

**GUILFORD REGULAR TOWN BOARD MEETING
WEDNESDAY, OCTOBER 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

I CALL TO ORDER

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

II PLEDGE OF ALLEGIANCE

Councilmember Gilda Ward led the Pledge of Allegiance to the Flag.

III APPROVAL OF MINUTES

RESOLUTION - Motion to dispense with the reading of the minutes from the September 13, 2023, meeting was 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 approve the minutes from the September 13, 2023, meeting as presented 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 dispense with the reading of the minutes from the September 20, 2023, budget workshop 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 September 20, 2023, budget workshop as presented was moved by Councilmember Gilda Ward. Seconded by Councilmember Terry Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

IV NBT INSURANCE AGENCY PRESENTATION – WILL LALLY & DAVID CRAINE

The Town's insurance goal is affordable overall coverage. The dam reengineering project, once completed, will allow the town to seek insurance quotes that will include downstream liability coverage.

NBT Insurance is part of NYMIR (New York Municipal Insurance Reciprocal). This is a licensed, regulated insurer owned by its policyholders, offering affordable insurance coverage for local governments. They are the largest writer of municipal insurance in the state of New York.

NBT Insurance would start, in February 2024, to gather the town's information that they would need to prepare a quote by the May 1st renewal. They will require the operating budget and loss runs.

V FROM THE FLOOR – Speaker 1 asked if the town has limitations regarding how many dogs are allowed per household. Supervisor Seneck replied that there are no regulations. Speaker 1 also would like to know, as a follow-up to his request at the September meeting, if the Highway Committee discussed the maintenance of Schlafer Road to his

farm. Highway Superintendent Robert Fleming said the road needs upgrades that will not be completed until next year. He contacted the NYS Highway Superintendents Association and was told that a permanent residence must be on the road for the road to be maintained. The Highway department can have the road upgraded by this time next year and will be adding a turn around to the road at the current permanent residence.

Speaker 2 representing the Mt. Upton Methodist Church, would like to inform the town that there is water entering the basement of the church from runoff on Church Street and asked if a curb can be installed. Highway Superintendent Fleming replied that street repairs will be reviewed once the buildings on the corner of Church Street and Route 8 are removed and a parking lot for the church installed. Speaker 2 also has continuing concerns regarding Crandall Road and the road surface materials and pointed out that there is a washout that will need to be addressed.

VI REPORTS

A. SUPERVISOR – Supervisor Senek reported the following:

1. The Town of Guilford is third in the number of completed 50/50 Vision County Surveys.
2. Reviewed the NYS Comptroller’s Opinion on providing tax dollars to Not for Profits. For the current year the organizations will need to provide a letter requesting funds. Going forward each group will need to provide an invoice and documentation for something that they do that would be considered acceptable and reimbursable by the town and should be related to a town function or preservation before the town will issue a payment. The organizations included are Maplewood Cemetery, East Guilford Cemetery, Guilford Historical Society, Unadilla Valley Historical Society, and the Mount Upton Senior Citizens. Each group has been contacted regarding this matter.
3. Attended the quarterly BAGS meeting.
4. Discussed the proposed SPCA contract with the shelter administrator.
5. Forwarded the town attorney comments/corrections on the bid packet to Brian Doak.
6. Posted information that engineers would be surveying wetlands adjacent to Guilford Lake in connection with work on the dam.
7. Damage to the Mt. Upton Water System Tank Telemetry Equipment is not covered by insurance.
8. Meet the candidates for the November Town Elections will be held here at the Town Hall on Thursday, October 12, 2023, at 6:30 p.m.

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

1. The September Statistics report and Dog Control Officer reports were included in the board packet.

C. FINANCIALS - Supervisor Senek reported the following:

1. Reinvested our three-month Treasury Bills for a period of one year.
2. 2024 Budget Update:
 - 2024 BAGS line is reduced to reflect the new assessment.
 - Highway DA5110.4 did not automatically tabulate and was corrected.

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

Proposed Budget Amendments for October 2023

Town General

Increase A9060.8 Medical Insurance	+\$4,000	
From Unassigned Fund Balance		-\$4,000

Transfer to Equipment Reserve	+7,500	
From Unassigned Fund Balance		-\$7,500
Transfer to Highway and Bridges Reserve (Highway Fund)	+200,000	
From Unassigned Fund Balance		-\$200,000

Highway Fund

Increase Budget DA5110.4	+6,996.35	
From DA2770 Other Unclassified Revenue (Soil and Water Grant)		-\$6,996.35
Increase DA5112.2 Improvements Capital Outlay	+\$7,233	
From DA2770 Unclassified Revenue		-\$7,233
Increase DA5112.2 Improvements Capital Outlay	+\$8,749.31	
From HWY Unassigned Fund Balance		-\$8,749.31

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. Met with the Highway committee and went on a road tour.
2. CHIPS work completed.
3. Road completed at the Youngs Property.
4. Installed 5 driveway pipes and 3 crossover pipes.
5. Helped the Town of Butternuts.
6. Hauled millings from the Lowe's parking in Norwich.
7. Added on to the parking lot in anticipation of the cold storage building.

E. COMMITTEE REPORTS1. **HIGHWAY COMMITTEE** – Councilmember Retz reported the following:

- a. Met on 10/3/23, went on a road tour to look at and review 2024 road projects.
- b. Working on getting quotes for sandblasting and painting trucks and the outside plow.

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

- a. Met 10/10/23
- b. Docks weathered well and are stored for winter.
- c. Cold storage measurements and locations marked with paint.
- d. Paul Heath, Water Superintendent, is arranging tree removals quotes for the area around the Mt Upton water tank. This is scheduled for 2024 and Supervisor Seneck placed \$4,000 in the 2024 budget.
- e. Sidewalk repair on County Rd 37 will be fixed by Mark Knowles of Empire Construction.
- f. Carpet and floor cleaning was completed by On-the-Spot carpet care.

3. **PLANNING COMMITTEE** – No Business4. **PARK UPDATES** – Councilmember Ward reported the following:

- a. Met 9/18/23 will meet again in April 2024.
- b. Looking for new members to join the Park committee.
- c. Picnic Tables are damaged. The committee asked if the Highway crew can fix the picnic tables over the winter and store them.
- d. The playground equipment is showing damage. The slide set shows cracks on the step boards. It has a bent step bracket and is missing a post cap. The cracked steps and bracket are covered under warranty however the post cap is not. Suggest waiting until Spring 2024 for repairs.
- e. The restroom building has been painted on the north and south walls. A second coat is suggested and will be completed when the weather allows.
- f. The storage building will need repairs.

VII OLD BUSINESS

VIII NEW BUSINESS

A. TIME STUDY – NYS RETIREMENT SYSTEM

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
Elected Officials					
George Seneck	Supervisor	01/01/22-12/31/23	6	15.57	M
Gilda Ward	Councilperson	01/01/20-12/31/23	6	4.83	M
Jodie Ives	Town Clerk	01/01/20-12/31/23	6	21.77	B
Appointed Officials					
Amy Cross	Dog Control Officer	01/01/23-12/31/23	6	2.97	M
Robert Fleming	Highway Superintendent	01/01/22-12/31/26	8	26.33	B
Julie Tietjen	Custodian	03/19/23-12/31/23	6 hrs	1.47	M
Faline Ward	Assessor	10/01/19-09/30/25	6 hrs	2.61	M
Paul Heath	Water Superintendent	01/01/23-12/31/23	6 hrs	13.31	M

Jeffrey Fuller	Water Superintendent	01/01/23- 12/31/23	6 hrs	18.34	M
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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 Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

B. RESOLUTION – SOCIAL MEDIA POLICY – RESOLUTION – Motion to delete wording “any member of the general public” in Item I of Section III Procedure of the Social Media Policy. Item I will now read: Employees shall not post photographs of their co-workers on their personal social media sites moved by Councilmember Gilda Ward. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries. RESOLUTION - Motion to adopt the Town of Guilford Social Media Policy as modified 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.

C. SENIOR AND DISABILITY TAX EXEMPTION RATES – RESOLUTION – Motion to increase the Senior Income levels from \$13,000 - \$21,400 to \$15,000 - \$23,400 for the 2024 assessment roll 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. No action was taken regarding a disability exemption.

D. RESOLUTION – WATER RELEVY – RESOLUTION – Motion to approve the relevy of the unpaid water bills in the Mt. Upton Water District in the amount of \$6,053.06 and the Hamlet of Guilford Water District in the amount of \$17,037.57 on the January 2024 Town and County tax bills moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

E. SET DATE PUBLIC HEARING – 2024 PRELIMINARY BUDGET – RESOLUTION – Motion to establish the date for a public hearing for the 2024 Preliminary budget as Wednesday, November 8, 2023, 7:00 p.m. 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.

F. BOARD OF ASSESSMENT REVIEW REAPPOINTMENT – RESOLUTION – Motion to reappoint Maureen Fleming and Penny Husted to the Board of Assessment Review effective October 1, 2023 through September 30, 2028 moved by Councilmember Gilda Ward. Seconded by Councilmember Terry Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

G. CSPCA CONTRACT FOR THE PERIOD JANUARY 1, 2024, THROUGH DECEMBER 31, 2024 – DISCUSSION - The SPCA was very dictorial. The SPCA wants to license dogs on the Towns behalf. Our software will not allow this. This would also create problems with our monthly reporting to Ag and Markets. Additionally, the SPCA is requiring our town to have two dog control officers. RESOLUTION - Motion to table the CSPCA contract and send it to the attorney for review as well as explore other options moved by Councilmember Terry Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

H. NYS DEFERRED COMPENSATION PLAN - ROTH – RESOLUTION – Motion to agree, as a participating employer in the New York State Deferred Compensation Plan, to offer Roth (after-tax) contributions moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

I. FACILITY USE REQUESTS – RESOLUTION – Motion to approve the Facility Use Request from George Seneck representing the Town of Guilford - Elections for the purpose of a Candidate Meet and Greet to be held on October 12, 2023, from 6:30 – 8:30 p.m. moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries. RESOLUTION - Motion to approve the Facility Use Request from Jodie Ives for the purpose of a family event to be held on January 6, 2024, from 1:00 - 4:00 p.m. moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

IX FROM THE FLOOR – Speaker 1 would like to meet with the Board privately to discuss the seasonal road he would like plowed and maintained to his property.

X AUDIT & PAYMENT OF BILLS

At an earlier time, General Fund vouchers number 227 – 249 in the amount of \$22,046.71, Highway Fund vouchers number 148 – 157 in the amount of \$111,897.88, Capital Fund vouchers number 9 - 10 in the amount of \$26,200.00, Lighting District voucher number 19 in the amount of \$661.90, Mt. Upton Water District vouchers number 53 – 56 in the amount of \$3,495.20 and Guilford Water District vouchers number 48 – 51 in the amount of \$1,160.21 were audited. Motion to approve payment of the bills 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.

XI EXECUTIVE SESSION

RESOLUTION - Motion to go into Executive Session at 8:18 p.m. to discuss two personnel matters and to invite Robert Ives to attend briefly to discuss his road access concern 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.

Robert Ives exits the meeting at 8:27 p.m.

RESOLUTION – Motion to exit Executive Session at 8:48 p.m. made by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

XII ADJOURNMENT

Being no further business, Councilmember Gilda Ward moved to adjourn at 8: 49 p.m. Seconded by Councilmember Terry Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

Respectfully Submitted,

Jodie M. Ives, Town Clerk