

VILLAGE OF WEST WINFIELD  
BOARD MEETING MINUTES  
March 13, 2023

PRESENT: Mayor Thomson, Trustees: S. Smith; J. Murphy, C. Wheat, T. Niederlander  
Village Clerk, S. Van Duren; Codes Officer, M. Connors, West Winfield Star  
D. Sterling

The meeting was held by ZOOM called to order at 6:30 PM by Mayor Thomson.

**Motion to Authorize** the Clerk Treasurer to pay the bills presented on abstract No.10 dated 3/13/2023 was made by Trustee Smith and seconded by Trustee Wheat. Ayes: Thomson, Murphy, Wheat, Niederlander, Smith: Nays: None

**Motion to Approve** the Minutes of the February 13th meeting, was made by Trustee Murphy and seconded by Trustee Smith. Ayes: Thomson, Murphy, Niederlander, Wheat and Smith: Nays: None.

**Motion to Approve** the Treasurer's report was made by Trustee Niederlander and seconded by Trustee Smith. Ayes: Thomson, Murphy, Wheat, Niederlander and Smith: Nays: None

**Department Reports:**

**Clerk/Treasurer:** One more budget workshop will be held on Monday, March 20<sup>th</sup> at 6PM in the library.

The 2023-2024 Village Budget Hearing will be held on April 10<sup>th</sup>.

**Water:** Trustee Smith reported that she has submitted a grant application through the web portal on Representative Stefanik's website.

**Streets:** The final selling price for the '09 Ford truck was \$10,600. We are waiting for the check from Auctions International.

**Codes:** M. Connors continues working with the owner of 369 W Main St – they are still interested in turning front of building into commercial market – current construction doesn't meet codes for commercial operation.

Trustee Murphy expressed concern over the build-up of debris behind Integrity Auto – the Village Board has requested that M. Connors take a look at the situation.

**Fire / Ambulance Department:** Trustee Murphy provided the fire report. There were 10 fire calls and 28 EMS calls. There are eight fire department members taking part in the Basic Fire Operations Course.

**COMMITTEE REPORTS:**

**Bisby Hall:** Trustee Smith continues looking for a bench for the front of Bisby Hall – The entrance way to Bisby Hall needs to be cleaned and the drywall repaired.

**Clean Energy:** Trustee Wheat reported that we should be hearing from the DEC regarding the next steps with the grant.

**Zoning / Codes:** Trustee Murphy is working on the rental property registration list and letters. A package of information will need to be created and sent out to the landlords. It should take one to two months for the registration process to be completed.

**Grants:** Trustee Smith will submit an application letter to County Legislature R. Donley for possible additional ARPA funding that is available from Herkimer County.

**OLD BUSINESS:**

- Employee evaluations – Mayor Thomson sent out updated job descriptions for the DPW Dept. The employee handbook has been sent out and board members are reviewing it for possible changes and updates.
- Trustee Smith is looking into placing commemorative banners along the poles on Main St – these could be in honor of or in memory of a veteran.

**NEW BUSINESS:** No Report

**Motion to Enter into Executive Session** to address personnel issues was made by Trustee Murphy and seconded by Trustee Wheat.

**Motion to Exit Executive Session** was made by Trustee Murphy and Seconded by Trustee Smith.

Results:

- Progress is being made toward implementing an employee evaluation system
- A list of village wide projects will be developed for the coming year – regular status reports will need to be provided
- Trustee Murphy will email the current project list spreadsheet

**Motion to Adjourn** the meeting made by Trustee Smith, seconded by Trustee Murphy. Ayes: Thomson, Murphy, Wheat, Niederlander and Smith: Nays: None

Meeting adjourned at 8:00 PM.

Respectfully submitted by  
R Scott Van Duren  
Village Clerk Treasurer