

# TOWN OF KIRKWOOD WORK SESSION

**March 28, 2017**

Present: Supervisor Gordon Kniffen  
Councilman Robert Weingartner  
Councilman Lewis Grubham  
Councilwoman Linda Yonchuk  
Councilman William Diffendorf, Jr.

Also Present: Oliver Blaise III, Attorney  
Gayle Diffendorf, Town Clerk  
John A. Finch, Jr., Commissioner of Public Works  
Marchie Diffendorf, Planning Board Chairman  
Duane Travis, ZBA Chairman  
James Smith, Budget Officer

## **Chenango Valley School – Snow plowing – thank you.**

Supervisor Kniffen read a letter from David P. Gill, Superintendent of the Chenango Valley Central School District, thanking the Town's Highway Department for their exceptional efforts during the recent snowstorm as well as throughout the entire winter. Mr. Gill said they are very grateful knowing that the competent staff is there to ensure the roadways are safe for their students, their families and the Town's residents.

1. Discussion – Purchase of two (2) F-550 Dump Trucks with a 4 yard sanders and 9 foot Western Plows at a cost of \$67,192.00 each. (JAF)  
John Finch reported that he followed the NJPA (National Joint Powers Alliance) pricing which is accepted through NYSOGS for purchasing vehicles. Since they are buying two trucks he checked with local businesses for a bid: Feduke Ford, with no response and Chenango Ford in Greene who submitted a better price than NYS bid pricing. The NJPA price is \$49,851 per truck for just the cab and chassis, nothing else. Chenango Ford's price is \$46,288, which is about \$3,600 cheaper per truck, so he definitely would recommend going through them. He noted he cannot remember the last time they used a local dealership for the purchase of any truck, other than equipment. Mr. Blaise questioned if Chenango Ford is on a bid list, noting this is way over the bid threshold but with NJPA they could go off their bid list since it is basically the state list. Hopefully Chenango Ford is on an approved bid list, but if not the Town will have to put it out to bid and Chenango Ford can submit a bid along with anyone else that wants to bid. John will check into it.

John said along with the trucks they need the dump boxes, 3 yard sanders and 9 foot plows for both trucks. He said they are looking to replace trucks #26 and #33. Truck #26 is a 2006 F-350 that over the years has cost more than it's worth. Since January of 2013 they have spent \$26,000 for repairs. In regard to truck #33, which is a 2008 Chevy 350, since 2014 they have spent \$14,000 on repairs. In December 2016 a lot of damage was done to truck #33 due to an electrical fire. They were able to repair it but they keep having electrical issues and it will just

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keep costing the Town money. To this point in 2017 truck #26 has already cost over \$4,000 in repairs, which does not include what was already put into it.

If Chenango Ford is on the bid list, they are looking at a total cost of \$67,192 for everything for each truck. The breakdown is \$46,288 for each truck from Chenango Ford, dump bodies with a tarp system from M&C Truck at \$9,100 each and the electric spreaders at \$5,266 each (installed) and the plows at \$5,121 each (installed) from Trux Outfitters. John explained his reasoning for going with 3 cubic yard spreaders instead of 4 yard spreaders, noting that he does not want to be concerned with overloading. He added they are going with electric instead of hydraulic because with hydraulic they would be looking at \$82,000 for each of the trucks resulting in a total savings of about \$29,000. He noted that the dumps are electrical as well.

Supervisor Kniffen noted the money for this purchase is not in the budget. Mr. Smith said that in the general fund they recognized that FEMA owes the Town \$155,000 from claims submitted in January of 2015. There are no bills remaining from that, vendors have all been paid. For these projects the money is not received up front, everything is submitted, it is then desk audited and ultimately they pay after all their questions have been answered and information is received. This was included in the 2016 budget but it has not come in yet. He said he thinks it will come in by the end of February next year which means they can include it in 2017. He noted when he finished closing out the year he felt the Town's fund balance was adequate. Normally if a town has 2 to 3 months of their average expenditures represented in fund balance, beyond that the state will start wondering if it is accumulating. He said they were more conservative in looking at having 5 months and his projection for 2017 is they could be \$150,000 above, having 5 months of reserve there. So even if the FEMA money doesn't come in time, they could appropriate more fund balance, carry it over from 2016. He added that the FEMA money is actually general fund money but there is always the flexibility with allocating sales tax revenue between the general fund and highway. So the general fund could be enriched by the refunds from FEMA allowing more sales tax to be allocated to highway for the trucks. So indirectly they would be using FEMA money if they choose to go that route. As the year unfolds they can revisit that but failing it coming in or if there is another need, he feels there is adequate fund balance to pay for the trucks.

Supervisor Kniffen said the question may be asked that since it's been since 2015 why the thinking is that it will be coming now. He said this is because it has been held up due to the fact that all appropriate paperwork had not been supplied to FEMA and it now has been. Mr. Smith added that substantial claim paperwork went in but until you start questioning them as to what is holding it up, if they can't find the paperwork then another copy is supplied. Since they now have everything Supervisor Kniffen said they feel they will see the money this year.  
Resolution.

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**2. Discussion – Request to go out to bid for a new loader. (JAF)**

John Finch said the current loader is a 2003 Kawasaki. A little over a year ago they spent \$11,000 for repairs and it needs to be replaced before they have to put more money into it. There is another issue with the rear end that they are looking into. The oil they are draining out of it is black with metal shavings in it and it's out of warranty. Tracey Road Equipment, who replaced the rear end, seems to think it is normal wear and tear on the machine, although that remains to be seen. It is very unsafe to drive down the road and none of the guys are comfortable doing so. It has no ride control. He is requesting they go out to bid for a new loader. He estimates a cost of about \$115,000 to \$120,000, with trade-in. If they do this and there are lease options, currently they could trade the loader in and that would be the first payment so the first actual cost wouldn't be until a year from the day the machine is acquired, which would be sometime next year. If they do the trade-in and a 3-year term on the lease, they would own it after 3 years with payments of about \$40,000 for 3 years to pay for it. (2018 through 2020.) John said he would like to get the loader as soon as possible and no money would come out of the 2017 budget since the trade-in would be the first year's payment. John said he thinks they would get about \$18,000 to \$20,000 for the trade-in depending on which company gets the bid. After the trade they would be left with \$115,000 to \$120,000 as the cost of the loader to be paid over 3 years. John said the actual value of a new loader would be between \$150,000 and \$160,000. He said the loader has about 6,900 hours on it and most of them are idle time hours. That won't be the case with a new one since they are not meant to sit and idle, with the new emissions. They will be shut off. He said each person would get a code to program into the machine in order to start it, and you can monitor who is in the machine. If someone were letting it sit and idle he would know. This will cut down on the hours. He said they are meant to be started and run at operating temperature as soon as possible. He will check to see if it will have an automatic shutoff option. In regard to the trucks, John said after 20 minutes of idling they will automatically shut off.

Councilman Grubham said he is in favor of seeing how much this will cost but questioned if the money will be available for 3 years. Mr. Smith said they are projecting \$39,000 to \$40,000 for 3 years starting in 2018. He said pretty much every year in the highway budget they will be spending \$90,000 to \$100,000 either boosting reserves or spending it on equipment as far as the normal budget. He said CHIPS money is available for it as well. That now seems to have more sustainability. They were recently made aware that they have \$16,000 in CHIPS money to carry over from last year. John said all 3 local companies that he spoke to will take a trade-in and have the lease option as well. Resolution.

**3. Discussion – Increase Town Garage/Equipment Line from \$1,000 to \$15,000 for 2017 for purchasing new tools (A5132.2) and from \$1,000 to \$2,000 each year thereafter. (JAF)**

John Finch explained that their tools are inadequate for the amount of repairs that Bill Tozer and B. J. Green have been doing. They have saved the Town a tremendous amount of money

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in repairs, noting they rarely send anything out for repairs, unless it is the big diesel trucks which they obviously can't fix. They have asked if they could get some more tools and the line item for tools is only \$1,000 each year. They are using their own tools from home and John said he doesn't think that's right and for the amount of work they do they should have the tools they need. John supplied a rough list of what tools they are looking for. He noted there are things on the list they won't be purchasing, such as scanners for both the small and big trucks. He said he can't justify the \$8,300 cost. He said there are also some items not on the list such as new cutting torches and blocks for the big dump trucks. He noted that currently it's not a safe situation with the amount of weight involved. He is requesting that the line be increased this year to make the purchases needed and for the following years to increase it by \$1,000 each year. He said many tools, if they aren't warrantied, cost more than \$1,000 each, such as air tools. Supervisor Kniffen said they could have a resolution to increase it for 2017 but he doesn't see how they could do the other years. Councilman Grubham questioned if they increase it by \$15,000 this year where the money would be coming from. Mr. Smith said if the trucks now are down in the \$67,000 range there would be enough extra FEMA money and there's enough extra highway fund balance to cover it all. Councilwoman Yonchuk questioned if the tools are ones they have and are in poor condition or if they are things that are lacking. John said both, that some of the equipment is actually owned by the employees. Resolution.

4. Discussion – Replacement of Pavilion 1 at Veterans River Park. (JAF)

David Nolan	\$21,064.00
JSI, LLC	\$25,635.00

John Finch said he and Councilman Grubham have been looking into replacing pavilion #1 at Veterans River Park, noting there are a lot of structural issues. They originally got a price to remove the roof and trusses, set that aside, install new 6 x 6 posts with concrete and it would cost more than the construction of a new pavilion. Two quotes as noted above were received. John said he will also be getting quotes for electrical work but he does not foresee that being very expensive. He explained they will have to decide if they want to do this project and when since reservations are underway for the summer season with the first one being May 20<sup>th</sup> for a wedding. Councilman Grubham said some of the posts are actually rotting at the ground because they were not set in concrete and some have settled as well. He said there is about \$85,000 in the reserve fund and noted there will be additional costs since this doesn't include repaving, etc. He estimates the total cost will be about \$28,000 to \$29,000. They will pave with blacktop since they looked into concrete but it is so much more expensive and doesn't make much difference. John said his employees would demolish it and Dave Nolan said the project would take about 8 days to construct. John added that the existing metal roof can be put on the new pavilion or they could go with a new roof which would be about \$1,650. He said Dave Nolan's cost included taking the old roof off regardless. Councilman Grubham said the metal is in pretty good shape and it already matches the other pavilion. John said it would need some patching but no major repairs. He said personally he would like to see a new roof

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for a new structure so it would be less likely they would have any problems. They will look into it. Resolution.

**5. Discussion – Five year plan for equipment purchases. (JAF)**

Supervisor Kniffen explained they have asked John to come up with a plan for replacing equipment so they would know what they might be facing in the future with purchases or leases. John said he and Jim Smith came up with a list which he presented and reviewed. He noted the first 2 are the most important being the replacement of trucks #26 and #33, followed by the replacement of the Kawasaki loader. He said replacement of truck #35, which is their 5500 truck, should be considered for the 2019 budget since it's had numerous expensive repairs. He is recommending that after the warranty is up with the motor that it be traded for a new truck before it costs any more money. In 2020 he is suggesting replacement of truck #36, a Volvo 2000 dump truck, which just had the new rear end put in at a cost of \$4,000. That is the oldest truck in service full time. The truck would be 20 years old at that time. He also referred to the service truck in the Water Department. Currently they are using a 1986 army truck. He would like to consider using Al's current truck as a service truck and to purchase a new truck to replace Al's for use full time. This would possibly be in 2019. He said there is also a 2004 and a 2007 Volvo to look at because they will be close to 20 years old also. They are trying to keep up with some of the equipment that is very valuable, such as the sweepers and tractors. In regard to the tractors, John said sometime in the future he would like to consider getting rid of both tractors and get one tractor that can be used with the reach mower and the flail mower. There would be less maintenance and it would be new and could accomplish more than what the other two can do.

Supervisor Kniffen questioned if they pass a resolution as to the plan if they would necessarily have to stick to it, of it could be just for documentation. Mr. Blaise said even if a resolution is passed now as to the plan as each of these things come up they would have to be addressed by going out to bid, etc. Resolution.

**6. Summer Schedule:**

Resolution combining the June 27, 2017 Work Session and the July 4, 2017 Town Board Meeting into one night to be held June 27, 2017.

Resolution combining the July 25, 2017 Work Session and the August 1, 2017 Town Board Meeting into one night to be held August 1, 2017.

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Resolution combining the August 29, 2017 Work Session and the September 5, 2017 Town Board Meeting into one night to be held September 5, 2017.

Resolution.

7. Resolution cancelling the November 7, 2017 Town Board Meeting due to Election Day and rescheduling for Monday, November 6, 2017.

Resolution.

8. Resolution scheduling a Special Town Board Meeting for December 26, 2017, after the Work Session, for the purpose of auditing year end bills and any other business that may come before the Board.

Resolution.

9. Discussion – Scheduling a town clean-up and confirming arrangements with Broome County. (ONB)

As a follow up from last month's meeting, Mr. Blaise noted they were talking about having a clean-up day where people could drop off things which would be taken to the landfill by the Town with the tipping fee being waived. He needs additional information for the resolution. John Finch said they have confirmed the date of May 26<sup>th</sup> with Broome County as the day they will be taking things to the landfill. He wants things dropped off from May 22<sup>nd</sup> to the 25<sup>th</sup>. John said this will include any household items that can't be put to the curb such as chairs, recliners, mattresses. This does not include electronics or tires. Resolution.

10. Request from Chad Moran and Jim Kavalesky to attend required New York State Building Code In-Service Training.

Resolution.

11. Discussion – Howard Street Sewer Project Bid Specs. (JAF)

John Finch said John Mastronardi will have the bid specs ready for this project by Friday so he would like to get a timeline together to get this out to bid. He said they have stopped the cameraing and the money will be used to help offset it this year. According to CMOM this is the year they have to do the repairs. John explained this will replace the line from manhole to manhole which are in good shape. They will reconnect 3 laterals. He said the depth is about 8 feet, but does vary. Resolution.

12. Discussion – Pneumatic Tamper – Purchase by Water Department. (JAF)

John Finch said he would like to purchase a pneumatic tamper, which is a Jumping Jack and helps compact the dirt for any jobs they do, such as digging up a valve box, around fire

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hydrants, etc. In the past they let them settle and then they go back later. He said this could also be used in the highway department, noting there are so many uses for it and it's a big time saver. He said Admar submitted the low price at \$2,115 with J.C. Smith at \$2,199. John said he does have someone that can handle this equipment which weighs 154 pounds. Resolution.

**13. Audit of Claims.**

Resolution.

**13a. Pay Increases, Independent Contractors, Temp Workers, etc.**

Supervisor Kniffen explained they recently increased the salary for the secretary in the highway department and at that time decided to look at the salaries of temporary workers and the Planning Board and Zoning Board of Appeals since nothing has been done regarding these salaries since 2008. They looked at this in regard to the inflation rate over the last few years and where they would be if they'd gotten an average increase of 2.7% each year. He reviewed the proposed increases:

Temp Workers	\$10.64 inc. \$1.89 to \$12.82
Clerk Typist	\$11.11 inc. \$1.98 to \$13.38
Stenographer	\$11.98 inc. \$2.14 to \$14.44
Account Clerk Typist	\$12.81 inc. \$2.28 to \$15.44

Planning Bd. Chairman	\$6,151 inc. \$1,087 to \$7,238
ZBA Chairman	\$1,419 inc. \$501 to \$1,920

Supervisor Kniffen will provide a proposal to increase the salary of the Planning Board and Zoning Board of Appeals members. Councilman Diffendorf questioned with the increase in Sue's pay what the hourly rate is, nothing he thinks it's about \$15+. He said he doesn't feel a part time person should come in and make more per hour than someone who is full time. Supervisor Kniffen will check on that. Resolution.

**13b. Appliance & Brush Pick-Up.**

John Finch provided a color copy of the ad that is going in The Country Courier for 3 weeks. The information will also be posted on the sign board, the website and, hopefully, the Kirkwood Happenings page on Facebook, as well as other locations in the town. Although it was discussed, it was decided that the information regarding the town clean-up day on May 26<sup>th</sup> should not be included on this flyer, with the thought that it would be too confusing.

**14. Executive Session.**

Councilman Diffendorf moved to adopt resolution to adjourn this meeting to conduct an Executive Session pursuant to Section 105 paragraph d of the Public Officers Law to discuss proposed, pending or current litigation. Councilwoman Yonchuk seconded. All voted in favor. MOTION CARRIED.