

**GUILFORD REGULAR TOWN BOARD MEETING
WEDNESDAY, MAY 11, 2022 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
Deputy Town Clerk Gail Hoffman
Highway Superintendent Robert Fleming

I CALL TO ORDER

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

II PLEDGE OF ALLEGIANCE

Councilmember Thomas 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 April 13, 2022 meeting was moved by Councilmember Tom Ives. Seconded by Councilmember Terry Ives. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

RESOLUTION - Motion to approve the minutes from the April 13, 2022 meeting as presented was moved by Councilmember Ward. Seconded by Councilmember Terry Ives. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

IV FROM THE FLOOR - Nothing

V REPORTS

A. SUPERVISOR – Supervisor Seneck reported the following:

1. Correspondences: Thank You notes from Mount Upton Senior Citizens and the East Guilford Cemetery Association, Southern Tier 8 Regional 2021 Year in Review, NYS CHIPS, PAVE IT, EWR, and POP total \$395,655.27.
2. Purchased carbon monoxide detectors for the town hall.
3. Received a poster on the Chenango County Health Dept. “Lead Walk 2022”.
4. Forwarded the Tax Foreclosure List for the Town of Guilford to the Town Board.
5. Forwarded Justice Court Comptroller’s Report to the Town Board.
6. Forwarded information on amendments to the Open Meetings Law and a draft Local Law to allow Videoconferencing.
7. No reply from George Papathanasiou who owns the house on the corner of County 35 and School Street in the Hamlet of Guilford.
8. Chenango County DPW is looking to hire 5 Summer Employees. Details are on the Town Facebook Page.

B. TOWN CLERK – Deputy Town Clerk Gail Hoffman reported the following:

1. Taxes – Total collections through April 30 are \$2,710,900.63. Penalties collected are \$6,926.67. Collections during the month of April were lower than last year’s April collections. However, year-to-date we are at 84% vs 83.55% last year. The tax collection checking account is now in balance with NBT. However, the tax collection software program is still out of balance by \$418. Will continue looking for where that difference is.
2. Statistics – Dog license renewals have increased in the last month. The number of deceased dogs has also risen. Delinquent notices continue to go out. Supervisor Seneck stated we may look at doing a dog enumeration later this year as the number of licensed dogs is down significantly.
3. Distributed an updated Town Official phone directory as well as an inhouse phone list.
4. Distributed the Assessor’s Report from Faline. Supervisor Seneck stated that the current equalization rate is at 89%. He also reported that Steve Harris doesn’t believe any adjustment will be seen for a couple of years as the state is always in arrears.
5. Distributed March and April reports of complaints received by the Dog Control Officer. Supervisor Seneck reported that we had over 150 animals come through our rabies clinic held in April.
6. Jodie Ives has been here as Town Clerk for a week and a half and training is going well.

C. FINANCIALS – Supervisor Seneck reported the following:

1. April budget amendments are not included in the financial statements.
2. Revenue Sales Tax Revenue is up approximately \$45,000 from 2021.
3. Fines and Forfeitures are at 92% of budget.
4. Expenditures – Central Print and Mailing is at 93% of budget. It is assumed some expenses that should not have been coded to this line were. Will investigate.
5. Revenue – Received notification of CHIPS, PAVE IT, EWR, and POP.
6. Budget Amendments for revenues and expenditures to be discussed (Disability Insurance, Other Employee Benefits).
7. ARPA Fund Reimbursement was discussed.
8. Will be more expenses in Supervisor Contractual due to purchasing check stock.

RESOLUTION - Motion to accept the financials as presented moved by Councilmember Tom Ives. Second by Councilmember Terry Ives. AYES: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. NOES: None. Motion carries.

BUDGET AMENDMENTS FOR MAY

Town Highway

Increase Revenue Lines for Funding Provided in the NYS Budget:

CHIPS	\$237,268.66
PAVE IT	\$ 62,905.32
EWR	\$ 53,544.44
POP	\$ 41,936.66

From CHIPS, PAVE IT, EWR, and POP Revenue DA3501, DA3502, DA3503 and DA3504	-\$211,887.46
To DA5112.2 Improvement Capital Outlay	+\$211,887.46
(Total: \$395,665.27 Improvements Capital Outlay)	

From Unassigned Fund Balance	-\$472.00	
To DA9089.8 Other Employee Benefits		-\$472.00
From Unassigned Fund Balance	-\$27.52	
To DA9055.8 Disability Ins.		+\$27.52

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

Councilmember Ward asked about the error that was made in the Highway Fund in the March financials. Supervisor Seneck will follow up with Karen.

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

1. Met with vendors on prices for repair/replacement of the highway boiler.
2. Oil increased \$6,800 for paving the roads in a 2-week timeframe.
3. Have cold patched Junction and Cooper Schoolhouse Roads. They still need to be surface treated. Approximately 75% of our CHIPS funds have been spent. Purchased stone at last year's bid price which saved approximately \$32,500.
3. Stone is in short supply this year so we will not be able to get everything we need.
4. Still have more cleanup to do from the late April snow storm.
6. Hired Summer Heath for the summer and would like to pay her \$17 per hour.
7. Met with Brendon Becker and did a 4-hour pump test by the Guilford water tower.
8. Met with a windmill representative who said it will be November before they begin clearing trees and brush.
9. Put 2 surplus mowers up for auction and the deadline for bids is tomorrow.
10. Has spoken with 3 truck salesmen regarding purchasing a 10-wheel truck. Was told that they weren't taking any orders until 2024.

E. COMMITTEE REPORTS

1. **HIGHWAY COMMITTEE** – did not meet
2. **BUILDING COMMITTEE** – Councilmember Ward reported the following:
 - a. Town hall furnace – no response from Jeff McCormack. Will contact electrician to see if we could run another line for heat to the office area.
 - b. Tennis courts – Supervisor Seneck stated Tim Ryan said they are not looking to work on the tennis courts at this time. We will order the basketball pole.
 - c. Sign has been installed on mechanical room door.
 - d. Cold storage – will be setting up a meeting between Councilmembers Retz and Ward and Bob Fleming to discuss what we need.
 - e. Water buildings – will schedule a time with the water superintendents for a Friday now that the weather is better.
 - f. Memorial trees – plaque holders will be in shortly. Trees are in at the nursery.
 - g. Highway furnace quotes are in.
 - h. Key to the highway garage front door is still not working.
3. **PLANNING COMMITTEE** – nothing to report
4. **PARK UPDATES** – Councilmembers Ward reported that the Park Committee held their first meeting. The following items were discussed:
 - a. Painting of the pavilion and tables has been done.
 - b. Trees need to be trimmed along the highway for safety reasons.
 - c. Rodney Schultes is going to build a food table.

- d. Water was turned on and a couple of leaks need to be repaired. A plumber has been contacted.
- e. Some users aren't cleaning up after using the park. Discussion by Town Board to get a credit card number from the people who use the park and bill them if they don't clean up.
- f. Scout leader and a scout attended the meeting to discuss projects to improve the park. Discussion was held about improving the park to accommodate various youth sports.
- g. Large utility trucks used the park while working in the area to repair lines damaged in the late snow storm. Some damage to the ground was reported.

VI OLD BUSINESS

- A. Solar speed signs for County 35 have been ordered but not received yet.

VII NEW BUSINESS

- A. **BUDINE JUNKYARD RESOLUTION – RESOLUTION** – motion to approve the Junkyard permit for Cyrus Budine moved by Councilmember Ward. Second by Councilmember Retz. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries.
- B. **INSURANCE UPDATE** – Supervisor Seneck met with Joann Smith from Gates-Cole and signed the paperwork to renew the policy.
- C. **284 HIGHWAY AGREEMENT** – Highway Superintendent Bob Fleming will have the 284 Highway agreement for next month's meeting.
- D. **LOCAL LAW – VIDEO CONFERENCING** – Supervisor Seneck will get a draft law from our attorney.
- E. **FACILITY POLICY – DOGS** – Supervisor Seneck suggested we create a policy that would only allow service dogs to be in the building.
- F. **BOARD OF ELECTION FACILITY USE REQUEST – RESOLUTION** - motion to approve the Facility Use Request from the Chenango County Board of Elections for a Primary to be held on June 28, 2022 and for General Election on November 8, 2022 moved by Councilmember Ward. Second by Councilmember Terry Ives. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries.
- G. **WATER SYSTEM LEAD TESTING/OPERATOR BACKUPS** – Water Superintendent Jeff Fuller reported that there are changes coming up. Word from NYS through Ruth at Chenango County Health Dept is that Paul Heath will no longer be able to be the backup water operator for Jeff Fuller as he doesn't have the correct type of license. The only other open water operator in this area is in Norwich and he is not interested in working in Guilford. Jeff found an operator in Richmondville who would want \$100 per week as well as to be on payroll. He would then also want to be paid if he needed to come and do something. There are also new lead and copper regulations coming from Washington. Sampling will remain the same. With the new regulations, we would need to inspect in all the homes using town water or dig up the service to ensure everything meets code. It appears at this point that the cost will fall on the water district. This will all need to be in place by October 2024.
- H. **TOWN CLERK – RESOLUTION** - motion to authorize Jodie Ives to do wire transfers at NBT Bancorp amount to be capped at \$125,000 moved by Councilmember Ward. Second by Councilmember Tom Ives. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries.
RESOLUTION – motion to appoint Jodie Ives to the following positions: Registrar of Vital Statistics, Deputy Dog Control Officer, Collector of Mt. Upton Water Rents, Collector of Guilford Water Rents, Records Management Officer, Records Access Officer, and MWBE (Minority Women Owned Business Enterprise) moved by Councilmember Tom Ives. Second by Councilmember Retz. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries.
RESOLUTION – motion to authorize Jodie Ives to endorse checks and orders for the various Town Clerk bank accounts moved by Councilmember Terry Ives. Second by Councilmember Retz. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries. **RESOLUTION** – motion to appoint Gail Hoffman to the position of Deputy Registrar moved by Councilmember Tom Ives. Second by Councilmember Terry Ives. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries. **RESOLUTION:** Motion to remove Barbara Knowles name and add Jodie Ives to the NBT credit card moved by Councilmember Retz. Second by Councilmember Terry Ives. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries.

- I. **FURNACE QUOTATION** – We have received four quotes regarding the highway furnace. They were given to the Building Committee to review and bring back to the Board.
- J. **INSURANCE** – Teamster insurance – There are different premium rates for bargaining unit employees vs non-bargaining employees. Roberta Dunker hadn't given us correct rates previously. Supervisor Seneck has now received them. **RESOLUTION** – motion to authorize Supervisor Seneck to sign the insurance agreements moved by Councilmember Terry Ives. Second by Councilmember Ward. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries.
- K. **SUMMER HELP** – Highway Superintendent Bob Fleming said he would like to hire Summer Merithew to the summer help position. **RESOLUTION** – motion to appoint Summer Merithew to the Summer Help position effective May 2, 2022 at \$17 per hr moved by Councilmember Tom Ives. Second by Councilmember Terry Ives. AYES: Councilmember Terry Ives, Tom Ives, Retz, and Ward. NOES: None. Motion carries.
- L. Councilmember Ward attended a meeting where it was discussed that Highway Departments have had fires caused by truck batteries and propane and was concerned whether we need to do anything in our highway garage to eliminate the possibility of this occurring.

VIII FROM THE FLOOR - Nothing

IX EXECUTIVE SESSION

RESOLUTION - motion to go into Executive Session at 8:31 p.m. to discuss labor relations moved by Councilmember Terry Ives. Seconded by Councilmember Retz. Ayes: Councilmembers Terry Ives, Tom Ives, Retz, and Ward. Noes: None. Motion carries.

RESOLUTION – motion to exit Executive Session at 9:04 p.m. made by Councilmember Terry Ives. Seconded by Councilmember Retz. Ayes: Councilmembers Terry Ives, Tom Ives, Retz, and Ward. Noes: None. Motion carries.

X AUDIT & PAYMENT OF BILLS

At an earlier time, the Capital Fund vouchers number 03 to 04 in the amount of \$1,978.94, General Fund vouchers number 89 to 114 in the amount of \$21,708.82, Highway vouchers number 76 to 96 in the amount of \$88,952.00, Lighting District voucher number 8 in the amount of \$544.65, Mt. Upton Water District vouchers number 25 to 27 in the amount of \$672.35 and Guilford Water District vouchers number 21 to 23 in the amount of \$114.96 were audited. Motion to approve payment of the bills moved by Councilmember Ward, seconded by Councilmember Tom Ives. AYES: Councilmembers Terry Ives, Tom Ives, Retz, and Ward. Noes: None. Motion carries.

XI ADJOURNMENT

Being no further business, Councilmember Terry Ives moved to adjourn at 9:22 p.m. Seconded by Councilmember Tom Ives. Ayes: Councilmembers Terry Ives, Tom Ives, Retz, and Ward. Noes: None. Motion carries.

Respectfully Submitted,

Gail M Hoffman, Deputy Town Clerk