

TOWN OF KIRKWOOD
Town Board Meeting Agenda
May 6, 2025

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES: April 1, 2025 Town Board Meeting and April 29, 2025 Public Hearing

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, after a Public Hearing, adopting Local Law No. 4-2025 entitled “A Local Law Amending the Junk Ordinance Regarding License Fee”, in accordance with the attached resolution.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
2. Resolution rescheduling the June 24, 2025 Work Session to Monday, June 23, 2025 due to the Primary Election and combining the June 23, 2025 Work Session and July 1, 2025 Town Board Meeting into one night to be held Monday, June 23, 2025.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
3. Resolution combining the July 29, 2025 Work Session and the August 5, 2025 Town Board Meeting into one night to be held August 5, 2025.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
4. Resolution combining the August 26, 2025 Work Session and the September 2, 2025 Town Board Meeting into one night to be held September 2, 2025.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
5. Resolution rescheduling the November 4, 2025 Town Board Meeting to November 4, 2025 due to Election Day.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
6. Resolution scheduling a Public Hearing for May 27, 2025 at 6:00 PM regarding amending the Water Mains Local Law Regarding Permit Fees.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
7. Resolution Amending Article XVI Building Code and Miscellaneous Fee Schedule, in accordance with the attached schedule.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
8. Resolution scheduling a Public Hearing for May 27, 2025 at 6:02 PM regarding Amending an Ordinance Establishing Water Rates and Connection Charges for Water Districts of the Town of Kirkwood.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
9. Resolution approving the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for Poe Williams, Highway Superintendent for a term of office of 01/01/25-12/31/28; Chad Moran, Dog Control Officer for the year 2025; Karen Ferguson, Town Historian for a the year 2025; and Richard Pedro, Assessor for a term of 12/04/24-09/30/25, in accordance with the attached resolution.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

10. Resolution authorizing the Supervisor to sign the Production Contract with Grey Good Graphics for the design and maintenance of the Town of Kirkwood website, in accordance with the attached contract.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
11. Resolution ratifying a resolution authorizing Paula Hashem and Rachael Farrell to attend the 2025 Impaired Driving Seminar on Thursday, May 1, 2025 in Watertown, NY, at no cost to the town, travel expenses are reimbursable in accordance with the Unified Court System Travel Guidelines.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
12. Resolution authorizing the Supervisor to sign the Development Escrow Agreement with Norbut Solar regarding Professional Fees for the proposed solar project at 149 Quilty Hill Road and 165 Foley Road, in accordance with the attached agreement.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

NEW BUSINESS:

1. Resolution hiring Douglas Welch as Temporary Laborer to work in the Parks Department, effective May 7, 2025 through October 7, 2025, at a rate of pay of \$18.00 per hour.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
2. Resolution authorizing the Town Supervisor to execute the attached Professional Services Agreement with Delaware Engineering, D.P.C. for “Water Treatment Plant Upgrades for Iron and Manganese Treatment,” but only to the extent that the approved services include those listed in Task 1.0 (Preparation of Preliminary Engineering Report and Basis of Design), Task 5.0 (Environmental Review), Task 6.0 (Funding Applications) and Task 6.1 (Regulatory Review/Coordination-State). All other tasks set forth in the attached Professional Services Agreement are not hereby approved and are subject to subsequent review and consideration by the Town Board at a later date.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
3. Resolution approving the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for Marc Latini, Councilmember for a term of 01/01/25-12/31/25, in accordance with the attached resolution.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.
4. Resolution hiring Charles Monta as Temporary Laborer to work in the Parks Department, effective May 7, 2025 through August 29, 2025, at a rate of pay of \$18.00 per hour.
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 # 25000389 through # 25000558 the total amount of \$ 877,284.48, 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.