

**TOWN OF
RICHLAND
2023
ANNUAL
CEO/ZEO
REPORT**

Town of Richland
2023 Annual
CEO Report

Building Permit Breakdown

Total Permits: 106

Homes: 13

Cabins: 1

Additions to Home: 5

Addition to Garage: 2

Manufactured Homes: 5

Septic Systems: 19

Garage/Pole Barns: 38

Decks/Porches: 29

Commercial: 0

Commercial Addition: 1

Pools: 3

Renovations: 1

Demolition: 10

Renewal: 8

Misc.: 6

Change of Use: 2

Residential Solar: 3

Commercial Solar: 2

Telecommunication Twr.0

Violation Notice: 37

Stop Work Order: 1

Chimney Inspections: 1

Health Dept. Violations: 19

Violation Complaints: 17

Request for Information: 22

Respectfully Submitted

John H. Howland

January 1, 2024

**TOWN OF RICHLAND
2023 ANNUAL
ZONING PERMITS**

Zoning Permit Breakdown

Total Permits: 70

Regular Permits: 49

Special Permits: 4

Variance: 6

Amendment: 0

Site Plan: 5

Renewals: 6

Sub-Division: 0

Fish Clean Insp: 3

Junk Yard Insp: 4

Respectfully Submitted,

John Howland

January 1, 2024

4B

AGENDA
Town of Richland
Joint Planning Board/ZBA Meeting
Tuesday January 16, 2024, 6:30 PM

Appoint Chairman for PB & ZBA for 2024.
Renew Appointments for PB - Brian Leary and Alt. Robert Jefferies. ZBA
Swaiatoslav Kaczmar and Alt. Tim Crouch expired 12/31/2023.

PB/ZBA:

Discussion on updating existing zoning ordinance. Set meeting dates.
Tug Hill school Thursday May 2, 2024 at Turning stone. Roundtable
discussion & vendor reception on Wednesday May 1, 2024. Application
enclosed. Please complete and bring to meeting.

Approval of PB minutes from the December 18, 2023, meeting.
Approval of ZBA minutes from the December 19, 2023, meeting.
Any other business that needs to be brought to the Board.

**MINUTES OF THE PLANNING BOARD MEETING
TOWN OF RICHLAND
1 BRIDGE STREET, PULASKI, NY 13142**

DATE: Monday, November 20, 2023

PLACE: H Douglas Barclay Courthouse

PLANNING BOARD MEMBERS PRESENT: Joe McGrath, Brian Leary, Tom King, Dave Scott, Jon Goodsell and Alternate Robert Jeffery

OTHERS IN ATTENDANCE: Timothy Crouch, Lorraine Marcille, Robin Brown, and Reinier Ramirez

CALL TO ORDER: The meeting was called to order at 7 p.m. with Chairman McGrath leading in the Pledge of Allegiance.

Lorraine Marcille realizes that the application for Selkirk Lighthouse was denied and was wondering if any action has been taken yet and what is next? Chairman McGrath stated that it is in the hands of the Town Board now and suggests that she ask a board member.

SPECIAL PERMIT AND SITE PLAN APPLICATION:

Application #23-66 & 67 submitted by Justin Sharlow 6365-69 State Route 3 for a special permit and site plan to reopen an existing retail store and 3-unit motel. Robin Brown is here to speak on behalf of Mr. Sharlow and explained his plan to the board. He is planning to turn the small tackle shop into a liquor store and would like to reopen the motel, as an extension to the Corner Cabins that he owns. Mr. King questioned the parking for the liquor store. The board stated that he is going to need to obtain approval from the NYS DOT for the parking, entrance and egress, and the signage. The board feels that he may need to provide a little better site plan. Chairman McGrath completed the SEQR review with the board. ***A motion was made by Leary and seconded by Scott to declare this action to have no environmental impact, to declare it a negative declaration and allow the Chairman to sign as such. In a roll call vote, members voted as follows: McGrath, yes; Leary, Yes; Scott, Yes; Goodsell, yes; and King, yes. A motion was made by Leary and seconded by King to allow the zoning officer to determine if this is a completed action and if it is so to send it to the County, and schedule the public hearing for December 18, 2023. In a roll call vote, members voted as follows: McGrath, yes; Leary, Yes; Scott, Yes; Goodsell, yes; and King, yes.***

VARIANCE APPLICATION:

Application 23-64 submitted by Donald Clark 803-805 County Route 5. Applicant would like to place a 12' x 20' prefab shed and requires a 10' front yard waiver. ***A motion was made by King and seconded by Leary to provide a favorable recommendation for application 23-64 to the ZBA. Chairman McGrath voted no, as he doesn't have enough information; Leary, undecided, he is concerned about aesthetics, it is a tourist road. The board had some discussion. A motion was made by King and seconded by Scott to remove the***

previous motion due to not having enough information. All members were in favor with a vote of Yes. A motion was made by Scott and seconded by Leary to make no recommendation to the ZBA due to lack of information. All members were in favor with a vote of Yes.

A motion was made by Leary and seconded by Scott to approve the October minutes as submitted. All members were in favor with a vote of Yes.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted by,
Julie Peterson
Clerk

**MINUTES OF THE ZONING BOARD MEETING
TOWN OF RICHLAND
1 BRIDGE STREET, PULASKI, NY 13142**

DATE: Tuesday, November 21, 2023

PLACE: H Douglas Barclay Courthouse

ZONING BOARD MEMBERS PRESENT: Marshall Minot, Charles Deaton, and Timothy Crouch

OTHERS IN ATTENDANCE: John Howland, Don Clark

CALL TO ORDER: The meeting was called to order at 6:30 p.m.

VARIANCE APPLICATION:

Variance application 23-64 submitted by Donald Clark 803-805 County Route 5 for a 10' front yard waiver for the construction of a 12' x 20' prefab shed. The Planning Board did not give a determination to the ZBA due to lack of information. Mr. Clark states that it is not an Amish made shed, it is a shed that he obtained from his sister. Chairman Minot completed the SEQR with the board. ***A motion was made by Deaton and seconded by Crouch to deem application 23-64 complete and schedule the public hearing for December 18, 2023. In a roll call vote, members voted as follows: Minot, Yes; Deaton, Yes; and Crouch, Yes.***

A motion was made by Crouch and seconded by Deaton to approve the September minutes as submitted. All members were in favor with a vote of Yes.

The meeting was adjourned at 6:45.

Respectfully submitted by,
Julie Peterson
Clerk

**MINUTES OF THE PLANNING BOARD MEETING
TOWN OF RICHLAND
1 BRIDGE STREET, PULASKI, NY 13142**

DATE: Monday, December 18, 2023

PLACE: H Douglas Barclay Courthouse

PLANNING BOARD MEMBERS PRESENT: Brian Leary, Tom King, Jon Goodsell, and Alternate Robert Jeffery

OTHERS IN ATTENDANCE: Timothy Crouch, John Howland, Justin Sharlow, Jeff Edick, Maggie Rathje

CALL TO ORDER: The meeting was called to order at 7 p.m. with Brian Leary leading in the Pledge of Allegiance.

SPECIAL PERMIT AND SITE PLAN APPLICATION:

Application #23-66 & 67 submitted by Justin Sharlow 7365-69 State Route 3 for a special permit and site plan application to reopen an existing retail store and 3-unit motel. ***A motion was made by Goodsell and seconded by King to open the public hearing at 7:01 p.m. All members were in favor with a vote of Yes.*** Justin Sharlow explained the project to the board and what he intends to do. Maggie Rathje asked Mr. Sharlow what type of retail store it will be. It will be a liquor store. Tom King stated that he would like to see a better site plan that defines things more clearly with the trees, parking spaces, and the signs. Mr. Sharlow stated that the DOT did not have any concerns when he talked to them as it was already an existing business and the sign was ok as long as it wasn't in the State ROW. Mr. Howland informed them that the trees were already there and that the plan isn't exactly to scale where it shows the sign. He received a letter back from the DOT stating that although the existing access to Route 3 does not meet current design standards, the department will not require any modification at this time. As discussed, the site will re-open and remain its previous use of apartments and a small retail shop. Changes in use or significant alterations to the site in the future would require the access to be brought into current standards, including delineating the driveway to a standard width and layout. The 239 review, recommends approval for the project. ***A motion was made by Jeffrey and seconded by Goodsell to close the public hearing at 7:09 p.m. All members were in favor with a vote of Yes. A motion was made by Goodsell and seconded by Jeffery to approve special permit application # 23-66 under the conditions that he completes another site plan delineating the angled parking spaces and that the sign is outside the DOT ROW. In a roll call vote members voted as follows: Leary, yes; Goodsell, yes; King, yes; Jeffery, yes. A motion was made by Goodsell and seconded by Jeffery to approve site plan application 23-67 with the same conditions as the special permit. In a roll call vote members voted as follows: Leary, yes; Goodsell, yes; King, yes; Jeffery, yes.***

VARIANCE APPLICATION:

Application 23-64 submitted by Donald Clark 803-805 Co. Rt. 5. Applicant would like to place a 12 x 20 prefab shed and requires a 10' front yard waiver. Mr. Howland explained that the applicant would like to move a shed that his sister gave him onto his property. It was sent to the County and they feel that no significant impact is involved. ***A motion was made by King and seconded by Goodsell to give a favorable recommendation to the ZBA for variance application 23-64. In a roll call vote members voted as follows: Leary, yes; Goodsell, yes; King, yes; Jeffery, yes.***

A motion was made by Goodsell and seconded by Jeffery to approve the November minutes as submitted. All members were in favor with a vote of yes.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted by,
Julie Peterson

**MINUTES OF THE ZONING BOARD MEETING
TOWN OF RICHLAND
1 BRIDGE STREET, PULASKI, NY 13142**

DATE: Tuesday, December 19, 2023

PLACE: H Douglas Barclay Courthouse

ZONING BOARD MEMBERS PRESENT: Marshall Minot, Swiat Kaczmar, Timothy Crouch

OTHERS IN ATTENDANCE: John Howland, Herbert Clark

CALL TO ORDER: The meeting was called to order at 6:30 p.m.

VARIANCE APPLICATION:

Variance application 23-64 submitted by Donald Clark 803-805 County Route 5 for a 10' front yard waiver for the construction of a 12' x 20' prefab shed. Chairman Minot asked Mr. Clark to explain his brother's project. Don would like to put a shed in front of his house to store stuff in. His sister gave it to him prior to selling her residence. It is currently at Herb's house awaiting approval, and it can't remain there as it is too close to the road and it drops off and it doesn't meet the front or back setbacks. Mr. Clark stated that she sold her house and has a cottage that she is planning to put an addition on. Can she obtain a temporary permit for a place to store her stuff while renovating? Mr. Howland told him that she can.

A motion was made by Crouch and seconded by Kaczmar to open the public hearing at 6:32 p.m. All members were in favor with a vote of yes. There was no public comment. ***A motion was made by Kaczmar and seconded by Crouch to close the public hearing at 6:34 p.m. All members were in favor with a vote of yes.*** Chairman Minot does not have any problems, it would be consistent with the other properties and things being close to the road. He is concerned that it will set a precedent for the area and future development in the area. Mr. Howland states that the current variance is only for the shed, anything else he would have to apply for another variance. Swat asked if the property is a business or a residence? Mr. Howland, the property is a residence that has a commercial business on it. The shed can not be used as a retail store or for a business. There was discussion regarding residential property with commercial business on them and if there needed to be any delineation for the portion that is being used for commercial use. The 239 review from the County states that the department has reviewed the application and based on the information

submitted recommends no significant Countywide or intercommunity impact is involved for this project. ***A motion was made by Crouch and seconded by Kaczmar to approve application 23-64 for a 12 x 20 shed with a 10' variance with the condition it be used as applied for, residential use only. In a roll call vote members voted as follows: Crouch, yes; Kaczmar, yes; Minot, yes, the board has discussed if the benefits can be achieved by other means feasible to the applicant and it is determined that because of the terrain, it would be unlikely to be placed in any other areas, it does not cause an undesirable change to the area, the request is not substantial, it is within reason in the area, and it will not have any physical or environmental adverse effects. The marina has been there for over 75 years so it is not self created.***

A motion was made by Crouch and seconded by Kaczmar to accept the November minutes as submitted. All members were in favor with a vote of yes.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted by,
Julie Peterson

TOWN OF RICHLAND WATER DEPARTMENT

1 BRIDGE STREETPULASKI, NY 13142

MINUTES OF THE RICHLAND WATER ADVISORY BOARD

Date: December 5, 2023

Kind of Meeting: Regular monthly water board meeting

Place: H. Douglas Barclay Courthouse Jury Room

Water Board Members Present: Doug Schwalm, Chairman
Ken Moonan
Krista Fox-absent
Robert Jeffery
Tim Crouch

Others in Attendance: Water Supervisor Ron Novak
Mary Yerdon, Water Clerk
Kern Yerdon, Richland Town Supervisor

CALL TO ORDER: Tonight's meeting was called to order at 6:00pm with Doug Schwalm leading the Pledge of Allegiance. Tim Crouch made a motion to accept the minutes from November 7, 2023, water board meeting. Robert Jeffery seconded it-all were in favor.

Water pumped in October was 8,037,100. Last year 7,918,600 gallons were pumped for the same time period.

1. **Cell tower update:** Supervisor Yerdon has given the contract to Attorney Seiter to check over. The well fields are in both Albion and Richland. The Tower is located in Richland only and adds to the Richland tax base. They will likely install it in the spring. The contract gives Richland Water District #2 \$18,000.00/year renewable every 5 years for 25 years. If it runs the full 25 years that would provide revenue of \$450,000 for that time period. Insurance liability is dealt with in the contract. The money to purchase the well site came from WD #2 loans when water district #2 was formed which is the reason revenue is applied to WD #2.
2. **Relevy update:** There were \$42,728.56 delinquent water bills placed on Oswego County property owners tax bills. Sandy Creek does it differently than Richland. If we changed it to the way the Town of Sandy Creek, does it, we would not relevy the September bills-only the April bills. Perhaps the town board would prefer to do it that way-that would be a town board decision.
3. **Chemical pumps** were both down with no backup pump or parts. Supervisor Novak and water operator Bob Hicks replaced the two new chemical feed pumps themselves. Two new chemical pumps were installed as well as two separate chlorine tanks. The old chemical pumps were a top draw out of a single tank that had to be mixed. By doing it that way, the minerals in the water would react with the hypochlorite and cause a semi solid in the tank which can be drawn into the chlorine pumps and mess them up. In order to have a dedicated power supply and dedicated separate transducer signals they had to be rewired and the SCADA system and pumps had to be reprogrammed to keep chlorine residuals from dropping or increasing significantly. There are now two new separate chlorine pumps in two separate chlorine tanks that are bottom draw (which means they are pressurized eliminating priming issues). The impurities no longer react with the chlorine and have a very clean stable environment. Cyclops and Aqualogics made those necessary program changes to the SCADA system and the pumps. While that was taking place at the Schoeller wellsite the transducer was delivered for well #1 in Fernwood. Supervisor Novak and Operator Hicks installed that while the Richland Wellsite Scada system and pumps were being reprogrammed. Both wells in Fernwood are now producing. Supervisor Novak and Operator Hicks both like the stability of the new chemical pumps. The chemical pumps are now standardized and are the same in Fernwood and at the Richland Wellsite. The Fernwood water pumps are operating at 58% and the wells should have a rehab. The new water pumps have not been ordered yet. The money has

been budgeted for 2024 but Supervisor Novak is not sure who will be doing the engineering or coordinating the rehab of the Fernwood wells.

4. **Osmose** is a company out of Buffalo that inspects electrical components. They specialize in wooden power poles and electrical components working primarily for public utilities. We have 28 poles in Richland; they are 63 years old and have a life expectancy of 40 years. They are part of the ARPA application. In that application it states it would be reviewed by a licensed engineer who recommends how to proceed with the replacement. Current codes must be met and pole spacing must be looked at. A pole cannot just be replaced, the specifications and codes must be met. It is about \$9,000 - \$10,000 per pole. Transformers have to be taken down and poles rewired. There is about \$1,000,000 in the electrical system at the Richland wellsite. These were never inspected when purchased. Supervisor Novak researched all the transformers, and they are PCB free. The cost for Osmose to mobilize is \$1749.00 and \$22.00 per pole to inspect. The Town Board tabled the project at the last meeting.
5. **Sandy Creek Billing** was for about \$102,000.00. Up about 7% from last year. .
6. Notice was put out for a new **water mechanic position** with seven people applying. A committee reviewed the 7 applications; 3 were interviewed. The committee had a recommendation. At the Town board meeting on November 29, 2023, the town board tabled hiring to fill that position until 2024. They claimed the water operators do not have a lot of work to do in the winter. They wanted to wait until the classes for a water operator start back up in the Spring. Supervisor Novak mentioned to them it would be better to have them start sooner to get familiar with the system before going to school and that the time would count towards their 1-year certification requirement. Doug Swalm was one of the interviewers and said there were some outstanding applicants.
7. **Operator Hicks truck** has something wrong with the front end and is going to Dick's Auto for repair on December 17, 2023. The tire has been destroyed by the problem-it was only 1 year old. Ever since the big snowfall we just had, there is also a transmission fluid odor. Supervisor Novak feels as long as we continue to plow ¾ mile into the wellsite, the trucks take a beating. Operator Hicks has the newest truck (2020). Supervisor Novak is driving a 2019. The 2015 truck is in very bad shape.
8. Three Town board members are looking at the **Water Supervisor position**. Currently the position is budgeted for \$52,500. Board members are not discussing what their plans are. At a previous meeting the hours were reduced to part-time. Supervisor Novak is not sure what the plans are.
9. **Fulton Hydrants**: The meeting with Fulton to go over this was postponed until December 17, 2023. There is an 8" line going behind the facility with 2 hydrants hooked to it. Plans were never reviewed/inspected, no chlorination data and no information. The meeting is to decide how to resolve the issue. They were given 2 or 3 options. They were never serviced, and they don't know if they will operate. The water supplied to the building comes from a 10" main at the front of the building. The line behind the building is for fire protection/insurance purposes. We do not have legal access to the property and there is steel stored over the water main. They are metered for the water use coming off the line on Centerville Road, but the line behind the building has no meter so we have no way of knowing if it is leaking or not. It would be a massive liability for the town to take ownership which would require an easement. They would have to move all the steel. It flows from one hydrant to another with both lines always open with a connection valve on each end of the line.
10. Supervisor Novak would like to have Gabby Waite come back to work next summer. Oswego County said they would contact Supervisor Novak in February to start the paperwork to have her work under the same program. Supervisor Novak said she was an excellent worker.
11. Our **loans for water district #5** are through Rural Water. Once the project is finished, the EFC will take over the project loan at 0% interest. This should give water district #5 property owners a reduction on their EDU charge next year.
12. There was an emergency alarm a couple weeks ago on **Well 21** at the Richland wellsite. Water was pouring out of the electrical cabinet-even with the well shut down. Four wells were connected together causing back feeding into well 21. There was an **internal** check valve failure. Currently well 21 has been isolated and not in use. Programming to that well has been altered and a new check valve has been ordered (due in December 6, 2023). The pump has to be pulled and if damage to the pump has occurred it will have to go back to the shop and be repaired (1 day job). P&T Supply would do the work. The check valve, parts and installation cost is \$4375.00. If the pump is damaged P&T would charge us \$150.00/hour plus the cost of parts. The warranty went off August 23, 2023. Possibly the warranty is still on the pump internal check valve (\$900.00). If the pump valve needs to be replaced the cost would be \$1500.00.

Town Supervisor, Kern Yerdon, praised the water board committee and thanked them for their time spent on the water committee. He said it was an extremely knowledgeable board, Water Board member, Doug Schwalm thanked Kern and said he learned a lot from Kern- going back to when Doug was working for the Town of Richland. He said the town is losing a "good man".

At approximately 7:15 pm a motion was made to close the meeting by Rob Jeffery and seconded by Tim Crouch. All were in favor.
The next meeting is scheduled for January 2, 2024.

Respectfully Submitted,

Mary Yerdon
Town of Richland Water Clerk

DA

Town of Richland

2024

[illegible]

Justice Information	
Municipal Name	Town of Richland
Justice ID	3537100
Justice Number	343
Justice Name	Judy Conger

Thank you for submitting your monthly Justice Report. You will receive an email with the status of your report. Please print and retain this page for your records as confirmation of your filing.

Submission Log
12/15/2023 04:05:11 PM / Judy Conger / Town of Richland / Submitted Document

Report Certification	
Date Filed	12/15/2023
Report Period	11/2023
Report Amount	\$13,362.50
Date Check Sent to CFO	12/15/2023
AC-1030 Report File	AC231135.343

RECEIVED
 DEC 18 2023
 TO JUDY CONGER
 #1218

Richland Town Court

H. Douglas Barclay Courthouse

1 Bridge Street

Pulaski, New York 13142

Phone (315) 298-5174

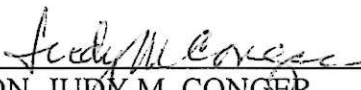
Fax (315) 298-7839

*Hon. Judy M. Conger
Town Justice*

Summary Report of cases for the period: 11/01/2023 - 11/30/2023

Statute	# of Cases
Penal Law (Criminal Cases)	60
Vehicle & Traffic Law	291
DEC; 6NYCRR; Navigation Law	28
Transportation Law; Tax Law	1
Public Health Law; Parks & Rec	3
Civil; Small Claims; Summary Proceedings (evictions)	1
Court Sessions	3

Report Date: 12/15/2023


HON. JUDY M. CONGER
Town Justice

Justice Information	
Municipal Name	Town of Richland
Justice ID	3537100
Justice Number	300
Justice Name	James Ridgeway

Thank you for submitting your monthly Justice Report. You will receive an email with the status of your report. Please print and retain this page for your records as confirmation of your filing.

Submission Log
12/12/2023 08:41:12 AM / James Ridgeway / Town of Richland / Submitted Document

Report Certification	
Date Filed	12/12/2023
Report Period	11/2023
Report Amount	\$10,420.00
Date Check Sent to CFO	12/12/2023
AC-1030 Report File	AC231135.300

#1144

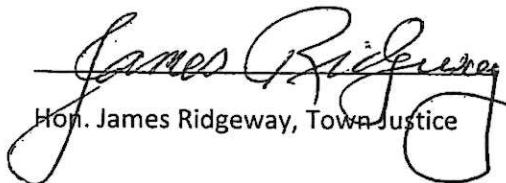
Richland Town Court
H. Douglas Barclay Courthouse
1 Bridge Street
Pulaski, NY 13142
Phone: (315) 298-5174 ext. 1027
Fax: (315) 298-7348

Hon. James H. Ridgeway
Town Justice

Summary Report of cases for period: November 1, 2023 - November 30, 2023

Statute	# of Cases
Penal Law (Criminal Law)	12
Vehicle & Traffic Law	103
Environmental Conservation/6NYCRR	9
Civil, Small Claims, Summary Proceedings (evictions)	0
Regular Court Sessions	1
Special Court Sessions	
(Immediate Arraignments, Search Warrants, etc)	0

Report Date 12-12-2023


Hon. James Ridgeway, Town Justice

TOWN OF RICHLAND01/08/2024
15:47:44**Abstract # 001**
Summary by Fund

Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND - TOWNWIDE	4,368.44	9,848.48	14,216.92
B	GENERAL FUND - OUTSIDE VILLAGE	118.54	1,300.50	1,419.04
DA	HIGHWAY FUND - TOWNWIDE		33,834.61	33,834.61
DB	HIGHWAY FUND - OUTSIDE VILLAGE		15,000.00	15,000.00
SW1-	RICHLAND WATER DISTRICT #1	93.08	7,672.43	7,765.51
SW2-	RICHLAND WATER DISTRICT #2	62.05	5,259.01	5,321.06
SW3-	RICHLAND WATER DISTRICT #3	31.03	2,557.48	2,588.51
SW5-	RICHLAND WATER DISTRICT #5	20.68	1,560.92	1,581.60
Total:		4,693.82	77,033.43	81,727.25

TOWN OF RICHLAND

01/08/2024
15:48:40

Abstract # 014
Summary by Fund

Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND - TOWNWIDE	40.88	3,723.89	3,764.77
DA	HIGHWAY FUND - TOWNWIDE		21,316.75	21,316.75
SL1-	FERNWOOD LIGHTING DISTRICT #1	175.29		175.29
SL2-	RICHLAND LIGHTING DISTRICT #2	626.43		626.43
SW1-	RICHLAND WATER DISTRICT #1	2,621.37	963.45	3,584.82
SW2-	RICHLAND WATER DISTRICT #2	1,805.83	660.13	2,465.96
SW3-	RICHLAND WATER DISTRICT #3	873.78	321.14	1,194.92
SW5-	RICHLAND WATER DISTRICT #5	38,187.93	195.90	38,383.83
Total:		44,331.51	27,181.26	71,512.77

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

DATE: November 14,2023

KIND OF MEETING: Regular 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 (arrived 7:08pm)
Councilwoman Sue Haynes
Councilman Robert North

OTHERS IN ATTENDANCE: Town residents, Tim Crouch, Robert Jeffery, Larry Atkinson, CEO/ZEO John Howland, Legislators, Herb Yerdon and Ed Gilson, Attorney Graham Seiter, and Town Clerk Millie Newcomb

CALL TO ORDER: The meeting was called to order at 6:00 p.m. with Supervisor Yerdon leading in the Pledge of Allegiance.

PUBLIC HEARING: *A Motion to open the Public Hearing on the Sale of Town owned Land on Dry Bridge Road. This motion was made by Councilwoman Gilson and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE". 6:01 pm* Town resident Larry Atkinson wanted to make sure that the property in question is not the parcel that had the old Town dump on it. Per state law, this land cannot be sold and must stay in the Town of Richland possession. Per Superintendent John Fox, this parcel is not the piece that the Town wants to sell. The parcel is across the road from the one that Mr. Atkinson is questioning. *With no other feedback from the audience, a motion was made by Councilwoman Haynes to close the Public Hearing. This motion was seconded by Councilwoman Gilson. In a roll call vote, all were in favor with a vote of "AYE". 6:03pm.*

PUBLIC COMMENT: No comments

LEGISLATIVE REPORT: Legislator Yerdon is here to give his report. In his handouts, the County Snow Removal per mile rate comparisons. The average among upstate counties is \$7103. Oswego County has the highest at \$8500 with an escalator based on fuel price thresholds. NOAA holds the National Sanctuary Advisory Council Summit in Oswego. The Advisory council representatives from across the sanctuary system gathered along the shoreline of the proposed Lane Ontario National Marine Sanctuary for the event. Oswego County issued an emergency order and state of emergency proclamation on Monday related to the ongoing statewide housing crisis and its effect on local communities. The order temporarily bans the acceptance of rental or other vouchers from New York City without prior written approval from Oswego County Legislature Chairman James Weatherup. The National Weather Service has designated Oswego County as Storm Ready. The National Weather Service has re-certified Oswego County as a Storm Ready Community in a program that recognizes local efforts to enhance response plans as well as monitor and distribute weather information. Oswego County Department of Mobility Management announces updates to its Oswego Public Transit (OPT) bus route number 14. The revised route adds Selkirk Landing in Pulaski as a stop and removes the permanently closed Little Lukes Preschool and Childcare Center in Pulaski. The Oswego County Veterans Services Agency provides a variety of services to veterans, including assistance with filing their compensation claims. The VSA advises those veterans that the federal Veterans Administration (VA) often requires them to attend a compensation and pension examination. They have received a number of calls from veterans wondering if this is a legitimate requirement, said Eric Boozer, Director of the Oswego County Veterans Services Agency. "It is." The VA often requires C&P examinations for veterans filing their claims and will assign an exam contractor to them as part of the process. Oswego County will join other counties across the state in Operation Green light, a mission to show support for military veterans. The nationwide campaign recognizes the challenges of military service, the transition back to civilian life and every honorable contribution and sacrifice in between.

Legislator Ed Gilson is next. Mr. Gilson started with a Thank you to everyone that got out to vote. The Legislators have been busy working on the 2024 County Budget. All of the Legislators take great pride in trying to keep the tax rate low. It was a difficult task this year as NYS took advantage of Federal money. The Public Hearing for the public for the "Draft" copy of the County Budget is December 14th. The budget is \$248,967,000 which is \$25,000,000 over last year's budget. Despite this the money that the State is holding back, the County has managed to lower the tax rate per 1000 this year close to \$5.55 from \$6.19 per \$1000. We were fortunate this year. The total assessed evaluation of Oswego County went up over 1 billion dollars. From properties changing hands, new buildings built and new taxes coming on board. The amount we have to levy to make up those taxes is \$46,900,000. Some of the revenues we lost are \$2.8 million in Medicaid that Governor Hokel intercepted from the Federal Government. We have to make up that \$2.8 million this year. The NYS Retirement, their investments didn't do well. We

have to make up \$1.8 million this year that is in addition to what we already contribute. Foster Care and Adoption Services: This was a mandatory increase from the state. That is going to be \$3,600,000 more than last year. The sale of delinquent properties. The County used to be able to keep all of that. This year the Governor passed an Executive Order where all we can keep now is the money that was due to the County for taxes. With the shortage of healthcare workers, the county has been mandated to take care of prisoners and those costs went up \$1.7 million. We are fortunate that the tax base went up this year. Sales tax continues to rise. On December 14th at 3:00pm they will vote on the budget and everyone is welcome to attend. With nothing more to tell the Board, Supervisor Yerdon would like to thank the Legislators for coming to the meetings and updating everyone that is going on in the county.

ZONING AND CODES: CEO/ZEO Howland is up next. A list of Building and Zoning permits were presented to the Board along with a list of violations. The Planning Board this month is the old Metlers store in Port Ontario. It used to be a Bait store and a 3 unit motel. It's been sold and the new owner wants to open it back up. The ZBA has one variance for a shed on Co Rt 5. Permits for Oct were at 96. We are over 100 now. The house on Valley Road. John still hasn't heard from the owner. Attorney Seiter had sent her a letter on December 12th. The Sheriff's Department served papers to the occupant of the shed on Phillips St in Richland. Mr Howland has sent him letters and Attorney Seiter has sent him letters, it's up to the Board how they want to proceed. The decommissioning plan for Richland Solar. It's the one on Co rt 41. The decommission plan is the same that the Board Approved a year and 1 half ago. Attorney Seiter really didn't have a chance to look at it today, but will and get back with the board. Howland has been working with Mike Monnat from the County. He gave him a list of the Solar Farms in Sandy Creek and Richland. There are 9 Solar Farms between the 2 towns. There is only 1 with Battery storage on Lehigh and Route 81. The other is a National Grid Substation on Woods Road. The County and State will be doing training and this way all the Fire Departments know which ones have battery storage.

HIGHWAY REPORT: All routes are marked and working on trucks. The Highway Superintendent asked about 911 numbers and if there was a county law about them being on homes. He remembers that 911 numbers were supposed to be affixed to mailboxes when 911 came through. Legislator Gilson will check at the county level. At the last Town Board meeting, Deputy Superintendent Balcom advised the Board that the cost of a new plow for truck #8, 2023 Ford Truck was \$8000. He also told the Board that this was the lowest of the 3 bids that were received. The Bids were not accepted or awarded. ***With that, a motion to accept the 3 bids as presented to the Board. This motion was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote, all were in favor with a vote of "AYE" A motion to award the plow bid to the low bid to Whitesboro Plow in the amount of \$8000 was made by Councilwoman Gilson and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE".***

BUILDINGS AND GROUNDS: At the Haldane, there are a few things that need to get done or purchased for the DASNY Grant. The backstop, bases and the fence. Part of this is not covered due to a higher price for some of the other projects that were completed. Price increases. Councilwoman Haynes explained that after speaking to Supervisor Clerk Tammie Whaley, that the A fund, we haven't put anything into the Haldane. About \$6600 is needed to finish the projects so the Town can be reimbursed. Per Mrs Whaley, there is about \$2400 left so they would need about \$4000. To finish up the project the money would be taken from contingency or other line items if available by the end of the year, if not there is money in the reserves. ***A motion by Councilwoman Gilson to take money from the contingency if available to finish up the Haldane project. This was seconded by Councilman North. In a roll call vote, all were in favor with a vote of "AYE".*** Mrs. Whaley would like to add that a food wagon called the Sugary would like to have her truck parked at the Haldane Center to sell her goods. The Board along with Attorney Seiter agreed to let her park at the Haldane so long as her permits were up to date. B&G Superintendent Balcom will contact Alpine Fence to see if they are willing to put up the fence. He has contacted 2 other companies that would not touch fencing this time of year.

RICHLAND PARKS: Nothing on the Richland Pond yet. Waiting on DEC

COMPREHENSIVE PLANNING BOARD: The Board met last week. There is a Heat Pump program going on that the Mayor has encouraged people on. There will be a brochure in the Clerk's Office for information. On December 6th there will be a meeting in the Library. Information is on the Towns Website and Facebook page.

WATER REPORT: No minutes. Currently there is \$49,465.88 will be placed in relevy. These bills must be paid by November 27, 2023 will be taken off the list. After that date, all unpaid water will be sent to Oswego to be placed on Town and County tax. Per Supervisor Yerdon, many items have been popping up and Mr. Yerdon would like to have a special meeting on November 29th at 10:00am to go over water mainly. Tonight Water Supervisor Ron Novak is asking for money to come out of Water District 2 Repair Reserve for the emergency valve, check valve, that broke on Saturday. It's going to be about \$4500 for repairs. We are too close to take it from a line item of budget transfer. He is asking to take it from the new Water District 2 Reserve. Because it's a reserve account, It's expected to be paid back, ½ the following year and the 2nd year, pay it off. ***A motion to take the money from the Repair Reserve to fix the emergency valve was made by Councilwoman Haynes. It was seconded by Councilwoman Gilson. In a roll call vote, Haynes, Yes, Gilson, Yes, North, Abstain, Yerdon, Yes. Motion passed 3 yes, 1 abstain.***

DOG REPORT: DCO report is next. ***With no discussion a motion to accept the Dog Control report was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote, all were in favor with a vote of "AYE".***

SUPERVISOR REPORT: *A motion to accept the Supervisors report for September 2023 and Town Budget for 2024 was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote, all were in favor with a vote of "AYE".*

TOWN BUDGET 2024: After last week's Budget Meeting, Laird and Tammie went in and changed figures to reflect those changes of the increase in Office personals Insurance, going with the cheaper retiree insurance. Added \$200 for advertising, add \$7500 for Chlorine. Wanted the \$27500 put back into the payroll line item, then along with that you have to add in the social security and medicare for the Towns matching part. It took Water District 5 back up, the EDU charge to \$845.92. It was thought that raising the revenue for water District 5 for metered water \$5300 to raise that to possible income, because hopefully more people will hook up next year to try to help lower the EDU. Then allocate \$12,000 from fund balance to bring the EDU rate down to \$ 764.29 which is \$2.00 more than last year. We are still \$28000 under the tax cap. If they (Sandy Creek) refinance the loan, the annual loan payment will go down and that will go into fund balance. Councilman North asked the \$25,000 that the Board put back for the Water Supervisor, he asked if it was only for the position. It was allocated for the position per Budget Officer Tammie Whaley. The money is in there, you shouldn't go over that amount. That line item is from 4 districts. If this position is eliminated, Councilwoman Gilson wants to know where that money goes. If we budgeted for \$52,500, and say it ends up being \$25,000 you don't expand it or move it to budget transfer it goes back into fund balance. ***A motion to adopt the 2024 Town of Richland Budget was made by Councilwoman Haynes and seconded by Councilman Goodsell. In a roll call vote, all were in favor with a vote of "AYE"***

JUSTICE REPORTS: Justice Reports are next. ***A motion to accept the justice reports as presented. This motion was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote, all were in agreement with a vote of "AYE".***

WARRANT OF BILLS: ***A motion to accept Abstract #11 as presented was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote, all were in favor with a vote of "AYE".***

TOWN BOARD MINUTES: ***A motion to accept Town Board Minutes for September 28 October 10th and October 17 was made by Councilman Goodsell and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE".***

TOWN CLERKS REPORT: The Town Clerks report was next. ***A motion to accept the Town Clerks report for October 2023 as presented was made by Councilwoman Haynes and seconded by Councilman Goodsell. With no discussion and in a roll call vote, all were in favor with a vote of "AYE".***

CEMETERY UPDATES: *A motion to accept the report on Cemeteries. This motion was made by Councilwoman Gilson and seconded by Councilman Goodsell. In a roll call vote, all were in favor with a vote of "AYE:*

TOWN HISTORIAN REPORT: No report

MISCELLANEOUS BUSINESS: This is to set a Public Hearing for Local Law #8 of 2023 this is to amend Local Law # 3 of 2023 for recalculations of incomes. *This motion to accept this Local Law #8 and schedule a Public Hearing for December 12, 2023 was made by Councilwoman Haynes and seconded by Councilman Goodsell. In a roll call vote, all were in favor with a vote of "AYE".*

NEXT TOWN BOARD MEETING: December 12,2023

MEETING ADJOURNED: With nothing more to bring before the Board, *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". 7:40pm*

Respectfully submitted by

Millie Newcomb
Town Clerk

9b

November 14, 2023

TO: Richland Town Board

FROM: Mary Yerdon, Town of Richland Water Clerk

SUBJECT: Relevy for January 1, 2024, to submit to Oswego County Real Property

Currently \$49,465.88 will be placed in relevy. Individuals who pay their past due water bills by November 27, 2023, will be deducted from this amount before it is sent to the Oswego County Real Property office on November 30, 2023.

I will be sending a letter to the individuals that are on this list letting them know they have until November 27, 2023, to have their water bills paid in full.

Mary Yerdon

A handwritten signature in cursive script, appearing to read "Mary Yerdon", written in black ink.

Whitesboro Plow Shop Inc.

18230 U.S. Route 11

Facility #7120893

Watertown, NY 13601

Phone: 315-777-2313

315-755-6800

Fax: 315-755-6801

www.whitesboroplowsop.com

INVOICE DATE

09/21/2023

INVOICE NO.

PAGE

QUOTE

1

CUSTOMER NO.

BRANCH

70600

* 1 *

SOLD
TO:

TOWN OF RICHLAND HWD

1 BRIDGE STREET
PULASKI NY 13142SHIP
TO:

TOWN OF RICHLAND HWD

7 LAVECK DRIVE
PULASKI NY 13142

CUSTOMER P.O.	REFERENCE NO.	PRICE/PER	EXTENSION
833281	(315) 430-5176	JP 280/00	000
QUOTE VALID FOR 30 DAYS EXPIRES: 10/21/2023			
PICKED UP BY CUSTOMER			
1 FS PLOW	FISHER 8'6" XV2 9000.00 BIL	8000.00EA*	8000.00
PRICE INCLUDES INSTALLATION			
QUOTE VALID FOR 30 DAYS EXPIRES: 10/21/2023			
FREIGHT	SUBTOTAL	TAX STATUS/STATE	SALES TAX
	8000.00	EXEMPT NY	0.00
PLEASE PAY			8000.00
TERMS			
QUOTE			

08:38 AM CST

Dicks Auto, Inc.
1744 CO Rt. 28
Pulaski, NY. 13142
Phone: 315-298-6939 Fax: 315-298-3504

INVOICE

709331

Org. Est. # 715374

FACILITY #
7027447

INVOICE

Printed Date: 08/31/2023

Work Completed: 08/31/2023

TOWN OF RICHLAND

#1 BRIDGE STREET

PULASKI, NY 13142

Home 315-298-2567 -- Cellular 315-430-5176 JOHN

2023 Ford - F-250 Super Duty King Ranch - 7.3L, V8 (445CI) VI

Lic #: BG9336

Odometer In : 1500

Unit #: 8

VIN #: 1FT8W2BN9 PED23224

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Ext
STAINLESS V-PLOW WESTERN WES8.6VPS	1.00	9,170.99	9,170.99			

[Payments -]

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Labor:	0.00
Parts:	9,170.99
Sub:	9,170.99
Tax:	0.00
Total:	\$9,170.99
Bal Due:	\$9,170.99

Vehicle Received: 8/31/2023

Customer Number : 3405

Signature _____ Date _____

Email Address: dick@dicksautospecialties.com



Parkers Service

3734 Route 13, Pulaski, NY 13142

Phone: (315) 298-4772

Quote:

Town of Richland

7 Laveck Dr.

Richland, NY 13142

315-430-5176

Fisher 8'6" XV2 S/S \$8200.00

Rubber deflector \$375.00

Total \$8575.00

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

DATE: November 27,2023

KIND OF MEETING: Special Town Board Meeting - Water Dept

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

OTHERS IN ATTENDANCE: Town residents, Larry Atkinson, Tim Crouch, Carl Falk, Attorney Graham Seiter, Financial Consultant, Laird Petrie, Water Board Chairman Doug Schwam, Water Supervisor Ron Novak 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: Resident Larry Atkinson asked if there was any way that residents can pay the water bills online. The Town Board will have Water Clerk Mary Yerdon check with Williamson Law to see if it's something that can be added to the Water Department software.

Councilwoman Haynes would like to read a statement for the record about Joe Sikora. ***After Councilwoman Haynes read her statement, she made the motion to bring Mr. Sikora back to the Water Department as a D Operator. Her motion was seconded by Councilwoman Gilson.*** Supervisor Yerdon said that this conversation needed to be in Executive Session especially when it comes to personnel issues. Councilwoman Gilson explained that what happened was an injustice to this Board. They were told things that were not correct and she thinks and believes that what happened to Mr. Sikora is an injustice and to Mrs Gilson personally. She would still like to seconded Councilwoman Haynes' motion. Supervisor Yerdon says that is Executive Session conversation but Councilwoman Gilson reiterated that there is a motion on the floor.

Councilwoman Gilson would like Town Clerk Newcomb to call for the vote and then they could go into Executive Session. Supervisor Yerdon told Councilwoman Gilson she doesn't have all the information. Mrs Gilson told the Supervisor that Councilwoman Haynes interviewed Mr Havner and the information that the Board received was not exactly correct. Councilwoman Haynes asked the rest of the Board how they all felt about going into Executive session. Councilman Goodsell agreed with Mr. Yerdon. Mrs. Gilson did advise one more time that there is a motion on the floor. She was told that she could withdraw the motion. Councilwoman Gilson and Haynes told the rest of the Board that they would not withdraw the motion. Per Attorney Seiter, there is a motion on the table, the motion has to be heard at this point. Supervisor Yerdon asked just what the Board was voting on. Councilwoman Haynes told the Supervisor, that her motion was to bring Joe Sikora back to Water Department because when she spoke to an Official from the Environmental Department, and he says but that is the first complaint he has ever received on Mr. Sikora and he has always done a good job as far as he knows.. ***After a long discussion and with a motion on the table to put Joe Sikora back to the Water Department as a D operator, a roll call vote was taken, Haynes, YES, Gilson, YES, Goodsell, NO, North YES, Yerdon, NO.***

Conversation moved to D operators. The Town of Richland has 2 D operators, Ron Novak and Bob Hicks, Towns with 1000 people with water have to have at least 1 D operator 1 B operator and 1 C operator. The Town of Richland has an IMA with the Village of Pulaski for the use of their D operator. The Town of Richland also has an IMA with the Town of Sandy Creek. The Board feels that the Town should hold off on hiring another water operator at this time. The Water School doesn't start until May of 2024. Supervisor Yerdon feels that a new person would benefit from being on the job to see what goes on before going to the school. There isn't a lot going on in the Winter and Councilwoman Gilson thinks maybe bringing a new person on later on would save the Town money. Ron Novak feels that if you first come on the job and your first exposure is going to Water School, and you have never had hands-on training, it makes the school much harder than if you had exposure to it. It makes the school easier. As far as doing water testing , water sampling and doing paperwork . There are many things to do along that line. He understands the money saving thing but walking into that class cold is difficult. Councilman Goodsell explains that if you get someone in and start training them. You may get a feel if they don't like it before we invest money into them.

A motion to pass the Procurement Policy as is was made by Councilwoman Gilson and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE".

Next, Councilwoman Gilson asked Water Supervisor Novak about letters that were addressed to Supervisor Yerdon, signed by Mr. Novak. And cc'd to Bill Havner, DOH James McDonald, Commissioner of OPRHP and Letita James, Attorney General and Steve Freeman of Rural Water, Timothy Ridgeway of Sandy Creek and Bill Potter of Orwell. She has no idea what this is. Mr. Novak explained that it's a transfer of liability so what Bob Hicks was told was that as licensed operators we have made a number of recommendations of things that needed to be done to the system that in our opinion could be adversely affecting public health and safety. We have a

personal responsibility under the law to do different things. If we transfer that liability to the Board and the Board doesn't do anything, then the responsibility lies with the Board not the operators. That letter in summation is a transfer of legal liability from Bob and Ron's Operators License to the 5 board members, that was per the recommendation from Rural Water. Councilwoman Gilson wants to know why the Board wasn't copied on this. It was only sent to the Supervisor. Water Supervisor Novak said she sent it to his Supervisor. He feels that maybe the Town should come up with a policy of how information transfers between people. In his list, it's his feeling that there is nothing that can wait 5 years. Over 1 year ago, the Board talked about the 3-5 year plan. Things that are mentioned on this list also include ARPA. Both Councilwoman Gilson and Haynes have repeatedly asked Supervisor Novak about ARPA and its progression. They have been asking for several months. Mr. Novak told the Board that he has preliminary designs but ARPA is its own animal. Mr Novak also told Mrs. Gilson that the only thing on the list that is ARPA could be some of the Electrical in the well field. The system is old and in need of upgrades. Councilwoman Gilson asked who received the letters. The letters were sent to everyone on the bottom of the letters with the exception of the Town of Orwell and Town of Sandy Creek.

Talk moved to tank painting, Per Supervisor Novak, that is going to be a very large number when it comes around. We have to have a 5 year inspection this year. It has to be done. We will try to get it done, April or May. Why then? WE are going to get the data for that report and it can be used to form the basis of a preliminary engineering report which you need to have done by the middle of June because of the application deadline for the state and federal grant money, which is very significant right now. We are not going to be able to deal with paying for that on our own. They are solidly around \$600,000 right now. Councilman North explained that everything he is looking at right now, the Town has about \$3million to get all of this done. Wells 1 & 2 in Fernwood we already have figures for that. Rough numbers are \$ 40,000. Well #27 We are looking at \$25,000. Each tank will cost about \$500,000-\$600,000. The pedestal I tank is in the worst condition. That is the one that needs to be done first. Mr. Novak suggests that the Board form a committee to go out and research tank painting. It's a difficult task and much more difficult than throwing paint on it. He suggests contacting AQUA. They have 65 tanks in their system. The towns of Hastings, Hounsfield, and Turin. Turin just found out that it's cheaper to replace the tank than paint it. Five years ago the cost was \$125,000 to paint the tank. It's not only the cost but every year the paint on the tank degrades. If you get to the point where you have to sandblast the paint off the tank, the cost will explode. Councilwoman asked what would you do if you replaced the tank? The alternative is, it's a steel structure, if you don't use the tank, you will have to take the tank down. Depending on the market conditions, sometimes you can find someone that the scrap value of the tank could be of considerable value. It's very market dependent upon what the market value of steel at the time. There are 2 well projects and a chemical pump project, Bob and Ron did that. The one the Board needs to be aware of is the tank painting and secondary to that is the electrical system in Richland. Everything is manageable numbers that can be dealt with, with capital reserves and they are so low that you wouldn't get grant money for that. You need the inspection reports for evidence to form the

preliminary engineering report, which is used as the basis for the documentation to get the funding. There was a question about the tanks. There are different kinds of tanks. Sandy Creek put up a glass lined tank. When painting tanks, you have the interior surface and the exterior surface. The issue with the tank on Bishop Road Mr Novak thinks is the exterior paint issue. We will have a complete inspection done late April or early May. The earlier we can get it that will give you the basis. That report will give you the fundamental basis necessary to form your preliminary engineering report so you can go out and get your funding. There is so much funding out there. The Fernwood tank and the Bishop Road tank are the same age. Trying to get funding to paint both tanks. The tank in Fernwood will be cheaper to paint. The higher you go with tanks, the more expensive they get. Richland tank is an Aqua Store tank 314,000 gallons. This tank is a glass lined tank. AquaStore tanks are great.

A meeting with the Fulton Companies is set up about the 6" line in the back of the building. The Town has given them 5 or 6 different ideas. They want to keep the water so a meter will have to be installed. The Attorney for Fulton wants Bob and Ron to service the Hydrants. They acknowledged that the hydrants have never been serviced. Ron has spoken to Attorney Seiter about a release of Liability if something would happen while servicing the hydrants that the Town will not be liable. The other issue that they have been working on is the Gravel bed at the Pollic Property. Kern got the drone report. Things are moving along.

The Osmosis report. It's a contract proposal. This should be run by Attorney Seiter. The discussion was to have Graham look it over to modify it so as a government municipality we can make sure the costs are fixed. They usually work with companies like National Grid. This is for a complete inspection of all the poles, active poles and active electrical grid in the Richland grid. They inspect to find out what the overall structural integrity is based on all visual appearance. And figure out which ones need to be replaced. The estimated cost of this program is around \$7900. This should complete the analysis of the pole. This inspection report is also listed in the ARPA application as a first step is necessary to go through this whole project. Mr. Novak believes that there is a \$1749 immobilization fee, and there are 20 active poles at \$221 that should come up to \$7900. What is concerning is the language, if fuel prices go up they can alter their immobilization fee. They said they will entertain any changes the town is looking for as far as making sure it's a set amount with no fluctuation. Its primarily immobilization. Not only will they be looking at the poles but will inspect the electrical hardware, lines, things of that nature. They will do an outside visual on the transformers. They will not get into the electoral panels. It's not your standard 3 phase system or a portion of the system is 280 volt, a portion is 480 volt, a portion is wired Y some is wired delta. As they brought different wells on the system, they handled things differently. Councilwoman Gilson asked if it was Mr Novak's recommendation to have this company inspect the poles. He answered Yes, and tried to get it done mid-April. So we can ascertain the condition of the pole. Each pole is about \$9,000-\$10,000 to replace the power pole along with the hardware that goes along with it. There are 28 active poles. He is looking to relocate some of the poles to the other side of Trout Brook. He has 2 proposed designs one is above ground and the other underground. Would it make sense to have it all underground? Mr. Novak doesn't disagree with that at all. He had 120 trees hanging over one

portion of the system. Going forward it may sound like more money but going forward it may be cheaper going underground the whole distance. If your system is in really bad shape, and going for grants you may get more points. Underground would cost approximately \$65,000 and going overhead \$60,000. Well #21 is 2500 feet or more away. Based on the Boards approval, Mr Novak has reached out the the well contractor for ordering parts for well #21. He hasn't gotten a hold of me and the parts are in rehab that well. It definitely has a check valve failure. This could be going the wrong way. There is a chance that this valve failed because of inadequate design. It really needed a DFD check valve. We have a standard check valve in there. The check valve may have a warranty . The warranty for the installation ended on August 23,2023. WE are just past the warranty. There is a possibility there is sand infiltration. If that is the case, it will have to be sent out to be rebuilt. We won't know until it's apart.

Verizon Contact is next. Graham said it's ready to proceed. Just waiting on them. Verizon doesn't have a design yet. Rons plan is to be General Contractor. He will do all the General Contracting including the concrete forms. It may take up to 100,000 yards of concrete. It will cost the Town between \$18-20,000 for B&L to design this. Mr Novak feels he could do it himself. Ron showed the Board the Compliance Manual for the ARPA Funds. It came with the contract that came from the county. You have to follow everything in this document. This has to be completed. It is the function of the Town Board or the Budget Officer or the Compliance Officer for the Town. The engineering requirements are significant. There are so many rules with the money that you wonder why any town would take the money. Conversations that Mr Novak has had with the county, many municipalities are having second thoughts about taking the ARPA funds. Nothing is free and there are alot of strings attached to these funds. The only reference to engineering was for the review of the inspection report for Richland , so Dave Turner and the second individual indicated that the engineering costs are not covered by the \$260,000 we got from the county. None of it can be used for that. Mr Seiter says that he wouldn't be surprised if there are some bigger law firms that do this compliance document. He will look around for the Town and get back to the Board. There are a different set of rules for the money that was sent to the Towns directly. Maybe the best way now is to have the County come and speak to the Board about the rules of the ARPA Funds.

With nothing more to bring before the Board, ***a motion to adjourn was made by Councilwoman Haynes and seconded by Councilman Goodsell. In a roll call vote, all were in favor with a vote of "AYE". 12:27pm.***

Respectfully submitted by

Millie Newcomb

Town Clerk

At a regular meeting of the Town
Board for the Town of Richland
Held the 29th day of November 2023

PROCUREMENT POLICY

WHEREAS, section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

WHEREAS, general discussion has been held between town board members and or the town representatives leading to a formation of a procurement policy;

NOW, THEREFORE, on motion duly made by Gilson, and seconded by, Haynes be it

RESOLVED: That the Town of Richland, does hereby adopt the following procurement policies and procedures:

SECTION 1 – Overview:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103 which said section among other matters, states that all contracts for public work involving an expenditure of more than \$35,000.00 and all purchase contracts involving an expenditure of more than \$20,000.00 shall be awarded through the lowest responsible bids, after advertisement for sealed bids. Every town officer, board, department head, or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be required. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

For all purchase of goods and services below the competitive bidding amounts required by GML Section 3 outlined above, the following method of purchase will be used in order to achieve the highest savings:

SECTION 2 – Purchases of Equipment and Supplies Below \$20,000:

- All purchases of equipment and supplies from \$20,000 to \$10,000 require three written quotes.
- All purchases of equipment and supplies from \$9,999 to \$5,000 require one written quote.

- All purchases of equipment and supplies less than \$5,000 are left to the discretion of the purchasers but shall be documented by invoice for future references.

SECTION 3 - Purchases of Public Works Contracts Below \$35,000:

- Public works contracts from \$35,000 to \$20,000 three written quotes.
- Public works contracts between \$19,999 to \$5,000 require two written quotes.
- Public works contracts below \$5,000 are left to the discretion of the purchaser but shall be documented by invoice for future references.

When written quotes are required pursuant to Sections 2 and 3 above, quotes may be hand delivered or obtained by mail, fax or email.

SECTION 4 - Exceptions

Pursuant to GML §104-b, the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Town. In the following circumstances, it may not be in the best interest of the Town to solicit quotations or document the basis for not accepting the lowest bid or quote:

- a) Professional Services – When services requiring special or technical skill, training, or expertise are needed the individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures
- b) Emergencies - pursuant to GML Section 103(4), due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits and the Town Board must make an emergency declaration which shall be documented in the minutes of Town Board proceedings.
- c) Sole Source Purchases – Those which are only available for a single service; or where standardization is desired; or where the only local service provider services only one brand.
- d) Purchases of surplus and secondhand goods from any source. Because it is difficult to try to compare prices of used goods, and a lower price may indicate an older product, purchases must obtain Town Board approval prior to purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are often obtained.

SECTION 5 – Award of Contracts:

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser, whether town board or not, prepares a written justification and providing

reasons why it is in the best interest of the town and its tax payers to make an award to other than the lowest bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

SECTION 6 – Documentation:

Any purchaser shall compile a list of all vendors from whom written, fax, or oral quotes have been requested and or offered, and all information gathered and complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

SECTION 7 – Good Faith Effort:

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

SECTION 8 – Budgetary Controls:

Whereas Town Law §117 prohibits any expenditure or contract for goods or services to be made unless there is a sufficient appropriation available in the annual budget. Therefore, to ensure compliance with Town Law §117, Town officials and employees are prohibited to commit the town to purchases of equipment and supplies exceeding \$2,000 or public works contracts exceeding \$10,000 without first receiving confirmation of an available appropriation. Such confirmation must be obtained from the Town Budget Officer and must be properly documented using a Board approved confirmation form.

SECTION 9 – Annual Review:

The town board shall review this policy annually at its organizational meeting or as soon thereafter as is reasonably practicable.

Motion passed or denied.

Roll Call Vote:

Kern Yerdon	- Aye
Sue Haynes	- Aye
Allen Goodsell	- Aye
Robert North	- Aye
Donna Gilson	- Aye

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

DATE: December 12,2023

KIND OF MEETING: Regular 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

OTHERS IN ATTENDANCE: Town residents, Tim Crouch, Larry Atkinson, Jeff Edick, Village resident Carl Falk, Town Historian, Shawn Doyle, Legislator, Herb Yerdon, Water Supervisor Ron Novak Deputy Highway Superintendent & B&G Supervisor Kevin Balcom, CEO/ZEO John Howland, Attorney Seiter, and Town Clerk Millie Newcomb.

CALL TO ORDER: The meeting was called to order at 6:00 p.m. with Supervisor Yerdon leading in the Pledge of Allegiance.

PUBLIC HEARING: *A motion to open the Public Hearing for Local Law #8 2023 Senior Income Calculation. This motion was made by Councilman Goodsell and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE".* Attorney Seiter explained that this is just an adjustment in the way they are calculating income. The Town is just following what the County has already passed. *With no discussion, a motion to close the Public Hearing was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote all were in favor with a vote of "AYE". 6:03pm. A motion to pass this Local Law #8 was made by Councilwoman Gilson and seconded by Councilman Goodsell. In a roll call vote, all were in favor with a vote of "AYE".*

PUBLIC COMMENT: No Public Comment.

LEGISLATIVE REPORT: Legislator Yerdon wanted to Thank Councilman Goodsell for his service and also best wishes to Town Supervisor Kern Yerdon for his years of dedication to the Town. Mr. Yerdon spoke about the Equalization Rates for the Towns in Oswego County. Next, tax rate comparisons. Youth night at the College on January 5th the women's game is at 5:30pm Mens at 7:30 pm. Autographs will be after the game. You can buy tickets at the door. Kids Christmas party on December 16th. Schoellers put on the new machine and invited the Legislators for a demonstration. The additional cost was \$22billion dollars. Maybe 30 new employees will be hired.

ZONING AND CODES: The Board received the list of Permits and Zoning permits. Over 100 permits were issued. That is a bit more than usual. Yesterday was the last day for the unsafe structure on Valley Road. The owner called today. We will figure it out with Graham. Mr Howland has sent her 2 letters and Graham has sent her 2 letters. Graham will speak to her to see if we can get any movement. Attorney Seiter was given the green light to move forward with the Lacelle property on Phillips St in Richland. As far as the Planning Board and Zoning Board, there is a variance for the ZBA on Co Rt 5 where someone wants to put a shed that doesn't meet the set back. The Planning Board, the old tackle shop across from Newcomb's gas station, the new owner wants to have a liquor store and a 3 unit motel. Mr Howland also wished Supervisor Yerdon and Councilman Goodsell, Good Luck in the future. Talk turned to a Campground on Towne Road. Issues with the DEC and questions about the water line.

HIGHWAY REPORT: Seems when the Winter started you look over everything over, nothing is broken and everything looks good. Then the snow started and everything went crazy. Truck 17, the floor was rotted. The guys cut it apart and it's all fixed. The guys did a great job. Truck 10, the front and back cable got changed. Truck 13, new lines and cutting edge, Truck 18, the sander couldn't get tighter. They took a link out of the chain. They fixed the door latch, the nose point broke so that is now fixed. Truck 22, New sander on all the hydraulic lines and ladder. That is back up and running again. Truck 96 Extended the ladder on the sander. Had to buy a new salt spreader for truck # 2 . DEC issue, We got 2 new spill pallets. Looks good. Mr Balcom says he is proud of the guys for what they did in the last storm. It was a struggle. They did a great job and it shows. Village resident asked about Bella Drive. Mr Balcom told Mr. Falk that the Town has nothing to do with plowing that area. The Town Board said that when they met with the owners before it was built, that it was a private road and it would be handled by the owners.

BUILDINGS AND GROUNDS: Mr Balcom put up a 56"Industrial Fan up. Insulated 3 windows out near where the wood shed used to be at the shop. He spoke to Tom Trump about when he thought he would start the roof at the Haldane Center. The Hockey Association said they wanted the roof higher. Mr Balcom said that he will see what they want to do. He will tell them if they want to pay for it, he will take it to the Haldane committee. They want to be able to lift the box of the zamboni up. He doesn't think they know how much it's going to cost to do that.

It's going to cost a lot of money. The Hockey Association wants to build a wind break wall to try to stop the wind from catching the door.

COMPREHENSIVE PLANNING BOARD: Councilwoman Gilson was unable to attend the meeting, but Councilman-elect Larry Atkinson did attend. He advised that the Board was going to start reviewing the Plan. They also talked about the Fernwood Community Center and some of the ideas they had. Also the NY Forward Grant.

WATER REPORT: Meeting minutes were presented. The minutes from the previous minutes had some errors on them. There was a discrepancy between the contract price per year vs what the Town had agreed with Verizon. The agreement was for \$1500 per month or \$18,000 per year. Councilwoman Gilson would like to table the Water Board Minutes until the next Town Board Meeting. Well #21 the check valve that failed. The part will be on January 25th. That well is down until it's repaired. Bob and Ron have been working trying to get the remaining transmitters hooked up. National Grid called on Richland Water Operators for an Emergency Locate in the Town of Orwell. The Town Board tabled the Osmosis Contract until Mr Seiter looked it over. Mr Seiter advised that this language was standard language for contracts like this. Osmosis advised that this project once approved will be completed by April 15. The only other issue was this contract is governed by Georgia Law mostly because the company is based in that state. It's a pretty standard contract. They will work on the Language and bring it back to the next meeting. Several meetings back the Town gave permission for Attorney Seiter to look into the 3 parcels in Richland where the water line crosses. Mr Seiter advised that it is still being worked on. No more information is available. Mr Novak will be working with Verizon for the permitting from the Town .

DOG REPORT: The Dog Control Report is next. ***A motion to accept the dog control report as presented was made by Councilwoman Haynes and seconded by Councilman Goodsell. In a roll call vote, all were in favor with a vote of "AYE".***

DCO Elisa Dunn is here tonight. She wanted to explain a few things that went on this month. One was a dog bite and the other was a report of a dog being tied out without shelter. Mrs. Dunn went and checked on the Dog and they seemed to be in good shape. The owner lets the dogs out before he goes to work so it must be they are going by when the dog is out. She wanted the Board to know what was going on.

SUPERVISOR REPORT: Supervisors report for October and November 2023 we next. ***A motion to accept the reports as presented. This motion was made by Councilwoman Gilson and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE".***

JUSTICE REPORTS: *A motion to accept Justice report for Judge Conger as presented was made by Councilwoman Haynes and seconded by Councilman Goodsell. In a roll call vote all were in favor with a vote of "AYE".*

WARRANT OF BILLS: *A motion to accept Abstract 12 was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote all were in favor with a vote of "AYE".*

TOWN BOARD MINUTES: Town Board Minutes for October 12, October 24, and November 9th were presented to the Board. *A motion was made by Councilwoman Haynes to accept as presented. This motion was seconded by Councilman Goodsell. In a roll call vote, all were in favor with a vote of "AYE".*

TOWN CLERKS REPORT: *A motion to accept the Town Clerks report as presented was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote, all were in favor with a vote of "AYE".*

CEMETERY UPDATES: Cemeteries are closed. Deputy Highway Superintendent Balcom asked why we have to close the gate. After a conversation, the Board decided to leave it up to Mr Balcom.

TOWN HISTORIAN REPORT: Shawn Doyle is here to give his report. He just has a few things. About 2006, Shawn had asked the Town to budget some money for a Revolutionary War Monument. There were about 17 soldiers, but after doing some research, there were actually 50 soldiers from Pulaski. He would like to aim for 2026 which will be the Nations 250th Anniversary . There are Federal, State and County Commissions working on this project. He would like to see the monument in South Park facing the Courthouse. Every revolutionary war soldier had to come to this courthouse to plead their case for a pension. There are grant opportunities out there. He was going to write a grant that was due this week for markers. There are Pomroy markers around . Bill Pomroy is a member at the Halfshire and he was at a Luncheon a few weeks ago and was after Shawn about not having any markers yet. He started doing research on it, but he wanted to ask the Town first to get markers outside the cemeteries that would say "Here lies several revolutionary war members" They are all completely paid for. No cost , it goes on their map , its a tourist thing for people to look for. There is 1 soldier in the Richland Cemetery, there is 4 on Tinker Tavern Road, and 7-8 in Riverside on Route 13. These are the Town Cemeteries. *A motion to allow Mr Doyle to get markers for the Town owned cemeteries was made by Councilwoman Gilson and seconded by Councilwoman Haynes.* Snow scholars this year both live in Richland so they have been helping at Halfshire. There is Christmas in Richland on December 16th. Everyone is invited to attend. Crystal from the Richland Hotel has purchased gifts for the kids. Last year there were 103 kids that signed up. Some of the women in the hamlet have made stockings.

A question about whether the Amish celebrate Christmas. They do celebrate the holiday but a big one is Valentines Day. They make really elaborate Valentines. ***The vote for the Pomroy Signs for the cemetery was as follows: Haynes, AYE, Gilson, AYE, Goodsell, AYE, North , AYE, Yerdon, AYE.***

Town Clerk Millie Newcomb advised the Board that she would like to raise the Cemetery fees up \$50.00. The Board was in agreement. ***A motion to raise the cemetery rates \$50 was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote all were in agreement with a vote of "AYE".***

MISCELLANEOUS BUSINESS: The Verizon Contract. Question was who pays the insurance. Attorney Seiter advised, both will have insurance. Councilwoman Gilson asked about how long the \$18,000 is good for. The contract is good for 20 yrs but renewed every 5 years. Attorney Seiter said that the Town could ask for an escalator. What she is asking is that the only time it can go up is if they ask for more land. The money that is received from this contract goes to Water District 5

NEXT TOWN BOARD MEETING: January 9, 2024 at 7:00pm Year End meeting in will be on December 28, 2023 at 10:00am

MEETING ADJOURNED: With nothing more to bring before the Board, a motion to adjourn was made by Councilwoman Haynes and seconded by Councilman North. In a roll call vote, all were in favor with a vote of "AYE". 8:11pm

Respectfully submitted by

Millie Newcomb
Town Clerk

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

DATE: December 28, 2023

KIND OF MEETING: Town Board Budget Meeting

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

BOARD MEMBERS PRESENT: Councilman Robert North
Councilwoman Sue Haynes
Councilwoman Donna Gilson
Councilman Allen Goodsell

OTHERS IN ATTENDANCE: Julie Peterson, Tammie Whaley, Kevin Balcom, Carl Falk, Larry Atkinson, Eric Pappa, John Fox.

CALL TO ORDER: The meeting was called to order at 10 a.m. with Councilwoman Gilson leading the Pledge of Allegiance.

Councilman North inquired about the purchase of a microphone specific for meetings. Deputy Town Clerk, Julie Peterson, stated that she was unsure what the status of that purchase is and will follow up with the Town Clerk. All board members present agreed to proceed with the purchase of the microphone system. ***A motion was made by Haynes and seconded by Goodsell to approve Abstract #13 as submitted. In a roll call vote, all members were in favor.*** Board members asked if there was any way to get the abstract sooner so it could be reviewed prior to the meeting. It was agreed that going forward, a preliminary abstract will be printed on Thursday or Friday and sent to the board members to review. Then a final abstract will be printed prior to the meeting. Minutes need to be to the board sooner so decisions and discussions can be followed up and followed through on, prior to the next meeting, as it reflects poorly on them when things are not done. It is also requested that going forward, all boards need to provide the board with a copy of their minutes, Zoning, Planning, Water, and Haldane.

A motion was made by Haynes and seconded by Goodsell to approve the Gravel Lease with the Pollic's on Mattison Rd. In a roll call vote, all members voted as follows: Haynes, yes; Gilson, yes; Goodsell, yes; and North, yes. There will be an organizational meeting on Tuesday, January 2, 2024, at 9 a.m. ***A motion was made by North and seconded by Haynes to make a Resolution to change the time of the regular monthly Town Board Meeting from 6 p.m. to 7***

p.m. In a roll call vote, all members voted as follows: Haynes, yes; Gilson, yes; Goodsell, yes; and North, yes. There are currently 2 people that are on 2, possibly conflicting boards. Their terms as alternates on the Zoning and Planning boards expire on 12/31/2023. They are regulars on the Water board. A board member is going to reach out to them to discuss which board they would like to be on going forward. Councilman Goodsell thanked the board for having him the last few years and wished the board the best of luck. Councilwoman Gilson thanked Mr. Goodsell for his service.

A motion was made by Haynes and seconded by North to adjourn the meeting at 10:45 a.m., all members were in favor.

Respectfully submitted by
Julie Peterson
Deputy Town Clerk

14E

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

DATE: January 2, 2024

KIND OF MEETING: Organizational Town Board Meeting

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

BOARD MEMBERS PRESENT: Supervisor Robert North
Council Person-to be announced
Councilman Larry Atkinson
Councilwoman Sue Haynes
Councilman Eric Pappa - absent

OTHERS IN ATTENDANCE: Town resident, Tom Bonoffski, Village resident, Carl Falk, Financial Consultant, Laird Petrie, Highway Superintendent, Kevin Balcom, Water Superintendent, Ron Novak, CEO/ZEO, John Howland, and Town Clerk Millie Newcomb

CALL TO ORDER: The meeting was called to order at 9:00 a.m. with Supervisor North leading in the Pledge of Allegiance.

Superintendent North welcomed everyone to the Organizational Meeting of the Town of Richland.

The first order of business he would like to do is to name his Deputy Supervisor. *He would like to make a motion to appoint Donna Gilson to that position. This motion was seconded by Councilwoman Haynes. In a roll call vote, all members present were in agreement with a vote of "AYE".*

A motion to name Donna Gilson to the vacant Town Board seat was made by Councilman Atkinson and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE".

PUBLIC COMMENT: No Public Comment.

New Highway Superintendent Kevin Balcom gave the Board the Agreement to Spend Highway Funds. Mr. North would like to wait for the Regular Board meeting on January 9th to approve this agreement. Superintendent Balcom advised the Board that this is an educated guess

because we don't know exactly how much money the Town is going to get from New York State. Balcom thinks we will get around \$ 357,000 in chips money, but until the state tells him this for sure, this is just a guess. Everything is dependent on the chips money we get and the money in the budget. He was always taught to estimate high so if we have to lower it we would have room.

A motion to go into Executive Session for future employment was made by Councilwoman Haynes and seconded by Councilman Atkinson. In a roll call vote, all members present were in agreement with a vote of "AYE" at 9:08 am. Financial Consultant Laird Petrie was asked to accompany the Board into the Supervisor's Office.

A motion to come back into regular session was made by Councilwoman Gilson and seconded by Councilman Atkinson. In a roll call vote, all were in favor with a vote of AYE". 9:35 am. The Town Clerk was not told the outcome of the Executive Session.

At this time, Supervisor North would like to correct the record by resigning his Councilman's seat on the Town Board. A motion to accept Mr North's resignation was made by Councilwoman Haynes and seconded by Councilman Atkinson. In a roll call vote, all were in favor with a vote of "AYE".

Supervisor North went over the Appointments and Resolutions line by line. This will be attached to these minutes. ***A motion to accept the Appointments and Resolutions for 2024 as presented by Supervisor North. In a roll call vote, all members were in favor with a vote of "AYE".***

Highway Superintendent Balcom would like to advise the Board that his new Deputy Highway Superintendent is Kris Watson.

NEXT TOWN BOARD MEETING: January 9, 2024 at 7:00pm

MEETING ADJOURNED: With nothing more to bring before the Board, ***a motion to adjourn the meeting was made by Councilwoman Haynes and seconded by Councilwoman Gilson. In a roll call vote, all were in favor with a vote of "AYE". 10:10 am***

Respectfully submitted by

Millie Newcomb
Town Clerk

**APPOINTMENTS AND RESOLUTIONS
2024**

1/2/2024

1	OFFICIAL PUBLICATION	Palladium Times
2	DEPUTY SUPERVISOR	DONNA GILSON SIGNER #2 MILDRED NEWCOMB #3
3	DOG CONTROL SERVICES	ELISA DUNN
4	CONSTABLE	VILLAGE OF PULASKI POLICE DEPARTMENT
5	ANIMAL SHELTER	CITY OF OSWEGO
6	CODE ENFORCEMENT OFFICER	JOHN HOWLAND
7	FIRE WARDENS	RINGGOLD AND RICHLAND FIRE DEPTS CHIEFS
8	TOWN HISTORIAN	SHAWN DOYLE
9	CLERK TO THE SUPERVISOR	TAMMIE WHALEY
10	REGISTRAR	MILDRED NEWCOMB
11	DEPUTY REGISTRAR	JULIE PETERSON
12	YOUTH COUNCIL REPRESENTATIVE	SUE HAYNES
13	DRUG COUNCIL REPRESENTATIVE	SUE HAYNES
14	JUSTICE COURT CLERK	TASHA MULLINS STEPHANIE SALISBURY
15	PLANNING BOARD MEMBER (5 YEAR) TERM TO EXPIRE DECEMBER 31, 2028	BRIAN LEARY
16	PLANNING BOARD ALTERNATE	ROBERT JEFFERY
17	ZONING BOARD OF APPEALS (5 YEAR) TERM TO EXPIRE DECEMBER 31, 2028	SWIATOSLAV KACZMAR
18	ZONING BOARD ALTERNATE	TIMOTHY CROUCH
19	WATER BOARD CLERK	MARY YERDON
20	WATER BOARD MEMBER (5 YEAR) TERM TO EXPIRE DECEMBER 31, 2028	TIMOTHY CROUCH

**APPOINTMENTS AND RESOLUTIONS
2024**

21	WATER BOARD ALTERNATE	VACANT/NOT NEEDED
22	WATER DIST 1, 2, 3 & 5 SUPERVISOR	
23	ASSESSMENT REVIEW BOARD MEMBER (5 YR) TERM TO EXPIRE DECEMBER 31,2028	CHAD MOWERS
24	MWBE OFFICER	JULIE PETERSON
25	CEMETERY CLERK	MILDRED NEWCOMB
26	PAYROLL CLERK	TAMMIE WHALEY
27	ATTORNEYS TO TOWN BOARD	GRAHAM SEITER
28	ATTORNEY TO PLANNING AND ZONING BOARDS	GRAHAM SEITER
29	OFFICIAL DEPOSITORIES	COMMUNITY BANK KEY BANK OF NNY PATHFINDER BANK NBT BANK
30	WATER BOARD REPRESENTATIVE	ALLEN GOODSELL Larry Atkinson KERN YERDON Eric Pappa
31	FINANCIAL AUDIT/COMMITTEE	ERIC PAPPA LARRY ATKINSON
32	TIME OF BOARD MEETING	7:00 PM 2ND TUESDAY OF MONTH
33	PLACE OF TOWN MEETING	H. DOUGLAS BARCLAY COURTHOUSE or as advertised one month in advance of change of location
34	PLACE OF COMMITTEE MEETINGS	H. DOUGLAS BARCLAY COURTHOUSE
35	FIRST DEPUTY TOWN CLERK/TAX COLLECTOR	JULIE PETERSON
36	SECOND DEPUTY TOWN CLERK/TAX COLLECTOR	N/A

**APPOINTMENTS AND RESOLUTIONS
2024**

- | | | |
|----|---|---|
| 37 | WAGES OF PLANNING BOARD | CHAIRMAN - \$90.00/ATTENDED MEETING
MEMBER - \$75.00/ATTENDED MEETING
ALTERNATE - \$75.00 |
| 38 | WAGES OF ZONING BOARD OF APPEALS | CHAIRMAN - \$90.00/ATTENDED MEETING
MEMBER - \$75.00/ATTENDED MEETING
ALTERNATE - \$75.00 |
| 39 | CONFIDENTIAL SECRETARY/BOOKKEEPER | TAMMIE WHALEY |
| 40 | CLERK TO ZONING AND PLANNING | JULIE PETERSON |
| 41 | COMMITTEE ON HIGHWAY AFFAIRS | ROBERT NORTH
LARRY ATKINSON
ERIC PAPPA |
| 42 | COMMITTEE ON ZONING AFFAIRS | ROBERT NORTH
DONNA GILSON |
| 43 | WAGES OF WATER BOARD | CHAIRMAN - \$90.00/ATTENDED MEETING
MEMBER - \$75.00/ATTENDED MEETING
ALTERNATE - \$75.00 |
| 44 | WAGES OF ASSESSMENT REVIEW BOARD | CHAIRMAN - \$270.00/ATTENDED MEETING
MEMBER - \$200.00/ATTENDED MEETING
ALTERNATE - \$200.00 |
| 45 | RESOLUTION TO PAY THE FEDERAL IRS RATE OF 67 CENTS PER MILE FOR TOWN OFFICIALS TO USE PRIVATE VEHICLES FOR TOWN BUSINESS | |
| 46 | RESOLUTION TO ALLOW SUPERVISOR TO INVEST IN FUNDS IN SAVING ACCOUNTS AND CERTIFICATES OF DEPOSITS UNTIL NEEDED (INVESTMENT POLICIES AND GUIDELINES) | |
| 47 | RESOLUTION TO PURCHASE GASOLINE, FUEL OIL, LIMESTONE, RADIOS, ETC. AT STATE BID PRICES | |
| 48 | RESOLUTION TO PURCHASE ROAD OIL AND CORRUGATED PIPE AT COUNTY BID | |
| 49 | RESOLUTION TO ALLOW ATTORNEYS TO ENFORCE ZONING VIOLATIONS | |
| 50 | RESOLUTION TO HAVE TWO SIGNATURES ON CHECKS OVER \$10,000 , SUPERVISOR, DEPUTY SUPERVISOR AND TOWN CLERK | |

**APPOINTMENTS AND RESOLUTIONS
2024**

- 51 RESOLUTION TO HAVE AS AUDITOR FINANCIAL CONSULTANT/LAIRD PETRIE
- 52 PAYROLLS TO BE PAID AS FOLLOWS:
QUARTERLY - PLANNING BOARD, ZONING BOARD OF APPEALS, HISTORIAN
WATER BOARD

BI-WEEKLY - HIGHWAY SUPER. AND CREW, TOWN CLERK/TAX COLLECTOR,
ASSESSOR, CLERK TO THE SUPERVISOR, ZEO, CEO, YOUTH
RECREATION, WATER CLERK, COURT CLERK, JUSTICES, HALDANE
CARETAKER, DEPUTY TOWN CLERK, SUPERVISOR,
WATER SUPERVISOR AND CLERK TO ZONING & PLANNING

MONTHLY - COUNCIL PERSONS, BUILDING SECURITY AND DOG CONTROL

YEARLY - ASSESSMENT REVIEW BOARD
- 53 THE JOHN BEN SNOW COMMUNITY COMPLEX EDWARD GILSON
HALDANE MEMORIAL BUILDING COMMITTEE SUE HAYNES
- 54 THE ZONING BOARD WILL MEET THE THIRD TUESDAY OF THE MONTH
AT 6:30 PM AT THE H. DOUGLAS BARCLAY COURTHOUSE
- 55 THE PLANNING BOARD WILL MEET THE THIRD MONDAY OF THE MONTH
AT 7:00 PM AT THE H. DOUGLAS BARCLAY COURTHOUSE
- 56 RESOLUTION TO ADOPT THE SAME PROCUREMENT POLICY AS IN 2023 FOR 2024
- 57 SOLE ASSESSOR APPOINTED **W/ 6 YEAR TERM** WARREN WHEELER
APPOINTMENT TO EXPIRE IN 2025
- 58 RESOLUTION TO ACCEPT OFFICIAL UNDERTAKING - AS IN 2023 FOR 2024
- 59 TOWN OF RICHLAND NOCA REPRESENTATIVE - DAVID ALLEN
- 60 PAYROLL PROVIDER - PAYCHEX
- 61 RESOLUTION TO AUTHORIZE THE RICHLAND TOWN BOARD TO CHARGE BACK ALL
RELATED COSTS OF NOTIFICATIONS, EXECUTION, AND ACTUAL CHARGES RELATED TO
THE BIDDING AND DEMOLITION OF A PROPERTY THAT IS IN VIOLATION AND IS
DETERMINED TO BE DEMOLISHED AS A RESULT OF AN "ADMINISTRATIVE HEARING".
- 62 RESOLUTION TO ADOPT TOWN OF RICHLAND COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN AS IS IN 2023 FOR 2024
- 63 RESOLUTION TO ADOPT WIRE TRANSFER AGREEMENT.
- 64 RESOLUTION FOR TRAINING FOR PLANNING, AND ZONING BOARD OF APPEALS.
- 65 COMPREHENSIVE BOARD CHAIRMAN DAWN HOLYNSKI
- 66 THE HAMLET OF RICHLAND COMMUNITY PARK JULIE PETERSON
COMMITTEE SUE HAYNES

TOWN CLERK'S MONTHLY REPORT

DECEMBER, 2023

page 3

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	773.88	} 235
PAID TO SUPERVISOR FOR PART TOWN FUND	982.00	
PAID FOR SUPERVISOR FOR WATER	105,166.50	
PAID TO NYS ANIMAL POPULATION CONTROL FUND	31.00	-2352
PAID TO STATE COMPTROLLER FOR GAMES OF CHANCE LICENSES	45.00	-2353
TOTAL DISBURSEMENTS	106,998.38	

RECEIVED

JAN 05 2024

TOWN OF RICHLAND
SUPERVISOR

#2354

JANUARY 5, 2024

_____, SUPERVISOR
KERN YERDON

STATE OF NEW YORK, COUNTY OF OSWEGO, TOWN OF RICHLAND

I, MILDRED A. NEWCOMB, being duly sworn, says that I am the Clerk of the TOWN OF
that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting
only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this


Town Clerk

____ day of _____ 20____

Notary Public

Town of Richland Official Undertaking of Municipal Officers

WHEREAS, Robert North, of the Town of Richland, County of Oswego, New York, has been elected to the office of Supervisor of the Town of Richland; and

WHEREAS, Donna Gilson, of the Town of Richland, County of Oswego, New York, has been elected/(appointed) to the office of Councilman/(Deputy Supervisor/1st additional signer); and

WHEREAS, Sue Haynes, of the Town of Richland, County of Oswego, New York, has been elected/(appointed) to the office of Councilman; and

WHEREAS, Larry Atkinson of the Town of Richland, County of Oswego, New York, has been elected/(appointed) to the office of Councilman; and

WHEREAS, Eric Pappa, of the Town of Richland, County of Oswego, New York, has been elected/(appointed) to the office of Councilman; and

WHEREAS, Mildred Newcomb, of the Town of Richland, County of Oswego, New York, has been elected to the office of Town Clerk/Tax Collector; and

WHEREAS, Justice Judy Conger, of the Town of Richland, County of Oswego, New York, has been elected to the office of Town Justice; and

WHEREAS, Justice James Ridgeway, of the Town of Richland, County of Oswego, New York, has been elected to the office of Town Justice; and

WHEREAS, Kevin Balcom, of the Town of Richland, County of Oswego, New York, has been elected to the office of Highway Superintendent; and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Richland that we will faithfully perform and discharge the duties of our office and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Officers is further conditioned upon that he/they will truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such **Supervisor, Deputy Supervisor/Councilman, Town Clerk/Tax Collector, Town Justice (2), and Highway Superintendent.**

The Town of Richland does and shall maintain insurance coverage, presently with NYMIR as the insurance company and Eastern Shore and Associates as the insurance agent in the sum of \$100,000.00 for Crime Bond limits less a deductible of \$100.00, plus an additional \$500,000.00 for the Town Clerk/Tax Collector, \$500,000.00 for the Town Supervisor and \$150,000.00 for the Highway Superintendent to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered there under...Limits for the Additional signers

of elected personnel, which includes the Deputy Supervisor and a Town Councilman, and Town Clerk/Tax Collector along with the Town Justices are covered under the basic Crime Bond Limits of \$100,000.00.

Dated: _____
TOWN OF RICHLAND

Town of Richland

Official Undertaking of Municipal Officers

Signature Page of Town Officers

Robert North, Town Supervisor
TOWN OF RICHLAND

Mildred Newcomb, Town Clerk/Tax Coll.
3RD Signer
TOWN OF RICHLAND

Donna Gilson, Councilman
Deputy Sup./2nd Signer
TOWN OF RICHLAND

Larry Atkinson, Councilman
TOWN OF RICHLAND

Sue Haynes, Town Councilman
TOWN OF RICHLAND

Eric Pappa, Town Councilman
TOWN OF RICHLAND

James Ridgeway, Town Justice
TOWN OF RICHLAND

Judy Conger, Town Justice
TOWN OF RICHLAND

Kevin Balcom, Highway Superintendent
TOWN OF RICHLAND

STATE OF NEW YORK

:SS:

COUNTY OF OSWEGO:

On the ____ day of _____, ____; before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY – State of New York

STATE OF NEW YORK

:SS:

COUNTY OF OSWEGO:

On the ____ day of _____, ____; before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY – State of New York

STATE OF NEW YORK

:SS:

COUNTY OF OSWEGO:

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STATE OF NEW YORK

:SS:

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NOTARY – State of New York

STATE OF NEW YORK

:SS:

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NOTARY – State of New York

STATE OF NEW YORK

:SS:

COUNTY OF OSWEGO:

On the ____ day of _____, ____; before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY – State of New York

STATE OF NEW YORK

:SS:

COUNTY OF OSWEGO:

On the _____ day of _____, _____; before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY – State of New York

The Town Board of the Town of Richland approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on

Mildred Newcomb, Town Clerk

At a regular meeting of the Town
Board for the Town of Richland
Held the 9th day of January
2024

INVESTMENT POLICIES AND GUIDELINES OF THE
THE TOWN OF RICHLAND, OSWEGO COUNTY, NEW YORK

The objectives of the Investment Policy of the Town of Richland are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a Supervisor is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

Certificates of Deposit issued by any bank or trust company authorized to do business in New York State:

Obligations of New York State:

Obligations of the United States Government:

All funds EXCEPT Reserve funds may be invested in:

Obligations of agencies of the Federal government if principal and interest is guaranteed by the United States.

With approval of the State Comptroller, in Revenue Anticipation Notes of other local governments.

ONLY RESERVE FUNDS may be invested in:

Obligations of the Local Government.

All other Town of Richland officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions:

1. COLLATERAL

- A. Deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States, or obligations of the Town of Richland, or a

custodial bank with which the Town of Richland has entered into a Custodial Agreement.

It is therefore, the policy of the Town of Richland to require written contracts as follows:

- a. Written contracts shall be required for the purchase of all certificates of deposit.
- b. A written contract shall be required with the Custodial Bank.

2. DESIGNATION OF CUSTODIAL BANK

- a. Custodial Bank. Pathfinder Commercial Bank, chartered by the State of New York, Community Bank, NBT Bank and Key Bank of New York are designated to act as Custodial Banks of the Town of Richland.

3. FINANCIAL STRENGTH OF INSTITUTIONS

Investments in time deposits and certificated of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the Supervisor to determine satisfactory financial strength.

4. OPERATIONS, AUDIT AND REPORTING

The Supervisor or the Deputy Supervisor shall authorize the purchase and sale of all securities and execute contracts for Certificates of Deposit on behalf of the Town of Richland. Oral directions concerning the purchase or sale of securities shall be confirmed in writing.

The Town of Richland will encourage the purchase and sale of securities and Certificates of Deposit through a competitive or negotiated process involving telephone solicitations of at least two bids of each transaction.

Within sixty (60) days of the end of each of the first three quarters of the fiscal year, the Supervisor shall prepare and submit to the Town Board of the Town of Richland a quarterly investment report which indicates new investments, the inventory of existing investments, and such other matters as the Supervisor deems appropriate.

Within 120 days of the end of the fiscal year, the Supervisor shall prepare and submit to the Town Board an annual investment income record; a list of total fees, commissions or other charges, if any, paid to the custodial bank and such other matters as the Supervisor deems appropriate.

The Town Board of the Town of Richland shall review and amend, if necessary, the Investment Guidelines at least annually.

The provisions of these Investment Guidelines and any amendment hereto shall take effect prospectively and shall not invalidate the prior selection of any custodial bank or prior investment.

On a motion duly made by _____ and seconded by _____; be it resolved that the Town of Richland does hereby accept and adopt the Investment Policy Guideline as presented this 9th day of January 2024. Motion duly passed with Board Members voting as follows.

Motion passed or denied.

Roll Call Vote:	Robert North	Aye	Nay	Absent
	Donna Gilson	Aye	Nay	Absent
	Sue Haynes	Aye	Nay	Absent
	Larry Atkinson	Aye	Nay	Absent
	Eric Pappa	Aye	Nay	Absent

At a regular meeting of the Town
Board for the Town of Richland
Held the 9th day of January 2024

PROCUREMENT POLICY

WHEREAS, section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

WHEREAS, general discussion has been held between town board members and or the town representatives leading to a formation of a procurement policy;

NOW, THEREFORE, on motion duly made by _____, and seconded by, _____ be it

RESOLVED: That the Town of Richland, does hereby adopt the following procurement policies and procedures:

SECTION 1 – Overview:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103 which said section among other matters, states that all contracts for public work involving an expenditure of more than \$35,000.00 and all purchase contracts involving an expenditure of more than \$20,000.00 shall be awarded through the lowest responsible bids, after advertisement for sealed bids. Every town officer, board, department head, or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be required. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

For all purchase of goods and services below the competitive bidding amounts required by GML Section 3 outlined above, the following method of purchase will be used in order to achieve the highest savings:

SECTION 2 – Purchases of Equipment and Supplies Below \$20,000:

- All purchases of equipment and supplies from \$20,000 to \$10,000 require three written quotes.
- All purchases of equipment and supplies from \$9,999 to \$5,000 require one written quote.

- All purchases of equipment and supplies less than \$5,000 are left to the discretion of the purchasers but shall be documented by invoice for future references.

SECTION 3 - Purchases of Public Works Contracts Below \$35,000:

- Public works contracts from \$35,000 to \$20,000 three written quotes.
- Public works contracts between \$19,999 to \$5,000 require two written quotes.
- Public works contracts below \$5,000 are left to the discretion of the purchaser but shall be documented by invoice for future references.
-

When written quotes are required pursuant to Sections 2 and 3 above, quotes may be hand delivered or obtained by mail, fax or email.

SECTION 4 - Exceptions

Pursuant to GML §104-b, the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Town. In the following circumstances, it may not be in the best interest of the Town to solicit quotations or document the basis for not accepting the lowest bid or quote:

- a) Professional Services – When services requiring special or technical skill, training, or expertise are needed the individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures
- b) Emergencies - pursuant to GML Section 103(4), due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits and the Town Board must make an emergency declaration which shall be documented in the minutes of Town Board proceedings.
- c) Sole Source Purchases – Those which are only available for a single service; or where standardization is desired; or where the only local service provider services only one brand.
- d) Purchases of surplus and secondhand goods from any source. Because it is difficult to try to compare prices of used goods, and a lower price may indicate an older product, purchases must obtain Town Board approval prior to purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are often obtained.

SECTION 5 – Award of Contracts:

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser, whether town board or not, prepares a written justification and providing

reasons why it is in the best interest of the town and its tax payers to make an award to other than the lowest bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

SECTION 6 – Documentation:

Any purchaser shall compile a list of all vendors from whom written, fax, or oral quotes have been requested and or offered, and all information gathered and complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

SECTION 7 – Good Faith Effort:

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

SECTION 8 – Budgetary Controls:

Whereas Town Law §117 prohibits any expenditure or contract for goods or services to be made unless there is a sufficient appropriation available in the annual budget. Therefore, to ensure compliance with Town Law §117, Town officials and employees are prohibited to commit the town to purchases of equipment and supplies exceeding \$2,000 or public works contracts exceeding \$10,000 without first receiving confirmation of an available appropriation. Such confirmation must be obtained from the Town Budget Officer and must be properly documented using a Board approved confirmation form.

SECTION 9 – Annual Review:

The town board shall review this policy annually at its organizational meeting or as soon thereafter as is reasonably practicable.

Motion passed or denied.

Roll Call Vote:	Robert North
	Donna Gilson
	Sue Haynes
	Larry Atkinson
	Eric Pappa

TOWN OF RICHLAND
SCHEDULE OF SALARIES OF ELECTED AND APPOINTED
OFFICERS AND EMPLOYEES
2024

TOWN SUPERVISOR	\$ 22,361.30 /YR
BUDGET OFFICER	\$ 2,704.00 /YR
DEPUTY SUPERVISOR - (IN ADDITION TO COUNCIL PAY)	\$ 7,022.52 /YR
CLERK TO THE SUPERVISOR/PAYROLL	\$ 24.87 /HR
COUNCIL PERSON (4) @ 5472.24 EA	\$ 21,888.96 /YR
TOWN CLERK/TAX COLLECTOR/REGISTRAR	\$ 58,683.04 /YR
DEPUTY TOWN CLERK (21.53/HR) WHEN ACTING CLERK	\$ 21.03 /HR
TOWN/VILLAGE JUSTICE - (2) @ 25635.74	\$ 51,271.48 /YR
CLERK TO TOWN/VILLAGE JUSTICE - (1)	\$ 34,086.78 /YR
HIGHWAY SUPERINTENDENT	\$ 75,000.00 /YR
DEPUTY HIGHWAY SUPERINTENDENT (UNDER CONTRACT)	\$ 28.62 /HR
HIGHWAY LABORER START F/T (UNDER CONTRACT)	\$ 24.67 /HR
HIGHWAY LABORER BASE F/T (UNDER CONTRACT)	\$ 26.67 /HR
HIGHWAY AUTOMOTIVE MECHANIC (UNDER CONTRACT)	\$ 27.46 /HR
HIGHWAY LABORER SEASONAL (UNDER CONTRACT)	\$ 18.20 /HR
HIGHWAY NIGHT DIFFER. (F/T & SEASONAL UNDER CONTRACT)	\$ 18.70 /HR
WATER DISTRICT SUPERVISOR	\$ 25,000.00 /YR
WATER MAINT MECH 2B OPERATOR (UNDER CONTRACT)	\$ 31.73 /HR
WATER MAINT MECH (UNDER CONTRACT)	\$ 28.29 /HR
WATER CLERK	\$ 22.59 /HR
WATER BD MEMBERS	\$ 75.00 /MTG
WATER BD ALTERNATE	\$ 75.00 /MTG
WATER BD CHAIRMAN	\$ 90.00 /MTG
CODE/ZONING ENFORCEMENT OFFICER	\$ 33,518.94 /YR
ZONING /PLANNING BD CLERK	\$ 21.03 /HR
ZONE BD OF APPEALS	\$ 75.00 /MTG
ZONING BD ALTERNATE	\$ 75.00 /MTG
ZONING BD CHAIRMAN	\$ 90.00 /MTG

**TOWN OF RICHLAND
SALARY SCHEDULE**

2024

PLAN BD MEMBER	\$ 75.00 /MTG
PLANNING BD ALTERNATE	\$ 75.00 /MTG
PLANNING BD CHAIRMAN	\$ 90.00 /MTG
BD OF ASSESSMENT REVIEW	\$ 200.00 /MTG
BD OF ASSESSMENT REVIEW CHAIRMAN	\$ 270.00 /MTG
SOLE ASSESSOR	\$ 42,157.96 /YR
DOG CONTROL OFFICER	\$ 15,651.48 /YR
BUILDING MAINTENANCE WORKER	\$ 18.20 /HR
HISTORIAN	\$ 847.00 /YR
DIR OF REC I/SEASONAL P/T (NEW EMP)	\$ 19.50 /HR
DIR OF REC II/SEASONAL P/T (RET EMP)	\$ 20.09 /HR
DIR OF REC I/SEASONAL P/T ASSIST. (NEW EMP)	\$ 16.50 /HR
DIR OF REC II/SEASONAL P/T ASSIST. (RET EMP)	\$ 17.00 /HR
REC HEALTH DIR. I/SEASONAL P/T (NEW EMP)	\$ 16.50 /HR
REC HEALTH DIR. II/SEASONAL P/T (RET EMP)	\$ 17.00 /HR
REC LEADER I SEASONAL (NEW EMP)	\$ 15.25 /HR
REC LEADER II SEASONAL (RET EMP)	\$ 15.97 /HR
REC LIFEGUARD I/SEASONAL (NEW EMP)	\$ 16.50 /HR
REC LIFEGUARD II/SEASONAL (RET EMP)	\$ 17.00 /HR
CLERK TO TOWN/VILLAGE JUSTICE - (1)	\$ 32,956.82 /YR
CHIEF WATER MAINT MECH 2B OPERATOR (UNDER CONTRACT)	\$ 33.95 /HR
PERDIEM MEAL ALLOWANCE (UNDER CONTRACT)	\$ 25.00

TOWN OF RICHLAND

H DOUGLAS BARCLAY COURTHOUSE
1 BRIDGE STREET
PULASKI, NY 13142
TELEPHONE: 315-298-5174 EXT. 1023
FAX 315-298-7348

January 4, 2024

Village Board of Pulaski
c/o Mayor Jan Tighe
4917 Jefferson St.
PO Box 227
Pulaski, NY 13142

Dear Mayor Tighe,

This correspondence is being written to act as a "Letter of Support" for a TAP application for the Village of Pulaski which has been requested by the Department of Transportation in this month. The Village of Pulaski is inclusive in the Township of Richland. This funding is for the improvement of the infrastructure in the Village of Pulaski.


The goal is to finance a sidewalk that would connect major commercial and recreation areas of the Village. Right now there are safety issues that need to be addressed.

At this time, the Senior High-Rise Apartments, Springbrook, Connexx Care Medical Center, American Legion Election Polling Site for the Town of Richland, Deerfield Apartments, Healthway Offices and Manufacturing Center, the dentist and optometrist offices in the Maple Ave. corridor and the many pedestrians that walk in the road to reach their destination. This would provide a safe pedestrian corridor which has been lacking for years.

The quality of everyone's life associated would be less detrimental once these changes are made.

Therefore, on behalf of the Richland Town Board, we support the Village of Pulaski's request for funding TAP application to the Department of Transportation.

Respectfully submitted,


Robert North