

TOWN OF KIRKWOOD
Town Board Meeting Agenda
February 4, 2025

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES: January 7, 2025 Town Board Meeting

PUBLIC PARTICIPATION:

COMMUNICATIONS:

COMMITTEE REPORTS:

Chair

Members

Beautification Committee	Patricia A. Griffin	Sandy Wasson
Bldg. Dept/Code	Sandy Wasson	Lewis C. Grubham
Bldgs./Cemeteries	Lewis C. Grubham	William J. Diffendorf, Jr.
Dog Control	Katie M. Legg	Marc Latini
Employment Discrimination/ Harassment	Sandy Wasson	Marc Latini
Enviro. Protection	John Mastronardi	Robert H. McKertich
Fire	Sandy Wasson	William J. Diffendorf, Jr.
Highway/Public Works	Chair Lewis C. Grubham	William J. Diffendorf, Jr.
Insurance, Town	Sandy Wasson	Marc Latini
Inventory	Katie M. Legg	Marc Latini
Lighting Dist.	William J. Diffendorf, Jr.	
Negotiations	Robert H. McKertich	Lewis C. Grubham
Parks	Lewis C. Grubham	Poe Williams
Personnel/Benefits	Lewis C. Grubham	William J. Diffendorf, Jr.
		Poe Williams
		Mary Kay Sullivan
Planning Board	Katie M. Legg	Sandy Wasson
Property Acquisition	Lewis C. Grubham	William J. Diffendorf, Jr.
Senior Citizens	Katie M. Legg	Sandy Wasson
Sexual Harassment	Lewis C. Grubham	1 Board Member - TBD
		1 Female - TBD
Water/Sewer – Budgets/Projects	Lewis C. Grubham	Poe Williams
		Julie Wyatt
		William J. Diffendorf, Jr.
Water/Sewer Department	Lewis C. Grubham	Poe Williams
		Julie Wyatt
		William J. Diffendorf, Jr.
Youth	Katie M. Legg	Marc Latini
Zoning Board of Appeals	Katie M. Legg	Sandy Wasson

DEPUTY SUPERVISOR:

Katie M. Legg

OLD BUSINESS:

1. Resolution, on recommendation and approval of the Code Enforcement Officer, pursuant to section 304.3 of the Mobile Home – Trailer Ordinance, authorizing the Town Clerk to issue license for the following mobile home-trailer parks, such license will be for the year 2025:
Kirkwood Parksites, LLC, 1794 US Route 11, Kirkwood, NY 13795
Owner: Christina DiPierro
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
2. Resolution accepting the Recertification of the Record of Activities for Julie Wyatt, Budget Officer, for the year 2025, in accordance with the attached Recertification.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
3. Resolution accepting the Recertification of the Record of Activities for Kelley Diffendorf, Town Clerk, for the term of office of 2025-2028, in accordance with the attached Recertification.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
4. Resolution accepting the Recertification of the Record of Activities for Kelley Diffendorf, Registrar of Vital Statistics, for the term of office of 2025-2028, in accordance with the attached Recertification.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
5. Resolution scheduling a Public Hearing for February 25, 2025 at 6:00 PM regarding A Local Law Amending Article XV, Section 1502.3A.1 of the Zoning Code Regarding Planning Board Meeting Dates.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
6. Resolution authorization Chad Moran to attend the Southern Tier Home Builders & Remodelers Association training on February 12, 2025, at the Sidney Fire Department, at a cost not to exceed \$ 35.00.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
7. Resolution pursuant to Not-For-Profit Corporation Law Section 1402(c)(3) approving the Membership Roster for Five Mile Point Fire Company, with the understanding that the members so approved will be assigned for which they have been qualified, in accordance with that attached roster.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
8. Resolution appointing Michael Reed as Member Zoning Board of Appeals, effective February 5, 2025, for a term of office to expire December 31, 2027, to fill the unexpired term of Bruce Nemcek.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
9. Resolution appointing Jackie Casciani as Member Board of Assessment Review, for a term to expire September 30, 2025, to fill the unexpired term of Todd Grubham.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

10. Resolution appointing Joe Casciani as Member Board of Assessment Review, for a term to expire September 30, 2027, to fill the unexpired term of Steve Barkwell.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
11. Resolution authorizing the Supervisor to enter into an agreement Between the Town of Kirkwood and the Kirkwood Historical Society, in accordance with the attached agreement.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
12. Resolution scheduling a Public Hearing for February 25, 2025 at 6:03 PM regarding a Local Law Amending the Water Mains Local Law Regarding Penalties for Non-Compliance.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
13. Resolution scheduling a Public Hearing for February 25, 2025 at 6:06 PM regarding a Local Law Establishing a Date for Meeting of the Board of Assessment Review.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
14. Resolution authorizing the Budget Journal Entries, in accordance with the attached Budget Adjustment Sheet.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
15. Resolution approving the Standard Work Day and Reporting Resolution for Elected Officials for Michael Mucci as Justice of the Peace, in accordance with the attached resolution.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
16. Resolution designating April 21-23, 2025 as Municipal Cleanup Days in the Town of Kirkwood, materials accepted are bulk items, white goods, scrap metal, wastes from illegal dump site cleanups, and other wastes as may be collected through the special cleanup day effort, with delivery to the Broome County Landfill on April 24, 2025.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
17. Resolution authorizing the Supervisor to sign the Escrow Agreement for the Stanley Hollow Creek Solar Project, in accordance with the attached resolution.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

NEW BUSINESS:

1. Resolution appointing Linda Parke as Temporary Ad Hoc Member Zoning Board of Appeals, effective February 5, 2025, to be compensated \$40.00 per meeting attended, upon submission of a voucher to the Town Clerk.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

2. Resolution appointing Jerry McMaster Member Zoning Board of Appeals, effective February 5, 2025, for a term to expire December 31, 2025, to fill the unexpired term of Cynthia French.

Motion by _____; Second _____.

RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

3. Resolution authorizing the expenditure of \$7,665.40 from the Park Development Reserve Fund for certain capital improvements at Grange Hall Road and River Park, in accordance with the attached voucher and invoices from E.W. Gorman Electric Contracting, Inc.

Motion by _____; Second _____.

RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

AUDIT AND PAYMENT OF CLAIMS:

1. Resolution authorizing the audit and payment of the following claims:
General and Highway Funds, Special Districts (Fire, Light, Water and Sewer Districts), Professional Services, Capital Projects and Reserve Funds claims # 25000052 through # 25000196 the total amount of \$ 1,050,557.24, which includes prepaid claims as authorized by resolution adopted January 7, 2025.

Motion by _____; Second _____.

RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

ADJOURNMENT:

1. Resolution to adjourn the meeting:

Meeting adjourned at _____ P.M.