

**TOWN OF KIRKWOOD  
WORK SESSION**

**April 26, 2022**

Present: Supervisor Lewis Grubham  
Councilman William Diffendorf, Jr.  
Councilwoman Katie Legg  
Councilwoman Sandy Wasson (via Zoom)  
Councilman Robert Weingartner

Also Present: Robert McKertich, Attorney  
Kelley Diffendorf, Town Clerk  
John A. Finch Jr., Commissioner of Public Works

**1. Resolution to recess the meeting for an attorney/client session to obtain legal advice.**

At the start of the work session Councilman Diffendorf made a motion to recess the meeting for an attorney/client session to obtain legal advice. All Board members agreed and went to the conference room in the back of the Town Hall. Supervisor Grubham and the Board members returned to the meeting room at 6:30 to finish the work session.

**2. Discussion – Awarding Sealed Bid for the Sewer Project. (LCG)**

Supervisor Grubham explained that there were two portions to the sealed bid held on April 6, 2022. The Industrial Park Drive project lowest bid was from Vacri Construction and was \$107,000, which was under budget. With the Boards approval Vacri will be awarded the project. **Resolution.**

The Upper Court Street project is on hold for now, there is a water line directly over the top of the sewer line, which was not initially known. All bidders excluded anything to do with the water line in their final bid. The water line may need to be moved and will be quite expensive. John Mastronardi, Town Engineer, is looking for options to make this work and this project will be addressed once the problem is resolved. The sewer line in question starts at the stop light at the Truck Stop running under Route 11 and goes behind Mirabito.

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**3. Summer Schedule: (LCG)**

**Resolution combining the June 28, 2022 Work Session and the July 5, 2022 Town Board Meeting into one night to be held July 5, 2022.**

Councilman Diffendorf reminded the Board that the July summer meeting is usually held the last week of June to avoid the fourth of July vacations. The Board agreed to move the work session and meeting combination to Wednesday, June 29, 2022. It won't be held on Tuesday, June 28, 2022 due to the primary election.

**Resolution combining the July 26, 2022 Work Session and the August 2, 2022 Town Board Meeting into one night to be held August 2, 2022.**

**Resolution combining the August 30, 2022 Work Session and the September 6, 2022 Town Board Meeting into one night to be held September 6, 2022.**

***Resolutions.***

**4. Resolution scheduling a Special Town Board Meeting for December 27, 2022, after the Work Session, for the purpose of auditing year end bills and any other business that may come before the Board. (LCG)**

***Resolution.***

**5. Discussion – pursuant to section 3A(e) of Local Law No. 2-1979 entitled “A Local Law Regulating the Use of Parks of the Town of Kirkwood”, authorizing the Town Clerk to issue a permit to the Kirkwood Town Fair, Inc., for the use of the entire Kirkwood Veterans River Park on August 11, 12, and 13, 2022 without any permit fee to guarantee proper clean up after each use. (LCG)**

***Resolution.***

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**6. Discussion – Merit Increase for Chad Moran. (LCG)**

Supervisor Grubham proposed a merit increase for Chad Moran, Code Enforcement Officer. After Jim Kavaleski resigned in 2018 as Fire Inspector that job was added to Chad Moran’s duties and his hours were increased from 30 hours per week to 40 hours per week. That saved the Town about \$10,800. Supervisor Grubham proposed Chad Moran receive \$1.50 per hour increase, which would bring his yearly salary to \$47,611. He does a great job, is largely responsible for getting many of the derelict buildings in the Town down, and puts forth every effort to get to the bottom of many issues. Supervisor Grubham did a comparison with other Town Code Officer salaries and found Chad Moran is underpaid. All Board members were in agreement for the increase.

***Resolution.***

**7. Discussion – Projects needed this year – Grange Hall Road, Veterans River Park, and the Town Hall. (LCG)**

Supervisor Grubham provided a list of maintenance items that should be done this year around the Town and encouraged the Board members to take a look at the items listed so a decision could be made in the near future. Getting the projects done now will save more money in the long run before they get worse. A list of potential projects is on file on in the Town Clerk’s office.

**8. Discussion – Water & Sewer – Water meters, water usage, and how to get meters done. (LCG)**

Supervisor Grubham explained that many water meters still need to get installed. About 30% of the water usage in the Town is unaccounted for and not having the new meters installed may be part of that discrepancy if the old ones aren’t working properly. Some of the unaccounted water usage is from flushing hydrants, possible leaks, and many other things. John Finch is going to investigate this issue and get everything back on track.

Supervisor Grubham is proposing to hire someone part-time for three months this summer to install water meters. Sue Glovich is compiling a list of phone numbers and addresses so letters can be sent telling residents their meter needs to be changed, then residents will be called to set up dates and times for the meter change. The plan would be for the part-time laborer to get as many done

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as possible in three months. Councilman Weingartner mentioned that the rate of pay may need to be increased to get any interest in the position. We lost a good worker in the past because people can go elsewhere and make more money. Supervisor Grubham said there is money in the budget to pay for this opening due to Tyler Harpell's resignation.

**9. Discussion – Resolution amending Resolution # 60-22 appointing Karen Myers as a Member of the Board of Assessment Review for a term to expire September 30, 2026. (LCG)**

The term expiration date was listed wrong on the original resolution. **Resolution.**

**10. Discussion – Abolishing one Town Justice position. (LCG/RHM)**

Supervisor Grubham reiterated from past meetings that because of circumstances that have happened recently it appears the Town Court can get along with just one Justice.

Mr. McKertich explained the procedure for eliminating a Justice position is the adoption of a resolution, which is authorized under Town law. The resolution is subject to permissive referendum, petitions can be submitted following the adoption of the resolution to call for an election on the issue of whether or not to eliminate one of the Town Justice positions. The Town law does specifically authorize the Town to reduce the number of Justices from two to one for any town.

Councilman Weingartner inquired if this is being looked at because Justice Hawkes retired and the Town Court was able to continue business with just one Justice. Supervisor Grubham agreed with that and also mentioned that Justice Coe was gone for a while and Justice Hawkes was able to cover that situation alone before retiring. Justice Hawkes has now been gone for over a month and everything seems to be running smoothly with no complaints. Councilman Diffendorf agreed with Supervisor Grubham and Councilman Weingartner, it sounds right and it could save the Town a lot of money. Mr. McKertich will draft a resolution and it can be discussed and voted on next week. **Resolution.**

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- 11. Discussion – Resolution hiring Terry Everett as Laborer to work in the Parks Department effective May 18, 2022 for 90 days at a rate of pay of \$13.20 per hour. (JAF)**

***Resolution.***

- 12. Discussion – Resolution authorizing Aidan Ellsworth to attend Grade D Certification Training on May 9-13, 2022, at a cost of \$550.00, with all reasonable expenses paid, in accordance with the Reimbursement Policy for Employee Training Expenses. (JAF)**

John Finch mentioned that Aidan Ellsworth would be driving up and back to Cortland for W2O training in a Town vehicle and lunch is provided so there will not be any other expenses. ***Resolution.***

- 13. Discussion – Request from John Finch, Jr. to attend the Cornell Local Roads Schooling, June 6-8, 2022, at a cost of \$110.00. (JAF)**

John Finch noted he would drive up and back every day. ***Resolution.***

- 14. Audit of Claims.**

**Discussion – Snowstorm.** Councilman Diffendorf asked about the last snowstorm and how the trucks made out. John Finch replied that a couple trucks ended up in the ditch and needed a tow. He also mentioned it was the worst storm he had seen in a long time. It was hard dodging branches and trees and the snow was very heavy to plow.

**Brush Pick Up.** John Finch said brush pick up has started early. His crew is picking up debris from the sides of the roads now and next week the regular brush pick up will start.