

**TOWN OF KIRKWOOD
WORK SESSION**

January 27, 2026

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

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

- 1. Discussion – Resolution ratifying a resolution authorizing the Supervisor to sign the Memorandum of Agreement with Teamsters Local 317 of the International Brotherhood of Teamsters regarding an adjustment of an additional \$1 per hour for all employees covered by the 2024-2026 CBA, in accordance with the attached agreement. (LCG)**
- 2. Discussion – Resolution recommendation and approval of the Code Enforcement Officer, pursuant to section 304.3 of the Mobile Home – Trailer Ordinance, authorizing the Town Clerk to issue a license for the following mobile home – trailer park, such license will be for the year 2026:**
Kirkwood MHP, LLC
Owner: Kirkwood MHP, LLC
(and/or Home Point Communities, NY) (LCG)
- 3. Discussion – Resolution rescinding Resolution #23:26 and authorizing the audit and payment of the following claims: General and Highway Funds, Special District (Fire, Light, Water and Sewer Districts), Professional Services, Capital Projects and Reserve Funds claim #26000001 through #26000049 in the total amount of \$121,427.68, which includes prepaid claims as authorized by resolution adopted January 6, 2026. (LCG)**

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- 4. Discussion – Resolution pursuant to Not-For-Profit Corporation Law Section 1402(c)(3) approving the Membership Roster for the Kirkwood Fire Company, with the understanding that the members so approved will be assigned for which they have been qualified, in accordance with the attached roster. (LCG)**

- 5. Discussion – Resolution scheduling a Public Hearing for February 24, 2026 at 6 PM regarding a proposed Local Law Regulating Short-Term Rentals. (LCG)**

Mr. McKertich explained the key aspects of the law regarding regulating short-term rentals. A short-term rental is the rental of a dwelling unit for less than 30 days, but not a hotel, motel, or bed and breakfast. It's not a long-term lease with a landlord/tenant situation. Someone that wants to open a short-term rental needs to apply through the code office for a permit. The code office would be the entity issuing the permit. There are various different requirements that the applicant would need to meet, including providing contact information, fire and safety compliance, parking, occupancy, water and septic, bedroom description, garbage removal, certain house rules, lawn maintenance requirements, and local manager requirements. The law also allows for various inspections by the Code Enforcement Officer (CEO) and has an annual renewal provision for the permit, with various different enforcement provisions towards the end of the law. This is not a zoning law; it is not restricting where short-term rentals are located in different zoning districts.

The house rules are submitted at the time of the application, if the CEO thought the house rules were inadequate or problematic they could be addressed at that time. House rules at a minimum do have to address unreasonable noise. It has to prohibit unreasonable noise between the hours of 10 PM – 8 AM. Some may limit the number of guests to deter parties from happening. The law talks about the house rules promoting a clean, wholesome and attractive environment. It is very broad, so the details can be set by the property owners but that is the general concept of what the Town is looking for.

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Supervisor Grubham questioned if the property owner can set the rules, can those rules conflict with rules the Town already has set in place, example the noise ordinance. Mr. McKertich will refer to the current zoning code on unreasonable noise and make an adjustment to the new short-term law so both standards are the same.

- 6. Discussion – Resolution approving the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for Chad Moran, Dog Control Officer and Julie Wyatt, Budget Officer, in accordance with the attached resolution. (LCG)**

- 7. Discussion – Resolution awarding the Sealed Bid to Kellogg Auto Sales for the 2005 GMC C4500 Kodiak Bucket Truck, being the lowest responsible bidder at \$32,995. (LCG)**

Supervisor Grubham reminded the Board the above listed Bucket Truck was discussed at the last board meeting and that Poe Williams and one of the DPW employees went to look at the truck and wanted to proceed with the bid process. Councilmember Wasson asked if there's any kind of warranty on a used vehicle like this, and Poe Williams explained the company is upstanding and would most likely give the Town at least 30 days, he is sure they would help out if there was an issue.

- 8. Resolution to appropriate an annual \$1,800 records management stipend to the Town Clerk in recognition of certain additional records management duties and responsibilities. (LCG)**

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

- 10. Discussion – Resolution authorizing Chad Moran to attend the Southern Tier Home Builders & Remodelers Association Training on February 12, 2026 at the Sidney Fire Department, at a cost of \$35, with all reasonable expenses paid. (LCG)**

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- 11. Discussion – Resolution authorizing the Expenditure of up to \$110,000 from the Sewer Capital Improvement Reserve Fund, for the purpose of purchasing a generator for the sewer facilities, in accordance with the attached resolution. (LCG)**

Supervisor Grubham explained the generator at the sewer pumping station needs to be replaced. The generator is over 25 years old, and it is hard to get parts for it when needed. It is very important when the power goes out that the emergency generator works.

- 12. Discussion – Resolution authorizing the Expenditure of up to \$100,000 from the Improvement of Facilities Capital Reserve Fund of Consolidated Water District No. 1, for the purpose of purchasing a generator for the water facilities, in accordance with the attached resolution. (LCG)**

Supervisor Grubham explained the generator for the water facilities is 47 years old and there have been situations when parts can't be found anymore. If the power goes out at the wrong time, the Town won't be pumping any water, so this is a major issue that needs to be taken care of.

- 13. Audit of Claims.**