

TOWN OF KIRKWOOD
Organizational Town Board Meeting Agenda
January 6, 2026

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES: December 30, 2025 Town Board Meeting

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 Griffin	Sandy Wasson
Bldg. Dept/Code	Sandy Wasson	Lewis Grubham
Bldgs./Cemeteries	Lewis Grubham	Poe Williams
Dog Control	Katie Legg	Marc Latini
Employment Discrimination/ Harassment	Sandy Wasson	Marc Latini
Enviro. Protection	John Mastronardi	Robert McKertich
Fire	Sandy Wasson	Katie Legg
Highway/Public Works	Chair Lewis Grubham	Marc Latini
Insurance, Town	Sandy Wasson	Marc Latini
Inventory	Katie Legg	Marc Latini
Lighting Dist.	Lewis Grubham	Poe Williams
Negotiations	Robert McKertich	Lewis Grubham
Parks	Lewis Grubham	Poe Williams
Personnel/Benefits	Lewis Grubham	Katie Legg Poe Williams Mary Kay Sullivan
Planning Board	Katie M. Legg	Sandy Wasson
Property Acquisition	Lewis Grubham	Katie Legg
Senior Citizens	Katie Legg	Sandy Wasson
Sexual Harassment	Lewis Grubham	1 Board Member - TBD 1 Female - TBD
Water/Sewer – Budgets/Projects	Lewis Grubham	Poe Williams Julie Wyatt
Water/Sewer Department	Lewis Grubham	Poe Williams Julie Wyatt
Youth	Katie Legg	Marc Latini
Zoning Board of Appeals	Katie Legg	Sandy Wasson

DEPUTY SUPERVISOR: Katie Legg

OLD BUSINESS:

- Resolution authorizing the Supervisor to enter into an agreement with Southern Tier Zoological Society, Inc., for the year 2026, in accordance with the attached agreement.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

2. Resolution authorizing Michael Wolyniak to review the financial records and reports of the Town Supervisor's office, the Town's justice court, the Town Clerk's office, and the water/sewer rents operations, at a cost not to exceed \$4,000.00, in accordance with the attached Review Engagement Proposal.

Motion by _____; Second _____.

RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

3. Resolution Approving the Joint Consolidation Agreement with Respect to the Proposed Consolidation of 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, in accordance with the attached resolution.

Motion by _____; Second _____.

RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

NEW BUSINESS:

1. Resolution appointing the Press & Sun-Bulletin as the official newspaper for 2026 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: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

2. Resolution naming M & T Bank as the depository for town funds for the Supervisor for 2026.

Motion by _____; Second _____.

RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

3. Resolution appointing the Supervisor as Service Officer for 2026.

Motion by _____; Second _____.

RCV: SMW _____, KML _____, MWL _____, 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: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

5. Resolution establishing reimbursement of expenditures incurred in 2026 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: SMW _____, KML _____, MWL _____, 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: SMW _____, KML _____, MWL _____, 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: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

8. Resolution establishing hourly rates of pay for Public Works personnel for 2026, pursuant to Collective Bargaining Agreement with Teamsters 317 effective January 1, 2024 and with rate sheet from DPW Commissioner for all union and non-union employees of the DPW.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

9. Resolution establishing pay for Board of Assessment Review, in accordance with the attached resolution.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

10. Resolution establishing salaries for all elected and appointed officials and employees as set forth in the 2026 budget.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

11. Resolution appointing the following persons to the designated positions for 2026, in accordance with the attached resolution.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

12. Resolution authorizing Supervisor to submit to the Town Clerk by March 31, 2026, 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: SMW _____, KML _____, MWL _____, 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: SMW _____, KML _____, MWL _____, 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: SMW _____, KML _____, MWL _____, 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 2026 without prior Town Board approval, providing such purchases are consistent with the Procurement Policy approved by the Town Board.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

16. Resolution reappointing John Mastronardi of Griffiths Engineering as the Stormwater Management Officer for the year 2026.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

17. Resolution appointing Marc Latini as Safety Office, at a salary of \$1500.00 for the year 2026.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

18. Resolution authorizing a \$1.00 per hour increase in the wages for all hourly employees of the Town of Kirkwood and an equivalent increase for all salaried employees of the Town of Kirkwood, in accordance with the attached salary list, effective January 14, 2026.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

19. Resolution authorizing the Supervisor to sign the PERMA Agreement, in accordance with the attached agreement.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, 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 claim # 26000001 through # 26000049 in the total amount of \$ 88,793.61, which includes prepaid claims as authorized by resolution adopted this date.
 Motion by _____; Second _____.
 RCV: SMW _____, KML _____, MWL _____, LCG _____. Vote: _____.

ADJOURNMENT:

1. Resolution to adjourn the meeting:
 Meeting adjourned at _____ P.M.