

**GUILFORD REGULAR TOWN BOARD MEETING
WEDNESDAY, JANUARY 10, 2024, AT 7:00 PM
TOWN HALL, GUILFORD CENTER
STATE OF NEW YORK**

Town Board present: Councilmember Jordan Fleming
Councilmember Terence Ives
Councilmember Thomas Ives
Councilmember Matthew Retz
Supervisor Susan McIntyre

Officials present: Town Clerk Jodie Ives
Deputy Town Clerk Gail Hoffman
Highway Superintendent Robert Fleming

I CALL TO ORDER

Supervisor McIntyre called the regular meeting to order at 7:00 p.m.

II PLEDGE OF ALLEGIANCE

Councilmember Tom Ives led the Pledge of Allegiance to the Flag.

III APPROVAL OF MINUTES

RESOLUTION - Motion to dispense with the reading of the minutes from the December 13, 2023, meeting was moved by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

RESOLUTION - Motion to approve the minutes from the December 13, 2023, meeting as presented was moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

RESOLUTION - Motion to dispense with the reading of the minutes from the December 27, 2023, meeting was moved by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

RESOLUTION - Motion to approve the minutes from the December 27, 2023, meeting as presented was moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

RESOLUTION - Motion to dispense with the reading of the minutes from the January 02, 2024, meeting was moved by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

RESOLUTION - Motion to approve the minutes from the January 02, 2024, meeting as presented was moved by Councilmember Terry Ives. Seconded by Councilmember Jordan Fleming. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

IV FROM THE FLOOR – No Comments

V REPORTS

A. SUPERVISOR – Supervisor McIntyre reported the following:

1. The Pole Barn project is remarkably close to having the final details planned out. The project will go out for bid in February 2024.
2. Lead inspection for both Guilford & Mt. Upton water systems are required by EPA. The town will issue an RFP for meters. We are obligated to show movement on this project before October 2024. There may be EPA funding opportunities.
3. Water (well) project - Jeff Fuller, the Guilford Water Superintendent, will step into the management role for this project.
4. We received a DEC Inspection report regarding the Guilford Dam in December 2023.
5. The 2024 budget includes funding for a Town Code Enforcement Officer. The position will be designed to manage unsafe structures and ordinances and to follow through with the enforcement.
6. Samsara truck cameras will require an agreement with the Union. The Samsara representative will work with the Town and the Union as needed.
7. Hometown Heros Banner Program will work in conjunction with Gilbertsville, Mt. Upton, Rockdale, and Guilford. They have a partnership with the American Legion Women's Auxiliary.
8. Received an inquiry regarding Town owned property at 172 Furnace Hill Road. The town is not interested in selling this property.

B. TOWN CLERK – Town Clerk Jodie Ives reported the following:

1. The December Statistics and Dog Control Officer reports were included in the Board packet.
2. Also, a new Ag and Markets inspection report of the CSPCA was received and is available for review.
3. Deputy Clerk Hoffman included an ARPA Funds summary update in the Board packet.
4. The town hall will be closed on Monday, January 15, 2024, for Martin Luther King Jr. Day.

C. FINANCIALS - Supervisor McIntyre reported the following:

1. The Bookkeeper will provide the final December financial reports in February once the remaining 2023 bills have been paid and the amendments are completed.

D. HIGHWAY – Highway Superintendent Robert Fleming reported the following:

- a. The Highway department has plowed and sanded approximately twelve times this season.
- b. High winds brought some tree damage and work continues to clear the roads.
- c. Fixing picnic tables for Mt. Upton Park.
- d. The 284 Agreement will be completed for the February meeting.
- e. Stone costs are increasing a few dollars per ton due to new prevailing wage requirements.

E. COMMITTEE REPORTS

1. **HIGHWAY COMMITTEE** – Councilmember Retz reported the following:

Major repairs will be considered for Whites Hill Road.

2. **BUILDING COMMITTEE** - Councilmember Terry Ives reported the following:

Did not meet.

Will consider and seek quotes for an additional opening window in front of the town clerk's work area.

Also, window shades are requested for the windows facing the entrance area.

3. **PLANNING COMMITTEE** - The Town has received a letter of interest to fill the Planning Board vacancy - RESOLUTION - Motion to accept the letter of interest and appoint George Seneck to fill the remaining term of Jordan Fleming's appointment on the Planning Board moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

Updates to the Town's Comprehensive Plan will be discussed and planned.

VI OLD BUSINESS

- A. **ADDENDUM TO CSPCA ANIMAL SHELTER AGREEMENT – RESOLUTION** – Motion to approve the CSPCA addendum and authorize Supervisor McIntyre to sign for 2024 contingent upon full review and acceptability of the terms moved by Councilmember Tom Ives. Seconded by Councilmember Jordan Fleming. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

VII NEW BUSINESS

- A. **SET DATE FOR AUDIT OF BOOKS** – The Justice books and the Town Clerk books will be audited on Wednesday, February 14, 2024, at 5:30 p.m.
- B. **LOC FCC RADIO FREQUENCY** – Chenango County would like to take over the Town of Guilford radio frequency for a new Trunked Radio System. The Town will need to sign a Letter of Concurrence (LOC) allowing Chenango County to use the Town of Guilford radio frequency. The concern is that the county funding source for this project was cut in half. The Town feels we will be better served by this project. However, until there is a guarantee that the project will go through, we do not want to give up the rights to our radio frequency. No Action Taken.
- C. **GRANT FUNDING AUTHORIZATION TO APPLY** – Youth Sports Grant funding opportunities. Mt. Upton Park could use bleachers for sporting events, and this appears to be an eligible expenditure. **RESOLUTION** – Motion to authorize Supervisor McIntyre to apply for Youth Sports Grant funding through Chenango County in an amount not to exceed \$3,000 moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

VIII FROM THE FLOOR – Speaker 1 asked regarding the Code enforcement position what would the job descriptions be. Supervisor McIntyre replied that it would be specifically for ordinance enforcement. Speaker 2 asked if the engineered plans for the cold storage building have changed. Supervisor McIntyre replied that the base plans remain unchanged.

IX AUDIT & PAYMENT OF BILLS

At an earlier time, General Fund vouchers number 1 – 27 in the amount of \$20,551.55, Highway Fund vouchers number 1 – 13 in the amount of \$12,212.51, Capital Fund voucher number 1 in the amount of \$7,255.36, Lighting District vouchers number 1 – 2 in the amount of \$866.77, Mt. Upton Water District vouchers number 1 – 9 in the amount of \$1,447.58 and Guilford Water District vouchers number 1 – 7 in the amount of \$915.36 were audited. Motion to approve payment of the bills moved by Councilmember Terry Ives. Seconded by Councilmember Jordan Fleming. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

X EXECUTIVE SESSION

RESOLUTION - Motion to go into Executive Session at 8:09 p.m. to discuss a personnel matter moved by Councilmember Tom Ives. Seconded by Councilmember Terry Ives. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

RESOLUTION – Motion to exit Executive Session at 8:21 p.m. made by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

XI ADJOURNMENT

Being no further business, Councilmember Matt Retz moved to adjourn at 8:22 p.m. Seconded by Councilmember Tom Ives. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

Respectfully Submitted,

Jodie M. Ives, Town Clerk