

**GUILFORD REGULAR TOWN BOARD MEETING  
WEDNESDAY, JANUARY 11, 2023, AT 7:00 PM  
TOWN HALL, GUILFORD CENTER  
STATE OF NEW YORK**

Town Board present: Councilmember Terence Ives  
Councilmember Thomas Ives  
Councilmember Matthew Retz  
Councilmember Gilda Ward  
Supervisor George Seneck

Officials present: Town Clerk Jodie Ives  
Highway Superintendent Robert Fleming

**PUBLIC HEARING – TO REVIEW PROPOSED LOCAL LAW #1 OF 2023 REGARDING A DATE FOR THE MEETING OF THE BOARD OF ASSESSMENT REVIEW**

Town Clerk Jodie Ives read the legal notice regarding the public hearing on Proposed Local Law #1 of 2023. Supervisor Seneck declared the hearing open at 7:00 p.m.

Public Comment – None

Supervisor Seneck declared the Public Hearing closed at 7:01 p.m.

**I CALL TO ORDER**

Supervisor Seneck called the regular meeting to order at 7:01 p.m.

**II PLEDGE OF ALLEGIANCE**

Councilmember Terry 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 14, 2022, meeting was moved by Councilmember Tom Ives. Seconded by Councilmember Terry Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

RESOLUTION - Motion to approve the minutes from the December 14, 2022, meeting as presented was moved by Councilmember Terry Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**IV FROM THE FLOOR – No Comments**

**V REPORTS**

**A. SUPERVISOR – Supervisor Seneck reported the following:**

- 1. Requested an extension for completion of engineering work for the Guilford Lake Dam.
- 2. Contacted the Town of Bainbridge for information on Community Development Block Grants for housing rehabilitation. Bainbridge used Tomah, a grant writing firm out of Cortland.

- 3. Contacted Attorney Nate VanWhy requesting a resolution and legal notice for reducing the number of Town Justices from two to one.
- 4. Working on the Supervisor’s message for the town website.

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

- 1. The December Statistics report and Dog Control Officer reports were included in the board packet.
- 2. The Borden Hose Budget Report was provided for 2022 and was included in the board packet.
- 3. Tax Collection is very busy. As of today, we have collected \$466,863.
- 4. The Dog Control Officer inspection report from 12/7/22 is available for review as well as a report of the Municipal Shelter Inspection (CSPCA) from 12/27/22. These inspections were completed by the NYS Department of Agriculture & Markets.
- 5. I have information on the 2023 Training & Annual meetings of the Association of Towns. February 19-22, 2023. New York Marriott Marquis, New York, NY.

**C. FINANCIALS** – Supervisor Seneck reported the following:

- 1. The Bookkeeper will provide the final December financials in February once the remaining 2022 bills have been paid and the amendments are completed.
- 2. Projected plans for use of Fund Balance within the General Fund will include a special Capital project account designated for the Guilford Lake Dam \$100,000, the general equipment line to be funded at \$7,000 per year, and building projects, for example highway cold storage and Mt. Upton Park bathrooms, funded at \$233,000.

**Final Proposed Budget Amendments for  
December 2022**

**Town General**

Increase A7110.41 Parks Contractual		+\$170.00
From Contingent A1990.4	-\$170.00	
 Increase A9030.8 FICA and Medicare		 +\$115.04
From Contingent A1990.4	-\$115.04	

**Town Highway**

Increase Budget DA5110.4 Repairs Contractual		+\$670.00
From Unassigned Fund Balance	-\$670.00	
 Increase DA4110.41 Fuel		 +\$350.00
From Unassigned Fund Balance	-\$350.00	
 Increase DA5142.4 Snow Contractual		 +\$3,600.00
From Unassigned Fund Balance	-\$3,600.00	

**Mount Upton Water**

Increase Purification Contractual SW1-8330.4		+\$250.00
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From Unassigned Fund Balance	-	\$250.00
Increase FICA & Medicare SW1-9030.8		+\$35.00
From Unassigned Fund Balance	-	\$35.00

**Guilford Water**

Increase Budget Purification Contractual SW2-8330.4		+\$1,000.00
From Purification Equipment SW2-8330.2	-	\$1,000.00

**Proposed Budget Amendments for  
January 2023**

**Town General**

Increase A1410.1 Town Clerk		+\$2,553.00
From Contingent A1990.4	-	\$2,553.00

RESOLUTION - Motion to accept the proposed budget amendments moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Tom Ives, Terry Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**D. HIGHWAY** - Highway Superintendent Bob Fleming reported the following:

1. Sold truck #21 on Auctions International for \$15,000.
2. Ordered stone to be delivered at 2022 prices.
3. There are two big jobs proposed for crossover pipe replacement on Marble and Wahlberg Roads. Chemung Supply Company will be providing quotes.
4. The towing bill for the truck stuck on Shumway Hill was included with the bills. The cost was \$1,500.
5. A road mower for brush has been rented. The roadside brush is currently being mowed and will be cleaned up over the coming weeks with our chipper.
6. We have plowed and sanded 18 times so far this season.

**E. COMMITTEE REPORTS**

1. **HIGHWAY COMMITTEE** – Met on Tuesday, January 10, 2023. The equipment discussed for possible replacement is the skid steer which is currently 13 years old. Upon further discussion, with low annual hours and the good running condition, it was agreed to continue using the current machine.
2. **BUILDING COMMITTEE** - Councilmember Ward reported the following:
  - a. Town Hall sidewalk repair will be first job in spring of 2023 and the docks will be constructed and ready for the swim program in June.
  - b. The Mt. Upton water treatment storage shed has been ordered and will be delivered in approximately three weeks.
  - c. Mt. Upton water district shut offs will be located. These can be mapped and tracked with an App and GPS system via phone. This project can be fully funded by a grant from NYS Public Health and assisted by NY Rural Water.

- d. In December a highway truck exited the right front door of the garage with its dump box raised in the air. The box caught the corner of the building and garage door causing structural damage to both. The quotes for the damages are approximately \$30,000. An insurance claim has been submitted and we are waiting for an adjustor to come out. The repairs will likely take two to three days and will be scheduled for spring when the weather is better.

3. **PLANNING COMMITTEE** – No Business

**VI OLD BUSINESS - NONE**

**VII NEW BUSINESS**

- A. **SET DATE FOR AUDIT OF BOOKS** – Saturday, January 28<sup>th</sup> at 10:00 a.m.
- B. **SURPLUS EQUIPMENT** – RESOLUTION – Motion to declare truck #21, a 2007 Freightliner Dump Truck with plow and wing, vehicle #26, a 2016 Ford F-450, and a group of various signs, sign holders, boots and fire extinguishers surplus moved by Councilmember Terry Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.
- C. **SAND FROM TOWN HIGHWAY** – Sand is allowed for town residents and the Highway Superintendent does not feel that there is misuse.
- D. **LOCAL LAW #1 RESOLUTION** – RESOLUTION – Motion to adopt Local Law #1 of the Year 2023 which is a Local Law amending Local Law #1 of 2020 regarding a date for the meeting of the Board of Assessment Review of the Town of Guilford moved by Councilmember Gilda Ward. Seconded by Councilmember Matt Retz. Grievance Day will be the first Wednesday after the fourth Tuesday of May of each year.

Roll Call: Councilmember Tom Ives - Aye  
Councilmember Terry Ives - Aye  
Councilmember Gilda Ward - Aye  
Councilmember Matt Retz - Aye  
Supervisor Seneck - Aye

Motion carries.

**VIII FROM THE FLOOR** – Speaker 1 would like an update on the status of the Wind project.

Supervisor Seneck replied that tree clearing is scheduled to begin this winter when the ground freezes. Project delays have been caused by Covid, financial issues and interest rates, and supply availability.

**IX REAPPOINTMENTS - APPOINTMENTS FOR 01/01/23**

- 1. Guilford Water Superintendent - Jeffrey Fuller
- 2. Mt. Upton Water Superintendent - Paul Heath
- 3. Town Attorney, contractual as needed, Attorney to fit the need.
- 4. Registrar of Vital Statistics – Jodie M. Ives
- 5. Deputy Registrar of Vital Statistics – Gail M. Hoffman
- 6. Dog Control Officer – Amy Cross
- 7. Deputy Supervisor-Thomas Ives
- 8. Town Health Officer – Chenango Co Public Health
- 9. Deputy Dog Control Officer – Jodie M. Ives
- 10. Collector of Mt. Upton Water rents – Jodie M. Ives

11. Collector of Guilford Water rents – Jodie M. Ives
12. Town Historian – Table
13. Budget Officer – George Seneck
14. Code Enforcement Officer (Septic Inspector) – Tom Parkhurst
15. Accountant – Karen Kropp
16. Official Newspaper – The Evening Sun
17. Official Banks – NBT Bank, N.A. including Branches
18. Regular Meetings – Second Wednesday monthly, 7:00 PM
19. Mileage reimbursement – Sixty-five and one half cents (\$0.655) per mile
20. Investment Officer – George Seneck
21. Investment Depositories – NBT Bank, N.A.
22. Civil Rights Officer – George Seneck
23. Records Management Officer – Jodie M. Ives
24. Records Access Officer – Jodie M. Ives
25. 1<sup>st</sup> Deputy Town Clerk – Gail M. Hoffman
26. Office Custodian – Fred Epply
27. Town Board Committees, Supervisor Seneck appointed the following:
  - Highway: Councilmember Tom Ives  
Councilmember Matt Retz
  - Buildings & Grounds: Councilmember Terry Ives  
Councilmember Gilda Ward
28. Pay Schedules will be as follows: Highway personnel, Highway Superintendent, and Town Clerk will be biweekly on Friday. All other personnel will be paid on the last day of every month.

RESOLUTION – Motion to table the appointment of a Town Historian moved by Councilmember Terry Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

RESOLUTION – Motion to approve the 2023 Appointments moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

## **X EXECUTIVE SESSION**

RESOLUTION - Motion to go into Executive Session at 7:51 p.m. to discuss personnel concerns moved by Councilmember Terry Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

RESOLUTION – Motion to exit Executive Session at 8:09 p.m. made by Councilmember Terry Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

## **XI AUDIT & PAYMENT OF BILLS**

At an earlier time, General Fund vouchers number 1 - 23 in the amount of \$14,569.56, Highway Fund vouchers number 1 - 14 in the amount of \$25,320.19, Capital Fund vouchers number 1 in the amount of \$19,966.35, Lighting District vouchers number 1 – 2 in the amount of \$679.22, Mt. Upton Water District vouchers number 1 - 6 in the amount of \$1,038.25 and Guilford Water District vouchers number 1 - 9 in the amount of \$3,059.63 were audited. Motion to approve payment of the bills moved by Councilmember Gilda Ward. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**XII ADJOURNMENT**

Being no further business, Councilmember Terry Ives moved to adjourn at 8:15 p.m. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

Respectfully Submitted,

Jodie M. Ives, Town Clerk