

**GUILFORD REGULAR TOWN BOARD MEETING
WEDNESDAY, SEPTEMBER 13, 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
Deputy Town Clerk Gail Hoffman
Highway Superintendent Robert Fleming

PUBLIC HEARING – TO REVIEW PROPOSED LOCAL LAW #3 OF 2023 REGARDING GUILFORD PARKS LAW

Town Clerk Jodie Ives read the legal notice regarding the public hearing on Proposed Local Law #3 of 2023 Guilford Parks Law. Supervisor Seneck declared the hearing open at 7:01 p.m.

Public Comment – None

Being no further comments Supervisor Seneck declared the public hearing closed at 7:03 p.m.

I CALL TO ORDER

Supervisor Seneck called the regular meeting to order at 7:04 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 August 09, 2023, 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 August 09, 2023, meeting as presented was moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

IV GUILFORD WATER UPDATE – BRENDON BECKER LAMONT ENGINEERING

The two wells by the tank will serve as one source for the water system. The Youngs property well will be a backup with a second well to assist.

Having a hard time getting a well driller in to the Youngs site to drill the second well. This is due to availability as well as wet and rainy road conditions.

The water treatment plant building drawings are done for the two sites.

An appraisal has been completed for the Fleming property. A lease agreement will follow.

Using GPS, they have located all the services for existing water shut offs and will use this to map out where meter pits will be installed. It is expected that this project will be complete in 2024. Suggests an RFP process for the meters that the Town will use and will need to integrate our billing software with the meters.

The timeline for bidding for the water project will be December-January, with the expected completion date to be September to October 2024.

The engineering agreement amendment is due to increased costs from the additional pump tests at the well sites and subcontracted work by the hydrogeologists.

V FROM THE FLOOR – Speaker 1 would like a follow up regarding a dog census. Supervisor Seneck shared that this will be a topic later in the meeting. Speaker 1 also asks about moving the Seasonal section of Schlafer Road and extend plowing to access his property during the winter months. Supervisor Seneck commented that this will be a topic taken to the Highway Committee.

VI REPORTS

A. SUPERVISOR – Supervisor Seneck reported the following:

1. Completed the 2050 Chenango County Vision Plan Survey.
2. Attended the Southern Tier Regional Economic Development Committee Meeting in Binghamton.
3. Responded to the NYS Comptroller Auditor’s questions about the town’s Fund Balance Policy.
4. Extension Request for the Guilford Lake Dam Grant was completed.
5. Received the CCE Extension Express.
6. Correspondences:
Nate VanWhy – Coughlin and Gerhart LLC proposed billing rates for 2024.
Diane Bradshaw – Financial Support for the East Guilford Cemetery Association.
Chenango County SPCA – Intent to Renew Shelter Agreement
Terry McConnell – Complaint against Town Court.
7. Hazard Mitigation update for the town. Required to be updated yearly. The Guilford Lake Dam project is in progress.
8. Budget Workshop Wednesday, September 20, 2023 at 7:00 p.m.

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

1. The Assessor had included a report for the board packet.
2. The August Statistics report and Dog Control Officer reports were included in the board packet.
3. We would like to move forward with the dog enumeration.
4. We are finished with the water collections for the period January 1-June 30, 2023. We will be preparing the relevy information for the October meeting.
5. There is a draft included in the board packet of a new social media policy. This resulted from a prior insurance audit and recommendation from attorney, Nate VanWhy.
6. Worked with Chen Co Soil & Water for submission of the Marble Road Culvert project. The awarded funds are expected soon.

C. FINANCIALS - Supervisor Seneck reported the following:

1. Third Quarter Sales Tax will be approximately \$10,700 less than last year.
2. General Fund Revenues estimate is \$114,000 more than budgeted. Approximately \$76,000 will be carried forward in the 2024 budget.
3. The August budget amendments did not show in the August financials.

RESOLUTION - Motion to accept the August 2023 financials as presented 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.

Proposed Budget Amendments for September 2023

Town General

Increase A1410.11 Deputy Town Clerk +\$3,500

From A1990.4 Contingent	-	\$3,500
Increase A1110.11 Court Clerk Personnel	+	\$1,350
From A1110.1 Justice Personnel	-	\$1,350

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

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

1. Hauled 80 loads of creek gravel from Mt. Upton to the Youngs property for the roadway to the well site.
2. Placed shoulders on Highbridge and Stead Roads and will be surface treating those roads in the next two weeks.
3. Helped the Village of Bainbridge demolish and clean up a property and helped the Town of Oxford with paving and oil and stone projects.
4. Mowed roadsides for second time.
5. Installed six driveway and four crossover pipes in the last month.
6. Completed ditching on Aldrich and Parker Smith Hill Roads.
7. Fixed several bad spots on White’s Hill and Shumway Hill Roads.
8. The County will not be fixing the crossover on Gospel Hill and County Road 35. They will need to fix the grates there and at the bottom of County Road 38. They will be redesigning the project.

E. COMMITTEE REPORTS

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

- a. Met to design a game plan for road work in 2024 including White’s Hill, Aldrich and Shumway Hill Roads and Church Street.

2. **BUILDING COMMITTEE** - Councilmember Ward reported the following:

- a. Cold Storage plans and designs need one final revision. The bid documents need to be minimalized to meet the town’s need for this project.
- b. Quotes have been received for carpet and floor cleaning. This is scheduled for Sept 21, 2023.
- c. The décor plow needs sandblasting and painting. To save on costs we may only process the front of the plow and have it re-lettered.
- d. Working on getting quotes to fix a section of the sidewalk on County Route 37 that is missing concrete.

3. **PLANNING COMMITTEE** – Chairperson Bob Davis reviewed a simple subdivision request for Patricia Mackay on Crandall Road, tax map #187.-1-9.

RESOLUTION - Motion to approve the subdivision request for Patricia Mackay, tax map #187.-1-9, moved by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion Carries.

Chairperson Bob Davis reviewed a simple subdivision request for Larry Ives on Hohreiter Road, tax map #222.-2-19.

RESOLUTION - Motion to approve the subdivision request for Larry Ives, tax map #222.-2-19, 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.

4. **PARK UPDATES** – Councilmember Ward reported the following:

- a. The plaque was removed and stolen from the wooden donated bench.

- b. An end cap is missing on the swing-slide structure. Also, there are several cracks on the step boards of the slide set- this may be replaced and covered under warranty.
- c. Park Officers will be the same for 2024 – Manny Button, Chairman; Rodney Schultes, Vice Chairman; Marlene Utter, Secretary; Jodie Ives, Treasurer.
- d. Request to purchase of a security camera system.
- e. Vandalism continues-outlets and outlet covers.
- f. The car show was well attended.
- g. Request signs for handicap parking, no smoking & no alcohol.
- h. Request a meeting (zoom) with attorney to discuss their liabilities, signs and “security cans and cannots”.

VII OLD BUSINESS

A. GUILFORD PARKS LAW – RESOLUTION – Motion to adopt Local Law #3 of the Year 2023 Entitled Guilford Parks Law moved by Councilmember Terry Ives. Seconded by Councilmember Gilda Ward.

Roll Call: Councilmember Terry Ives – yes
 Councilmember Tom Ives - yes
 Councilmember Gilda Ward – aye
 Councilmember Matt Retz - aye
 Supervisor Seneck - yes

Motion carries.

B. RESOLUTION – OPTION TO PURCHASE YOUNGS PROPERTY EASEMENT – RESOLUTION – Motion to exercise the option to purchase the Youngs Property Easement as per the lease agreement moved by Councilmember Gilda Ward. Seconded by Councilmember Tom Ives.

Roll call: Councilmember Terry Ives - yes
 Councilmember Tom Ives - yes
 Councilmember Gilda Ward - yes
 Councilmember Matt Retz - yes
 Supervisor Seneck – yes

Motion carries.

VIII NEW BUSINESS

A. AWARD FUEL BIDS

Town of Guilford 2023-2024 Diesel, Kerosene, and Propane Bids							
	Diesel Regular	Diesel Winter	Kerosene Fixed	Kerosene Variable	Propane Fixed	Treated Heating Oil-Kero/Bio	Propane Variable
Mirabito Energy Products	3.4208	3.5708	4.1708	-----	1.7800	---	-----
Reese-Marshall Oil Co, Inc.	3.699	3.889	---	---	2.349	3.325	-----
BlueOx Energy	3.60	---	4.099	---	1.899/first fill .99		
Buell Fuels LLC	3.3987	3.6605	4.2715	-----	1.899	---	-----

RESOLUTION - Motion to table the fuel bids for diesel fuel and winter diesel fuel for the period beginning October 1, 2023, through September 30, 2024, 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 accept the fuel bids as presented for propane, \$1.7800 fixed for the period beginning October 1, 2023, through September 30, 2024, and award to Mirabito Energy Products moved by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

RESOLUTION – Motion to accept the fuel bids as presented for kerosene, \$4.099 fixed for the period beginning October 1, 2023, through September 30, 2024, and award to BlueOx Energy moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

B. TIME STUDY – NYS RETIREMENT

BE IT RESOLVED, that the Town of Guilford hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Name	Title	Term Begins/Ends	Standard Work Day	Record of Activities Result	Pay Frequency
Appointed Officials					
Julie Tietjen	Custodian	03/19/23-12/31/23	6 hrs	1.47	Monthly

RESOLUTION - Motion to accept and submit the current Standard Work Day and Reporting Resolution for Elected and Appointed Officials to the New York State and Local Retirement System as stated above moved by Councilmember Gilda Ward. Seconded by Councilmember Tom Ives. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

C. AMENDMENT TO EFC CONTRACT – RESOLUTION – Motion to accept amendment #2 to the Lamont Engineering EFC proposal for the Guilford Water System Improvements project moved by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

D. MT. UPTON PROPERTY DEMO PROPOSALS – RESOLUTION - Motion to accept the demo proposal from Burrell’s Excavating at a cost of \$28,500 not including asbestos monitoring for the Mt. Upton property – Gray House on State Route 8 that the town had transferred from Chenango County moved by Councilmember Matt Retz. Seconded by Councilmember Terry Ives. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

IX FROM THE FLOOR – Speaker 1- Recommends that we do hold a pre-bid meeting with the contractors for the cold storage project. This meeting should include the engineer, contractors, and town representatives and will help to answer and clarify all questions and expectations.

Speaker 1 also asked once demolished what are the Town's intentions for the Mt. Upton property that we acquired as well as recouping the costs of demolition. Supervisor Senek believes the property may be sold in the future in conjunction with the old High School building.

X AUDIT & PAYMENT OF BILLS

At an earlier time, General Fund vouchers number 200 – 226 in the amount of \$147,040.41, Highway Fund vouchers number 131 – 147 in the amount of \$97,236.82, Capital Fund voucher number 8 in the amount of \$133.10 , Lighting District vouchers number 16 – 18 in the amount of \$623.72, Mt. Upton Water District vouchers number 47 – 52 in the amount of \$1,708.03 and Guilford Water District vouchers number 43 – 47 in the amount of \$323.02 were audited. Motion to approve payment of the bills moved by Councilmember Tom Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

XI EXECUTIVE SESSION

RESOLUTION - Motion to go into Executive Session at 8:39 p.m. to discuss a personnel matter 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.

RESOLUTION – Motion to exit Executive Session at 8:48 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.

XII ADJOURNMENT

Being no further business, Councilmember Terry Ives moved to adjourn at 8:48 p.m. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

Respectfully Submitted,

Jodie M. Ives, Town Clerk