

**TOWN OF KIRKWOOD
WORK SESSION**

September 30, 2025

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

Also Present: Robert McKertich, Attorney
Kelley Diffendorf, Town Clerk
Duane Travis, Zoning Board Chairman
Karen Ferguson, Historian

Absent: Poe Williams, Highway Superintendent

1. Discussion – Resolution Approving the 2026 Tentative Budget and Directing a Public Hearing for October 28, 2025 at 6 PM. (LCG)

The Budget Officer mentioned that the 2026 Tentative Budget is on file with the Town Clerk. She summarized the notes provided to the Board and mentioned that NYS has imposed a 2% tax cap for all municipalities for the 2026 Budget year. For the Town’s 2026 Budget, the proposed tax for the General Fund was left flat and the Highway Fund was increased by 1%. In total, the Town’s proposed tax levy reflects an increase of 1% from 2025 to 2026. The increase in the total Payroll budget is nominal due to the 27 payrolls included in the 2025 Budget and only 26 payrolls included in the 2026 Budget. Regarding the presentation of the Budget, the only change was the addition of a fund balance analysis for every fund.

2. Discussion – Resolution of the Town of Kirkwood, New York, adopted October 7, 2025, Endorsing the Joint Consolidation Agreement with Respect to Sewer District No. 1, Extension 1 of Sewer District No. 1, Extension 2 of Sewer District No. 1, Extension 3 of Sewer District No. 1, Extension 4 of Sewer District No. 1 and Sewer District Nos. 2, 3, 4, 5, 6 and 7 and Making Certain Determinations Related Matters. (LCG)

Supervisor Grubham explained this consolidation will save a lot of paperwork and make things easier for everyone involved. Councilmember Diffendorf confirmed the debts for Sewer Districts No. 3 and 4 will still be an obligation of those districts and will not be part of the consolidation.

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September 30, 2025

3. Discussion – Resolution scheduling a public hearing for October 28, 2025 at 6:03 PM on the Year 2026 Fire Contracts. (LCG)

4. Discussion – Resolution Authorizing the Expenditure of up to \$75,000 from the Highway Road Improvement Capital Reserve Fund, in accordance with the attached resolution. (LCG)

Supervisor Grubham reminded the Board about a discussion at a previous meeting regarding a problem with the culvert on Cedarhurst Road. John Mastronardi, Town Engineer, has put a design together to repair it and it needs to go out to bid. The cost is an estimate with hopes it will be less, but the process needs to get started so the money is available. Hopefully it can be completed while the weather is still dry and not overflowing with water.

5. Discussion – Resolution advertising for Sealed Bids for the Drainage Improvement Project on Cedarhurst Road, with bids returnable October 23, 2025 at 11 AM, to be publicly opened and read at that time. (LCG)

6. Discussion – Resolution to Increase the Second Notice Fee for Notice of Unpaid Taxes, in accordance with the attached resolution. (LCG)

HELD OVER. This was held over for more research. It was uncertain of who received the extra \$1 fee, the Town or the County and did this really need to be done.

7. Discussion – Resolution reappointing Jackie Casciani as Member Board of Assessment Review for a term to expire September 30, 2030. (LCG)

8. Discussion – Resolution awarding the Sealed Bid for the Broce RCT350 Broom to Tracey Road Equipment, being the lowest responsible bidder at \$85,518. (LCG)

Tracey Road Equipment was the only bidder and met all the requirements.

9. Discussion – Brookvale Cemetery. (LCG)

There was no discussion, Supervisor Grubham found out before the meeting that a group of people have decided to maintain Brookvale Cemetery.

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WORK SESSION**

September 30, 2025

10. Discussion – Resolution authorizing Chad Moran to attend the Land Use Leadership Alliance Training Program at Greek Peak Mountain Resort on October 27, 28, & 29, 2025, with all reasonable expenses paid. (LCG)

11. Discussion – Request for Qualifications (RFQ) for Engineering Services for the Water Treatment Facility Upgrades. (LCG)

Supervisor Grubham explained this resolution would authorize an engineering firm to complete the design work on the Water Treatment Facility Upgrade, if the Town is awarded the grant money.

12. Discussion – Resolution authorizing the Budget Journal Entries, in accordance with the attached Budget Adjustment Sheet. (LCG)

13. Audit of Claims.

Commission Fee – Post Office. Supervisor Grubham explained there is a company that negotiates the Post Office lease on the Town’s behalf, and they receive a commission. The lease gets renewed every five years. It will be renewed again at the beginning of 2026.

138:25
Ex. Sess

Councilmember Diffendorf moved to adopt resolution to conduct an Executive Session in accordance with Public Officers Law Section 105 (e) to discuss collective negotiations pursuant to article 14 of the Civil Service Law. Councilmember Legg seconded.

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

MOTION CARRIED.

139:25
Ex. Sess

Councilmember Diffendorf moved to adopt resolution to recess the meeting for an Attorney/Client discussion. Councilmember Latini seconded.

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

MOTION CARRIED.

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ADJOURNMENT:

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

MOTION CARRIED.

Meeting adjourned at 7:20 PM