

ORGANIZATIONAL MEETING

Minutes of the Organizational Meeting of the Town Board of the Town of Parish held January 8, 2009 at the Village Gym. The meeting was called to order by Supervisor Stelmashuck at 7:00 PM.

Present: Stephen Stelmashuck, Supervisor
 Mary Ann Phillips, Councilor
 Robert Frederick, Councilor
 Douglas Jordan, Councilor
 Dale Chapman, Councilor
 Kelly Reader, Town Clerk

Also Present: John Dunham, Assist Fire Chief and L. J. Harvey, Fire Chief

NEW BUSINESS:

Title Changes: No Changes

Elected Officials: Supervisor Stelmashuck reviewed the current elected officials, their terms of office, and their salaries.

Appointments: A motion was made by Councilor Frederick, seconded by Councilor Chapman to accept the following appointments as read with two corrections, the Deputy Tax Collector and Cemetery Sexton positions are vacant. Roll taken... motion carried.

Administrative Salaries: A motion was made by Councilor Chapman, seconded by Councilor Jordan to adopt the administrative salaries as listed. Roll taken...motion carried.

| | <u>2009 Appointments</u> | <u>Salaries</u> |
|-------------------------------|--------------------------|--------------------------------|
| Deputy Supervisor | Fred Swartz | \$969.60 |
| Deputy Clerk | Evelyn Stelmashuck | \$9.09 per hr |
| Deputy Tax Collector | Vacant | \$480.80 |
| Town Attorney | Vacant | \$9,090.00 |
| CEO/ZEO | Vacant | \$15,150.00 |
| Registrar of Vital Statistics | Kelly Reader | \$484.80 |
| Records Management Officer | Kelly Reader | \$1,939.20 |
| Dog Control Officer | Vacant | \$6,060.00 |
| Deputy Dog Control | Vacant | \$484.80 |
| Highway Salaries | As listed | |
| Deputy Highway Sup't | Belden Dawley | \$3,030.00-Subject to Contract |
| Clerk to Justices | Sue Wert | \$3,030.00 |
| | Carol Field | \$3,030.00 |
| Constable In Charge | Robert Dalton | \$45.00 per month |
| Constable | Anthony Delvecchio | \$13.13 per hr |
| | Charles Marks | \$13.13 per hr |
| | Edward Whitham | \$13.13 per hr |
| | Richard Wood | \$13.13 per hr |
| | Wesley Yager | \$13.13 per hr |

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| Constable Training Officer | Vacant | \$13.13 per hr |
| Assessment Board of Review (5 year term) | David Reader-Term Ends-9/30/09 Elizabeth Panek-Term Ends-9/30/11 Karen Gage-Term Ends-9/30/10 | \$121.20 \$242.20-chair \$121.20 |
| Zoning Board of Appeals (5 Year Term) | Frank Spaman-12/31/13 Charles Wing-12/31/09 Thomas Olmstead-12/31/2010 John Pierce-ZBA Chair | \$20.00/Meeting \$20.00/Meeting \$20.00/Meeting \$242.20-Chair |
| Parish Planning Board (7 Year Term) Chair-12/31/2009 | Town: Fred Swartz--12/312012 Town: John Dunham-12/31/2009 Town: William Scriber-12/31/2015 Town: Paul Gage-Term Ends-2011 | \$969.60 \$969.60 \$1,939.20-Chair \$939.20 |
| Historian | M. Bridget Swartz | \$969.60 |
| Conservation Advisor | Robert Chambers | \$484.80 |
| Bookkeeper | Kathy McGaffick | \$12,120 |
| Recreation Coordinator | Vacant | \$242.20 |
| Cemeteries Coordinator | Venita Ackley | \$242.20 |
| Cemetery Sexton | Vacant \$500 per grave opening \$50 per-cremation opening | |
| GIS Coordinator | Tug Hill Commission/Mickey Dietrich | |
| Research Officer | Vacant | |
| Fire Wardens | \$13.13 per/hr-when needed L.J. Harvey-Fire Warden-in-Charge Menzo Dunham Carl Dayger Belden Dawley | |
| Deputy CEO: | Robert Dalton-\$13.13 per/hr | |
| Summer Rec. Director: | \$12.00 per hr | |
| Health Director: | \$9.09 per hr | |
| Activity Director | (Paid by Americorp) | |

A motion was made by Councilor Jordan seconded by Councilor Phillips to approve the following designations as presented with the correction that the Hwy Sup't is authorized to spend up to \$2,000. Roll taken...motion carried.

Purchase Equipment: Any Purchase of \$2,000.00 or more, the Highway Superintendent should get approval by the Supervisor and the Town Board or bid.

Official Depository Key Bank and Pathfinder Bank are the official depositories.

Official Bulletin Boards Bulletin Board in the Village Lobby

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| Bids | To accept all State and County Approved (accepted) Bids. |
| Mileage Allowance | Town Officers and Officials-.55 cents per mile. |
| Temporary Employee | \$7.25 per hr |
| Monthly Meeting | Third Thursday of each month at 7:00 PM |
| Signature of Accounts | Authorize only one signature-Supervisor |
| Public Notice | (This must be read.) This Public Notice is to be made at the organizational meeting of the Town Board: The purpose is to provide notice to the public and news media of the regular and special meetings of the Town Board at which public business is officially transacted. Such notice is designed to facilitate public attendance at such meetings and to observe and listen to the deliberations and decisions of this board. |
| Official Paper | Mexico Independent |
| Invest Idle Money | Supervisor given permission to invest idle money. |
| Authority to Transfer Funds | A motion is made giving the Supervisor authority to approve budget transfers during the 2009 fiscal year. |
| Delegate to the Association of Towns | Pending (Vacant) |
| Alternate to the Assoc. of Towns | Pending (Vacant) |
| Administration Offices: | Village Gym, 2938 E. Main St., Parish, NY 13131 |
| Petty Cash | Town Clerk-\$200.00 Supervisor-\$500.00 |

Legal Holidays: A motion was made by Councilor Jordan seconded by Councilor Phillips to approve the legal holidays as presented. Roll taken...motion carried.

Fee Schedule: -Non-Building- A motion as made by Councilor Chapman, seconded by Councilor Frederick to approve the Fee Schedule as presented. Roll taken...motion carried.

Building Fee Schedule: A motion was made by Councilor Chapman seconded by Councilor Phillips to raise Habitable Space from-.15 cents per sq. ft. to .20 cents per sq. ft.

Bldg Permits-An increase of \$5.00

Beginning in 2010-Mobile Home Parks will be raised from \$100 to \$200 for annual fee

Travel Resorts Parks from \$100 to \$1,000 for annual fee.

Also, CEO Babcock will be asked to send the Park Owners a letter notifying them of the increase and to request that they obtain a permit for all permanent mobile home seatings. Roll taken...motion carried.

COMMITTEE APPOINTMENTS:

1. Fiscal Oversight Committee

Councilor Chapman

Councilor Jordan

2, Assessor Selection Committee

Councilor Chapman

Councilor Phillips

3. Joint Municipal Water Committee

Councilor Frederick
Councilor Jordan

4. Recreation Coordinator Selection Committee

Councilor Frederick
Councilor Phillips
Youth Rep Schyver

5. Municipal Bldg Committee

Councilor Jordan
Councilor Chapman

Executive Session: A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to enter into Executive Session at 7:55 p.m. to discuss contract negotiation with the Teamsters Union and Temporary Appointment Positions. Roll taken...motion carried.

A motion was made by Councilor Chapman, seconded by Councilor Jordan to adjourn from Executive Session to the Regular Meeting at 9:19 p.m. Roll taken...motion carried.

A motion was made by Councilman Chapman, seconded by Councilor Jordan to establish a petty cash fund for the Town Board in the amount of \$300.00. Roll taken...motion carried.

A motion was made by Councilor Jordan, seconded by Councilor Chapman to appoint Harold Babcock as Code Enforcement Officer and Robert Dalton as Deputy Code Enforcement Officer for 2009 contingent upon certification and availability. Roll taken... motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Chapman to make the following Temporary Appointments: (to be subject to monthly review) for 2009:

John Perkins-DCO
Theresa Perkins-Deputy DCO
Martin Webster-Assessor
Robert Genant-Town Attorney
Sharon White-Deputy Tax Collector
Roll taken...motion carried.

Supervisor Stelmashuck made a motion, seconded by Councilor Jordan to leave the following positions vacant (Pending need and/or candidate for 2009:

Research Officer
Assessor Clerk
Constable-Training Officer
Recreation Coordinator
Laborer
Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to advertise the following positions in April 2009.

Summer Recreation Director
Summer Recreation Assistant/Health Director
Summer Recreation Activity Director
Roll taken...motion carried.

Councilor Jordan made a motion, seconded by Councilor Chapman to leave the Cemetery Sexton Position vacant until a candidate is suggested by the Cemetery Coordinator but to explore the possibility for consolidating the position with one of more adjoining towns. Roll taken...motion carried.

Supervisor Stelmashuck made a motion, seconded by Councilor Frederick to authorize an additional 50 hours of work for Linda McNamara as Records Retention Clerk for the Supervisor with funding coming from the unencumbered funds brought over from the

monies encumbered for the reval. Roll taken...motion carried.

A motion was made by Councilor Jordan, seconded by Councilor Chapman to adjourn at 9:24 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk