

**TOWN OF KIRKWOOD  
TOWN BOARD MEETING**

**May 6, 2025**

A regular meeting of the Kirkwood Town Board was held on May 6, 2025 at 6 PM at the Joseph A. Griffin Town Hall with Supervisor Lewis Grubham presiding.

Present: Supervisor Lewis Grubham  
Councilmember William Diffendorf, Jr.  
Councilmember Marc Latini  
Councilmember Sandy Wasson

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

Absent: Councilmember Katie Legg

**PLEDGE OF ALLEGIANCE:**

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

**PUBLIC PARTICIPATION:** None.

**COMMUNICATIONS:** None.

**COMMITTEE REPORTS:**

**Cedarhurst Road – Sink Holes.**

Councilmember Diffendorf reported about a section of Cedarhurst Road where a large culvert pipe runs underneath the road and sink holes are forming along the edge of the road. He suggested having an engineer look at it, he is concerned that something is going on under the ground and the pipe will wash out, causing a safety issue for anyone using the road. Poe Williams explained it's been looked at by himself and his crew and he intended to put flowable fill on the bottom of the pipe and then seal the top as well, so the sink holes don't continue, he noted the bottom of the pipe is completely rotted out. About eight bags of Sakrete have been dumped in there and Poe Williams has been driving by to check it daily. It was agreed to put the flowable fill in there and have John Mastronardi, Town Engineer, follow up on the situation.

**Route 11 Water Line Break – Near the State Line.**

Councilmember Diffendorf mentioned his concern about how a recent break in the water line was handled by the Public Works Department on Route 11 near the state line. He noted the equipment was left at the scene overnight and extremely close to the road, and there were not enough flashing lights to warn drivers, it was very dangerous. He suggested plating the hole next time. He said it can't be done that way ever again.

Poe Williams explained that he took care of the situation as soon as he received the call from Councilmember Diffendorf. He was able to get more flashing lights on hand. He didn't want to keep the guys out there all night, but next time he will handle it differently. He reminded the Board that he is new at this job and trying to do the best he can.

**Community Clean Up Day.**

Councilmember Wasson reported that Community Clean Up Day in April had a good turnout, she noted more people participated this year than in the past.

**Fire Stations – Open Houses.**

Councilmember Wasson recognized the Kirkwood Fire Companies for the Open Houses they ran in April for recruitment purposes. Main Street had someone sign up to become a new member.

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**Youth Program.**

Councilmember Latini reported the Easter Egg hunt was held the day before Easter, as the rain date, it had a great turnout. Spring sports are well under way, with the possibility of a summer all-stars program. The Corporate Sponsorship Banner Program is doing well, which is raising money for the youth programs. Councilmember Latini and Supervisor Grubham noted that Devin Fleetwood is doing a really good job with the Youth Program.

**Historian Update.**

Karen Ferguson announced that the Riverside Cemetery was awarded the grant for the Patriot Burial Marker from the Pomeroy Foundation and work has started on a marker for the Layton Cemetery. She further stated that after this one, all the Revolutionary War soldiers that are buried in Kirkwood cemeteries will have a Patriot Burial Marker and installed prior to the 250<sup>th</sup> Celebration. Karen also informed the Board that she will be hosting the Region 10 Historians meeting this Friday in Montour Falls. Lastly, she invited everyone to the Kirkwood Historical Society next Tuesday, May 13, 2025 at 5:30 PM to hear Roger Luther, Broome County Historian, speak about the Castle located on the State Hospital property.

**OLD BUSINESS:**

Councilmember Diffendorf moved to adopt resolution, after a Public Hearing, adopting Local Law No. 4-2025 entitled “A Local Law Amending the Junk Ordinance Regarding License Fees”, in accordance with the attached resolution. Councilmember Wasson seconded.

Roll Call Vote:	Councilmember Diffendorf	- yes
	Councilmember Wasson	- yes
	Councilmember Latini	- yes
	Supervisor Grubham	- yes

**MOTION CARRIED.**

Councilmember Wasson moved to adopt 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. Councilmember Latini seconded.

Roll Call Vote:	Councilmember Diffendorf	- yes
	Councilmember Wasson	- yes
	Councilmember Latini	- yes
	Supervisor Grubham	- yes

**MOTION CARRIED.**

Councilmember Latini moved to adopt 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. Councilmember Diffendorf seconded.

Roll Call Vote:	Councilmember Diffendorf	- yes
	Councilmember Wasson	- yes
	Councilmember Latini	- yes
	Supervisor Grubham	- yes

**MOTION CARRIED.**

Councilmember Diffendorf moved to adopt 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. Councilmember Wasson seconded.

Roll Call Vote:	Councilmember Diffendorf	- yes
	Councilmember Wasson	- yes
	Councilmember Latini	- yes
	Supervisor Grubham	- yes

**MOTION CARRIED.**

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Councilmember Wasson moved to adopt resolution rescheduling the November 4, 2025 Town Board Meeting to November 3, 2025 due to Election Day. Councilmember Latini seconded.

73:25  
Reschedule  
Meeting Due to  
Election Day

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

Councilmember Latini moved to adopt resolution scheduling a Public Hearing for May 27, 2025 at 6 PM regarding amending the Water Mains Local Law Regarding Permit Fees. Councilmember Diffendorf seconded.

74:25  
Schedule PH  
LL#5  
Water Mains  
Permit Fees

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

Councilmember Diffendorf moved to adopt resolution amending Article XVI Building Code and Miscellaneous Fee Schedule, in accordance with the attached schedule. Councilmember Wasson seconded.

75:25  
Amend  
Code & Misc  
Fee Schedule

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

Councilmember Wasson moved to adopt 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. Councilmember Latini seconded.

76:25  
Schedule PH  
LL#6  
Amend Water  
Rates &  
Connect Chrgs

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

Councilmember Latini moved to adopt 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 the year 2025; and Richard Pedro, Assessor for a term of 12/04/24-09/30/25, in accordance with the attached resolution. Councilmember Diffendorf seconded.

77:25  
Retirement  
P.Williams  
C.Moran  
K.Ferguson  
R.Pedro

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

Councilmember Diffendorf moved to adopt resolution authorizing the Supervisor to sign the Production Contract with Grey Goose Graphics for the design and maintenance of the Town of Kirkwood website, in accordance with the attached contract. Councilmember Wasson seconded.

78:25  
Agreement  
Grey Goose  
for New  
Website

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

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79:25  
Education  
P.Hashem  
R.Farrell  
Court

Councilmember Wasson moved to adopt 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. Councilmember Latini seconded.

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

80:25  
Agreement  
Norbut Solar  
Profess. Fees

Councilmember Latini moved to adopt 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. Councilmember Diffendorf seconded.

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

**NEW BUSINESS:**

81:25  
Hire  
D.Welch  
Temp  
Parks

Councilmember Diffendorf moved to adopt 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 per hour. Councilmember Wasson seconded.

**Discussion.** Poe Williams explained Douglas Welch saw the job opening on the signboard, and after talking with him for over an hour he was interested in giving him the opportunity. He lives in Conklin and has a Class A license.

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

82:25  
Agreement  
Delaware  
Engineering  
Water

Councilmember Wasson moved to adopt 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. Councilmember Latini seconded.

**Discussion. Town Water Issues – Iron/Manganese.** Supervisor Grubham explained that he met with Bill Brown of Delaware Engineering, along with Councilmember William Diffendorf, Poe Williams, and Al Glover from the Water department to discuss future treatment options. He noted it’s complicated and this entire project is going to eventually require a fair amount of money. For now, Delaware Engineering will complete preliminary reports and try to find grant money for the Town towards the overall project.

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini           - yes  
                         Supervisor Grubham               - yes

MOTION CARRIED.

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Councilmember Diffendorf moved to adopt 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. Councilmember Wasson seconded.

83:25  
Retirement  
M.Latini  
Town Board

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini         - abstain  
                         Supervisor Grubham           - yes

MOTION CARRIED.

Councilmember Latini moved to adopt 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 per hour. Councilmember Diffendorf seconded.

84:25  
Hire  
C.Monta  
Temp  
Parks

**Discussion.** Poe Williams explained that Charles Monta is available to work a few hours a day through June 23 to help Tim Finch get caught up in the Parks department. Charles Monta has another job with the school that limits his availability at this time.

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini         - yes  
                         Supervisor Grubham           - yes

MOTION CARRIED.

**AUDIT AND PAYMENT OF CLAIMS:**

Councilmember Wasson moved to adopt 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. Councilmember Latini seconded.

85:25  
Audit/Pay

Roll Call Vote:        Councilmember Diffendorf   - yes  
                         Councilmember Wasson       - yes  
                         Councilmember Latini         - yes  
                         Supervisor Grubham           - yes

MOTION CARRIED.

**ADJOURNMENT:**

Councilmember Latini moved to adopt resolution to adjourn the meeting. Councilmember Diffendorf seconded. All voted in favor.

MOTION CARRIED.

Meeting adjourned at 6:23 PM

Respectfully submitted,

Kelley M. Diffendorf  
Town Clerk