

VILLAGE OF RICHMONDVILLE  
BOARD OF TRUSTEES MONTHLY MEETING

December 15, 2025

**Board Members in Attendance** –Trustee Hyatt, Trustee Kabel, Trustee Golden, Trustee Jackson

**Departments in Attendance** – Clerk-Treasurer Jenifer Fisher, DPW Superintendent Eric Jones, RPL Superintendent Tim Smith, Fire Chief Floyd Seals, Code Enforcement Jesse Wilcox

**Others in Attendance** – Chris English

**Absent-** Mayor Warner Jr., Village Attorney Michelle Storm

**Call to Order** – Trustee Hyatt opened the regular Board Meeting at 5:00 pm with the Pledge of Allegiance.

**Privilege of the Floor-**  
None

**Adoption of Minutes** –  
Trustee Jackson made a motion to approve November 17, 2025, board minutes, seconded by Trustee Golden. Motion carried unanimously.

**Audit of Bills-**  
On the motion of Trustee Golden, seconded by Trustee Kabel, it was unanimously resolved to authorize payment of the audited bills.

**Audit of Debit Card-**  
N/A

**Resolutions** –  
Resolution#10-25 Designating official newspaper, official depository, establishing regular monthly meetings, and establishing mileage rate. A motion offered by Trustee Kabel and seconded by Trustee Golden. Motion carried unanimously.

Resolution #11-25 Appointing village positions. A motion offered by Trustee Golden and seconded by Trustee Hyatt. Motion carried unanimously.

Resolution #12-25 Authorizing payment of certain recurring charges. A motion offered by Trustee Jackson and seconded by Trustee Golden. Motion carried unanimously.

Resolution #13-25 Procedure for calling a special meeting. A motion offered by Trustee Jackson and seconded by Trustee Kabel. Motion carried unanimously.

Resolution #14-25 Certifying Review of Procurement Policy. A motion offered by Trustee Golden and seconded by Trustee Hyatt. Motion carried unanimously.

Resolution #15-25 Designating Tim Smith as MEUA Delegate. A motion offered by Trustee Golden and seconded by Trustee Jackson. Motion carried unanimously.

Resolution #16-25 Appointing Beautification Committee. A motion offered by Trustee Hyatt and seconded by Trustee Jackson. Motion carried unanimously.

Resolution #17-25 Appointments for Planning Board Committee. A motion offered by Trustee Kabel and seconded by Trustee Golden. Motion carried unanimously.

Resolution #18-25 Extending Firemen's Benefit Law Insurance to Specialized Teams. A vote on the resolution carried unanimously.

### **Department Reports**

**Fire Chief Floyd Seales** – reviewed the written report. This report was acknowledged by the board. He added they have approx. 38 members. In March, they will be having a community program for lithium battery safety. They will be disbursing more smoke detectors in the future.

**Clerk-Treasurer Jenifer Fisher**-reviewed the written report. A motion was offered by Trustee Hyatt and seconded by Trustee Golden. Motion carried unanimously.

**DPW Superintendent Jones** -reviewed his written report. Added fire department pump was installed with RPL help. A motion was offered by Trustee Hyatt; and seconded by Trustee Jackson. Motion carried unanimously.

**RPL Superintendent Smith** - reviewed the written report. A motion was offered by Trustee Hyatt and seconded by Trustee Jackson. Motion carried unanimously.

**Code Enforcement Officer Wilcox** -The board reviewed his written report. This report was acknowledged.

### **Committee Reports** –

#### **New Business** -

SCOVA-Continue membership as a village-beneficial-table to discuss next month

#### **Old Business**

- Parking street update-still waiting for signage
- Tree Work for Kenny King completed 11-18-25
- Equipment purchase proposal update-Eric- A motion was offered by Trustee Hyatt and seconded by Trustee Jackson. Motion carried unanimously to purchase through the sewer project funds.
- Policy updates-To start updating personnel and procedure policies
  - 301 Purpose of Employment-Definitions
  - 302 Employment-Exemt/Non-Exempt Status
  - 303 Recruitment and Selection of Employees
  - 304 Former Employees and Minors
  - 305 Hiring of RelativesTo review next month

With no further discussion, a motion was offered by Trustee Jackson and seconded by Trustee Kabel, it was unanimously resolved to adjourn the meeting at 6:42 p.m.

Respectfully submitted,

Jenifer Fisher  
Clerk-Treasurer