

**TOWN OF KIRKWOOD  
WORK SESSION**

**June 26, 2023**

Present: Supervisor Lewis Grubham  
Councilmember William Diffendorf, Jr.  
Councilmember Katie Legg  
Councilmember Sandy Wasson  
Councilmember Robert Weingartner

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

- 1. Community Improvement Grants – Small Community Fund – Veterans River Park Picnic Pavilion - \$25,000 – Resolution authorizing the Supervisor to enter into an agreement with the County of Broome to accept the \$25,000 grant for the Veterans River Park Picnic Pavilion, in accordance with the attached agreement. (LCG)**

This grant was obtained to help with the rebuilding of Pavilion #2 at Veterans River Park. Supervisor Grubham needs authorization to sign the agreement with Broome County.

- 2. Discussion – Resolution acknowledging that the calendar year 2022 examination of the Justice Court records and dockets were examined and the fines collected, per the two justices, have been turned over to the proper officials of the Town as required by law, pursuant to section 2019-a of the Uniform Justice Court Act. (LCG)**

Court records were audited for 2022 by a certified accountant.

- 3. Discussion – Resolution authorizing the purchase and installation of a new passageway door for the front hallway of the Town Hall, by Marchuska Glass, LLC, at a cost not to exceed \$9,758, in accordance with the attached quote. (LCG)**

The new security door will be in the hallway to the right as you enter the Town Hall, with an electronic lock and camera that can see outside and in the hallway. The Town Clerk and Supervisor's Secretary will both have a button to access the lock. Supervisor Grubham noted the bulletproof glass for the Town Clerk's window will be discussed in the next month or two.

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- 4. Discussion – Resolution appointing Bernadette Cencetti as Clerk, PT to work in the Town Court, effective June 27, 2023, at a rate of pay of \$18 per hour. (LCG)**

There were over thirty applications for the PT Clerk position in the Court and four interviews were conducted, none were Kirkwood residents.

- 5. Discussion – Resolution authorizing the Highway Department to purchase the Water Department’s Truck #24, a 2016 Ford F-250, at a cost not to exceed \$18,000, in accordance with the attached Kelley Blue Book estimate. (JAF)**

The new Truck #24 has arrived for the Water Department; therefore, John Finch would like to transfer the old Truck #24 to the Highway Department for \$18,000. The truck that will go to the highway department will now be the deputy’s truck and the deputy’s truck will be the new service truck. The service truck that is currently being used has transmission issues and will be driven until it no longer runs.

- 6. Discussion – Resolution authorizing the paving of the Highway Garage parking lot at a cost not to exceed \$10,826, in accordance with the attached estimate. (JAF)**

John Finch requested to oil and stone a portion of the Town Garage parking lot, which consists of the employee parking section and also out back. It previously just had a base coat. This would come out of General Fund.

- 7. Discussion – Resolution authorizing the renewal of the WPN 5-year plan with 64 Seconds for the 2 iPads for the Water & Sewer Department to include data loss protection, phone and email support, initial GIS import, unlimited syncing, data content, users, iOS devices and exporting of data, at a cost not to exceed \$5,490, in accordance with the attached quote. (JAF)**

John Finch explained the iPads are used to locate water and sewer lines, fire hydrants, and manholes through GPS, in order to keep using the software and getting the current updates the agreement needs to be updated every five years through the company 64 Seconds. The iPads are currently working fine but if they need to be replaced this plan will transfer to the new iPads.

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**8. Discussion – Budget Adjustments.**

**9. Audit of Claims.**

**Enclosed Trailer - Water/Sewer Department.** Councilmember Diffendorf confirmed the new enclosed trailer for the Water and Sewer Department was purchased at a cost of \$6806. He then mentioned the invoice for Boland’s work on the Route 11 water line break was \$3526, noting that could have been a big payment on that trailer alone and how much outside companies cost to come in and do the work. Councilmember Diffendorf reiterated again, now that the department has the trailer, the town employees need to do the work. It will save the Town each time.

**Truck List.** Councilmember Legg requested a list of trucks by department and number from John Finch.