

**TOWN OF KIRKWOOD
WORK SESSION**

September 27, 2022

Present: Supervisor Lewis Grubham
Councilman William Diffendorf, Jr.
Councilwoman Katie Legg
Councilwoman Sandy Wasson
Councilman Robert Weingartner

Also Present: Kelley Diffendorf, Town Clerk
John A. Finch Jr., Commissioner of Public Works
Jim Smith, Budget Officer

1. Discussion – Resolution Approving the 2023 Preliminary Budget and Directing a Public Hearing for October 25, 2022 at 6:00 PM. (LCG)

The proposed budget will be delivered to the Town Clerk on Friday, September 30, 2022 according to Supervisor Grubham. This is preliminary so it can be changed before the final vote. A 2023 budget timeline was handed out to the Board for reference. **Resolution.**

2. Discussion – Procurement Policy. (LCG)

Supervisor Grubham explained that it is very difficult to get project bids and quotes at the present time. Contractors are busy and not available. The cost of everything has risen so dramatically that updating the procurement policy may help with the lack of bids and quotes. The suggestion is to change the bidding requirements to: no quotes required for anything less than \$4,000 (was \$2,000), 2 written quotes (was 3) for anything costing \$4,000 to \$25,000 (was \$2,000 to \$19,999), and sealed bids for anything \$25,000 and over (was \$20,000). John Finch is in favor of these new suggestions.

Councilwoman Legg suggested that other means of advertising may need to happen to get the attention of more contractors. **Resolution.**

3. Discussion – Appoint Marc Latini as Member Zoning Board of Appeals, for a term from October 5, 2022 to December 21, 2024, to fill the unexpired term of Edward Egan. (LCG)

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With the Zoning Board of Appeals being short a member, Supervisor Grubham would like to appoint Marc Latini, who is currently an ad hoc member, to the Board. It has been very difficult to find ad hoc members for the Zoning Board of Appeals and Planning Board. Supervisor Grubham urged the Board to refer people that might be interested to Mary Kay Sullivan at the Town Hall.

Resolution.

- 4. Discussion – Request from John Finch to attend the New York Rural Water Association, Inc., Financial Management Basics for Small Utilities on October 27, 2022 at the Binghamton Holiday Inn, at a cost not to exceed \$40.00. (JAF)**

John Finch would like to attend the conference to keep up to date with credits for his water license, and learn more about the financial side of things.

Resolution.

- 5. Discussion – TL90 Tractor. (JAF)**

John Finch reminded the Board members of the transmission issue last year with the TL90 tractor that is used to mow shoulders and banks around town. After breaking down twice last year, it broke again last month with the same issue. It will cost over \$12,000 to fix and with it being a year 2000 tractor it doesn't seem sensible to John Finch to fix it again. Therefore, John Finch recommended the Board agree to buy a new 2022 Case tractor. It's larger than the previous tractor and has the capability of having a 22 foot reach mower attached, which would possibly happen next year for an additional \$90,000. The cost for the new mower alone with the discount from Sourcewell is \$88,000. The sale of Truck #34 to Windsor for \$45,000 would be used towards the new tractor, along with money from the sale of the old TL90 tractor, which would be at least \$6,500. Jim Smith explained the remaining balance of the new tractor can come from excess sales tax or mortgage tax money. If purchased, the tractor cost would come out of the 2022 budget.

Councilman Diffendorf inquired about the installation cost and warranty of the 22 foot reach mower if it is not being bought at the same time as the tractor. Also noting how important a warranty is on equipment like this. John Finch

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explained the \$90,000 includes the installation of the reach mower and he will look into the specifics of the warranty. **Resolution.**

- 6. Discussion – Resolution increasing Aidan Ellsworth’s hourly rate by \$.40 per hour after completing the Grade C Certification, in accordance with the Policy Regarding Salary Increases for Advanced Training or Certification. (JAF)**

Aidan Ellsworth passed his Grade C Certification last week, therefore, John Finch is asking for a \$.40 per hour raise for him. **Resolution.**

- 7. Discussion – Resolution amending Resolution #120:20 to read Resolution declaring surplus the 2010 Autocar Volvo, VIN #4V5KC9EH9AN293251, and selling to the Town of Windsor for the amount of \$45,000 including Head Plow & Wing. (LCG)**

Resolution.

- 8. Discussion – Resolution authorizing the Supervisor to sign an agreement with Broome County for Court Security for a term of 09/01/2022 – 08/31/2023, in accordance with the attached agreement. (LCG)**

Supervisor Grubham explained the price has increased slightly from last year. **Resolution.**

- 9. Audit of Claims.
Court Street Water Pump Station.**

Councilman Diffendorf inquired about the windows at the water pump station on Court Street and if that station is up and running. According to John Finch, the windows had rocks thrown at them and have been fixed. Meanwhile, there is a leak at the pump station in the pit where the old meter use to be, it needs a plate. It should be fixed fairly soon, it’s not a hard job just time consuming. Councilman Diffendorf recommended it get done quickly because the pump station is the main source of water if something were to happen.

Under Road Leak at Studer’s Garage.

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John Finch discussed a leak under the road on Route 11 near Studer's Garage. It's a copper pipe that needs to be pulled through and replaced. John Contro will be on hand to punch it through in case it can't be pulled through as hoped.

Edwards Road Paved.

John Finch responded to Councilman Diffendorf's inquiry regarding Tri Cities Highway Products, explaining Edwards Road was paved. It was in bad shape and needed a lot of work, 340 tons of blacktop was used, along with a paver from Suit-Kote. It was all done in one day.