

TOWN OF KIRKWOOD WORK SESSION

January 31, 2017

Present: Supervisor Gordon Kniffen
Councilman Robert Weingartner
Councilman Lewis Grubham
Councilman William Diffendorf, Jr.

Absent: Councilwoman Linda Yonchuk

Also Present: Cheryl Sacco, Attorney
Gayle Diffendorf, Town Clerk
John F. Finch, Jr., Commissioner of Public Works
Marchie Diffendorf, Planning Board Chairman
Duane Travis, ZBA Chairman

Water Trucks – Route 11.

Supervisor Kniffen reported that Councilwoman Yonchuk received 3 calls from Riverside residents with a concern regarding water truck traffic. Apparently these trucks are taking water to Pennsylvania for gas exploration and for some reason they can't go through Great Bend or Hallstead so they come down Route 11, cross the river and go through Conklin to Pennsylvania. He noted Kirkwood was one of the first towns that was proactive in protecting their roads when gas drilling was expected in New York. Route 11 is not a town road and he will have to look into this to see what the problem is. John Finch said he has been in contact with a couple of the companies that run the trucks and told them that some of the drivers are speeding, mostly after 10 PM. He was told they do have GPS devices in their vehicles and although they were not monitoring them before they will now. They are also going to set up random radar points themselves to catch their guys if they are speeding. He said he noticed there was a Sheriff in Riverside today so they are aware of this as well.

1. Retirement – Recertification of the Record of Activities for:
Cynthia French, Dog Control Officer
James R. Smith, Budget Director
Christina Radicchi, Recreation Supervisor

Supervisor Kniffen explained this is required for retirement purposes for the NYS pension program. Initially they have to record their hours and now they have to recertify those hours.
Resolution.

2. Retirement – Standard Work Day Resolution for Employees.

Supervisor Kniffen said this is a global resolution for employees in the retirement system.
Resolution

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3. Retirement – Standard Work Day and Reporting Resolution for Elected and Appointed Officials for Gordon Kniffen, Supervisor and Gayle Diffendorf, Town Clerk.

Supervisor Kniffen said this came from the State Comptroller. Resolution.

4. 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 the attached roster. (GEK)

Resolution.

5. 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 for which they have been qualified, in accordance with the attached roster. (GEK)

Resolution.

6. Discussion – Quotes for heaters for the Highway Garage. (JAF)

Evans Mechanical - \$9,970

C.S. Ashley Plumbing/Heating/AC - \$10,940

John Finch explained they have had multiple maintenance issues with the heaters in the garage. When the actual burners go out, the igniters cost over \$200 and new ones would be a fraction of that price. These heaters are very old and it is hard to get parts for them and the parts are readily available for the new ones. They currently have 4 heaters that aren't working and it's a constant maintenance issue to keep them running. The request is to replace them with the same style heaters which will hang from the ceiling in the same place as the existing heaters. This is not in the budget so John will take it out of his equipment line. Although the new truck is coming out of the equipment line as well, John said he should have enough money to do this plus have some left for any additional issues. Councilman Grubham said whether they refurbish this building or build a new one the heaters could be taken out and reused.

7. Discussion – Sewer Project on Howard Street. (JAF)

Supervisor Kniffen explained they annually check about 1 ½ miles of sewer line. When John Finch started on Howard Street they found problems right away and the repair cost estimate is about \$20,000. In their discussions they decided to stop the annual 1 ½ mile inspection and save money to put to against the \$20,000. John said it's a large project (262 feet), with multiple breaks and cracks. If they were to dig up each section it would be more expensive than if they were to have a contractor come in and replace it from manhole to manhole, replacing it with PVC instead of the terra cotta pipe that's in there. Supervisor Kniffen said

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they could use the money they would save with not continuing the annual inspection and he questioned where the rest of the money would come from. John said they've set aside \$25,000 in the sewer budget for this project. Supervisor Kniffen noted this would also help with the CMOM program. John said the cost of the project will be between \$20,000 and \$25,000, and they will have to go out to bid so John Mastronardi will have to come up with the bid specs. In answer to a number of Board member questions, John said they will be going down about 8 feet and start at the manhole in the center of the intersection of North Sunset and Howard and then at the bottom at the next manhole at the intersection of Daisy Lane and Howard Street it's on the shoulder. So it is about half in the road and half on the shoulder. It's quite a drop and John said right after the first manhole on North Sunset there is a crack where it settled. At the worst point, which is 146 down, it is crushed and collapsed, so it looks like the whole first part of it settled, cracked and shifted and then something must have happened to the laterals since there are breaks around them as well. Currently the residents are not having any problems.

8. Discussion – Brush Pick-up and Leaf Pick-up. (JAF)

Supervisor Kniffen said there are a lot of people that would like the Town to go back to leaf and brush pick-up. When they did it in the past it was in the budget for about \$25,000 a year. Now with the tax cap program \$25,000 could be a pretty big deal in trying to meet the cap. Last year, when it was almost like they had to remain stable, there was no room for increases. He said next year it will be a bit better at a little over 1%.

John Finch said during the past year the biggest thing he heard while out campaigning was that the Town doesn't offer any services, namely the brush and leaf pick-up. He was questioned why other towns have it but not Kirkwood. He said it was a big issue with him that they never should have gotten away from those services and feels strongly that they need to bring both of those services back to the residents. He knocked on almost every door in Kirkwood last year and even if the people didn't benefit from the service, such as in outlying areas, they still said it was a good idea to help the people in the smaller community areas like Five Mile Point and Bell School and the senior citizens. He doesn't foresee the brush pick-up being a big expense. Basically the only expense they are looking at is the cost of fuel for running the trucks. If they do have to take some brush to Bolands it's \$15 a load. Obviously he wants to keep some of the brush to chip for residents to pick up at their leisure and he also wants to set some of it aside for the bonfire for the Hometown Christmas. He is 99% sure he will be using Vestal's truck that has a clam digger on it so on the busy roads, such as Old State, Route 11 and Colesville, that would be much faster. This will be a shared service with Vestal. He said he plans on absorbing the cost for the brush pick-up in his budget this year and he will come to the Board for next year's budget to let them know how much he spent and if there is any money available to help at that time it will be appreciated. He said they already have a chipper if they need it, but most of it will be thrown in the back of the trucks to get it off the roads as quickly as possible. He said all the guys will be working this for 2 weeks. The north end of town will be done one week and the south end will be done the next. Councilman Weingartner said the cost of the guys' time should be included as an expense because they could be doing something else

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if they aren't doing this. He said whatever they are being paid has to be part of the budget for the pick-up, noting that is common in business, since you have to pay someone for what they are doing. It is not only going to cost fuel, the cost of the Town to pay the employees to do the work has to be included. There will also be cost involved with equipment. Since John will be getting the equipment from Vestal he questioned what Vestal will be getting in return. John said they haven't asked for anything in return. Supervisor Kniffen noted that it's a shared service and it doesn't mean they have to get anything back, this is what the towns do to share equipment. Councilman Weingartner questioned what restrictions John will have on it as far as how much they'll take. He noted the only reason they got rid of this is because people were clearing their lots and putting stuff out and that was ridiculous. He said he felt the whole intent of having the brush pick-up was to help people at the end of winter who had some limbs that fell off their trees from the snow, they could put them out there. Although there were dimension requirements people got away with it and even one truck load is too much. In regard to the leaf pick-up, Councilman Weingartner said for the size of Kirkwood there are only a few small areas such as Highland Heights, the Five Mile Point area and Main Street that would need this service. The other towns are located in more of an urban setting instead of the rural setting that Kirkwood has. He said for 2 weeks a budget of \$25,000 is a lot of money.

In regard to brush pick-up, Councilman Grubham questioned what too much would be and how John would control that. John said they would have to look into it. He said obviously if someone in the Five Mile Point area has a huge pile and only 1 tree in their yard they'll know it was brought in from other locations. He found some old ads with limitations and that will be his plan. John said it will be limited to 6-foot lengths, all stacked the same way with 1 truck load per location. He said it will be a learning curve for everyone in his department because, with the exception of Ed Shoemaker, no one has been there long enough to have done this. In regard to the manpower and equipment, John said that isn't considered. He added that when they do the CHIPS or permanent improvements they don't have prices in there for the equipment or manpower. When they repair the roads or do the blacktopping, employee costs are not added in either. Those costs would obviously drive the prices up. Councilman Weingartner said repairing the roads is what the highway department does. John said they also have to maintain ditches. Councilman Weingartner said if they are picking up brush for 2 weeks that's 2 weeks they can't cut ditches and the Town needs a ton of ditches cut. He said John is not comparing apples to apples when he says that. Councilman Grubham asked John if he will be using the Town's loader along with Vestal's truck. John said the loader would only be used locally here because it is not in the best shape and it's a safety issue driving it down the road. He said they will be using the backhoe more.

Supervisor Kniffen said there are pros and cons with everything and he thinks what John is saying is they work 52 weeks a years and somehow within that 52 weeks there is some space to do this and it sounds like John will have to motivate them to do it. In response to Councilman Weingartner, Supervisor Kniffen said John said they are paying the guys anyway, but he feels what they are saying is one could say we should only have been paying them for 50 weeks right

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along because they haven't been working 52 weeks. He realizes that some of that comes with management and there is no doubt that certain managers get more out of their people than others.

In regard to leaf pickup, Supervisor Kniffen said environmentally it is better to just mow them. But the other side of that is there are a lot of senior citizens who can't do that and would need help. John said the cost of the equipment for leaf pickup is \$28,000 and he plans on taking that out of CHIPS money, which is an allowable expenditure. He said there is 3 years left on the MOU (Memorandum of Understanding).

Supervisor Kniffen said there was a concern in the past that people were importing some of the brush for Kirkwood to pick up. Councilman Diffendorf said he thinks brush pick-up is a good idea. He said there are towns, like Chenango, that pick brush up every week. He does not think it will cost the town anything extra other than fuel. He agrees that the guys are getting paid whether they sit around or are out picking up the brush. He has also heard people say they would like brush pick-up again. Not everyone has a pickup truck or a place to get rid of it. He also noted that not everyone lives on a Town road but everyone in the Town pays highway taxes so this would be another service they would be getting; a benefit if they want to use it. Although he said he would not use it he thinks it's a good thing to help people get rid of this stuff. He said otherwise there can be other issues and some of this stuff ends up where it shouldn't be. He did add that today everything has to be monitored.

John said he hasn't purchased the equipment yet for the leaf pickup but he would like to do both the leaf pickup and the brush pickup this year. In response to Councilman Weingartner, John said they will need two truck drivers and two guys on the back to operate the hose and the rake. This will be done in the fall. He noted that typically in the past the Highway Superintendent was oil and stoning in the fall and he will not be doing that any time after September 1st, and he will not blacktop any time after September. That will free up most of the guys to do other things such as leaf pick-up and getting the trucks ready for winter. He said there still will be guys available to do ditch digging and culvert work. Councilman Weingartner said he respects what Councilman Diffendorf said about the times guys sit around, but this is prime time to be working on the roads. It's not like in the middle of winter when there's not much they can do. With these services being offered in the spring and fall, that's when there aren't enough hours in the day to get everything done. We live in the country and he disagrees with it.

Roy Tondeur said he thinks with some sensible conditions reinstating brush and leaf pick-up will be an excellent idea, and he intends to address it at the next Town Board meeting.

In response to Councilman Grubham, John said in his review with other towns, the cut off for leaf pick-up would be the first snowfall. They would go back to a street a number of times, as needed. Councilman Weingartner said he had his leaves picked up once and they came with a

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front loader and ripped the heck out of his driveway. He did note that John said that isn't his plan. Councilman Weingartner said when you live in an area where there are curbs it's obvious where people should put the leaves but everywhere else leaves can be gone with a car going by. John Finch said most of the people that he talked to in the rural areas get rid of their leaves in the back of their homes but it is the main areas of the Town that are the most concern. Many people in the populated areas of Five Mile Point, Bell School and Highland Heights say they have no place for disposal and also don't have pickup trucks. He added that he has people lined up that will take as many leaves as he can give them. Councilman Weingartner said during his 12 years on the Board he has had maybe less than 6 people complain to him about brush or leaf pick-up.

Councilman Grubham said it's always been presented to him that in the fall the Town is at the mercy of the companies doing the paving as far as getting it done and that's why it has run so late, noting that most of the work is done by Broome Bituminous. He asked John if he has been told something different. John said he plans on telling them when it has to be done by and if they can't do it then he will find someone else who can. He will explain to them up front that he has a deadline and if they can't meet it they have to let him know. Councilman Grubham questioned since they have the state contract, which is why they get the work, if they can't do it by the deadline, how John will handle it. John said he plans on telling them in the spring the roads that he will have ready and at that time they will have to tell him if they can do them on his schedule or not. If they can't, that will give him time to find another company that will do it for the same price. Cheryl Sacco reminded John that if he doesn't use the company that has the state contract, competitive bidding would be involved. She said John can't just go out and find a company. He would either have to piggyback, find a co-operative purchase or actually bid it. Cheryl said there is a county contract that he could potentially piggyback off of.

Supervisor Kniffen said one person related to him that he gets a rebate check for \$90 and he would give that up if the Town would just pick up his leaves and brush. He clarified with John that to get this started he would have to get equipment to pick up the leaves for \$28,000 and use the Vestal truck at no charge and the cost of fuel. He questioned if there would be any other expenses. John said there would be a one-time expense to build a box to contain the leaves in. Supervisor Kniffen noted a concern if the Town does this for a year and it is determined there is expense that has to be added to the budget and they would have to take it back. He said with the tax cap there is more and more the Governor is asking municipalities to do, and whether anyone agrees with it or not, he chooses to penalize the people by withholding rebates, etc. if the cap is not met. Kirkwood has done a good job through the years, with the tax levy being increased on average 2% or possibly 3%. He said the Governor did not have to tell them to do that. He added that he feels it is a true accurate concern that if the service is offered one year and then to continue on it has to be in the budget. John said he does not see any other expenses other than the fuel. Councilman Weingartner again said he does not understand why the cost of labor would not be included. John questioned if someone wants a pipe installed in their driveway if the Town should charge for labor. Councilman Weingartner said if it's for repair

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and maintenance of their driveway, then no, because the Town is maintaining part of the road and legally they own that part. John said people are not charged to have their ditches cleaned in front of their houses. They will be able to use the leaf sucker to remove leaves in the ditches and catch basins which helps to keep the water from going out into the road and washing the roads out. He said he does not consider their time whether they are cleaning a ditch, putting a pipe in or preparing a shoulder, it's all relevant to him by helping the Town in any way they can.

Supervisor Kniffen said they used to do brush and leaf pick-up so he questioned what has been done with the time they used to spend on these pick-ups, noting that it must still be there. He said the point could be made that they did it before so why can't they do it now. Councilman Weingartner said he thinks to say that it doesn't cost extra, he just doesn't think that's the case. Supervisor Kniffen said if he does it within their 40 hours a week, without any overtime, whether he does this or not they are going to get paid. Councilman Weingartner said there are still ditches that have not been cut and there is a lot of other maintenance that should be done with the Town's roads because they are falling apart and there's not enough time to do it, as opposed to picking up leaves.

Councilman Grubham said if it's not going to cost the Town any more money and John can get everything done, then he can live with it. That is not what he's been told in the past. He doesn't want to see John coming to the Board next year because it's not working out and he needs more money. It's a matter of cost, and the Town just doesn't have that much money to work with, and if it will cost the Town a lot more money to do this then he is not in favor of it. He is willing to give it try.

Councilman Diffendorf added that John should not let the paving company pave on a rainy day because blacktop and water don't mix.

Supervisor Kniffen said if they do this a resolution will not be needed unless John will be spending more money. Councilman Weingartner said it is his department and he can do what he wants. Cheryl Sacco said he will have to spend money to advertise and will need Board approval for that. She suggested that guidelines be set, noting that some municipalities will not accept leaves if a professional lawn care service is involved. Cheryl also suggested that John contact nearby towns about setting additional parameters.

9. Discussion – Code Enforcement Truck. (JAF)

Supervisor Kniffen explained that the code enforcement truck is old and worn out. Since John Finch got a new truck, his old truck can be transferred to the code department and the old truck can go to the county auction. A resolution will only be needed when the time comes to send the old truck to the auction.

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10. Discussion – Lead Abatement at City Line Booster Station. (JAF)

Sunstream Corporation	\$13,347.00
Dakota Environmental Services	\$ 7,000.00

Supervisor Kniffen explained that Kirkwood used to purchase water from the City and there is a pump station for that, but it hasn't been done since the 1960s. In case there is an emergency need for water Conklin approached the Town about joining them. So Kirkwood is now considering their options. The lead paint issue is part of the problem. They have spoken to the Mayor and his staff and, although they had high hopes Kirkwood wanted to purchase water on a regular basis, it was explained it would only be in the case of an emergency. Kirkwood also wants to know what it would take for the City to turn on the water if needed and it would just be a matter of turning a valve and they will check it. In the City's opinion it's not a big deal, but it is a bigger deal to Kirkwood. There is the issue with the lead paint and the motor issue. He verified with John Finch that they would only have to replace one motor at a time. John said the manufacturer of the pumps does not seem to think the pumps themselves would be bad, the motors just may need to be repaired or replaced. They won't know that until the pumps are pulled to see what the damage is. Supervisor Kniffen said this means they are getting closer to making a decision. The alternatives are they can put a line in with Conklin for about \$30,000 to \$35,000 or go with the pump station repair which is a little more expensive. John said he still does not have a figure for a worst case scenario until they know the condition of the pumps and motors. Assuming they can't be reused, John said the cost would be closer to \$50,000. Supervisor Kniffen said with the Conklin/Kirkwood scenario, Kirkwood is really doing Conklin a favor, since they don't really think Conklin could ever supply Kirkwood with water. Up until Conklin approached Kirkwood they weren't planning on doing anything. Now they have to decide if they want to do anything at all. Councilman Diffendorf said that he thinks they should have an emergency service that is there when they need it, noting that was always the intent with the pump station. He said the plant was built when they still used lead paint and basically they can't walk away from it because they still have to take the lead out whether or not they do anything with it; unless they just seal it up. Councilman Weingartner said he remembers them saying they only needed one pump. John said they could put one pump in one year and the second one the next year. If something happens to the new pump they would still have a backup. Councilman Grubham said this isn't something that would be used every day so if they could get one pump in they should be fine with that. John added that they might find out they can rebuild both of the motors for \$30,000 to \$35,000. If they were to do the project this year the money would have to come from reserves. Councilman Grubham questioned if the company determines that the pump has to be replaced, if the \$3,000 for the company to do that is in addition to the cost of a new pump. John said that is the cost for them to pull both pumps and take them to the shop and test them. There is an additional cost if it is determined that new pumps are needed. Councilman Grubham questioned if they want to do that or just buy a new pump and not waste the \$3,000. Supervisor Kniffen said he thought they should spend the \$3,000. Councilman Diffendorf said that includes pulling them and testing them. Councilman Grubham said there will still be an additional cost if they can be rebuilt. John said that cost should be considerably less than the cost of a new pump.

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It was noted that Budget Officer Jim Smith said there is money set aside for this in reserves. John will supply a final estimate for the cost of the project for a resolution on February 7th. Cheryl Sacco said the reserve fund resolution should be referred to because certain reserves have to be expended a certain way.

11. Discussion – Transitional Duty (Light Duty) for injured employees coming back to work. (JAF)

John Finch said PERMA has a policy for transitional duty to transition people back to work so they can get back to work sooner and based on what type of work their doctor recommends they can do, they could come back on light duty until they are cleared with their doctor at 100%. In the past the policy at the highway garage is no one comes back unless they are 100%, which costs the Town more money. Supervisor Kniffen questioned if a person can't do their regular job and in the meantime someone is hired to take their place, that is an extra cost, and then what will the person on light duty do if someone has taken their job. John said currently there is a parks worker that has been out since the middle of November that has not been replaced. Even though the parks are closed, John said he is used for plowing in the winter and equipment maintenance for the parks. Currently his equipment is not being serviced because they have other things to maintain. He would have to determine what his restrictions would be. There is a form PERMA would send to the doctor's office to determine if he could do certain activities like lift, carry, push, pull, standing, bending, etc. and based on what the doctor says John could determine whether or not they want to have him come back based on his limitations, whether it is worth having him come back and risk possibly getting injured again. Supervisor Kniffen questioned if this wouldn't be John's decision as to how to handle this, not the Board's. John said he is in favor of the transitional duty and according to PERMA a Board resolution would be required to reinstate an employee to transitional duty. He said PERMA provides guidelines to follow. Cheryl Sacco said she would suggest this be forwarded to Mr. Blaise for legal advice because they are talking about ADA and worker's comp and whether they can safely return someone to a job that's not full duty and if there is enough light duty for them and there are ripple effects. She said it is a great idea but this should be reviewed liability wise and financially, noting that every case is different.

12. Resolution affirming that the Town of Kirkwood owns Nina Drive, Vernon Drive, Track Drive, and Maple Drive, with a total of .56 miles.

In regard to CHIPS (Consolidated Highway Improvement Program funds), Cheryl Sacco said they look at the New York State list of roads that are Kirkwood roads. John Finch realized that Nina Drive, Vernon Drive, Track Drive and Maple Drive, for a total of .56 miles, were not on the Town's official registry, so Kirkwood has not been getting CHIPS money for that. To resolve that a formal Board resolution will be needed to present to NYS so they will be added to the list and the next time, hopefully, they will be included and the Town will get

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consolidated CHIPS money inclusive of those .56 miles. A certified copy of the resolution will most likely be required. Resolution.

13. Discussion – Training for Brian Kinney – Grade C Certification – April 17 – 21, 2017 at a cost of \$550. (JAF)

Supervisor Kniffen explained that Brian Kinney is a new hire to assist Alan Glover in the Water & Sewer Department and he has to get a Grade C certification. This will start that process. Resolution.

14. Discussion – SCADATEK, Inc. Quotes for Water & Sewer Department. (JAF)

SCADA Software Update	\$5,290
Stratmill Booster Station Control System Replacement	\$7,580
Corporate Drive Pump Station Monitor	\$2,375

John Finch explained SCADATEK is the software company they use for the Water & Sewer Department. There is an upgrade needed for the software at the water treatment plant. The Stratmill Road booster station still has the original components from about 20 years ago. He has been upgrading them little by little and this is the last one that needs the actual upgrade to the new controls. In regard to the Corporate Drive pump station, that has no telemetry and this is the cheapest way they can do it so that if there is an alarm up there they will be notified there is a problem. They've had issues there in the past when the power has gone out and the pumps have not reset. John said he is looking for some emergency notification for that site and noted that it is all in this year's budget. Resolution.

15. Discussion – Post Office Lease. (JAF/LCG)

2/1/96 – 1/31/11	\$16,481.25	Approx.	7000 SF
2/1/11 – 1/31/16	\$ 9,574.20	Approx.	6175 SF
2/1/16 – 1/31/21	\$10,053.00	Approx.	6175 SF

Supervisor Kniffen explained that a few years ago the post office was going to pull out of Kirkwood 100% but eventually the Town was able to convince them to stay, but they wouldn't stay in Kirkwood completely. The local mail carriers had to go downtown to pick up the mail to deliver instead of picking it up in Kirkwood and certain packages couldn't be mailed from here. In John Finch's recent conversation with the postal service they indicated they want to come back here in total, like it used to be. When they made the previous decision to stay they reduced the square footage they needed, but now they want all of it back, which is about an additional 825 square feet. The rent was set for 5 years but now they need to take another look at that because of more square footage. Supervisor Kniffen said his feeling is they would take what they are getting now in rent for square foot and times that by the 825 and ask for that additional amount. The \$10,053 listed above is the rent per year. Councilman Grubham said that's about \$1.75 per square foot a year. In regard to maintenance charges John said they have

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taken care of some minor issues. He said they did build a wall when it was sectioned off and the post office is saying they would need a hole knocked back in that wall. John said he was informed that the post office does have their own maintenance department so he wouldn't recommend Kirkwood doing it if that's the case. He feels they should be responsible for knocking down the wall. It was noted that the Town did re-do the steps into the building. Councilman Grubham said he feels \$1.75 is extremely cheap and if they ever have to do major repairs that would be eaten up in no time at all. Supervisor Kniffen read from the current agreement that the landlord is responsible for regular cleaning of gutters, downspouts, etc....for the purpose of so maintaining said premises, the property landlord may at reasonable times and upon reasonable notice to the facility manager enter and inspect the same and make any necessary repairs thereto. The Town is responsible for inspection, prevention and eradication of termites and any other wood eating insects and the repair of any damage resulting during the continuation of the lease... It was noted that one major repair that was done was the roof, and insurance was involved with that. Councilman Grubham said the building is really old and he gets concerned about what could happen because of that. He said while they really want the post office there, \$10,000 doesn't cover a lot these days. He would like to know what they would actually be responsible for. Cheryl Sacco said the Town is responsible for painting the interior and exterior, and referred to the Town's responsibility regarding any heating systems and air conditioning as well as other details as noted in the current agreement. It appears that the Town is responsible for most of the actual facility building structure maintenance. She said there is language that allows the postal service to make alterations, attach fixtures, erect additions or signs and they may be removed or otherwise disposed of by the postal service. In regard to the wall, Cheryl Sacco said they would have to remove it under Section 7. John said his understanding is they have to keep this post office with 3 carriers because of trouble with their union. The postal service has contacted the state police to see if they could have 3 parking spaces from them. Although he has received no timeline in this regard, John said according to the postmaster they need to get on line as soon as possible. Supervisor Kniffen and John will work on this and report to the Board at the meeting on February 7th. Councilman Grubham said they might consider a walk through with someone in charge at the post office to see if there are issues they might be concerned about that could get costly for the Town. Councilman Diffendorf said he is surprised that at one point the Town got \$16,000. Supervisor Kniffen said that was a 15-year agreement. Councilman Grubham said \$1.75 is next to nothing for rent anymore and it concerns him if anything major with the building develops. In regard to the square footage, Cheryl Sacco said it may be in the details of the agreement as to whether it's referring to interior only or including exterior as well.

16. Audit of Claims.
No discussion. Resolution.