

**GUILFORD REGULAR TOWN BOARD MEETING  
WEDNESDAY, NOVEMBER 09, 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  
Highway Superintendent Robert Fleming

**PUBLIC HEARING – 2023 PRELIMINARY BUDGET**

Town Supervisor George Seneck read the legal notice regarding the public hearing on the 2023 Preliminary Budget. Supervisor Seneck declared the hearing open at 7:01 p.m.

Public Comment – No 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 Matt Retz led the Pledge of Allegiance to the Flag.

**III APPROVAL OF MINUTES**

RESOLUTION - Motion to dispense with the reading of the minutes from the October 12, 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 October 12, 2022, meeting as presented was 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.

**IV FROM THE FLOOR - No Comments**

**V REPORTS**

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

1. Received the Nov./Dec. Extension Express from Cornell Cooperative Extension.
2. Contacted Johnson Controls for an updated Bldg. Security System Proposal.
3. Received an Open Bldg. Permit Report from County Codes.

4. Received information from NYSEG on a multi-year transmission line project with the environmental assessment beginning in Oct. 2022.
5. Received a letter from Coughlin & Gerhart LLP informing the town of a rate increase beginning in January 2023.
6. Received the Chenango County Property Tax Auction report for properties in Guilford.
7. Spoke with the town attorney to discuss the demo of the house on the old Mt. Upton High School property.
8. Updated the town's federal SAM registration.
9. Chris Stanton has offered tour dates the week after Thanksgiving for the Bluestone Wind Project site.
10. Heap applications are available.

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

1. The October Statistics report was included in the board packet.
2. The October Dog Control Officer report was included in the board packet.
3. We have received our remote deposit scanner from NBT Bank and have put it in use.
4. For water billing, we have decided we will use our current inventory of card stock postcards to print the water bills using an inkjet printer currently in the office. We sampled the printing and it did not appear to smear. If this process goes well, we will continue with the postcards for future bills.
5. Office closures; the town hall will be closed on Friday, November 11<sup>th</sup> in observance of Veteran's Day and Friday and Saturday November 25<sup>th</sup> and 26<sup>th</sup> in observance of Thanksgiving.

**C. FINANCIALS** – Supervisor Seneck reported the following:

1. Page 1 and 2 totals do not agree. Money is due for Guilford Water Capital Checking.
2. Third Quarter Sales Tax received \$137,000+
3. Mortgage Tax received \$20,258.60.

RESOLUTION - Motion to accept the financials as presented 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.

**Proposed Budget Amendments  
For November 2022**

**Town General**

Increase Budget A1620.2 Building Capital Outlay	+\$12,500.00
From Unassigned Fund Balance (New Boiler Hwy. Garage)	-\$12,500.00
Increase Budget A1620.4 Building Contractual	+\$4,563.00
From ARPA Funds (Borden Hose Fuel Oil)	- \$4,563.00
Increase Budget A7110.2 Parks Equipment	+\$1,752.98
From ARPA Funds (Guilford Basketball Court/Mount Upton Ball Field)	- \$1,752.98

Increase Budget A7110.4 Parks Contractual	+\$170.62
From ARPA Funds	-\$170.62
(Mount Upton Ball Field Contractual)	
Increase Budget A7110.4 Parks Contractual	+\$650.00
From Unassigned Fund Balance	-\$650.00
(Electric, Winterize Bathrooms)	
Increase Budget A7310.2 Youth Program Equipment	+\$11,554.40
From ARPA Funds	-\$11,554.40
(Docks)	
Increase Budget A7310.4 Youth Program Contractual	+\$9,787.36
From ARPA Funds	-\$9,787.36

**Town Highway**

Increase Budget DA5110.4 Repairs Contractual	+\$5,460.16
From ARPA Funds	-\$5,460.16
(Solar Road Signs)	
Increase Budget DA9950.9	+\$10.00
From ARPA Funds	-\$10.00
(Correction Furnace Hill Culvert)	
Increase Budget DA5130.2 Machinery Equipment	+ \$63,222.53
From DA9950.9 Transfer to Capital	-\$63,222.53
(Auction International Truck Purchase)	

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

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

1. Picked up dump truck from Town of Cuyler 11/9/2022.
2. Cut shoulders on Hoffman, Furnace Hill, Wahlberg, Whites Hill, Yaleville-Hucklebon, Gospel Hill, Glovers Corners, North Pond, and Aldrich roads.
3. Installed 5 driveway pipes.
4. Tree removal scheduled for the week of November 14<sup>th</sup>.
5. Preparing trucks and equipment for the winter season.
6. Sold the 2009 Utility trailer for \$4,200.00

**E. COMMITTEE REPORTS**

1. **HIGHWAY COMMITTEE** – Did not meet.
2. **BUILDING COMMITTEE** - Councilmembers Ward and Retz reported the following:

- a. Regarding the fire code inspection report, the gas line entrance into the highway building will be fixed over the winter.
- b. The docks will be assembled over the winter.
- c. Updates on the cold storage building quotes; Wakeman Construction offered an unreasonable price and would not provide a formal quote. Newbauer's are not interested.
- d. We will continue to seek quotes for a shed for storage at the Mt. Upton water facility.
- e. Mt. Upton Park repairs were completed by Councilmember Retz with supplies on sight. Councilmember Ward painted. Winterizing was completed by Central Plumbing & Heating. There was vandalism reported in the pavilion, an outlet box was broken off the wall.

3. **PLANNING COMMITTEE** – No Business.

**VI OLD BUSINESS**

- A. BUILDING SECURITY** – New quotes were provided by a new sales representative. We will seek council from the sales representative about using existing wiring before a decision will be made.
- B. MT. UPTON PARK USAGE FEES** – RESOLUTION - Motion to bring the Mt. Upton Park usage fees off the table 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 accept the revised fee schedule for the Mt. Upton Park effective January 1, 2023, and obtain a credit card to be kept on file for any damages moved by Councilmember Gilda Ward. Seconded by Councilmember Tom Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.
- C. CSPCA CONTRACT** – RESOLUTION - Motion to bring the CSPCA contract off the table 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.  
RESOLUTION - Motion to accept the contract from CSPCA for 2023 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.

**VII NEW BUSINESS**

- A. DEC CONTRACT** – RESOLUTION – Motion to approve the DEC Dam Grant Engineering contract with Bergmann 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.
- B. EQUIPMENT REPLACEMENT SCHEDULE** – Discussion was held, and the schedule needs continued work and revisions.
- C. AMBER EMERSON TESTING** – RESOLUTION - Motion to accept the services for 2023 with Amber Emerson Testing for Drug & Alcohol Testing and Training Compliance moved by Councilmember Tom Ives. Seconded by Councilmember Terry Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.
- D. SEASONAL HIGHWAY EMPLOYEE APPOINTMENT** – RESOLUTION – Motion to appoint Delmar Franklin as a Winter Seasonal Highway Worker, effective December 1, 2022, at a rate of \$27 per hour with overtime allowed moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

- E. SEASONAL HIGHWAY LEGAL NOTICES – RESOLUTION –** Motion to publish legal notices regarding seasonal roads, mailboxes, and winter parking moved by Councilmember Tom Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.
- F. AUCTIONS INTERNATIONAL USED TRUCK PURCHASE –** The Town of Cuyler was selling a used 2013 Western Star Dump Truck on Auctions International. Auction bidding closed on November 1, 2022 at 6:05 p.m. The Town of Guilford was the high bidder. All Board Members were notified via phone poll and asked for approval to complete the purchase of the truck.  
RESOLUTION – Motion to approve the purchase of a used 2013 Western Star Dump Truck for the price of \$66,000 moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.
- G. WORKPLACE VIOLENCE-SEXUAL HARRASSMENT TRAININGS –** Discussion was held to schedule a time and date for the trainings. Supervisor Seneck will find the options available to offer the trainings.
- H. STREIFF LEASE AGREEMENT - RESOLUTION –** Motion to accept the extension of the agreement with Samuel Streiff for the use of the swimming area at Guilford Lake for the current period through April 15, 2028 and allow Supervisor Seneck to sign the agreement 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. NBT TRANSACTION LIMIT – RESOLUTION –** Motion to authorize Karen Kropp, Bookkeeper, to do wire transfers, ACH transactions and online transfers at NBT Bank Corp. with an amount to be capped at \$125,000 moved by Councilmember Tom Ives. Seconded by Councilmember Terry Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.  
RESOLUTION – Motion to remove all NBT Bank Corp. authorizations for prior Bookkeeper, Janice Rideout, moved by Councilmember Tom Ives. Seconded by Councilmember Terry Ives. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.
- J. ADOPT 2023 BUDGET – RESOLUTION –** Motion to adopt the 2023 Town of Guilford budget moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz.

Roll Call:	Supervisor George Seneck	Aye
	Councilmember Thomas Ives	Aye
	Councilmember Terence Ives	Aye
	Councilmember Matt Retz	Aye
	Councilmember Gilda Ward	Aye

Motion carries.

- K. PREPAYMENT OF THE NYSLRS BILL DUE DECEMBER 15, 2022 - RESOLUTION –** Motion to approve the payment of the annual NYSLRS bill moved by Councilmember Gilda Ward, seconded by Councilmember Matt Retz. Ayes: Councilmember Terry Ives, Tom Ives, Matt Retz, Gilda Ward. Noes: None. Motion carries.

**VIII FROM THE FLOOR -** No comments

**IX EXECUTIVE SESSION**

RESOLUTION - Motion to go into Executive Session at 8:20 p.m. to discuss a personnel concern and a Mt. Upton property issue 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 exit Executive Session at 8:58 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, General Fund vouchers number 233-254 in the amount of \$36,602.96, Highway Fund vouchers number 173-188 in the amount of \$89,018.95, Lighting District vouchers number 20-21 in the amount of \$ 635.82, Mt. Upton Water District vouchers number 54-60 in the amount of \$20,985.89 and Guilford Water District vouchers number 49-53 in the amount of \$1,897.20 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 8:58 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