

**TOWN OF KIRKWOOD
WORK SESSION**

February 25, 2025

Present: Supervisor Lewis Grubham
Councilmember Marc Latini
Councilmember Katie Legg

Also Present: Brady Beagle, Attorney
Kelley Diffendorf, Town Clerk
Poe Williams, Highway Superintendent
Karen Ferguson, Historian

Absent: Councilmember William Diffendorf, Jr.
Councilmember Sandy Wasson

- 1. Discussion – Resolution authorizing the Budget Journal Entries, in accordance with the attached Journal Entries. (LCG)**
- 2. Discussion – Resolution authorizing Michael Wolyniak to review the financial records of the Town’s Justice Court for the year 2024, at a cost not to exceed \$1,000, in accordance with the attached letter. (LCG)**
- 3. Discussion – Resolution pursuant to Not-For-Profit Corporation Law Section 1402(c)(3) approving the Membership Roster for Kirkwood Fire Company, with the understanding that the members so approved will be assigned to the positions for which they have been qualified, in accordance with the attached roster. (LCG)**

Councilmember Legg questioned if the roster needed to have the titles of each member listed, such as chief, assistant chief, etc. Supervisor Grubham will check if those items need to be listed on the roster.

- 4. Discussion – Resolution accepting the Recertification of the Record of Activities for William J. Diffendorf, Jr., Councilperson, for a term of office of 2025-2028, in accordance with the attached Recertification. (LCG)**

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- 5. Discussion – Resolution accepting the Recertification of the Record of Activities for William J. Diffendorf, Jr., Safety Officer, for the year 2025, in accordance with attached Recertification. (LCG)**

- 6. Discussion – Resolution authorizing Chad Moran to attend the 2025 Webster Dog Control Educational Seminar on May 14-15, 2025 at the West Webster Fire Hall, Webster, NY, at a cost of \$160 registration fee and a \$127 for the hotel, with all reasonable expenses paid. (LCG)**

Supervisor Grubham explained this is specialized training on how to handle aggressive dogs.

- 7. Discussion – Resolution appointing Rachel Farrell as Clerk, PT to work in the Town Court, effective March 11, 2025, at a rate of pay of \$22 per hour. (LCG)**

Rachel Farrell will be replacing Erin Tuttle.

- 8. Discussion – Resolution amending the FOIL Rules & Regulations, in accordance with the attached Rules & Regulations. (LCG)**

This change was required by the State and is to notify employees if a FOIL request was made regarding their disciplinary records.

- 9. Discussion – Resolution amending the Town of Kirkwood Youth Program Background Check Policy, in accordance with the attached policy. (KML/LCG)**

This was an old policy that needed to be updated.

- 10. Discussion – Resolution amending the Town of Kirkwood Youth Program Consent/Release Form, the Release of Liability for Minor Participants, and the Rules for Volunteer Coaches, in accordance with the attached forms. (KML/LCG)**

These forms needed updating and once they are approved they can be implemented.

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11. Discussion – Water/Sewer Projects. (LCG)

Regarding the Water and Sewer budgeted projects, Supervisor Grubham noted there were items from 2024 that needed to be held over or eliminated due to cost, such as the cluster valves project on Industrial Park Drive. New items needed to be added due to unexpected issues, such as a new sewer pump. After receiving a letter from the fire company requesting new special hydrant connections, they have also been added to the project list. This will cover about a quarter of the hydrants in need, as they are very expensive. The list of all proposed projects is on file in the Town Clerk's office for review.

12. Discussion – Resolution authorizing the Highway Superintendent to enter into an agreement with the Town Board regarding Expenditure of Highway Moneys, in accordance with the attached agreement. (PW)

Poe Williams revamped this list (from what the previous Highway Superintendent had initiated), and Supervisor Grubham drove around with him and agreed with the new road choices. Everything is within the budget and the money will come from CHIPS.

13. Discussion – Summer Hours – Highway Department – Wednesday, April 2, 2025 to September 9, 2025, 6 AM to 4 PM, Monday – Thursday. (PW)

Supervisor Grubham explained the highway department is asking to start their summer hours early this year, which is four, ten-hour days (6 AM – 4 PM) with Fridays off. He noted if they start this on April 2nd it will still be dark at that time with sunrise starting at 6:44 AM. Summer hours usually start the last week in April, when sunrise is at 6 AM. Poe Williams noted that if the guys get in at 6 AM they are loading trucks and organizing for the day so they aren't getting outside until 6:30 or 6:45 as it. Councilmember Latini commented that it is light 25-30 minutes before official sunrise. Besides deciding on whether or not they should start before sunrise or not, Supervisor Grubham explained that the union representative needs to give approval on this change as well.

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14. Discussion – Resolution authorizing William J. Diffendorf, Jr., to attend PERMA’s 2025 Annual Member Conference at Turning Stone Resort/Casino, May 15-16, 2025, with all reasonable expenses paid including tolls and mileage. (WJD)

15. Discussion – Consolidation of Sewer Districts - \$12,600 for Griffiths Engineering and \$6,000 for Coughlin Gerhart. (LCG)

As previously discussed at the last work session, this would combine all 11 sewer districts and will make things much easier for the finance department.

16. Audit of Claims.

River Run Solar Farm – Existing/New Easement – Town Road Use.

Supervisor Grubham showed the Board a map explaining how the State once had an easement that ran right through the old golf course property to get to the river. The railroad company removed the crossing that was there so now the State can’t use that easement to get to the river. So, the State would like permission to use the Town road, that runs down to the water wells, to access a new easement that is still on the golf course property, and owned by Al Gorick. The state would just be using the Town road to get to the new easement. Supervisor Grubham explained this is something that will be brought up again in the future but he wanted the Board aware of the situation.