

**: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	LARRY ATKINSON
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	<b>CHAD MOWERS</b>
24	MWBE OFFICER	<b>JULIE PETERSON</b>
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	LARRY ATKINSON ERIC PAPPA
31	FINANCIAL AUDIT/COMMITTEE	<b>ROBERT NORTH DONNA GILSON</b>
32	TIME OF BOARD MEETING	<b>7:00 PM 2ND TUESDAY OF MONTH</b>
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 - <b>\$90.00/ATTENDED MEETING</b><br>MEMBER - <b>\$75.00/ATTENDED MEETING</b><br>ALTERNATE - <b>\$75.00</b>    |
| 38 | WAGES OF ZONING BOARD OF APPEALS  | CHAIRMAN - <b>\$90.00/ATTENDED MEETING</b><br>MEMBER - <b>\$75.00/ATTENDED MEETING</b><br>ALTERNATE - <b>\$75.00</b>    |
| 39 | CONFIDENTIAL SECRETARY/BOOKKEEPER   | TAMMIE WHALEY   |
| 40 | CLERK TO ZONING AND PLANNING  | JULIE PETERSON  |
| 41 | COMMITTEE ON HIGHWAY AFFAIRS  | ROBERT NORTH<br>LARRY ATKINSON<br>ERIC PAPPA  |
| 42 | COMMITTEE ON ZONING AFFAIRS   | ROBERT NORTH<br>DONNA GILSON  |
| 43 | WAGES OF WATER BOARD  | CHAIRMAN - <b>\$90.00/ATTENDED MEETING</b><br>MEMBER - <b>\$75.00/ATTENDED MEETING</b><br>ALTERNATE - <b>\$75.00</b>    |
| 44 | WAGES OF ASSESSMENT REVIEW BOARD  | CHAIRMAN - <b>\$270.00/ATTENDED MEETING</b><br>MEMBER - <b>\$200.00/ATTENDED MEETING</b><br>ALTERNATE - <b>\$200.00</b> |
| 45 | <b>RESOLUTION TO PAY THE FEDERAL IRS RATE OF 67 CENTS PER MILE FOR TOWN OFFICIALS TO USE PRIVATE VEHICLES FOR TOWN BUSINESS</b>                     |   |
| 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 <b>\$10,000</b> , 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 - 11/29/23
- 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