

**TOWN OF KIRKWOOD
WORK SESSION**

October 29, 2024

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

Also Present: Robert McKertich, Attorney
Kelley Diffendorf, Town Clerk
Julie Wyatt, Budget Officer
Gordie Woolbaugh, Planning Board Chairman
Duane Travis, Zoning Board Chairman
Karen Ferguson, Historian

Absent: John A. Finch Jr., Commissioner of Public Works

Historian Update. Town of Kirkwood Historian, Karen Ferguson gave an update on the digitization grant for the Town's historical documents. She received a letter from DigitizeNY notifying her that the Board reviewed the documents and has approved more than half the documents to be digitized for free. Karen further explained there were some documents that were not included in the approval and she requested a reconsideration since they were Town records dated 1825-1899. The next step will be a contract that the Town Supervisor or Board will need to authorize and then the digitization will begin.

1. Theresa Krause – Food Bank of the Southern Tier. (SMW)

Theresa Krause, Food Council Coordinator of the Food Bank of the Southern Tier, spoke to the Board about the purpose, the vision, and the mission of the Broome County Food Council. Taking Steps to End Hunger is their motto, but many other strategies and plans were explained as well. She also discussed the many resources that are currently available with many more on the way. The QR codes to these resources will be added to the Town of Kirkwood website. It was also noted that Kirkwood has had a food pantry for many years at St. Mary's Church.

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Adopt Annual Budget – Supervisor Grubham noted minor changes, in accordance with the attached resolution.

2. Discussion – TextMyGov Proposal. (LCG)

Supervisor Grubham discussed a messaging app program that would allow the Town to easily communicate with town residents. Emergency and non-emergency text notifications would be sent to residents that opted in the program. Information can be relayed immediately. The program cost is \$5,750 for the first year, and \$4,000 for each year after. The Board members agreed it was a good idea.

3. Discussion – Resolution ratifying a resolution approving a firework display at the Town of Kirkwood Hometown Christmas, to be held on December 7, 2024, upon the issuance of a fireworks permit, issued by the Town Clerk to the Town of Kirkwood, and subject to the compliance with all required New York State statutes, regulations, and codes. (LCG)

4. Discussion – Water System – Kirkwood Industrial Park. (LCG)

Supervisor Grubham reminded the Board that bids were received regarding the water system on Industrial Park Drive, and the bids came in more than double than what the Town expected. Therefore, since this problem still exists and there are other issues that need to be addressed, Supervisor Grubham suggested getting an engineer to design a proposed project that includes everything. Then trying to get a grant from the State or Federal government to cover the cost of the project, otherwise it could be very expensive to fix each individual issue. Supervisor Grubham did recommend this should be done as soon as possible.

5. Discussion:

Resolution Establishing a Buildings and Grounds Reserve Fund, in accordance with the attached resolution.

This reserve fund is being created as a “type” reserve fund with a very broad title of “Buildings and Grounds” and can be used for a wide variety of projects. Money can be accumulated here, and each time money is being spent out of this fund the reason needs to be identified and consistent with the title of “Buildings

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and Grounds”, each particular project is subject to a permissive referendum before it is approved. Mr. McKertich stated typically when spending money from this reserve fund it would be on planned projects that were known ahead of time. Since this seems to be more of a general reserve fund, Councilmember Diffendorf noted a slight concern on the use of funds and how long the money will last. As always, the Board will continue to keep that in consideration.

The following resolutions would transfer money into the new “Buildings and Grounds” reserve fund and then close those five reserve funds that are no longer needed.

Resolution Transferring Unexpended Funds from the Town Hall Reserve Fund to the Buildings and Grounds Reserve Funds and Closing the Town Hall Reserve Fund, in accordance with the attached resolution.

Resolution Transferring Unexpended Funds from the Personal Computer Reserve Fund to the Buildings and Grounds Reserve Fund and Closing the Personal Computer Reserve Fund, in accordance with the attached resolution.

Resolution Transferring Unexpended Funds from the Contingency & Tax Stabilization Reserve Fund to the Buildings and Grounds Reserve Fund and Closing the Contingency & Tax Stabilization Reserve Fund, in accordance with the attached resolution.

Resolution Transferring Unexpended Funds from the Public Works Garage Reserve Fund to the Buildings and Grounds Reserve Fund and Closing the Public Works Garage Reserve Fund, in accordance with the attached resolution.

Resolution Transferring Unexpended Funds from the Sign Reserve Fund to the Buildings and Grounds Reserve Fund and Closing the Sign Reserve Fund, in accordance with the attached resolution.

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After a lengthy discussion it was determined that if the parks were ever going to be expanded or additional property added that would come out of the Buildings and Grounds Reserve Fund. But, for repairs and equipment purchases at the parks Mr. McKertich was going to draft a resolution to combine the Tennis Court Reserve Fund and the Park Development Reserve Fund to one Reserve Fund. This would be a “specific” reserve fund where the funds are more detailed and not subject to the 30-day permissive referendum.

6. Audit of Claims.