

Village Board of Trustees

Monthly Meeting

February 16, 2022

The regular meeting of the Village Board of Trustees was duly held on the 16th of February 2022, in the Auditorium of the Snow Memorial Building, 4917 North Jefferson Street, Pulaski, NY 13142.

Members Present: Jan Tighe, Mayor; Ryan McGrath, Trustee; and Robin Ford, Trustee.

Absent: Alan Engelbrekt, Deputy Mayor and Jack Jennings Trustee.

Village Staff/Officials in Attendance: Michael Martin, Chief of Police; Bill Noreault, DPW Superintendent; Cathy Spiney Village Clerk/Treasurer; and Jennifer Gibbs, Part-time Clerk.

Guest(s): Michael Lasell, MBL Engineering, PLLC; Tom King, Resident; and Samantha Parker, Ringgold Fire Department.

Public Hearing Amending the Village Zoning Use District Map, Tax Map Parcel # 059-16-05-9, (known as Firemen's Field) from R2 to B2.

After a brief review by Mike Lasell of MBL Engineering about the tentative building plans there was no public comment.

Meeting was Called to Order:

The monthly Village Board Meeting was called to order at 7:15 PM with Mayor Jan Tighe leading the Pledge of Allegiance to the American Flag.

Agenda Item #1: Public Comment

Tom King, a resident of the Village, requested information on the timeline and the scope of the Storm Water Mitigation Study on the West side of the Village. Mayor Jan Tighe said she would attempt to get a copy of the grant from Oswego County Soil & Water. She also mentioned that he could call them directly for information.

Samantha Parker of the Ringgold Fire Department requested a timeline for the Water Project. Jan Tighe said it should begin in the spring.

Agenda Item #2: Approval of Previous Minutes

The approval of the January 10, 2022, minutes was tabled due to not having a quorum to accept the minutes for that date.

Agenda Item #3: Staff Activity Reports

Robin Ford made a motion to approve the Staff Reports and Ryan McGrath seconded the motion.

- A. Ryan McGrath asked for an update from the DPW Superintendent Bill Noreault on the patch at Little Caesar's. Bill Noreault said they will keep patching it, but it will have to be addressed with a more permanent solution in the spring.
- B. There were no questions or discussion on the Police Report.
- C. There were no questions or discussion on the Zoning and Code Officer's Report.

The motion passed 3-0.

Agenda Item #4: General Fund Vouchers – Review and Approval

A motion was made by Robin Ford to approve the Vouchers and it was seconded by Ryan McGrath. There was no discussion and the motion passed with all in favor.

Agenda Item #5: Treasure's Report Check and Checking Account – Review and Approval

Ryan McGrath made the motion to approve the Treasure's Report. Robin Ford seconded the motion and it passed with all in favor.

Agenda Item #6 Old Business

- A. The Board discussed the ongoing problems of construction work beginning without the contractor or owner obtaining a building permit or having the proper insurance or licenses. Ryan McGrath asked how Joshua Smith the Code Enforcement Officer reviews contractor's licenses and Worker's Compensation requirements. Joshua Smith reassured the Board that these requirements are checked before issuing any building permits.

Currently, if the Code Enforcement Officer comes across a project that has been started without a permit, he can issue a Stop Work Order and is allowed to issue fines. Talks with the Town Justice and the Village lawyer are in progress regarding issuing appearance tickets if warnings are not increasing compliance.

Robin Ford made the motion to double the Building Permit Fees if a permit has not been issued before work begins. Ryan McGrath seconded the motion and it passed unanimously.

- B. A copy of a draft Cannabis Law was provided to the Board and the Board agreed to review the draft law and make notes and revisions to discuss at the March 14, 2022, Village Board meeting.

Robin Ford noted that it was unlikely that NYS will likely not issue business Cannabis licenses until at least 2023. Jan Tighe noted that getting ahead of it will offer more certainty when investing in a community.

- C. The Employee Handbook will be discussed in Executive Session.
- D. Robin Ford made the motion to accept the Halco Warranty contract for a 1-year span. Ryan McGrath seconded the motion and it passed unanimously.
- E. The motion to move the payroll pay date back to Thursdays was made by Ryan McGrath and seconded by Robin Ford. It passed 3-0.
- F. A motion to add the Oswego County Market Place newspapers to our public notification list was made by Ryan McGrath and seconded by Robin Ford. The motion passed with all in favor.
- G. The motion to appoint the Village Clerk Treasurer to be the Minority Business Officer (MBO) and Records Retention Officer was made by Robin Ford and seconded by Ryan McGrath. The motion passed unanimously.
- H. Jan Tighe updated the Board on the status of contracts for current projects. Highland's contract for the Water Main has been signed. c2ae's contract for the Storm Water Mitigation Study has also been signed. The Blue Line Engineering contract is closer to being agreed upon. Mayor Jan Tighe and Laurel Eveleigh, the Village Attorney, discussed two subjects for the Board to consider.
 - 1. Developing a policy for who is to sign large contracts and what the parameters would be if Village Board approval was required.
 - 2. Consider adopting a Village Public Infrastructure contract template to present to contractors for future projects.
- I. The Board tabled discussion of Sewer fees until the after the budget has been developed.
- J. The Haldane report was reviewed. There was no discussion.
- K. Mayor Jan Tighe updated the Board regarding the Tug Hill Commission Annual Conference on April 19, 2022. She requested that anyone who would like to attend, register by early March, and that the Village Board previously made a resolution to cover tuition for the year Board and Staff education.

- L. The Tree Committee met with Preservation and Revitalization (PROP), and it was agreed that PROP would be doing any fundraising for trees and the Tree Committee would be responsible for the planting.

Tiffany Hax-Craig of of Pulaski PROP made the Committee aware of that she will be updating the Hax Funeral Home website to include donations of trees to be planted in Pulaski in a loved one's memory.

The Tree Committee Meeting is Wednesday February 23, 2022.

- M. The agenda and summary of the Pulaski Sidewalk to School Design Kick-off Meeting was reviewed. Attendance to the meeting included: Jan Tighe, Pulaski Mayor; Amanda Mazzoni, CNY RPDB; Corey Reid Principal Engineer, BCA; Jeremy Glen, BCA Director of Transportation. The goal is to get the Water & Sidewalk Projects working together and done this summer.
- N. A new Bond Resolution was needed for the Sweeper because the price went up by \$9,000. Ryan McGrath made the motion to redo the Bond Resolution. Robin Ford seconded the motion. In a roll call vote Jan Tighe, Robin Ford and Ryan McGrath all voted in favor. Jack Jennings and Alan Engelbrekt were absent.

Agenda Item #7: New Business

- A. Ryan McGrath made the motion to amend the Village of Pulaski Zoning Use District Map for tax map parcel #059.16.05-9 from R2 Use District to B2 Use District. Robin Ford seconded the motion. In a roll call vote Jan Tighe, Robin Ford and Ryan McGrath all voted in favor. Jack Jennings and Alan Engelbrekt were absent.
- B. Jan Tighe would like to send out requests for quotes for the repair of the wall behind Main Street and the Arches along the river. Jan will send the Board a draft first.
- C. A non-profit within the Town of Richland, but outside of the Village, requested use of the sign in the South Park. The Board will consider allowing use of the sign by non-profits within Richland and outside the Village after compiling a list of non-profits in the area at the next Village Board meeting March 14, 2022.
- D. A copy of the budget schedule required by State Law was reviewed and Jan Tighe noted that the Board will need to get together by the end of March. The Village Budget Worksheets were included in the packet.

- E. Robin Ford made the motion to allow the Village to create a FaceBook page for notification to the public about meetings, emergencies, permit reminders, etc. No comments will be allowed, but information as to where to obtain a complaint form will be noted. It is merely for informational purposes. Ryan McGrath seconded the motion and it passed with all in favor.

- F. Mayor Jan Tighe updated the Board on the Water Meter Project. The Water Board met February 6th and February 15th with salesmen to review different meters.

Agenda Item #8: Other

- A. The Board review a handout with a thank you and the results of the 2021 “Tithe My Shoes” drive. 1,111 pairs were donated.

- B. The Mayor and Village Clerk Treasurer had a meeting with the Library and North Country Library System (NCLS) regarding the bookkeeping. The Village made a presentation to bring NCLS up to date on the progress being made by the Village to improve practices.

- C. The Board reviewed the handout regarding Oswego County Self-Insurance.

- D. Robin Ford made the motion to grant signing and authority to the Mayor Jan Tighe to conduct business for the Water Meter Project. Ryan McGrath seconded the motion and it passed with all in favor.

- E. Jan Tighe notified the Board that the Village did not get the Community Development Block Grant (CDGB) for Sewer Improvements and there will be a debriefing February 23, 2022, at 11:00 AM. Anyone from the Board is welcome to join the meeting. Jeffery Tubolino of Blue Line Engineering and Jeffery Smith of Municipal Solutions will also be in on the call.

- F. The list of all the Village’s Boards and Committees with contact information was presented.

- G. The Village’s Debt Schedule, and Statement of Indebtedness for 2021-2022 was reviewed.

H. A request for quotes for the Village Dam repair has gone out. Last Friday Bill Noreault and Jan Tighe met with Hunter Bros. Construction and Tuscarora Construction has also shown interest in the project. Hopefully we will have a couple bids in soon.

Agenda Item #9: Executive Session

The motion to go into Executive Session was made by Robin Ford at 8:10 PM and seconded by Ryan McGrath. The motion passed unanimously.

Robin Ford made the motion to go out of Executive Session at 9:02 PM. The motion was seconded by Ryan McGrath, and it passed with all in favor.

Robin Ford made the motion to amend the contract with USW Local 1066-1 for the intent of the members of the local receiving 1 sick day per month retroactively from January 2022. Ryan McGrath seconded it. It passed with all in favor.

A motion was made by Robin Ford and seconded by Ryan McGrath to amend the contract and the Employee Handbook so that Longevity Awards are given incrementally. The initial award of \$150 per year for years 1-4 will be added to each increment at years 5-9, 10-14, 15-19, 20-24 and 25-25+ years. All were in favor.

The motion made by Ryan McGrath and seconded by Robin Ford that the limit of sick days will be eliminated in the Employee Handbook. The motion passed 3-0.

A motion was made by Ryan McGrath and seconded by Robin Ford to employ John Howlands as a Zoning and Codes Consultant at a rate of \$100 per day, one day a week. The motion passed unanimously.

Agenda Item #10: Adjournment

A motion was made by Robin Ford and seconded by Ryan McGrath to adjourn at 9:04 PM. The motion passed with all in favor.

Next Village Board Meeting March 14, 2022, at 7:15 PM

Draft and Unapproved

Jennifer Gibbs

Part-time Clerk