

**GUILFORD REGULAR TOWN BOARD MEETING
THURSDAY, MARCH 10, 2022 at 7:00 PM
GUILFORD CENTER
STATE OF NEW YORK**

Town Board present: Supervisor George Seneck
Councilmember Terence Ives
Councilmember Thomas Ives
Councilmember Matthew Retz (arrived late)
Councilmember Gilda Ward

Appointed Officials present: Deputy Town Clerk Gail Hoffman

Other Officials present: 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 Ward led the Pledge of Allegiance to the Flag.

III APPROVAL OF MINUTES

- A. RESOLUTION – motion to dispense with the reading of the minutes from the February 9, 2022 meeting was moved by Councilmember Tom Ives. Seconded by Councilmember Terry Ives. AYES: Councilmembers Tom Ives, Terry Ives, and Ward. ABSENT: Councilmember Retz. NOES: None. Motion carries.
- B. RESOLUTION – the members had received a draft of the minutes that lacked some reports. Lisa French was contacted by Councilmember Ward and subsequently updated the minutes to include those reports and left them at the office. In addition, the minutes showed some of the budget amendments as proposed. They were adopted. Under new business it stated the audit of the 2021 books was on Saturday from 9 am and at 12 pm. It should have read the audit of the books was set for February 21 at 11 a.m. A motion to approve the minutes from the February 9, 2022 meeting as amended moved by Councilmember Ward. Motion seconded by Councilmember Terry Ives. AYES: Councilmembers Tom Ives, Terry Ives, and Ward. Absent: Councilmember Retz. NOES: None. Motion carries.
- C. RESOLUTION – motion to dispense with the reading of the minutes from the Emergency meeting held on March 2, 2022 was moved by Councilmember Terry Ives. Seconded by Councilmember Tom Ives. DISCUSSION: Supervisor Seneck stated this meeting was to accept the resignation of Lisa French as Town Clerk and appoint Gail Hoffman as Deputy Town Clerk. AYES: Councilmember Tom Ives, Terry Ives, and Ward. ABSENT: Councilmember Retz. NOES: None. Motion carries.
- D. RESOLUTION – motion to approve the minutes from the March 2, 2022 meeting as presented moved by Councilmember Terry Ives. Motion seconded by Councilmember Tom Ives. DISCUSSION: Councilmember Terry Ives stated his name was misspelled. That correction will be made. AYES: Councilmember Tom Ives, Terry Ives, and Ward. ABSENT: Councilmember Retz. NOES: None. Motion carries.

IV FROM THE FLOOR –

Speaker #1 stated the General Taxes increased 9% in 2022. Suggested that many residents don't understand why taxes went up in the year that the turbine project was approved as well as wonder where all of the tax dollars go.

Supervisor Seneck replied that we were under the tax cap overall. The General Fund increased due to the salary for the Town Clerk that has since resigned as well as replacing the Assessor. The wind farm revenue dollars weren't budgeted as no agreements had been finalized at the time the budget was created. Going forward we should be able to reduce taxes. The dam has been found to be deficient with a large investment needed to bring it up to code. We also need to update our security system as it has become outdated.

V REPORTS

A. SUPERVISOR – Supervisor Seneck reported the following:

1. Correspondences: Rural Futures Winter Issue, Extension Express March/April Issue, Chenango County Real Property Tax Foreclosure Auction, Chenango County Shared Services Agreement for Roadside Mowing.
2. Attempted to contact Dilbert Layne about public safety issues with the old Mt. Upton High School property. Sent an email to his attorney. No response.
3. The well driller for the Guilford water project arrived today and should be setting up this week.
4. The drop box with Lamont for the High Bridge Wind project has been set up. The Board should be able to look at materials later this week.
5. Spoke with the 6th Judicial District and the town's attorney about continuing to pay our justice and forwarded the response to the Board.
6. Contacted by Teamsters requesting a negotiation meeting for Wednesday, March 30 at 4:30.
7. Received a copy of "Farmed Cruelty Prosecution Guide".

B. TOWN CLERK – No report this month due to Lisa leaving and Gail just stepping in.

C. FINANCIALS – Supervisor Seneck reported the following regarding the February 2022 report:

1. General Unassigned Fund Balance less ARPA funds are \$662,499. Fund Balance Policy Balance is \$375,700. (Unassigned Fund Balance in 2021 was \$831,227).
2. Received \$9,155.75 in Traffic Diversion Funds.
3. Highway Unassigned Fund Balance is \$845,992. Fund Balance Policy Balance is \$679,597 (Teamster contract TBD) (Fully staffed) (unassigned Fund Balance in 2021 was \$841,690/Reserve Fund was \$336,103 – Reserve 2022 is approximately \$151,000).
4. Lighting bills haven't been getting paid so the districts expenses look very low. That will be caught up.

RESOLUTION – motion to accept the February 2022 financials as presented moved by Councilmember Tom Ives. Second by Councilmember Terry Ives. AYES: Councilmember Tom Ives, Terry Ives, and Ward. NOES: None. Motion carries.

D. HIGHWAY – Highway Superintendent Fleming reported the following:

1. Met with Highway Committee and discussed equipment purchases. The 2015 Ford 450 will be replaced with a Dodge 550.
2. Got a price on a zero-turn mower.
3. Met with Councilmember Retz about a cold storage building and the size and location.
4. The heat is not working in the highway garage. Had John Tracey come and he has ordered some parts. Have been using a space heater for heat in the meantime.
5. Started having stone hauled into the shale bed at last year's price.
6. Spoke with High Bridge Wind. Clearing work won't begin until at least the middle of April.

7. Has received the County Shared Equipment Agreement.
8. Well driller came today and will set up tomorrow by the Guilford water tower.
9. High Bridge to start coring roads on March 15.

E. COMMITTEE REPORTS

1. **HIGHWAY COMMITTEE – RESOLUTION** – motion to purchase a Dodge 550 truck with sander and plow at a price not to exceed \$98,372 moved by Councilmember Tom Ives. Second by Councilmember Terry Ives. AYES: Councilmember Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.
2. **BUILDING COMMITTEE** – Councilmember Ward reported the following:
 - a. **Heating** - the heating system is not putting out enough heat in the Town Clerk’s Office. Mirabito has been here twice and said there is an issue with the toe-kick heater not big enough to put out enough heat to adequately heat the office. Some quotes for a new heater have been obtained with some not received due to difficulty in obtaining pricing. Councilmember Ward did contact Jeff McCormick, who originally installed the system. He is out of the area but said he will look at it when he returns.
 - b. **Mt. Upton Water System** – Paul Heath said there were thousands of gallons of water being lost which caused a major drop in pressure. He found the leak in front of Zaczek’s barn which is across the road from a leak that was repaired a few weeks ago. A leak detector has now been purchased.
 - c. **Mt. Upton Park** – Councilmember Ward and her husband have a plan to make repairs at the park in the spring. It is planned that Mr. Ward will do a presentation to the local Boy Scouts and propose the scouts use this as an Eagle Project. The Troop is on board with the project. It will also be discussed with the Park Committee at their next meeting.
 - d. **Cleaner** – will be discussed in Executive Session.
 - e. **Rug Cleaning and Floor Waxing** – Sue Mott from On the Spot will be waxing the floors on Saturday, March 19th at 8 AM and cleaning the carpets on Wednesday, March 23rd at 1 PM.
 - f. **Code Inspection Report** – There are some items noted in the Fire and Building Code Fire Inspection Report that need attention. The areas were inspected. 1.) Label electric/mechanical room door – Bob has ordered a sign. 2.) Secure opening in Mechanical Room wall – a small piece of sheet rock to cover over the exposed insulation is needed. Supervisor Seneck stated he has some. 3.) Provide Carbon Monoxide Alarms – these will be purchased and installed. When everything has been fixed, we need to contact Steve Fox.
 - g. **Cold Storage** – Highway Superintendent Fleming is looking at building a Cold Storage area. Councilmember Ward stated that it should be done in way that would not affect the aesthetics of the Highway Building and Town grounds. Discussion held about using leftover concrete from the wind projects.
3. **PLANNING BOARD -**
 - a. Mulhair subdivision – RESOLUTION – motion to approve the subdivision on tax map # 198.-1-8.11 pending approval by the Chenango County Planning Board moved by Councilmember Terry Ives. Second by Councilmember Tom Ives. AYES: Councilmembers Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.
 - b. Northland Project – the substation property will be broken off from the Knowles properties and then at a later date will combine them. At a later time, they will subdivide and a portion will become NYSEG property. – RESOLUTION – motion to approve the subdivision on tax map #185.-1-2.41 (Paul Knowles) and tax map #185.-1-11.1 (Mark E and Martha L Knowles) pending approval by the Chenango County Planning Board moved by Councilmember Tom Ives. Second by Councilmember Retz. AYES: Councilmembers Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.

VI OLD BUSINESS - NONE

VII NEW BUSINESS

- A. **BOARD of ASSESSMENT REVIEW NOMINATION** – Supervisor Senecck stated that former member Terry Marks has moved creating a vacancy. **RESOLUTION** – motion to appoint Sue McIntyre to the Board of Assessment Review moved by Councilmember Ward. Second by Councilmember Tom Ives. DISCUSSION: Sue will be a good addition bringing a lot of experience. AYES: Councilmembers Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.
- B. **PLANNING BOARD NOMINATION – RESOLUTION** – motion to appoint Jordan Fleming to the Planning Board moved by Councilmember Terry Ives. Seconded by Councilmember Retz. AYES: Councilmembers Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.
- C. **REVIEW OF PROCUREMENT POLICY** – NYS Comptroller recommends town boards should review their procurement policy annually. Ours is inline with state guidelines. If a government contract is in place for a purchase, the procurement policy doesn't apply. The Board approved the existing policy to remain in place and it will be noted on the policy that it was updated on 3/10/22.
- D. **CREATE LINE IN FINANCIALS FOR COURT CLERK – RESOLUTION** – motion to create a line in the financials for a Court Clerk moved by Councilmember Tom Ives. Second by Councilmember Retz. AYES: Councilmembers Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.
- E. **RABIES CLINIC** – it has been requested by the county that we hold a rabies clinic. It was decided to set a rabies clinic to be held on April 23.
- F. **STONE BID – RESOLUTION** – motion to post legal notice requesting bids for sand, stone, and gravel for 2022 moved by Councilmember Terry Ives. Second by Councilmember Tom Ives. AYES: Councilmembers Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.

VIII FROM THE FLOOR - Nothing

IX EXECUTIVE SESSION

RESOLUTION - motion to go into Executive Session at 8:08 p.m. to discuss job performance of an employee moved by Councilmember Terry Ives. Second by Councilmember Tom Ives. AYES: Councilmember Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.

RESOLUTION - Motion to exit Executive Session at 8:35 p.m. moved by Councilmember Terry Ives. Second by Councilmember Tom Ives. AYES: Councilmember Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.

X OTHER

RESOLUTION – motion to approve a budget amendment to move \$6,000 from Unassigned Fund Balance to the new Court Clerk budget line moved by Councilmember Tom Ives. Second by Councilmember Terry Ives. AYES: Councilmember Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.

RESOLUTION – motion to increase the salary of Town Justice Osborn by \$3,500 for the added workload she has assumed moved by Councilmember Ward. Second by Councilmember Tom Ives. AYES: Councilmembers Tom Ives, Terry Ives, Retz, and Ward. NOES: None. Motion carries.

RESOLUTION – motion to accept the audits of the town books for Chief Financial Officer, Town Justice Osborn, Tax Collector, and Dog Control performed on February 26, 2022 moved by Councilmember Terry Ives. Second by Councilmember Ward. AYES: Councilmember Tom Ives, Terry Ives, Retz, and Ward. DISCUSSION: It was noted that Town Justice Persons did not show up for the audit of his books. NOES: None. Motion carries.

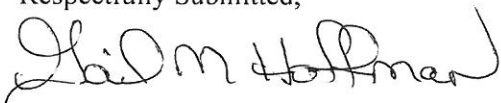
XI AUDIT & PAYMENT OF BILLS

At this time, the General Fund vouchers number 41 to 62 in the amount of \$28,673.98, Highway vouchers number 42 to 59 in the amount of \$19,033.19, Lighting District voucher number 5 to 6 in the amount of \$652.15, Mt. Upton Water District vouchers number 13 to 19 in the amount of \$8,914.99, and Guilford Water District vouchers number 10 to 15 in the amount of \$754.95, were audited. RESOLUTION - Motion to approve payment of the bills moved by Councilmember Terry Ives. Seconded by Councilmember Retz. AYES: Councilmember Tom Ives, Terry Ives, Retz and Ward. NOES: None. Motion carries.

XII ADJOURNMENT

Being no further business, Councilmember Terry Ives moved to adjourn at 9:03 p.m. Seconded by Councilmember Tom Ives. AYES: Councilmembers, Tom Ives, Terry Ives, Retz and Ward. NOES: none. Motion carries.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Gail M Hoffman".

Gail M Hoffman, Deputy Town Clerk