

**GUILFORD REGULAR TOWN BOARD MEETING
WEDNESDAY, SEPTEMBER 14, 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 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 August 10, 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 August 10, 2022, 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 FROM THE FLOOR

Speaker #1 Borden Hose has submitted the fuel oil contract documents and the 2020 Form 990 to the town as requested. They have scheduled an appreciation dinner on October 29, 2022 for the Guilford & Mt Upton communities. They wish to express their thanks for supporting the department and they also hope to use this event as a recruitment tool. The Community Days event had a good turnout.

V REPORTS

A. SUPERVISOR – Supervisor Seneck reported the following:

1. Curtis Lumber should deliver dock parts for Guilford Lake this week.
2. Quarterly BAGS meeting was this afternoon.
3. The Engineering Grant for the Guilford Lake Dam is being reviewed by the DEC.
4. Borden Hose updated their 2023 fuel request from \$6,000 to \$4,563.

5. Discussed fuel request with the Guilford Fire Department.
6. The repairs to the Mount Upton water tank have been completed. Waiting for the seals to cure. Expect to refill the tank next Monday or Tuesday. No problems with the improvements.
7. No reply from the owner of the old Mount Upton High School property regarding demo of the house on the property.
8. Request for laptops for the Highway Department and Guilford Water. Need to know what they will be used for and will contact Computer Emergency Room.
9. Received the October County Tax Sale property listing

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

1. The August Statistics Report was included in the board packet.
2. The August Dog Control Officer Report was included in the board packet.
3. The Assessor has provided a report, and this was also included in the board packet.
4. Spoke with NBT Bank regarding a check scanner to assist with deposits. This will be especially beneficial during the tax collection period each year. We plan to pursue this scanner. There is a \$50 per month fee and this will be budgeted in the Town Clerk line.
5. An Auditor from the NYS Teamsters Benefit fund will be here Friday, September 16, 2022. He will be reviewing our Health & Hospital Insurance Plan for the period January 1, 2015-December 31, 2021.
6. We are finished with the water collections for the period January 1-June 30, 2022. We will be preparing the relevy information for the October meeting.
7. The water bills are currently printed on postcards, and we have found that the ink smudges. We will be looking into printing the bills differently for the January distribution.

C. FINANCIALS – Supervisor Seneck reported the following:

1. The Court Clerk salary was put into the budget by amendment, but her actual salary is going into the Justice Personnel line. No salary appears YTD on that line for Jamie's salary.
2. The two budget amendment entries from August have not been entered.
3. The total Improvements Capital Outlay in financials equals \$395,655.08 vs. what is listed in the amendments as \$395,665.27 leaving a difference of \$10.19
4. Where is the revenue posted from the park reservations? We see the cash is correct, but where did the revenue go? There's a budget of \$800 but no actual.
5. Need to recode the Williamson Law Book software for water to SW1 and SW2 instead of A1410.4 (\$655.00). Should be split evenly between the 2 districts.
6. Intrado check #25335 was coded to A1670.4 and should have been A1680.4 for \$2,310. This is the website support.
7. Constable actual salary is on different line than the budget. Needs to be fixed.
8. Page 1 and Page 2 of the August financials differs by \$1,000. It's in the T & A due to G.F.
9. Page 1 and Page 4 of the August financials (Cemetery Acct) do not agree by \$.04.
10. On Page 6 of the August financials, the bookkeeper shows \$286,665.80 as an ARPA liability. We have spent \$83,520.69 of that amount so shouldn't that be deducted from the liability? Also, not all accounts have had ARPA funds transferred back to those lines.
Gail has prepared a detailed spreadsheet to track our ARPA spending.

RESOLUTION - Motion to accept the financials with the corrections noted 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.

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

1. Had an inspection with Chenango County fire code. All violations have been corrected. A carbon monoxide detector will be installed in the break room.
2. Worked on Schlafer & Hohreiter roads.
3. Put the pad in at the Mt. Upton water tank site for the temporary tanks.
4. Helped BG school with a few projects.
5. Worked on White's Hill road. Raised the road up and installed two crossover pipes.
6. Mowed Guilford roadsides and our county roads.
7. Hauled 4,000 tons of grindings from the City of Norwich. These will be crushed in the spring of 2023.
8. Toured the Town of Sanford windmill project.
9. An old trailer needs to be declared surplus and put out for auction.
10. A new roof has been put on the property at the corner of Route 35 and School Street.

E. COMMITTEE REPORTS

1. **HIGHWAY COMMITTEE** – Discussed equipment items for 2023 and truck purchases.
2. **BUILDING COMMITTEE** – Councilmember Ward reported the following:
 - a. The Water Superintendent asks for a storage shed for the Mt. Upton water treatment building. This is needed for tools and parts due to the highly corrosive chemicals. This was requested in the 2023 budget.
 - b. Cold Storage building quotes have been requested from Jim Wakeman and the Catskill Shed Company. Wakeman's have not responded and Catskill Shed Company will be providing a quote soon.
 - c. We have received three quotes for the Mt. Upton Water pump house roof.
3. **PLANNING COMMITTEE** – Chairman Bob Davis and Supervisor Seneck approved a boundary line adjustment to tax map parcel #209.1-1-52 owners Joseph Samm and Roland Shea to the Guilford Fire Department.
4. **PARK UPDATES** – Councilmember Ward provided an updated status on the projects at the Mt. Upton Park.
 - a. Chris Ostrander with the Little League program needs to return keys.
 - b. We have added emergency contacts on the park rental form. This will be used to resolve emergency situations or instances of locked bathrooms.
 - c. The baby swing safety strap is broken, and a replacement will need to be ordered.

VI OLD BUSINESS

- A. **BUILDING SECURITY** – We received new quotes from our current vendor, Johnson Controls, and the prices are up significantly. We have two older quotes from SecureTech and NorthEastern.

RESOLUTION - Motion to table the discussion regarding new building security until the next meeting 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. TOWN HALL HEATING SYSTEM – Councilmembers Ward and Retz have worked with Mirabito Energy Products to obtain quotes for three different heating options: a wall mounted Rinnai space heater, adding a zone and ICP 2 ton air handler with hydrocoil to the existing boiler, or adding a Samsung Max Heat 24K BTU Heat Pump.

Upon discussion it was decided that we will reinsulate and inspect the current thermostats for this season.

RESOLUTION - Motion to table the town hall heating system topic 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.

C. MT. UPTON WATER PROJECT UPDATE – The project went well. This topic was discussed previously.

D. DISCUSSION NOISE ORDINANCE – UNSAFE STRUCTURE ORDINANCE

We will continue to review and consider a noise ordinance for the future. There are various concerns. Events such as tractor pulls and weddings could request a permit for an exception.

We will continue to review and consider an ordinance for unsafe structures or abandoned and/or derelict properties, with a goal of community improvement and safety.

VII NEW BUSINESS

A. AWARD FUEL BIDS

Town of Guilford 2022-2023 Diesel, Kerosene, and Propane Bids						
	Diesel	Diesel Winter	Kerosene Fixed	Kerosene Variable	Propane Fixed	Propane Variable
Mirabito Energy Products	3.7995	3.9495	4.4995	-----	2.0500	-----
Reese-Marshall Oil Co, Inc.	3.699	3.699+.19	Heat DOC 3.459	5.999	2.159	-----
Buell Fuels LLC	3.849	-----	4.500	-----	2.499	-----

RESOLUTION - Motion to accept the fuel bids as presented for diesel fuel, \$3.699 fixed and winter diesel fuel, \$3.699 + .19 fixed for the period beginning October 1, 2022, through September 30, 2023, and award to Reese Marshall 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 propane, \$2.0500 fixed for the period beginning October 1, 2022, through September 30, 2023, and award to Mirabito Energy Products 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 table the fuel bids for kerosene 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.

B. PLANNING BOARD APPOINTMENT – RESOLUTION - Motion to appoint Thomas Parkhurst to the Planning Board replacing John Carson 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.

C. FIRE DEPARTMENT FUEL FUNDING ARPA FUNDS – RESOLUTION - Motion to use ARPA funding in the amount of \$4,563 as a 2023 heating fuel subsidy for Borden Hose Fire Company moved by Councilmember Tom Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

D. ESTABLISH A DATE FOR PUBLIC HEARING – RESTORE NY – RESOLUTION – Motion to establish the date for a public hearing for the RESTORE, NY Communities Initiative Municipal Grant as Wednesday, October 5, 2022, 7:00 p.m. Moved by Councilmember Terry Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

E. SURPLUS EQUIPMENT – RESOLUTION – Motion to declare a 2009 Cross Country Mfg. 16x6k tilt deck utility trailer as surplus and put out to bid moved by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

F. 2023 BUDGET UPDATE Budget work is coming along. Payroll costs are up. Fuel and utility costs will be budgeted high. Highway summer help will be budgeted at \$18. Seasonal employees are limited to 4 months per their contract. We will meet on Wednesday, September 21, 2022 at 7:00 p.m. for our budget workshop.

G. MT. UPTON PUMP HOUSE ROOF PROPOSALS – RESOLUTION - Motion to award the Mt. Upton Pump house roof replacement bid to Fenger Construction at a cost of \$3,296 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.

VIII FROM THE FLOOR

Speaker #1 Toured Bluestone Wind Farm in the Town of Sanford and suggests others to view and take a tour. A very clean and very professional job and construction site was observed.

On the topic of derelict properties, the removal improves the neighborhood and safety of the area. The disposal and tipping fees are costly.

Speaker #2 Chenango County Habitat for Humanity annual lawn sale event will be held in Oxford on Thursday, Friday and Saturday, September 15-17, 2022

Speaker #3 The Assessor needs to provide a listing of assessments on new buildings and home improvements.

IX EXECUTIVE SESSION

RESOLUTION - Motion to go into Executive Session at 8:56 p.m. to discuss an insurance claim and personnel concerns 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.

RESOLUTION – Motion to exit Executive Session at 9:22 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.

X AUDIT & PAYMENT OF BILLS

At an earlier time, the Capital Fund voucher number 11 in the amount of \$1,600, General Fund vouchers number 189-212 in the amount of \$120,108.07, Highway Fund vouchers number 140-156 in the amount of \$34,133.70, Lighting District voucher number 16 in the amount of \$530.03, Mt. Upton Water District vouchers number 41-47 in the amount of \$3,261.83 and Guilford Water District vouchers number 35-41 in the amount of \$8,708.36 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.

XI ADJOURNMENT

Being no further business, Councilmember Terry Ives moved to adjourn at 9:23p.m. Seconded by Councilmember Tom Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

Respectfully Submitted,

Jodie M. Ives, Town Clerk