

Village Board of Trustees Monthly Meeting

December 1, 2025

The monthly meeting of the Village Board of Trustees was held on the 1st of December 2025 at 5:30 PM, in the Auditorium of the Snow Memorial Building, 4917 North Jefferson Street, Pulaski, NY 13142.

Members Present: Jan Tighe, Mayor; Jeffrey Fowler, Deputy Mayor; Melissa Wadkinson, Trustee; and Shale Holmes, Trustee.

Absent: Amy Dobrzynski, Trustee.

Village Staff/Officials in Attendance: Catherine Spinney, Village Clerk/Treasurer; Jennifer Gibbs, Deputy Clerk; Michael Martin, Police Chief; and Jim Sprague, Code Enforcement Officer.

Guests: Kaetlyn Quehl, Valerie Johnson, Tim Mateer, Mike Lasell, Daniel Manning, Neal Zinsmeyer.

Organizational Meeting

Agenda Item #1: Call to Order and Pledge of Allegiance

Mayor Jan Tighe called the meeting to order at 7:15 PM and the Pledge of Allegiance was recited.

Agenda Item #2: Motion to Open Organizational Meeting

Jan Tighe made the motion to open the Organizational Meeting at 5:30 PM. Melissa Wadkinson seconded the motion, and it passed unanimously.

- A. Melissa Wadkinson made a motion to approve the appointment of herself as Deputy Mayor and Commissioner of Code Enforcement and Jan Tighe Commissioner of Parks, ex-officio member of the Tree Committee, and Representative to the Salmon River Council of Governments. Jan Tighe seconded the motion, and it passed 4-0.
- B. Resolutions for 2025-2026
 - i. Jan Tighe made the motion to pass Resolution #1, Advance Approval of Claims. Melissa Wadkinson seconded the motion, and it passed with all in favor.
 - ii. Melissa Wadkinson made the motion to pass Resolution #2, updating the Milage Allowance to \$0.70 per mile. Jan Tighe seconded the motion, and it passed unanimously.
 - iii. Melissa Wadkinson made a motion to pass Resolution #3, Municipal Officials and Employees Attendance to Schools, Conferences, and Seminars. The Village will pay for officials and employees to attend the above when they benefit the Village. Jan Tighe seconded the motion, and it passed with all in favor.

- iv. The motion to pass Resolution #4, Designating Depositories was made Jan Tighe and seconded by Melissa Wadkinson. The motion designates Community Bank, NYCLASS and Pathfinder Bank as the Village's depository banks. The motion passed 4-0.
 - v. Jan Tighe made the motion to pass Resolution #5, Adopting the Meeting Schedule changing the Village Board of Trustees to 7:00PM on the second Monday of the month instead of 7:15PM. Melissa Wadkinson seconded the motion, and it passed with all in favor.
 - vi. Melissa Wadkinson made the motion to pass Resolution #6, Procedure for Calling a Special Meeting. Jan Tighe seconded the motion, and it passed with all in favor.
 - vii. The motion to pass Resolution #7, Standard Workday and Reporting for Employees was made by Jan Tighe and seconded by Melissa Wadkinson. The motion carried.
 - viii. Jan Tighe made the motion to pass Resolution #8, Standard Workday Reporting for Elected and Appointed Officials. Melissa Wadkinson seconded the motion, and it passed 4-0.
- C. The Board reviewed and Melissa Wadkinson made the motion to continue to accept the Code of Ethics and Village Procurement Policy. Jan Tighe seconded the motion, it passed with all in favor.
- D. The Board reviewed the Procedure for Village Board Meetings.
- E. Melissa Wadkinson made the motion to reappoint Shawn Doyle as the Village Historian and Joseph Frateschi as Village Attorney. Jan Tighe seconded the motion, and it passed unanimously.
- F. Jan Tighe made the motion to close the Organizational Meeting at 5:38 PM and hold the next Organizational Meeting on December 14, 2026. Melissa Wadkinson seconded the motion, and it passed 4-0.

Regular Meeting of the Village of Trustees

Agenda Item #1: Public Comment

Valerie Johnson and Time Mateer of the Ringgold Fire Department described the condition of a manhole on the southeast end of the apron of their driveway just off the sidewalk. They explained that the hole is approximately 6-8" lower than the road and is a hazard. Mayor Jeffrey Fowler said he would look at it. It was also noted that the second phase of the waterline replacement project will begin in the spring of 2026.

Agenda Item #2: Report from Tug Hill Circuit Rider

Heidi Tompkins, the Tug Hill Circuit Rider, was unable to come to the meeting.

Agenda Item #3: Haldane Minutes and Comprehensive Planning and Energy Board Minutes – November 2025

The Haldane Board minutes were unavailable. The Board received a copy of the Comprehensive Planning Board for their review. There will be Comprehensive Planning Board meeting on December 4, 2025.

Agenda Item #4: Approval of Minutes

The approval of the November 2025 meeting minutes was tabled.

Agenda Item #5: Approval of Staff Reports

Jan Tighe made the motion to approve the November 2025 DPW and Police reports. The motion was seconded by Melissa Wadkinson and passed with all in favor. The Code Enforcement report was unavailable

Agenda Item #6: Approval of Vouchers

The motion to approve the December 2025 General (\$85,739.80), TA (\$619.73), was made by Melissa Wadkinson and seconded by Jan Tighe. The motion passed unanimously.

Agenda Item #7: Approval of Treasurer's Report

The motion to approve the October 2025 Treasurer's Report was made by Jan Tighe and seconded by Melissa Wadkinson. The motion passed 4-0.

Agenda Item #8: Old Business

- A. The letter to the residential property owners notifying and explaining the new garbage pickup system was mailed out the previous week. Beginning this week Roots will be taking over Butler's current pickup system using the stickers until the beginning of January for the fee we would have paid Butler for December. The motion to approve the fee of \$7,500 was made by Jan Tighe and seconded by Melissa Wadkinson. The motion passed with all in favor. It was noted that several residents requested a smaller can than 64 gallons.
- B. There was a construction meeting at the Village water tower today. The exterior painting has been completed. The contractor was hoping to complete the interior by the end of this week and begin the refilling process the following Friday. Everything should be complete by the Christmas holiday.
- C. Jan Tighe reviewed the grant spreadsheet that was handed out to the Board with updates on the various Village projects. Melissa Wadkinson would like to office to check to see if the Village received the final stormwater studies for the Salmon Meadow and Haldane areas from the engineers.

- D. The Board will review the Village informational brochure and make recommendations for updates.
- E. There was no other old business.

Agenda Item #9: New Business

- A. Policy Changes
 - i. The Board will be reviewing and adjusting the building permit fees to become more in line with the surrounding municipalities. This past year the Village budgeted \$14,000 for fees but received just \$9,000. While the fees are not meant to bring in revenue they should help cover the cost of code enforcement.
 - ii. The inspector from NYMIR, the Village's insurance company, suggested that we require that contractors add the Village to the liability proof of insurance certificate when applying for a building permit. Jeffrey Fowler thought that unless the building permit may affect valuable Village property the requirement may just add unnecessary friction for the applicant. The Board tabled the requirement until we receive the inspectors report.
 - iii. The inspector also suggested that the Village request that when water is turned on or off by the DPW require that someone is present. The Board tabled the requirement.
- B. Melissa Wadkinson made the motion to hold a public hearing on the proposed language to amend the code regarding manufactured homes for February 9, 2026. Jan Tighe seconded the motion, and it passed with all in favor. The Board reviewed the SEQR parts 2 and 3. Melissa Wadkinson made the motion to determine a negative declaration. Shale Holmes seconded the motion, and it passed 4-0.
- C. The DPW would like to install a couple of cameras on the DPW building. Mike Martin suggested that the Village use the police's grant to purchase the camera. The purchase was tabled until the DPW supervisor and Police Chief are able to meet up and discuss the project.
- D. The Board reviewed and edited Chapter 118 the Village's Solid Waste Law to conform to the recent changes.
- E. Jan Tighe made the motion for advance approval of claims up to \$50.00 to refund customers for garbage stickers. Anything over \$50.00 would have be approved at the next regular Board meeting. Melissa seconded the motion and it passed unanimously.
- F. Melissa Wadkinson made the motion to open the public hearing for the proposed zone map amendment to change the R2 to R3 on the property along Salina Street in front of Selkirk Shores. Mike Lasell proposed developing a senior hosing development on the land at 7:00 PM. Jan Tighe seconded the motion, and it passed with all in favor.

There was no public comment.

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Jan Tighe made the motion to close the hearing at 7:02 PM with a second from Melissa Wadkinson. The motion passed unanimously.

Agenda Item #10: Other

A thank you note will be going out to those who organized the Turkey Trot.

Agenda Item #11: Executive Session and/or Adjournment

The motion to adjourn was made by Jan Tighe at 7:01 PM. Melissa Wadkinson seconded the motion, and it passed 4-0

Draft and Unapproved

Jennifer Gibbs

Deputy Clerk

The next meeting will be held at the Snow Memorial Building on January 12, 2026, at 7:00 PM.