256]	2009	Heritage House Billing	6 years
15[625]	2009	Dig Safely Requests	6 years
1[613]	2009	Munson Statements	6 years
1[283]	2009	Town Clerk Reports	6 years
OCA	2009	Justice Reports	6 years
7[302]	2009	Certificates of Insurance	6 years
1[245]	2009	CLASS Statements	6 years
17[282]	2009	Transfer Station Receipts	6 years

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**LYME TIMBER STUMPAGE** – A check was received from Essex County for stumpage allocation.

**JULY 1, 2015 FINANCIAL REPORT** – Copies of the report were given to board members.

**RESOLUTION #123**  
**COURT CLERK TRAINING**

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

3 Ayes Page, Viens, Paquette  
0 Nays

**RESOLVED** to authorize Norma Arsenault to attend Court Clerk Training at SUNY Potsdam on July 21<sup>st</sup> and 22<sup>nd</sup>.

**RESOLUTION #124**  
**APPROVAL OF BILLS**

On a motion by Councilperson Page, seconded by Councilperson Viens, and approved on a roll call vote.

3 Ayes Page, Viens, Paquette  
0 Nays

**RESOLVED** to authorize the payment of bills on Abstract 7A in the amount of 34,434.65 for Vouchers 2015-373 through 2015-407.

**HOUSING ASSISTANCE PROGRAM, BRUCE MISARSKI** – For the program to apply for \$250,000 in financial assistance they need the support of the town. The funding would assist property owners between Bradamant and Westelcom and between Everybody's and the Westport Trading Co.

**RESOLUTION #125**  
**HAPEC APPLICATION**

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

3 Ayes Page, Viens, Paquette  
0 Nays

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**RESOLVED** that the Town of Westport approves and endorses the Housing Assistance Program of Essex County, Inc. (HAPEC) in its application to NYS Homes and Community Renewal for funding under the Westport Main Street Program

**WHEREAS**, the Housing Assistance Program of Essex County, Inc. desires to apply for approximately \$250,000 in financial assistance through the 2015 Consolidated Funding Application (CFA) under the New York Main Street Program; and

**WHEREAS**, the application proposes funding to assist property owners to complete building renovations to downtown “main street” buildings between 14 Champlain Street and 6511 Main Street; and

**WHEREAS**, the proposed funding will contribute to ongoing community revitalization efforts; and

**WHEREAS**, the grant application requires that the applicant obtain the approval and endorsement of the governing body of the municipality in which the project will be located.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Westport approves and endorses the 2015 Westport Main Street Program for assistance prepared and to be submitted by Housing Assistance Program of Essex County, Inc.

**DPW SUPERINTENDENT REPORT** – Security cameras for the beach would cost \$400-500 and the board approved the purchase. There was a discussion on what to do about homes that are illegally connecting their sump pumps to the town sewer system. Penalties are listed in the ordinance and a letter could be sent to the homeowner requesting correction, however it may be difficult to check compliance after. The Marina was having an issue with low water pressure and a bad valve was replaced by the town. The problem persisted and was checked by Rural Water, who found the cause to be a leak on one of the docks.

**DEPUTY SUPERVISOR’S COMMENTS** – He voiced concern over an injury that occurred at the DPW. Dennie stated that an accident report was filed for the incident.

**RESOLUTION #126**  
**ADJOURNMENT**

On a motion by Councilperson Page, with a unanimous second, the meeting was adjourned at 7:44 p.m.

Minutes respectfully submitted,  
Julie Schreiber, Town Clerk