

**GUILFORD REGULAR TOWN BOARD MEETING  
WEDNESDAY, FEBRUARY 14, 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 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 January 10, 2024, meeting was 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 approve the minutes from the January 10, 2024, 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.

**IV EAGLE SCOUT PROJECT – OWEN FLEMING, GUILFORD SIGNAGE**

Owen’s Eagle Scout Project will be the three welcome signs entering the Town of Guilford. The Guilford Historical Society will take possession as the beneficiary and provide maintenance in the future. The Town Board fully supports this project and enthusiastically thanks Owen for his service.

**V EAGLE SCOUT PROJECT – LATHAM RETZ, MT UPTON PARK BEACH VOLLEYBALL COURT**

Latham’s Eagle Scout Project will be establishing a beach-style volleyball court in Mt. Upton Park. This project is designed to support and boost physical activity in the area. Local businesses and farms have expressed interest in making teams for weekly tournaments. Latham also plans to redo the park sign that needs updating. The Town Board fully supports this project and excitedly thanks Latham for his service.

**VI FROM THE FLOOR – Speaker One –** The Senior Low Income Exemptions Level was increased by the Town Board in October 2023 for the 2024 assessment roll. She does not agree with the lag for exemptions and wants the income level range that was approved in October 2023 to be used for the upcoming tax year.

Speaker Two – notes that speaker one contacted her earlier today about the exemption mentioned above. (Speaker two was on the Town Board at the time the resolution was passed.) The information from the County and the Assessor agrees. She does suggest that the minutes and resolutions provide as much detail as possible when referring to exemptions for certain time periods to avoid any future confusion.

**VII REPORTS**

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

1. The Cold Storage Pole Barn bid has been advertised and bid packets were distributed to area contractors. The Pre-bid meeting is Friday, 2/16/24 at 1:30 pm.
2. Dam project update: received an inspection report from NYSDEC dated December 27, 2023. The dam is listed as unsound. The state is asking us to update our EAP (Action Plan). The spillway capacity is the largest challenge, propose to raise the wing walls and stabilize the materials behind them.
3. Guilford Water District inspection report received from Chenango County Department of Health.
4. Guilford Water meter installation work update: Lamont Engineering has provided RFP and water meter options, specs, and costs.
5. Furnace Replacement at the Guilford Water Building – Three quotes were received. Central Plumbing & Heating of NY will do the installation at a cost of \$2,934.
6. Mt. Upton Water District inspection report received from Chenango County Department of Health. No reported issues.
7. Application to Youth Bureau for Mt. Upton Park bleachers was submitted. The funding level is accepted at \$1,100.
8. Insurance Risk Review, with Tokio Marine HCC was performed by Ken Haviland.
9. Board of Assessment Review applicant – Michael Scholl – will be interviewed by Eric Carmen, Chairman of the BOAR.
10. Our bookkeeper has agreed to meet later this spring. Her company is relocating to Colorado, maintaining a physical presence in Oneonta (Ethan). The town does not see any issues with the changes.
11. Rabies clinic at the Highway garage, Saturday, March 23, 2024, 9:00 am -10:30 am.
12. The Town’s Comprehensive Plan is due to be updated. A Task Force will be created in March.
13. Public engagement outreach position – proposed service contract with Amber Gray.
14. Chenango County Sheriff’s Office Annual Awards ceremony 3/8/24 invitation received.
15. Hometown Heroes: Received 14 applications for Guilford to date. Asking will the Town purchase the brackets to hold the banners. The Town Board supports the project but will not buy the brackets.
16. Correspondence – Referred to the Assessor, Faline Ward – Rosemary Thomas. Referred to the Highway Superintendent, Robert Fleming – Lee & Kim Bull of Lake Rd.

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

1. Dog Control Officer inspection completed on 2/2/24. The DCO services were rated “Satisfactory”. The report is available for review.
2. A report of the January tax collections was included in the Board packet. January was very busy for tax collections. We collected \$2,391,123 equivalent to 72% of our tax warrant.
3. The January Statistics and Dog Control Officer reports were included in the Board packet. Clerk Ives recently spoke with DCO, Amy Cross. She wanted the Town to know that the holding kennels at the SPCA have not been fixed.

**C. FINANCIALS** - Supervisor McIntyre reported the following:

1. The Bookkeeper has provided draft final December 2023 and draft January 2024 financial reports. These will be reviewed and approved in March once the remaining 2023 amendments are completed.

**Proposed Town of Guilford  
Budget Amendments  
For FINAL / END OF YEAR 2023**

**Town General**

From: A7510.1	Historian	(\$428.47)
To: A7510.4	Historian Contractual	+\$428.47

From:	A1440.4	Engineer Contractual	(\$4,500.00)
From:	A9010.8	State Retirement	(\$7,445.00)
To:	A1440.42	Engineer – Glfd. Lake Dam	+\$11,945.00
From:	A9010.8	State Retirement	(\$1,052.15)
To:	A1990.4	Contingent	+\$1,052.15

**Town Highway**

From:	DA5110.41	Fuel	(\$3,602.95)
To:	DA5110.4	Repairs Contractual	+\$307.76
To:	DA5130.4	Machinery Contractual	+\$3,111.54
To:	DA5140.4	Misc Contractual	+\$61.40
To:	DA9060.8	Medical Insurance	+\$122.25

RESOLUTION - Motion to accept the proposed budget amendments 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.

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

- The Highway department has plowed and sanded 30 times this season.
- Met with our Tracey Road Equipment sales rep to discuss specs of 2-Western Star Trucks at a fixed price of \$312,000 each. The trucks should be ready in July 2024, with the equipment ready in December 2024.
- We had 12 tons of cold patch and fixed potholes.
- Mt. Upton Park picnic tables are all repaired and will be painted this spring.
- Having stone hauled in on last year's bid price.
- 284-Agreements – Road projects: Whites Hill, Rockdale, George Wade, Aldrich, Hohreiter, Creek Fred Smith Roads. Guiderail installations: Ives Settlement, Walberg and Highbridge Roads. Aldrich Road needs several crossover pipes changed.

**E. COMMITTEE REPORTS**1. **HIGHWAY COMMITTEE** – Councilmember Tom Ives reported the following:

New trucks will have manual transmissions.

Ordering an additional truck at this time will have a projected delivery two years out.

284-Plans will continue to be discussed.

2. **BUILDING COMMITTEE** – Councilmembers Terry Ives and Jordan Fleming reported the following:

The septic systems were pumped at the Highway Garage and Town Hall.

The Highway garage furnace had a water leak in a valve. This was fixed by Central Plumbing & Heating.

3. **PLANNING COMMITTEE** – Elsie Rolfe Subdivision, Minor Subdivision.

RESOLUTION – Motion to establish a date and time for a Public Hearing regarding the Minor subdivision for Elsie Rolfe to be Wednesday, March 13, 2024, at 7:00 p.m. 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 OLD BUSINESS**

**A. RESOLUTION STATEMENT OF CONCURRENCE FCC RADIO FREQUENCY** – Chenango County wants the Town of Guilford's radio frequency. The County will provide first round Motorola Radios to the Town. However, all users will

be provided with the first set of radios. The question then becomes what is the town really receiving for the frequency. The town seeks more in exchange for our frequency. Possibly a second set of radios. No Action taken.

**IX NEW BUSINESS**

- A. RESOLUTION SAND, STONE, AND GRAVEL BIDS - RESOLUTION** – Motion to publish the legal notice for Sand, Gravel and Stone bids 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.
- B. RESOLUTION TO ACCEPT THE AUDIT OF TOWN BOOKS RESOLUTION** – Motion to accept the audit of the 2023 town books; Town Clerk-Guilford Water and DECALS, Tax Collector and Town Justice, performed on February 14, 2024, 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.
- C. RESOLUTION NYS OFFICE OF STATE COMPTROLLER AUDIT RESPONSE – RESOLUTION** – Motion to respond to the NYS Comptroller audit and draft our corrective action statement and include modifying our fund balance policy 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.
- D. RESOLUTION SUPERVISOR MEMBERSHIP TO CHENANGO COUNTY CHAMBER OF COMMERCE** – A town membership will cost \$150 and include invitations to events, and access to their programming. No Action Taken.
- E. RESOLUTION PRIVATE CEMETERY – RESOLUTION** – Motion to approve a 40’ x 60’ private cemetery on the Miller Property north of the North Pond Parochial School (a location map was provided) 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.
- F. RESOLUTION FOR RECOMMENDED DETOUR COUNTY ROUTE 36 BRIDGE BIN 3350470 – RESOLUTION** – Motion to approve a two-step detour: when traveling East from Oxford detour up Furnace Hill to North Pond to Co. Rte. 36. When traveling West from East Guilford detour on Co Rte. 36 to Marble Rd to Keach Rd to Co Rte. 37 to Co Rte. 36 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.
- G. RESOLUTION SENIOR CITIZEN TAX EXEMPTION - DEFINITION OF INCOME – RESOLUTION** – Motion to define income for the purposes of senior low-income exemption that does not exclude income from IRA’s and annuities 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.
- H. RESOLUTION APPOINTING TOWN BOARD REPRESENTATIVE FOR MT UPTON PARK COMMITTEE – RESOLUTION-** Motion to appoint Councilmember Matt Retz as the town board representative on the Mt. Upton Park Committee 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.
- I. RESOLUTION APPOINTING TOWN NEGOTIATORS FOR PERB PROCEEDINGS – RESOLUTION** – Motion to appoint Supervisor, Susan McIntyre and Deputy Supervisor, Tom Ives to be the Town Negotiators for the PERB Proceedings 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.
- J. RESOLUTION CREATING TOWN ENFORCEMENT OFFICER POSITION AND POST POSITION – RESOLUTION** – Motion to create a new Town Enforcement Officer Position 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.

RESOLUTION - Motion to Post the Town Enforcement Officer Position and make an official appointment in March 2024 moved by Councilmember Jordan Fleming. Seconded by Councilmember Terry Ives. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

**K. RESOLUTION CHENANGO COUNTY BOARD OF ELECTIONS FACILITY USE REQUEST – RESOLUTION –** Motion to approve the facility use requests for the Chenango County Board of Elections on Tuesday, April 2, 2024, Tuesday, June 25, 2024, and November 5, 2024, moved by Councilmember Tom Ives. Seconded by Terry Ives. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

**X FROM THE FLOOR –** Speaker 1 asked regarding the Hometown Heroes banner program do you know what was used for a mailing list and do you have a copy of the flyer. Supervisor McIntyre offered to provide copies of the flyer that was received in the town.

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

At an earlier time, General Fund vouchers number 28 – 51 in the amount of \$21,055.88, Highway Fund vouchers number 14 – 27 in the amount of \$25,484.58, Lighting District vouchers number 3 – 5 in the amount of \$947.82, Mt. Upton Water District vouchers number 10 – 15 in the amount of \$1,672.63 and Guilford Water District vouchers number 8 – 12 in the amount of \$1,101.43 were audited. RESOLUTION - Motion to approve payment of the bills 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.

#### **XII ADJOURNMENT**

Being no further business, Councilmember Tom Ives moved to adjourn at 9:19 p.m. Seconded by Councilmember Terry Ives. Ayes: Councilmember Jordan Fleming, Terry Ives, Tom Ives, and Matt Retz. Noes: None. Motion carries.

Respectfully Submitted,

Jodie M. Ives, Town Clerk