

TOWN OF KIRKWOOD
Organizational Town Board Meeting Agenda
January 7, 2025

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

PUBLIC PARTICIPATION:

COMMUNICATIONS: Letters of Re-Appointment for Clerk to Justice Full Time and Town Historian

COMMITTEE REPORTS:	<u>Chair</u>	<u>Members</u>
Beautification Committee	Patricia A. Griffin	Sandy Wasson
Bldg. Dept/Code	Sandy Wasson	Lewis C. Grubham
Bldgs./Cemeteries	Lewis C. Grubham	William J. Diffendorf, Jr.
Dog Control	Katie M. Legg	Marc Latini
Employment Discrimination/ Harassment	Sandy Wasson	Marc Latini
Enviro. Protection	John Mastronardi	Robert H. McKertich
Fire	Sandy Wasson	William J. Diffendorf, Jr.
Highway/Public Works	Chair Lewis C. Grubham	William J. Diffendorf, Jr.
Insurance, Town	Sandy Wasson	Marc Latini
Inventory	Katie M. Legg	Marc Latini
Lighting Dist.	William J. Diffendorf, Jr.	
Negotiations	Robert H. McKertich	Lewis C. Grubham
Parks	Lewis C. Grubham	Poe Williams
Personnel/Benefits	Lewis C. Grubham	William J. Diffendorf, Jr.
		Poe Williams
		Mary Kay Sullivan
Planning Board	Katie M. Legg	Sandy Wasson
Property Acquisition	Lewis C. Grubham	William J. Diffendorf, Jr.
Senior Citizens	Katie M. Legg	Sandy Wasson
Sexual Harassment	Lewis C. Grubham	1 Board Member - TBD
		1 Female - TBD
Water/Sewer – Budgets/Projects	Lewis C. Grubham	Poe Williams
		Julie Wyatt
		William J. Diffendorf, Jr.
Water/Sewer Department	Lewis C. Grubham	Poe Williams
		Julie Wyatt
		William J. Diffendorf, Jr.
Youth	Katie M. Legg	Marc Latini
Zoning Board of Appeals	Katie M. Legg	Sandy Wasson
DEPUTY SUPERVISOR:	Katie M. Legg	

NEW BUSINESS:

1. Resolution appointing the Press & Sun-Bulletin as the official newspaper for 2025 for publication of all legal notices of the Town and requiring the applicant on a zoning matter or an environmental matter to pay the cost of such publication in the official newspaper of the Town.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
2. Resolution naming M & T Bank as the depository for town funds for the Supervisor for 2025.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
3. Resolution appointing the Supervisor as Service Officer for 2025.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
4. Resolution authorizing the Supervisor to invest general funds, special district funds and highway moneys not obligated or required for immediate expenditure in United States treasury bills, savings accounts, time deposit or time certificates of deposit through Charter One, Manufacturers & Traders Trust Company, Tioga State Bank, Chemung Canal Trust Company, NBT Bank, First Niagara Bank, Peoples Security Bank & Trust, and NYCLASS; said investments to be payable or redeemable at the option of the Supervisor within such times as the proceeds may be needed to meet expenditures for which the moneys were provided, all pursuant to the provisions of the Investment Policy for the Town of Kirkwood adopted July 3, 1993.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
5. Resolution establishing reimbursement of expenditures incurred in 2025 as follows:
Mileage reimbursement at current Federal Government rate for job related travel;
Attendance at job related meetings not to exceed \$40 per meeting.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
6. Resolution designating the following Tuesdays of each month as Town Board meeting nights to be held at 6:00 PM at the Joseph A. Griffin Town Hall:
First Tuesday - Regular Town Board Meeting
Last Tuesday - Work Session
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
7. Resolution requiring all itemized vouchers to be submitted to the Town Clerk's office before noon of the Friday prior to the last Tuesday of each month, and vouchers for reimbursement of medical and optical expenses to be submitted to the Town Clerk's office before noon of the Thursday prior to the last Tuesday of each month to qualify for audit and payment at the next regular Town Board meeting.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
8. Resolution establishing hourly rates of pay for Public Works personnel for 2025, pursuant to Collective Bargaining Agreement with Teamsters 317 effective January 1, 2025 and with rate sheet from DPW Commissioner for all union and non-union employees of the DPW.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.

9. Resolution establishing pay for Board of Assessment Review, in accordance with the attached resolution.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
10. Resolution establishing salaries for all elected and appointed officials and employees as set forth in the 2025 budget.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
11. Resolution appointing the following persons to the designated positions for 2025, in accordance with the resolution.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
12. Resolution authorizing Supervisor to submit to the Town Clerk by March 31, 2025, a copy of his Annual Report to the State Comptroller and directing the Town Clerk to cause a notice to be published within ten (10) days after receipt of said report in the official newspaper of the town that a copy of such report is on file and available for inspection in Town Clerk's office.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
13. Resolution authorizing the payment of utility bills, town real property tax bills and postage prior to audit pursuant to Town Law Section 118 (2).
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
14. Resolution reaffirming and re-adopting the resolution establishing the Procurement Policy as amended most recently on December 27, 2022 and the Investment Policy adopted July 3, 1993.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
15. Resolution authorizing the Commissioner of Public Works to purchase equipment and tools not to exceed a total of \$3,999.00 per voucher during 2025 without prior Town Board approval, providing such purchases are consistent with the Procurement Policy approved by the Town Board.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
16. Resolution reappointing John Mastronardi of Griffiths Engineering as the Stormwater Management Officer for the year 2025.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.
17. Resolution appointing William Diffendorf as Safety Office, at a salary of \$1500.00 for the year 2025.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.

AUDIT AND PAYMENT OF CLAIMS:

1. 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 # through # in the total amount of \$, which includes prepaid claims as authorized by resolution adopted this date.
Motion by _____; Second _____.
RCV: WJD _____, SMW _____, KML _____, RFW _____, LCG _____. Vote: _____.

ADJOURNMENT:

1. Resolution to adjourn the meeting:

Meeting adjourned at _____ P.M.