

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF RICHLAND
1 BRIDGE STREET, PULASKI, NY

DATE: June 22, 2023

KIND OF MEETING: Special Town Board Meeting

PLACE: Grand Jury Room, H. Douglas Barclay Courthouse Pulaski, NY

BOARD MEMBERS PRESENT: Supervisor Kern Yerdon
Councilwoman Donna Gilson
Councilman Allen Goodsell
Councilwoman Sue Haynes
Councilman Robert North (absent)

OTHERS IN ATTENDANCE: Town resident, Selena Belser, Water Supervisor, Ronald Novak, Highway Superintendent, John Fox, Attorney Graham Seiter and Town Clerk, Millie Newcomb.

CALL TO ORDER: The meeting was called to order at 10:00 a.m. with Supervisor Yerdon leading in the Pledge of Allegiance.

PUBLIC COMMENT: Town Resident Selena Belser is here to ask about the status of Water District #5 Extension 1 for the Migrant Ministry Building in Richland. The ministry is the only free clinic in Oswego County. It's an all volunteer clinic. Supervisor Yerdon advised Mrs. Belser that the Board was going to pass the Resolution to order a Public Hearing on the Extension #1 to Water Service Area #5. Once the Public Hearing is done, and there are no objections, the project can move forward. ***A motion to schedule the Public Hearing for Water Service Area #5 Extension #1 at the next Town Board Meeting on July 11, 2023 was made by Councilman Goodsell and seconded by Councilwoman Gilson. With no discussion and in a roll call vote, all were in favor with a vote of "AYE".***

HIGHWAY: Superintendent John Fox is next. Mr Fox told the Board that he, Supervisor Yerdon and Councilman Goodsell met at the Sand Pit that is owned by the Pollic's. Also in attendance was Mr. Town Guiles. Mr Guiles is a "liaison" between the municipality or an independent person and the DEC. There are so many regulations now with sand pits between traffic studies,

noise studies, he came very highly recommended. He came up with an approximate price of between \$6000 and \$8000. To have everything completed. Yesterday, it was decided to get the ball rolling with him and his paperwork. Mr Fox told him where the property was and when they met, he came prepared with maps. Superintendent Fox has a meeting with the Pollic's to see if we can come up with some kind of a contract. Ron Novak told the Board that he knows Mr Guiles very well and he has an extensive history in being a geologist in doing this kind of permitting. He doesn't see any issues. The next thing is last November Mr Fox ordered a Pickup truck last November from Caskinett Motors in Carthage. I received a call today that the truck has come in. The Town has the right to refuse it but John is here to ask the Board to let him purchase the vehicle. The Town has 2 pickups in very bad shape that he wants to replace. This should put the Town in good shape for the next 10 years. The total price for this 2023 F250 is \$ 56,806. Mr Fox has the money in reserves to pay for the truck. The better of the 2 older trucks will go to the Water Department for the summer for the seasonal workers. ***A motion to purchase the new 2023 Ford F250 at the price of \$56,806 was made by Councilwoman Gilson and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE".***

Supervisor Clerk Tammie Whaley is next. When the Town did the Annual Insurance meeting with Easternshore, they were really pushing the Cyber Security stuff so we had them give us quotes. The Board was handed the quotes for this service. The annual insurance policy is just shy of \$61,000 per year. This doesn't include the Cyber Policy. ***A motion by Councilman Goodsell and seconded by Councilwoman Haynes is to opt for coverage of \$500,000 and to raise the property equipment deductible from \$250 to \$500. In a roll call vote, all were in agreement with a vote of "AYE".***

WATER DEPARTMENT: Next is an update on the Generator for the Well Fields in Richland. In the intermunicipal agreement with Orwell, the fee to hook into our system was/is \$75,000. In anticipation that they were going to do that by October 1 of this year. The Orwell project is behind schedule. Mr. Novak is looking to send this out to a General Contractor. The issue is that this project was put into this year's budget with the expectation that we were going to get the \$75,000 this year. Mr Novak's concern is that he isn't sure that the Town of Richland will get that money this year, if water is going to flow. The issue is, and it's the Board's decision, that Mr Novak wants to go through a General Contractor to build various portions of prepping for the generator. The other at what point can we go out to bid, do we have to wait to get the \$75,000 in hand. He would like to get all the concrete work done, the fence work done, the pre-electrical work, and the auto transfer switch and if he piece meals all of this out, and with himself doing this work. He feels that he can get about 80-90% of the prep work done to be able to receive the generator. He would like to take it from the \$75,000 that is allotted into the project, but he does he dare to spend from a line item where he may not get a check because the Orwell project is behind. If he can't then the generator will be pushed way out. The Town does have a signed agreement with Orwell for Richland to get \$75,000 before the water flows. Orwell says they will get the project going before the end of the year. He suspects that the water will not

flow until 2024. The issue was the pump house location. This has slowed the project. Per Budget Officer Tammie Whaley, when the Town did the budget, we were taking in \$75,000 and we put in expensing out for the generator. Mr Novak added that the total prep work will be about \$20,000-25,000, get it done such that we would be in a position where the only remaining item is to order the generator. Orwell would be paying Richland the \$75,000, we put that into the budget, that we were going to get that money by the fall, we don't have it. So even though it's part of the budget it's not really there. It's a minus to us until we get it. Mrs. Whaley suggests that it comes out of the Capital Reserve and when the money comes in, put it back. Mr. Novak isn't sure of the lead time that is needed for another generator. The generator that was ordered over 1 year ago is now in Syracuse but Scriba hasn't got it on their calendar yet to be installed. Mr Novak's concern is that he isn't sure if that \$75,000 will arrive before the end of 2023. Say at the end of the year this money doesn't come in, but we have expended it, it will eventually, depending how the budget goes for the rest of the year, we will take it from fund balance. It finds its way back. Attorney Seiter suggested that the Board consult with Laird Petrie about this matter. This happens a lot especially with grants where the Town has to pay upfront. Councilwoman Gilson and Councilman North have been meeting going over the Procurement Policy. They have another meeting scheduled to work on it again. It's important that this policy gets finalized soon. Supervisor Yerdon would like an answer by July 11th if possible. Water Supervisor Novak has questions about what happens between \$20,000 and \$35,000. According to the document as of right now, there are no rules. The procurement policy is not only important to the Town and following its own rules, you have to submit a copy for grant applications, you have to submit a copy for when we eventually settle Water Districts, 3 and 5 with Sandy Creek. Councilwoman Gilson will call around to other Towns. The state law changed amounts, the Town changed the amounts but didn't set the ground rules for what you needed to do between \$20,000 to \$35,000 when the different amounts were amended. That is on professional services on the purchase of items it went from \$10,000 to \$20,000 and that section is void it has no rules at all.

Zach Masuccia is currently seasonal at the highway dept. As of Monday June 26th he will be a seasonal water employee. He will go from \$15 per hour to \$17.33 per the union contract. He will go back to the Highway payroll in the fall. Gabby, the other seasonal person will be working with Zach trimming and painting Hydrants.

Zach is a seasonal employee under the Union contract. He has a CDL-B permit. New York State passed a law that all new CDL's have to go to a State mandated training for the cost of \$5000. It makes sense that the Board should change the employee handbook that states that if you get hired by the Highway Department, you must possess a CDL. If we don't, the Town will have to pay for the schooling for it. To entice workers, maybe the Town could offer a program where we would reimburse the worker for the license over a period of 5 years. Without something like this, the Town could face a shortage of workers in the future. Supervisor Yerdon will write something up and have Attorney Seiter to look it over.

Update: Mr Novak attended the Town of Richland Planning Board meeting. The main reason for attending was the area variance from the Town of Orwell for Bill and Catherine Oliver to

subdivide their property into 2 sections. The engineer for B&L indicated that they had a signed purchase offer for placement of the well house on the Olivers property. They went through the necessary motions to accept the permit application and scheduled the Public Hearing after it had already gone through the first look by the Planning Board. There was a map at the meeting handed out by the engineer on the corner. Yesterday and today the homeowner has been cutting down the trees. As of today, the Town Supervisor has not had any word from the Town of Orwell. Mr. Novak suggested having a Joint Planning and Zoning Board to get the ball rolling for the Water Project. Attorney Seiter will speak to Mr. Howland about this possibility. Lastly, the question about the Water District #5 EDU charge. In theory, the charge is supposed to be the same for each town. Mr. Novak will continue researching this issue and get back with the Board.

The meeting changed to discuss Cyber Security. Because of a time constraint and Councilman North not being in attendance, the Board tabled the Cyber Security discussion until such time all Board members were present. Water Supervisor Novak advised that a meeting should be scheduled with the Town of Sandy Creek Board to discuss water rates and another Town Board Meeting to discuss only Cyber Security and Water issues. The next meeting will be scheduled at a later date when Councilman North can be here. ***A motion to adjourn was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote, all were in favor with a vote of "AYE". 11:54am.***

Respectfully submitted by

Millie Newcomb
Town Clerk