

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

I CALL TO ORDER

Supervisor Seneck called the regular meeting to order at 7:03 p.m.

II PLEDGE OF ALLEGIANCE

Councilmember Tom Ives led the Pledge of Allegiance to the Flag.

III EMPLOYEE RECOGNITION

A. Town Councilmember - Gilda Ward

Whereas, Gilda Ward has diligently served on the Guilford Town Board since 2016, and

Whereas, individuals who give their time and energies and serve the best interests of the Guilford community and are an asset beyond remuneration and cannot be sufficiently extolled, and

Whereas, this resolution is being offered in recognition of her years of service and dedication to the Town of Guilford, and

Therefore, be it resolved that the Town of Guilford Board extends their deepest appreciation to Gilda Ward for her years of dedicated service, and be it further

Resolved, that the Board extends to Gilda their "Best Wishes" for good health and for success in future endeavors.

Motion moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Motion carried unanimously.

B. Town Supervisor – George Seneck

WHEREAS, *George Seneck has diligently served the Town of Guilford since 1981, beginning his career as Town Justice. He joined the Town Board as Councilmember in 1992 and became Town Supervisor in 2010 and has served in that role for the past thirteen years; and*

WHEREAS, *George will be retiring from the position of Town Supervisor for the Town of Guilford, effective December 31, 2023; and*

WHEREAS, *George has served the Town of Guilford for forty-two years; and*

WHEREAS, *we honor those who are committed to excellence and who generously give their time and talents and consistently strive to improve their communities; and*

THEREFORE, BE IT RESOLVED, the Town of Guilford Board recognizes and sincerely appreciates the forty-two years of hard work and dedication that George devoted to the Town of Guilford; and be it further

RESOLVED, that we, the Town of Guilford Board, take pride and pleasure in joining the community at large in congratulating George upon his richly deserved retirement. We congratulate him for a job well done and extend our best wishes for continued health, happiness, and success in the years to come.

Motion moved by Councilmember Terry Ives. Seconded by Councilmember Matt Retz. Motion carried unanimously.

IV APPROVAL OF MINUTES

RESOLUTION - Motion to dispense with the reading of the minutes from the November 08, 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 November 08, 2023, meeting as presented was 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.

V FROM THE FLOOR – Speaker 1 Borden Hose Co. presented their annual audit document for 2022 and a current roster to the Town. Borden Hose Co. recently accepted a new member and asked the Town Board to approve the new member and current roster. RESOLUTION - Motion to accept the roster from Borden Hose as presented to the Board that evening and enter the listing into the Town's official records 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.

Speaker 2 Would like to personally thank George and Gilda for their service. Speaker 2 then asked about the executive session from the November meeting which involved a property acquisition. Supervisor Seneck replied that no action had been taken and nothing was pending at this time.

VI REPORTS

A. SUPERVISOR – Supervisor Seneck reported the following:

1. Councilmember Ward and he met with Colliers (Bergman) Engineers for an update on the Guilford Lake Dam Rehabilitation Project.
2. Attended 4th Quarter BAGS meeting Dec. 4th.
3. The Restore New York Program is being reinstated with new funding sources.
4. Completed the Town's SAM registration.
5. Chenango County will be funding 11 WSI training course slots at the Norwich YMCA. For information contact Kathy Clemens, Director Chenango County Youth Bureau.
6. The Little Raiders Youth Program was approved for a \$4,000 grant from the Chenango County Youth Bureau.
7. Received a copy of the General and Highway Tax Levies for Towns in Chenango County.

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

1. The November Statistics, Assessor and Dog Control Officer reports were included in the Board packet.
2. The new mail machine was delivered to the office today.
3. The Town Clerk computer mother board crashed. A technician from Computer Emergency Room came out today and fixed the issue.
4. Office Closures: the town hall will be closed on Christmas Day, December 25th and New Years Day, January 1st.

C. FINANCIALS - Supervisor Seneck reported the following:

1. Monies from the Treasury Bills that mature on the 14th of December will be deposited in our Money Market Account.
2. Received DEC grant funds for engineering on the Guilford Lake Dam Project.
3. Received partial reimbursement from EFC for the Hamlet of Guilford Water Project.

RESOLUTION - Motion to receive and accept the November 2023 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 December 2023

Town General

Increase A8664.4 Code Enforcement	+\$30,000	
From Unassigned Fund Balance (Bldg. Demo Mt. Upton)		-\$30,000

Town Highway

Increase Budget DA5110.4 Repairs Contractual	+\$3,300	
From Unassigned Fund Balance		-\$3,300
Increase DA5140.4 Misc. Contractual	+\$6,500	
From Unassigned Fund Balance		-\$6,500
Transfer from DA5130.2 Machinery Equipment to Hwy. Equip. Reserve	\$41,628	

RESOLUTION - Motion to accept the proposed budget amendments 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 Robert Fleming reported the following:

- a. Several road signs have been stolen recently.
- b. Plowed and sanded six times this season.
- c. There are trees down after the wet snowstorm we experienced. The Highway Department continues to work on the cleanup and has a tree service hired.

E. HISTORIAN – Town Historian Mike Wade reported the following:

- a. Attended the annual Historian’s conference in Ithaca, NY in September 2023.
- b. Had two research inquiries: A family member seeking Civil War regiment information and a daughter seeking information regarding her father’s ties to Guilford, NY.
- c. Is working on researching the properties in the Yaleville area. A former church, Yaleville Baptist, was mentioned on a property and Mike is also checking into the Creamery that was on Bainbridge-Guilford Road.

F. COMMITTEE REPORTS

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

- a. Did not meet.

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

- a. Picked up the plaques on the memorial trees.
- b. Painted the doors at the Mount Upton Park restroom building.

- c. A few doors in the park will need replacing.
- d. Swing Kingdom will cover all needed parts for repairs to the swing set except for a post cap.
- e. The trees at the Mount Upton water tank have been removed. There are additional trees that need monitoring in the future.

3. **PLANNING COMMITTEE** – No Business – Chairperson Robert Davis spoke on behalf of The Planning Board and thanked Councilmember Ward and Supervisor Seneck for their support and service over the years.

VII OLD BUSINESS

- A. **CSPCA CONTRACT – RESOLUTION** – Motion to approve the CSPCA contract and authorize Supervisor Seneck to sign for 2024 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.
- B. **DOG REDEMPTION FEES** – The current Town of Guilford redemption fee collected is \$75 and will remain this amount for 2024. The SPCA cost for dog seizures charged to the Town could be \$250, \$50 per day for five days.
- C. **DIESEL FUEL BID – RESOLUTION** – Motion to approve the Mirabito fuel bid for 60/40 diesel fuel, kerosene blend at \$3.6208 per gallon 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.

VIII NEW BUSINESS

- A. **QUADIENT POSTAGE MACHINE RENTAL CONTRACT – RESOLUTION** – Motion to approve the Quadient Postage machine rental contract 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.
- B. **BOARD OF ASSESSMENT REVIEW RESIGNATION – SUSAN MCINTYRE – RESOLUTION** – Motion to accept the resignation of Susan McIntyre from the Board of Assessment Review as of December 31, 2023, 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.
- C. **BOARD OF ASSESSMENT REVIEW POSTING – RESOLUTION** – Motion to post the open position for the Board of Assessment Review on the Town’s website and Facebook page 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.
- D. **PLANNING BOARD RESIGNATION – JORDAN FLEMING – RESOLUTION** – Motion to accept the resignation of Jordan Fleming from the Planning Board as of December 13, 2023, 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.
- E. **PLANNING BOARD APPOINTMENT – JOE OCASIO – RESOLUTION** – Motion to reappoint Joe Ocasio to the Planning Board for a five year term beginning January 1, 2024, 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.
- F. **PLANNING BOARD POSTING – RESOLUTION** – Motion to post the open position for the Planning Board on the Town’s website and Facebook page 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.
- G. **RESOLUTIONS FOR INCOMING SUPERVISOR**
 - 1. **NBT ACCOUNTS AND SIGNATURE AUTHORITY – RESOLUTION** – Motion to authorize incoming Supervisor Susan McIntyre to have signature authority on all NBT accounts as of January 1, 2024, 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.
 - 2. **TREASURY BILL MONEY MARKET – RESOLUTION** – Motion to authorize incoming Supervisor Susan McIntyre to have full authority on the Treasury Bill Money Market account as of January 1, 2024, 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.

3. **CREDIT CARD AUTHORIZATION – RESOLUTION** – Motion to authorize incoming Supervisor Susan McIntyre full authority on the Town’s credit card and remove outgoing Supervisor George Seneck as of January 1, 2024, 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.

- H. **NEW EMPLOYEE TRAINING OPPORTUNITIES – RESOLUTION** – Motion to approve the Albany trainings in January 2024 and the New York City trainings in February 2024 for incoming Supervisor Susan McIntyre based on the rates in the registration applications and town policy 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.

IX FROM THE FLOOR – No Comments.

X AUDIT & PAYMENT OF BILLS

At an earlier time, General Fund vouchers number 274 – 305 in the amount of \$69,643.31, Highway Fund vouchers number 172 – 195 in the amount of \$101,159.55, Lighting District vouchers number 22 - 23 in the amount of \$773.34, Mt. Upton Water District vouchers number 62 – 66 in the amount of \$3,942.23 and Guilford Water District vouchers number 57 – 61 in the amount of \$2,157.14 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 Other – RESOLUTION - Motion to provide a brief recess for refreshments 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 reconvene the meeting at 8:26 p.m. 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.

XII EXECUTIVE SESSION

RESOLUTION - Motion to go into Executive Session at 8:27 p.m. to discuss a personnel matter and invite incoming Supervisor Susan McIntyre and incoming Councilmember Jordan Fleming to attend 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 8:55 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.

XIII ADJOURNMENT

Being no further business, Councilmember Gilda Ward moved to adjourn at 9:02 pm. 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