

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

DATE: March 8, 2022

KIND OF MEETING: Regular Town Board Meeting

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

BOARD MEMBERS PRESENT: Supervisor Dan Krupke
Councilman Kern Yerdon
Councilman Allen Goodsell
Councilwoman Sue Haynes
Councilman Robert North

OTHERS IN ATTENDANCE: Legislator Herb Yerdon, Water Board Chairwoman, Donna Gilson, Water Supervisor Ron Novak, Building & Ground Supervisor Kevin Balcom, Highway Superintendent John Fox, Attorney Graham Seiter and Town Clerk Millie Newcomb

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

PUBLIC COMMENT: No Public comment at this time.

LEGISLATIVE REPORT: Mr Yerdon passed out the new Election District maps for the State of New York. There are a lot of changes. Nothing much changed for Mr. Barclays district. Senator Ritchies area moved further north. Covid report. Feb 28- March 6th, there have been 241 cases. There have been 180 deaths in Oswego County. Camp Hollis is in need of Camp Counselors. Lake Ontario Lecture series continues. This is about Lake Ontario Weather and unique weather conditions. The Marine Sanctuary advisory board. They are trying to build information for this board. The Office for aging will be moving around the county to try to help seniors over the age of 60 yrs for HEEP. The first will be in Sandy Creek Town Hall on Wednesday March 16th from 1-3. The next one is in Parish on March 24th, the same time and Mexico on the same day from 1-4. Suicide Prevention has a new manager Kelly Matune. Suicide is a big issue in Oswego County. On May 18th, it's the 17th Youth Career Summit. It's going to be at the

Oswego County Fair Grounds in Sandy Creek. It's open to 8th graders. It's never too early to plan for your future.

ZONING AND CODE REPORTS: The Board was presented with a list of the Building and Zoning permits for the month. Also job descriptions for the Zoning and Planning Board were given to the Board for their review. There is a training school in Liverpool, April 5-7 that needs approval to attend. Every 5 years there is a new ISO rating. The ISO is 2 things, 1 is the fire department and Zoning and Codes program. That is what determines your grade for Fire Insurance companies for homes in this area. Mr. Howland will get the Dank report from Superintendent Fox to get locations for all the fire hydrants in the Town. Zoning Board, we have 4 members and no alternates. George Harding retired and resigned from the Zoning Board of Appeals. So we are in need of a member and alternate. Frank Pavia is the one that has been doing the Town and Villages Comp Plan. He gave a quote of not to exceed \$10,000 for his services. Mr Howland isn't sure if we need to put this out for bid or not due to the procurement policy. Since this is a Professional Service, no bid is required. Mr. Pavia will set up the entire Zoning Ordinance. He would make sure things were included like the travel trailer issue the Town has been discussing. No time frame was given. He is located in Rochester. ***A motion to accept George Hardings resignation was made by Councilwoman Haynes and seconded by Councilman Yerdon. Mr. Krupke would like to take this time and Thank George for his years of service and wish him a great retirement. With no further discussion, and a motion on the table, the roll call vote result was all in favor with a vote of "AYE".*** The decision on hiring to work with the Zoning. Mr Pavia was tabled until the April Meeting. Also tabled for the was the Job descriptions for the Water Board. ***A motion to approve Code School was made by Councilman North and seconded by Councilman Goodsell. In a roll call vote, all were in favor with a Vote of "AYE".***

COMPREHENSIVE PLANNING BOARD MINUTES/UPDATES: The Board was handed an update of goal changes from Dave Turner. Supervisor Krupke was asked to have the board review it and then bring it back to the April Board Meeting. Mrs. Gilson of the Comp Board advised the Board that they did discuss the changes at the last meeting that Chairwoman Holynski was unaware of. Attorney Seiter will review the changes and determine whether another SEQR will be needed.

HIGHWAY REPORT: Another full time employee resigned from the highway. Mr. Fox would like to Thank Kevin Balcom for taking over for him while he was out for surgery. He did a great job. Superintendent Fox would like to set the record straight in the minutes that hearsay, word on the street, coming from different places that are getting misinterpreted. When it comes to the water department, the purchase of new tools and things that they just got, he should not have to hear that because the previous Supervisor, not Craig, was not supplying them with the proper equipment. Mr. Fox would like everyone to know that the reason was they never lacked for anything. We/they shared tools with the Highway Department. That was the reason why they don't have a whole shop full of tools to run by themselves. They shared everything with the Highway. The roads will be posted soon with the frost coming out of the ground. Still

plowing with everyone on deck. Still fully staffed. He did run and Ad in the paper recently, along with it being posted on the Town Website, and received zero responses. Right now he is fully staffed with the seasonal men still working, and Zach Mascia still working. He is not hurting right now, but come spring he will need help. Councilman Yerdon inquired about the last round of hires and that he had 4-5 applications. Mr. Fox did hire 2 or the four. The one application was from out of the Township. Equipment is still holding up and running 100%. The resignation letter was from Kory Pearson and as in the Employee Handbook, the Board must approve his final payout. John and clerk Tammie went over the figures and came up to 31 hours of vacation time. He used his sick time and no comp time. ***A motion to approve the final payout for Mr. Pearson was made by Councilwoman Haynes and seconded by Councilman Goodsell. With no discussion, and in a roll call vote, all members were in agreement with a vote of "AYE".***

BUILDINGS AND GROUNDS & RICHLAND PARKS: Resolution for the Grant OPRHP is next. Supervisor Krupke went over this grant with the amount of the grant for the Richland Pocket part with the amount of the grant being and not exceeding \$ 233,424.00. ***A motion to accept the Resolution 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"***

Two meetings are scheduled for March and April. No Dates were available. Attorney Seiter told the Board that one of the abstracts for the parks was back from the abstract company.

DOG REPORT: Dog Reports for January and February 2022. A motion to accept these reports was made by Councilwoman Haynes and seconded by Councilman North. In a roll call vote, all were in favor with a vote of "AYE".

AUDIT REPORT: Laird Petrie is here to update the Board about the Audit of Highway records. As many as the Board knows, I have presented this to them with the draft findings. The report really hasn't changed from the draft. Any audit is a comparison of the expected condition to what the actual condition is. In this case the expected condition or criteria is payroll benefits and procedures that are outlined in the collective bargaining agreement or the employee handbook. Basically I started by selecting a couple of sample payroll periods and went through time records and compared the actual conditions and compared them with the collective bargaining agreement and employee handbook would say. Tabulated the results and came up with a number of findings and put them in the report for you. It's important to understand that these findings that are outlined in there doesn't mean that employees didn't work those hours that were paid, only that Mr. Petrie could only go by the time records that were there. The expectation was that the employee time sheet or leave records would support the number of hours that were being paid. It doesn't mean that the employees did get paid for something they didn't do, just pointing out various weaknesses in the process, and many of those have

been corrected already by the new time cards that have been implemented. A lot of the errors that I have found probably would not exist again with the new records. So here is an overview of it. The first few pages of the report is an overview of the criteria that Mr. Petrie used it according to the bargaining agreement and the employee handbook. The other part of the report that the Board asked to quantify the number of hours impacted as to overtime versus call back hours, in comparison to total hours worked during 2020 and 2021 fiscal years. The last part of the report talks about that. And Objective 2, is related to the severance payment that was made to an employee based upon unused sick time at the time he left town service. On page 5 there are some charts that Supervisor Krupke would like to have explained to the Board. The chart with the number of hours. He went through all the biweekly sheets that are prepared based upon time records and that are turned into the Supervisors Clerk, then onto the Towns payroll software. Mr Petrie quantified the number of hours, regular hours versus overtime hours and callback hours. The call back was also paid in time and a half. If you combined overtime and call back hours, those were the ones that were paid at time and a half. Mr Petrie was able to as he went through all the time records, he was able to show by each employee how many call back hours each employee had and that information was used to determine how many of the non Union employees were receiving call back time and so he just compiled those results so the top part of the chart is talking about the number of hours and of the total 23120 hours in 2020 for instance, and the 23419 in 2021 that came up with the average of the 23269 and straight time hours of that average was 85%, 10% was overtime and then 5% was call out. 20% of those hours was paid at time and a half. And the chart below that was taking those number of hours times the employees wage rate then when applicable time that by 1 ½. Then the bottom chart shows the months the hours occurred at. As expected those hours were in the winter months, January and February are the highest for call outs. A few hours in May and August but not many. Mr. Petrie didn't list a lot of exceptions or quantify anything regarding call out when it comes to whether it was actually a call hour situation because of the way the call records were at that point. I couldn't determine if it was a true call out or not. I could just see in the call records that there was an indication of a number "2" associated next to someone signing in and signing out. It was hard for Mr Petrie to determine if it was a true call out or not. So he didn't list that as an error he just listed that for information to show the impact of call back does and the other problem with the other system where the employees were just signing in and out, there was no system for accountability for that. The time card system that they are using right now establishes accountability for each employee that they are sure to find a day that they worked, time in time out, number of hours of each type of work that's the way it should be. You have to have that to establish accountability. Page 5 represents all workers per Mr. Petrie. Councilman Yerdon asked if the seasonal employees were receiving call outs when they were not supposed to according to the employee handbook. Right, per Mr Petrie, it goes back to criteria that he had to use which was the Union Contract and Employee handbook. The collective bargaining agreement authorizes call back time. The employee handbook, which covers non-union, seasonal and part time workers there was no such authority, so in the absence of authority, showing in error then you would have to make the determination that

they shouldn't have been receiving call back. I know the Board is having discussion about changing that in the language in the handbook. When we do audits of this nature, we have to use the language in the handbook and contracts to determine whether there is authorization for it. Councilman Yerdon added that in the employee handbook it shows that they have to work greater than 40 hours in a 7 days period to get overtime. Mr. Petrie agreed that that statement is in the handbook. Some of the errors that he saw that were recorded in the exceptions that he listed, some of them were just things like the failure to calculate the mandatory ½ hour for lunch for instance. Mr Petrie spoke to Superintendent Fox about this and he said a lot of times that the guys don't actually take the lunch break. But Mr. Petrie has to go by the criteria that is in the contract and handbook. It says that they "SHALL" as opposed to they "MAY" then SHALL means there is no option. It's a mandated unpaid ½ . He is not disputing the fact that many of those employees may not have taken the time for lunch.

Councilman Yerdon would like to make a motion to go into Executive Session to talk about the findings of the Audit. This motion was seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE". 6:41pm. At 7:40pm, A motion by Councilwoman Haynes to come out of Executive Session. This motion was seconded by Councilman North. In a roll call vote, all were in favor with a vote of "AYE". Back in the regular session. The result of the Executive Session was given to the Town Clerk.

Councilwoman Haynes would like B&G Supervisor to give the Board an update on the Haldane Roof. Mr Balcom drew up a plan on what he would like to put out for bid to take care of the issues that the Haldane Center. He has a bid packet that he drew up. He has one quote already and will try to get 3 more. He will try to get the quotes for the next meeting. This should take care of all the issues. It's hard to ballpark the cost because of the fluctuating lumber prices. A Haldane meeting is scheduled for late March according to Councilwoman Haynes.

WATER REPORT: Next is Water Supervisor Ron Novak to give his report. At the last meeting it was discussed maybe adding a third person at the Water Department. There are classes for Water Operators on April 4-8. They had spoken to one of the men at the Highway that may be interested in moving over to Water. The Water Operators, Bob Hicks, Joe Sikora, Kevin Balcom and Chris Watson met with Mr. Novak to describe what the course was like and the duties of the Water Mechanics. They gave Mr. Watson a week to decide whether or not he would be interested in going to take the course and possibly working in the Water Department. After 24 hours, Chris Watson decided that he was not interested in moving over to the Water Department nor was any member of the Water Department. Councilman Yerdon contacted Mark May from the Union and he in turn contacted the Union Steward. He confirmed what the Councilman said and gave permission for the Town to advertise this position. The only one going for the Water Operator Course will be Supervisor Novak. Today Mr. Novak and Superintendent Fox went out to the vault on Lehigh Road. The pipe that goes down the road to that vault has collapsed. It has left a pretty good size hole about 2ft deep. The end of the culvert is plugged. It's backing water up into the vault. The pipe needs to be replaced soon. Later on a parking area will be established to get vehicles off the road. Highway will go over

tomorrow to see if it can be unplugged for now until it's repaired. Supervisor Novak has heard that Schoeller may add another line that could add 20 jobs. This new line will probably use more water. There is a provision in the Contract with Schoeller that if new manufacturing is added then the contract can be renegotiated. Right now they have a low rate for water usage and they use a lot of water. The contract was good for 6 years. After that time the 2 sides could meet and renegotiate the contract. After speaking to Supervisor Krupke, a meeting will be set up with Schoeller to see what they are doing. Councilman Goodsell heard it could happen in about a year or so. It's good to get a jump on the negotiations. Today Mr. Novak sat in on the Village of Pulaski Water meeting. The water project is getting underway where the village is going to replace the water mains throughout the Village. Highlander Construction has the bid and will start in late April or early May and hope to have it completed by late summer or early fall with the only exception being getting the pipe. After the failure of the 6" valve in the Village of Pulaski, the water department decided to take inventory of the valves in stock. The Town has 6" 2-8" valves but we do not have 10" valve anywhere. Blair was in the office. They had 3 in stock. Mr Novak called the office to get a PO and would like to purchase the 10" Kennedy Valve at the price of \$1750. Mr. Novak would like to use ARPA money to pay for this part. Supervisor Krupke would like to know if there are any other parts that the Town needs. The Town has 6" and 8" valves but no 10". He is trying to get 12" valve and repair bands. Also pipe and maybe a 14" valve to have in stock. He thinks these other parts could be about \$3000. The Water Department is in a lot better shape than it was. At this time, the valve will be paid for by the Water funds. If needed the Board will take a look at the Water Department funds to see if they need to be helped. Supervisor Novak showed the Board the flags that are attached to the hydrants. These flags are a significant public safety issue. The fire Department would come in to attest to this. He has purchased 150 of these flags. Realistically, he needs 300. It will cost between \$5000-\$10000 to mark all the hydrants properly. The visibility for plow drivers, and in theory the hydrants should be off the road enough not to be hit by snow plows. Mr. Novak would like to use ARPA money to purchase at least 150 flags. These flags cost about \$34 a piece. The flags that they are using in district 5 have plastic holders attached to the hydrant. Mr Novak thinks that when the snow comes off the wing it breaks the flags off due to the plastic fitting. So Mr. Novak's proposal to the Board is to purchase 150 to 300 flags at approximately \$10,000 and the \$1700 for the valve. Maybe pool them together? After the incident when the tree limb broke the poles in the well field, Mr Novak got quotes for burying the electrical lines at the well field. Using refurbished transformers the quote for that, rough quote, is \$382,000. The quote for relocating all the lines on the other side of the creek and bringing them over to what he calls the "main land" is \$60,000. The cost to replace the 17 poles on the mainland switching all the arms and all the gear is \$155,000, and to replace the meter pole at the road is \$30,000. Those are rough quotes supplied by Scriba Electric. He knows that everything has to be put out the bid with numbers being refined. It's for budgetary consideration. The electrical system at the well site is roughly 60 years old, at some point it will have to be upgraded and if we lose one transformer it could take 2 months to get another. Next is the generator. Supervisor Novak has gotten an estimate to replace it. One price is from Home

Power System for \$42956 and another one from Scriba Electric for \$38581. This would be for propane powered 80kw Kohler with a Cummings engine. Both have cold weather packages. Pretty much the same generator that is at the well field now. It usually takes 21-26 weeks lead time to get, remove the old one and replace with the new. This is number 2 on Mr Novak's list of things to get. Caterpillar, which has the state bid, is not manufacturing any generators under 175KW because they are going under a complete overhaul at this time. Per the procurement policy this will have to be put out for Bid. A motion to draw up a bid for a 80 kw or better generator. All bids should be received by March 31, 2022 at 12:00. Mr. Novak will get with Councilman North to get all the specifics. 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". The generator that will be replaced has been estimated to be worth between 8-\$10,000. The last thing is a truck for the Water Dept. All manufacturers have stopped all State Contract sales. Ford may resume late April or May. Mr Novak has founded the 2019 F250 Super Duty. It's Blue just like the rest of the Water Departments fleet. If he was to build it from the ground up, this would be what he would get. The price is \$45250. This vehicle has 23,000 miles on it and the balance of the factory warranty. A plow for this truck would be about \$5200 which can be purchased later. Superintendent Fox said you just can't get these trucks at the moment and agrees this is probably a good way to go for now. It's not going to change for a while. As everyone knows the water budget is tight. The Board can approve the purchase and then figure out where the Water Department stands mid year. And if we need to allocate more money from ARPA then that's what the Board can do. So the Water Department has a request for 300 flags which Supervisor Krupke doesn't think the guys would be able to install them all with hydrate maintenance to be completed. So an alternative is to purchase 150 flags, then maybe reorder some mid year with more ARPA money coming in then. Then the valve for \$1750, with all that the Water Dept needs. Superintendent Fox wanted it known not to hold him to the \$5200 for the plow. That price was a year and half old. So maybe allocate \$15000 from the ARPA money for the plow, 150 flags, and the \$1750 valve. ***A motion to allocate from ARPA fund, \$15,000 to purchase the 150 flags , plow for the new truck and the new valve for \$1750 was made by Councilman Yerdon and seconded by Councilman Goodsell. In a roll call vote all were in favor with a vote of "AYE". A motion to purchase the 2019 F250 Truck for \$45250 was made by Councilman Goodsell and seconded by Councilman North. With no further discussion, and in a roll call vote, all were in favor with a vote of "AYE".*** With the generator, holding off until next month, The County is in the process of maybe sharing some of its ARPA money and because this generator will serve multiple towns, there is a slight chance that the county may contribute ½ of the cost.

SUPERVISOR REPORT: No report.

APPOINTMENT AND RESOLUTIONS: There were a few things on Appointment and resolutions that were missed in the last meeting. Stephanie Salisbury has been named Court Clerk replacing Laurie Barber. Tom King has been appointed to the Planning Board. Planning Board

Alternate: Donna Gilson. Donna Gilson was also named to the Water Board. No water board alternate is needed. Number 30 will be filled by Allen Goodsell. Councilwoman Haynes will help on the Audit Committee. Councilman Yerdon will be removed. ***A motion to accept the Appointments and resolutions as amended was made by Councilwoman Haynes and seconded by Councilman Yerdon. In a roll call vote, all were in favor with a vote of "AYE">***

JUSTICE REPORTS: The Justices report is next. ***A motion to accept the justice reports from Justices Conger and Ridgeway for January 2022 was made by Councilman Yerdon and seconded by Councilwoman Haynes. In a roll call vote, all were in favor with a vote of "AYE".*** Next is the Unified Court Audit. This is a requirement from the Unified Court System that an audit be done each year. Councilman North and Laird Petrie will be working on this in the near future. Councilwoman Haynes was invited to join Mr. North and Mr. Petrie. In the future, audits will be done on the Water Department and Town Clerk and Tax Collectors Office and the Supervisor's Office.

WARRANT OF BILLS: MINUTES AND TOWN CLERK REPORT: ***A motion to accept Abstract #3 of 2022 Minutes for January 11(Revised), January 20, January 27, and February 3, 2022 and the Town Clerk Report for February 2022 was made by Councilman Goodsell and seconded by Councilman North. In a roll call vote, all were in favor with a vote of "AYE".***

CEMETERY UPDATES: No updates

TOWN HISTORIAN REPORT: No report.

MISCELLANEOUS BUSINESS: Copier lease is next. Advanced Business Systems has put together a new lease for a new copier for the offices. The current lease ends in May of 2022. Town Clerk Newcomb will have to get revised figures since ABS included a new printer for the Justices and the Town Clerk's Office. Neither one of those printers will be replaced. A motion to approve the lease of a new copier and that it not exceed the current lease of \$322.84 was made by Councilwoman Haynes and seconded by Councilman North. In a roll call vote, all members were in favor with a vote of "AYE". Next the Town of Richland has become a certified Bronze Climate Smart Community We can now submit to NYSERDA for Clean Energy Community Credit. Clerk Julie Peterson wants the Board to know that she submitted to NYSERDA today for the clean energy community credit for high impact action. She was able to do this because we now have the Bronze Certification. This is more or less the notification. Congratulations to Julie for all her hard work. It's a very time consuming thing to do. There is a meeting on the 14th for all employees. It's a mandatory meeting. The next meeting is April 12th at 6:00 pm. Lastly, the Town Clerks Conference is being held the 3rd week of April. Town Clerk Millie Newcomb and

Deputy Clerk Julie Peterson would like to attend for 2 of the 3 days. ***A motion to approve for the Town Clerk and Deputy to attend this conference was made by Councilman Yerdon and seconded by Councilman Goodsell. In a roll call vote, all were in agreement with a vote of "AYE".***

NEXT TOWN BOARD MEETING: April 12, 2022

MEETING ADJOURNED: With nothing to bring before the Board, ***a motion to adjourn was made by Councilwoman Haynes and seconded by Councilman Yerdon. In a roll call vote, all were in favor with a vote of "AYE". 8:42pm***

Respectfully submitted by

Millie Newcomb
Town Clerk