

# **TOWN OF KIRKWOOD WORK SESSION**

**August 5, 2025**

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

Also Present: Kelley Diffendorf, Town Clerk  
Poe Williams, Highway Superintendent  
Karen Ferguson, Historian  
Duane Travis, Zoning Board Chairman

- 1. Discussion – Resolution scheduling a Grievance Day Hearing for the 2026 Unit Assessments for September 2, 2025 at 6:03 PM. (LCG)**
- 2. Discussion – Resolution approving the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for Adisen Harden as Member Planning Board, in accordance with the attached resolution. (LCG)**
- 3. Discussion – Resolution scheduling a Special Town Board Meeting for December 30, 2025, after the Work Session, for the purpose of auditing year end bills and any other business that may come before the Board. (LCG)**
- 4. Discussion – Resolution authorizing Martha Nuzzela to work in the Kirkwood Town Court on August 6, 2025, to be paid by voucher at \$25 per hour. (LCG)**

Supervisor Grubham stated that the recent PT court clerk resigned and moved out of the state; therefore, extra help is needed with August 6, 2025 being a busy court day. Martha Nuzzela has worked here before so she will easily be able to fill in for the day.

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- 5. Discussion – Resolution authorizing the Supervisor to enter into an agreement with Edmunds GovTech for Building & Code Software Services – Subscription, Professional Services – Implementation, and Conversion Services at a cost of \$10,750 for the first year and \$4,250 for the second and third year, in accordance with the attached Sales Proposal. (LCG)**

The current program being used in the Code department is outdated and being supplied by a one person organization. That person is unable to continue serving the program, so a new program is needed. Edmunds already does our water and sewer program and was competitive when looking at other companies.

- 6. Discussion – Resolution authorizing Karen Ferguson to attend the APHNYS 2025 Annual Conference, October 5-8, 2025, in Cazenovia, NY, at a cost of \$250 for the conference fee and \$327 for the hotel, with all reasonable expenses paid. (LCG)**

- 7. Discussion – Resolution declaring as surplus and authorizing the sale of a 2010 John Deere 1600 WAM (wide area mower) on Auctions International at a minimum sale price of \$25,000. (PW)**

Supervisor Grubham explained Poe Williams would like to purchase a new mower next year to replace this 15 year old mower. Poe believes he can get more money for it if he sells it now instead of waiting until the winter. He would like to post it on Auctions International and expects to get at least \$25,000 for it. The Town traded for this mower a few years ago with a local nursing home, it was too big for them. A new one will cost approximately \$66,000.

- 8. Discussion - Resolution adopting a negative declaration under the State Environmental Review Act for the upgrades and improvements to the Town of Kirkwood water system, in accordance with the attached Determination of Significance and the attached Environmental Assessment Forms. (LCG)**

Bill Brown of Delaware Engineering explained the next step in the Water Treatment Plant Upgrade is to make a determination of the environmental significance of the project, and then based on that review issue a negative declaration if the project will not have a negative impact on the environment. A

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public hearing also needs to be scheduled to notify the public of the proposed project and what the scope is, what the cost is, and what the potential impacts are. The Board makes a determination as to the impact of the project. A positive impact authorizes the Board to take on a capital project upgrading water and/or sewer.

**9. Discussion - Resolution approving the attached Order calling for a public hearing to be held at 6 PM on Tuesday September 2, 2025 for the increase and improvement of facilities of Consolidated Water District No. 1, pursuant to Section 202-b of the Town Law. (LCG)**

The “202-b” process requires the public hearing, if that is approved and scheduled for next month, then based on the outcome of the public hearing the Town could then authorize a bond resolution to potentially take on debt associated with the project. The point of that is to put in a funding application to NYS Environmental Facilities, the state’s primary funding agency, for water and sewer projects. Since the project could cost up to \$12 million this grant could possibly cover \$5 million if awarded. This funding agency could also provide a loan, since it is a fairly large scale capital project, the goal is to try and reduce the financial impact on users.

The Preliminary Engineering Report of the Water Treatment Plant Upgrade is on file in the Town Clerk’s office.

**10. Audit of Claims.**

**Fence Repair.** Councilmember Diffendorf questioned why part of a fence needed to be replaced next door. Poe Williams stated that the summer worker using the zero turn ran into the fence when the grass was wet and damaged it.

**Spindle Kit.** Poe Williams noted that the spindle kit from Cyncon Equipment, being paid by voucher, was used for the long reach mower that was purchased from Conklin.

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**11. Resolution to enter Executive Session pursuant to Public Officers Law section 105(1)(f) to discuss matters leading to the appointment of a particular person.**

107:25 Councilmember Diffendorf moved to adopt resolution to enter Executive Session pursuant to  
Ex. Sess Public Officers Law section 105(1)(f) to discuss matters leading to the appointment of a particular person. Councilmember Legg seconded.

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

MOTION CARRIED.