

**TOWN OF KIRKWOOD
TOWN BOARD MEETING**

January 6, 2026

An organizational meeting of the Kirkwood Town Board was held on January 6, 2026 at 6 PM at the Joseph A. Griffin Town Hall with Supervisor Lewis Grubham presiding.

Present: Supervisor Lewis Grubham
Councilmember Marc Latini
Councilmember Katie Legg
Councilmember Sandy Wasson

Also Present: Robert McKertich, Attorney
Kelley Diffendorf, Town Clerk
Karen Ferguson, Historian

Absent: Poe Williams, Highway Superintendent

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES: December 30, 2025 Town Board Meeting

PUBLIC PARTICIPATION:

Martin Kennerup of Foley Road asked if a sign could be put up telling tractor trailer drivers to not enter at the intersection of Foley Road and Johnson Road. He claims it is happening far too often and becoming a safety issue and damaging property. Supervisor Grubham replied that a sign could be installed there.

Martin Kennerup questioned the consistency of the Planning Board regarding the ongoing application of Norbut Solar Farms. He has attended other town's planning board meetings where the public can ask questions and get answers on the spot, but he claims this doesn't happen with the Kirkwood Planning Board. He claimed, in Kirkwood, the questions need to be submitted in writing and then at some point a response is supposed to be given by the solar company, but nothing has been answered yet. He suggested the Planning Board attorney does not let the chairman answer questions and tells anyone questioning the project that they need to file a FOIL request, which he felt was unreasonable. He wants the Planning Board to be honest and open, since they work for the residents of the Town of Kirkwood. Supervisor Grubham stated the Planning Board has rules they have to follow and if they don't that could create a problem and could cause legal recourse. Martin Kennerup also questioned how long the solar company has to continue refiling reports when it appears they really don't know what they are talking about. Mr. McKertich responded to Martin Kennerup's many questions stating the project documents are public records and the Town can put them online and make them easily accessible. Kelley Diffendorf noted that Mary Kay Sullivan has been posting the Planning Board documents related to Norbut Solar online, under the News section. In terms of questions for Norbut Solar Farms, Mr. McKertich continued, the Planning Board attorney might be trying to streamline the process so that all questions are submitted and then answered, but Mr. McKertich will follow up with Gina Middleton to be sure the public inquiries are being addressed. Lastly, the applicant is taking a long time with this process, they are missing deadlines and submitting documents late, which keeps pushing the process back. Everyone involved is frustrated. It is the applicant's delays, not the Planning Board's delays. Mr. McKertich noted this process shouldn't be rushed through, the Town wants to make sure nothing is missed, conduct a thorough review and analyze every aspect of potential environmental harm. It's a long process.

Councilmember Legg reminded Martin Kennerup that the Board passed a resolution for a temporary moratorium on solar installation, so the Board had time to look at the solar law and make any necessary changes.

Larry Holt of Trim Street said, Happy New Year, no solar fields this year!

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

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COMMITTEE REPORTS:

Historians Report.

With America's 250th Anniversary coming up, Karen Ferguson noted the display case in the meeting room has been redone to showcase items and articles from the bicentennial. She will update it as she gets more items.

Bucket Truck.

Prior to the meeting Poe Williams left the Board with a picture and description of bucket truck he recently went to look at, so the Board had an idea of what he is interested in purchasing. The truck can't be bought outright; it will have to go out to bid. Supervisor Grubham noted there's a lot of things the Town can use a truck like this for, but right now the Town has to borrow a truck from Conklin or rent one. There is money in the budget for this, and Poe Williams will continue to follow through.

DPW Busy Winter.

The Highway department has been very busy this winter and is finally starting to catch up on things since the weather has warmed up a bit. The guys were plowing and salting every day to the point where the edges of some of the plows were starting to wear off.

OLD BUSINESS:

Councilmember Wasson moved to adopt 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. Councilmember Legg seconded.

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

MOTION CARRIED.

Councilmember Legg moved to adopt 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 in accordance with the attached Review Engagement Proposal. Councilmember Latini seconded.

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

MOTION CARRIED.

Councilmember Latini moved to adopt 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. Councilmember Wasson seconded.

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

MOTION CARRIED.

NEW BUSINESS:

Councilmember Wasson moved to adopt 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. Councilmember Legg seconded.

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

MOTION CARRIED.

1:26
Agreement
Zoo

2:26
Approve
Audit
Supervisor,
Court, Clerk
W&S

3:26
Approve Joint
Consolidation
Agreement
Sewer
Consolidation

4:26
Press Official
Newspaper

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Councilmember Legg moved to adopt resolution naming M & T Bank as the depository for town funds for the Supervisor for 2026. Councilmember Latini seconded.

5:26
M&T Bank
Depository

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

MOTION CARRIED.

Councilmember Latini moved to adopt resolution appointing the Supervisor as Service Officer for 2026. Councilmember Wasson seconded.

6:26
Appoint
Supervisor –
Service Officer

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

MOTION CARRIED.

Councilmember Wasson moved to adopt 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. Councilmember Legg seconded.

7:26
Supervisor
Invest Funds

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

MOTION CARRIED.

Councilmember Legg moved to adopt resolution establishing reimbursement of expenditures incurred in 2026 as follows:

8:26
Mileage &
Expense
Reimbursement

Mileage reimbursement at current Federal Government rate for job related travel;
Attendance at job related meetings not to exceed \$40 per meeting.

Councilmember Latini seconded.

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

MOTION CARRIED.

Councilmember Latini moved to adopt resolution designating the following Tuesdays of each month as Town Board meeting nights to be held at 6 PM at the Joseph A. Griffin Town Hall:

9:26
Meeting Night
Designation

First Tuesday - Regular Town Board Meeting
Last Tuesday - Work Session

Councilmember Wasson seconded.

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

MOTION CARRIED.

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10:26
Voucher
Submittal
Timeline

Councilmember Wasson moved to adopt 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. Councilmember Legg seconded.

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

MOTION CARRIED.

11:26
DPW
Pay Rates

Councilmember Legg moved to adopt 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. Councilmember Latini seconded.

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

MOTION CARRIED.

12:26
BAR
Pay Rates

Councilmember Latini moved to adopt resolution establishing pay for Board of Assessment Review, in accordance with the attached resolution. Councilmember Wasson seconded.

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

MOTION CARRIED.

13:26
Salaries
Elected &
Appointed
Officials

Councilmember Wasson moved to adopt resolution establishing salaries for all elected and appointed officials and employees as set forth in the 2026 budget. Councilmember Legg seconded.

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

MOTION CARRIED.

14:26
Appoint
Various
Positions

Councilmember Legg moved to adopt resolution appointing the following persons to the designated positions for 2026, in accordance with the attached resolution. Councilmember Latini seconded.

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

MOTION CARRIED.

15:26
Annual
Report
Due Date

Councilmember Latini moved to adopt 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. Councilmember Wasson seconded.

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

MOTION CARRIED.

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Councilmember Wasson moved to adopt resolution authorizing the payment of utility bills, town real property tax bills and postage prior to audit pursuant to Town Law Section 118 (2). Councilmember Legg seconded.

16:26
Prepay Utility,
Property Tax,
and Postage
Bills

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

MOTION CARRIED.

Councilmember Legg moved to adopt 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. Councilmember Latini seconded.

17:26
Procurement
and
Investment
Policies

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

MOTION CARRIED.

Councilmember Wasson moved to adopt resolution authorizing the Commissioner of Public Works to purchase equipment and tools not to exceed a total of \$3,999 per voucher during 2026 without prior Town Board approval, providing such purchases are consistent with the Procurement Policy approved by the Town Board. Councilmember Legg seconded.

18:26
DPW
Equipment
Purchase
Guidelines

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

MOTION CARRIED.

Councilmember Legg moved to adopt resolution reappointing John Mastronardi of Griffiths Engineering as the Stormwater Management Officer for the year 2026. Councilmember Latini seconded.

19:26
Reappoint
J.Mastronardi
Stormwater
Management
Officer

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

MOTION CARRIED.

Councilmember Legg moved to adopt resolution appointing Marc Latini as Safety Officer, at a salary of \$1500 for the year 2026. Councilmember Wasson seconded.

20:26
Appoint
M.Latini
Safety Officer

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

MOTION CARRIED.

Councilmember Wasson moved to adopt resolution authorizing a \$1 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. Councilmember Legg seconded.

21:26
Approve Pay
Increase
Hourly and
Salaried
Employees

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

MOTION CARRIED.

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22:26
Agreement
PERMA

Councilmember Legg moved to adopt resolution authorizing the Supervisor to sign the PERMA Agreement, in accordance with the attached agreement. Councilmember Latini seconded.

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

MOTION CARRIED.

AUDIT AND PAYMENT OF CLAIMS:

23:26
Audit/Pay

Councilmember Latini moved to adopt 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. Councilmember Wasson seconded.

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

MOTION CARRIED.

ADJOURNMENT:

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

MOTION CARRIED.

Meeting adjourned at 6:29 PM

Respectfully submitted,

Kelley M. Diffendorf
Town Clerk