

**GUILFORD REGULAR TOWN BOARD MEETING  
WEDNESDAY, AUGUST 10, 2022, at 7:00 PM  
TOWN HALL, GUILFORD CENTER  
STATE OF NEW YORK**

Town Board present: Councilmember Thomas Ives  
Councilmember Matthew Retz  
Councilmember Gilda Ward  
Supervisor George Senek

Members Excused: Councilmember Terence Ives

Officials present: Town Clerk Jodie Ives  
Deputy Town Clerk Gail Hoffman

Officials Excused: Highway Superintendent Robert Fleming

**I CALL TO ORDER**

Supervisor Senek called the regular meeting to order at 7:00 p.m.

**II PLEDGE OF ALLEGIANCE**

Councilmember Matt Retz led the Pledge of Allegiance to the Flag.

**III COMMERCE CHENANGO, RESTORE NY PRESENTATION-KERRI GREEN**

Supervisor Senek introduced Kerri Green to discuss the Restore NY Project and Grant. This grant focuses on dilapidated buildings and projects that are ready to go. The current application and letter of intent are due Thursday, August 11, 2022, with another grant cycle to follow in October.

The requirement needed tonight is a letter of intent from the Town authorizing this project to move forward.

The project and grant are for a Mt. Upton property located at 1735 State Hwy 8. The scope of the project would be to tear down an existing structure and rebuild a food venue with a small general store.

The Town serves as a go between and requests the money from the state and will receive the grant funds. The funds are then turned over to the property owner, with no other obligations at the town level.

**IV APPROVAL OF MINUTES**

RESOLUTION - Motion to dispense with the reading of the minutes from the July 13, 2022, meeting was moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

RESOLUTION - Motion to approve the minutes from the July 13, 2022, meeting as presented was moved by Councilmember Tom Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**V FROM THE FLOOR**

Speaker #1 informed the town that a Farmers Market opens at the Klee House on Saturday, August 13 at 9:00 a.m.

## VI REPORTS

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

1. Drafts of a “Noise Ordinance” and “Unsafe Structure” ordinance were included in the board packets.
2. Remaining dock parts have been ordered.
3. Participated in the Chenango County Ag tour.
4. Forwarded emails on Monkey Pox. There are currently no cases in Chenango County.
5. No reply from George Papathanasiou on the property at the corner of School Street and County Route 35 in the Hamlet of Guilford.
6. Completed insurance documents for the Guilford Lake Dam Project and requested an extension. A contact at DEC said they would submit the request.
7. It is the 175th Anniversary of the Chenango County Agricultural Society and Chenango County Fair. The Fair opened today.

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

1. Jodie has finally received her authorizations from the Department of Health to be the Registrar and from DMV to be the LENS contact.
2. Hunting license sales began last week, August 1<sup>st</sup>. We have had six customers. A minor glitch is occurring with the printing of the back tags. We will call the DEC helpline to fix this.
3. Jodie and Gail believe that they are close to having caught up all the outstanding issues left by the prior clerk.
4. We were notified that our website was out of ADA (American Disability Act) compliance. Gail has worked to update this for us. Thank you, Gail. There is still updating to be completed on our website.
5. Gail is working in the Archive (record storage) room. She is reviewing old records and retention policies and destroying what can be disposed of. Thank you again Gail!
6. The number of deceased dogs for seven months of 2022 is higher than last year in its entirety. Our active dog count is just over 500 now and it was over 1,000 a few years back. It may be worth considering a dog census soon especially with budget preparation for the 2023 calendar year approaching. Also, included in the board packet is a breakdown of active dog licenses. We have a total of 518 active licenses of which only 326 of these licenses are current. 192 are delinquent as of today, and this is 37% of our dogs.
7. The July Dog Control Officer Report was included in the board packet.
8. The Assessor provided a report along with a property sales report.

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

1. Sales tax has exceeded the revenue budget. The 3rd Quarter distribution check is expected in October.
2. A revenue line for the Franchise Fee will be added to the 2023 budget.
3. Fines and Forfeitures revenues are up.
4. Mortgage Tax has exceeded the budgeted amount.
5. A question on ARPA liabilities will be discussed with the bookkeeper.
6. Highway has \$146,000 in the Equipment Reserve and funds from the High Bridge Wind Project are currently on hold. We need to update the equipment replacement schedule. A healthy fund balance can move to the Equipment Reserve for the projected purchase of one if not two highway trucks.

RESOLUTION - Motion to accept the financials as presented moved by Councilmember Tom Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmember Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**Proposed Budget Amendments  
For August 2022**

**Town General**

Increase Budget A7110.2 Parks Equipment (New John Deere mowers)	+\$13,000.00	
From Unassigned Fund Balance		-\$13,000.00

**Mount Upton Water**

Increase Budget SW1-8320.4	+\$80,012.53	
Source Contractual (Water Tank Repair)		
From ARPA		-\$63,212.53
From Unassigned Fund Balance		-\$16,800.00

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

**D. HIGHWAY** - Highway Superintendent Bob Fleming was not present. He left a report which was included in the board packets.

1. Surface treated Junction and Cooper School House Roads.
2. Currently working in the city of Norwich getting grindings from the city streets.
3. Helped the Town of Oxford with grinding and paving part of Lyon Brook Road.
4. Helped the Towns of Afton and Bainbridge with their paving and surface treatment projects.
5. Installed five driveway pipes.
6. Installed weeper pipes and placed grindings on Robinson Road.
7. Mowed roadsides for the second time and mowed the County roads in the town.
8. Had the fire extinguisher annual inspection on July 19, 2022.
9. Assisted the Bainbridge-Guilford School District with an Emergency fuel tank project at the Guilford Elementary School.
10. Graded the sides of the road built for the test well on the Youngs property and installed an entry gate. The County Soil and Water Conservation District provided hydroseed on the sides of the road.
11. Graded Bruffel Hill, Hamilton, Frink, Stead and Parker Smith Hill Roads.
12. Helped the firm doing the pump test on the Youngs well. The 72-hour pump test will be complete at noon on Thursday, August 11, 2022.
13. Installed a cable at the Guilford Lake near the dam with hopes of keeping people away from the dam.

**E. COMMITTEE REPORTS**

1. **HIGHWAY COMMITTEE** – Has not met
2. **BUILDING COMMITTEE** – Councilmember Ward reported the following:

- a. Town Hall Furnace: An estimator from Mirabito Energy has provided quotes on additional heat requirements in the Town Hall office. Ultimately, the current heat unit is producing too low BTUs for the space. Three options have been quoted. The least expensive option is a wall mounted Rinnai propane space heater. The second option is a heat pump with a booster and the third option is a Hydro Coil which would connect directly to the boiler with ¾ inch piping. Both option two and three would allow for air conditioning to be added later if desired.
  - b. Building Committee members inspected the water buildings on July 14, 2022, with both Water Superintendents, Jeff Fuller for Guilford, and Paul Heath for Mount Upton.
    - The lead verification deadline is October 2024.
    - Arsenic level is above the acceptable level at the Furnace Hill backup well.
    - Guilford water storage tank needs an inside inspection this year.
    - The Mt. Upton treatment building needs a new roof.
    - Chemical costs for treatment are increasing.
    - Mt. Upton water tank repairs will start in early September.
  - c. The annual fire extinguisher inspection occurred on July 19, 2022.
  - d. The remaining parts and pieces have been ordered for the new docks, we still need stencils.
  - e. A No Trespassing sign was posted at the dam of Guilford Lake.
  - f. Councilmember Matt Retz is seeking quotes for the Highway Department cold storage building. Many vendors are not wanting to deal with a prevailing wage job. Jim Wakeman built the current Highway building and has been asked to provide a quote.
3. **PLANNING COMMITTEE** – Chairperson Bob Davis reviewed a simple subdivision request for Elijah and Emily Hodack on Shapley Road, tax map #220.-1-13.

RESOLUTION - Motion to approve subdivision request, Elijah & Emily Hodack, tax map #220.-1-13, moved by Councilmember Tom Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion Carries.

4. **PARK UPDATES** – Councilmember Ward reported:
- a. The park committee was previously informed that the soccer field would share use between the park and the Zaczek property. That information was incorrect. The soccer field will be in Gilbertsville. However, softball will share use with the Mt. Upton Park and the Zaczek property.
  - b. The bathroom floors were prepped by Councilmember Gilda Ward and her husband and have been painted by Councilmember Matt Retz and his son. The storage building repairs plan to be started soon.
  - c. The men’s bathroom door was off its hinges after an event at the park and large sections of paint were peeled from the building.
  - d. Mt. Upton Day will be Saturday, August 27, 2022.

## VII OLD BUSINESS

### A. BUILDING SECURITY

No new proposal received at this time.

### B. TOWN HALL HEATING SYSTEM

Upon discussion, this topic has been tabled to the next meeting.

## VIII NEW BUSINESS

**A. RESOLUTION TO CONDUCT FUEL BIDS - RESOLUTION** - Motion to put fuel out to bid for the period beginning October 1, 2022 through September 30, 2023 moved by Councilmember Gilda Ward. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**B. RESOLUTION TO SIGN THE RESTORE NY GRANT – RESOLUTION** - Motion to authorize Supervisor Seneck to sign the restore NY grant application moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**C. RESOLUTION TO PURCHASE A NEW HIGHWAY TRUCK – RESOLUTION** - Motion to purchase a highway truck at a price not to exceed \$280,000 and based upon availability moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Tom Ives, Matt Retz, Gilda Ward. Noes: None.

**D. RESOLUTION TO SIGN THE DEC ENGINEERING DAM GRANT – RESOLUTION** - Motion to authorize Supervisor Seneck to sign the DEC Engineering Dam Grant application and contract moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**E. SCHEDULE BUDGET MEETING** - Meeting is scheduled for Wednesday, September 21, 2022 at 7:00 p.m.

**F. TIME STUDY-NYS RETIREMENT SYSTEM – RESOLUTION** - Motion to submit the current Standard Work Day and Reporting Resolution for Elected and Appointed Officials to the New York State and Local Retirement System moved by Councilmember Matt Retz. Seconded by Councilmember Gilda Ward. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

### **G. USE OF MT. UPTON PARK**

September 10<sup>th</sup>, 23<sup>rd</sup> and October 7<sup>th</sup> GMU Booster Club requests to use the park pavilion and waive usage fees. - RESOLUTION - Motion to approve the use of Mt. Upton Park on the dates requested by the GMU Booster Club and waive fees moved by Councilmember Gilda Ward. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**H. DECLARE DOCKS SURPLUS – RESOLUTION** - Motion to declare the old docks surplus and put out to bid moved by Councilmember Tom Ives. Seconded by Councilmember Gilda Ward. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

## IX FROM THE FLOOR

Speaker #1 requested the Board consider an exception for businesses and farmers when working on an updated noise ordinance.

**X EXECUTIVE SESSION**

RESOLUTION - Motion to go into Executive Session at 8:40 p.m. to discuss a response to an insurance claim and a personnel concern moved by Councilmember Tom Ives. Seconded by Councilmember Matt Retz. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

RESOLUTION – Motion to exit Executive Session at 8:53 p.m. made by Councilmember Matt Retz. Seconded by Councilmember Gilda Ward. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**XI AUDIT & PAYMENT OF BILLS**

At an earlier time, the Capital Fund vouchers number 09 to 10 in the amount of \$13,574.04, General Fund vouchers number 168 to 188 in the amount of \$37,875.11, Highway Fund vouchers number 126 to 139 in the amount of \$25,148.96, Lighting District vouchers number 14 to 15 in the amount of \$517.87, Mt. Upton Water District vouchers number 36 to 40 in the amount of \$35,629.15 and Guilford Water District vouchers number 32 to 34 in the amount of \$627.41 were audited. Motion to approve payment of the bills moved by Councilmember Gilda Ward. Seconded by Councilmember Tom Ives. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

**XII ADJOURNMENT**

Being no further business, Councilmember Matt Retz moved to adjourn at 8:54p.m. Seconded by Councilmember Tom Ives. Ayes: Councilmembers Tom Ives, Matt Retz, and Gilda Ward. Noes: None. Motion carries.

Respectfully Submitted,



Jodie M. Ives, Town Clerk