

## REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held April 15<sup>th</sup>, 2010 at the Village Gym. The Meeting was called to order by Supervisor Stelmashuck at 7:00 p.m.

### **PRESENT:**

Doug Jordan, Councilor  
John Dunham, Councilor  
Mary Lou Guindon, Councilor  
Mary Ann Phillips, Councilor  
Stephen Stelmashuck, Supervisor  
Zackary Maurer, Youth Rep.  
Kelly Reader, Town Clerk

**ALSO PRESENT:** Belden Dawley, Hwy Sup't; L.J. Harvey, Fire Chief; Mark Adams, Assistant Chief; Denise Sigourney, Assessor; Bob Genant, Town Attorney; Paul Baxter, Tug Hill Rep.; Mary LaFlair, Deputy DCO; John Fadden, Hwy MEO; Bill Scriber, PL Brd Chair; Paul Gage, PL Brd Member, Karen Gage, BAR Member; Paul Dayger, and Phyllis Dayger.

### **APPROVAL OF MINUTES:**

**March Joint Meeting:** A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the Minutes of the March Joint Meeting as received. Roll taken...motion carried.

**March Regular Meeting:** A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the Minutes of the March Regular Meeting as received. Roll taken...motion carried.

**April Joint Minutes:** A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the Minutes of the April Joint Meeting as received. Roll taken...motion carried.

### **SUPERVISOR'S REPORTS:**

**Supervisor's Financial Report:** Tabled until a later date.

**May Calendar:** Tabled until a later date as more dates need to be designated.

**Revenue Reports:** The Regular and Justice Reports were received by the Board and filed with the clerk.

### **COMMITTEE REPORTS:**

**Community Affairs Committee:** Councilor Guindon presented a written report reviewing the current representatives on the committee. Some of the projects and goals that the committee discussed were reviewed in the report.

**Emergency Services and Public Safety Committee:** Councilor Dunham stated that final Codes Report has been completed and filed with the state by the deadline.

**Financial Affair Committee:** Councilor Phillips stated that she is planning to meet with Deputy Supervisor Swartz. She is also planning to attend a Finance School in May.

**General Government Committee:** Supervisor Stelmashuck stated that the committee met with the Teamsters Union and presented options for consideration.

**Infrastructure and Public Facilities Committee:** Councilor Jordan stated that it was determined that the Hwy Dept. will not be picking up articles for Clean-up Day at residents' homes. It will remain as it has been, designating one day with the public bringing articles to the Highway Department. A date has not been selected at this time.

**Parks, Recreation, and Preservation Committee:** Councilor Guindon presented a written report identifying the committee representatives and some goals they would like to achieve. Also the status of the committee and some updates in the Summer Youth Program were discussed.

**REPORTS:**

**Legislator's Report:** No report at this time.

**Hwy Sup't Report:** Hwy Sup't Dawley reported that the Hwy Dept. was repairing the corners of the roads where the wing dug in when they plowed this winter. The Highway Department are building 2 chipper boxes for less than \$2,000.00 including materials.

**Clerk's Report:** Clerk Reader submitted the Clerk's Monthly Report and the Dog License Report for March 2010.

**Assessor's Report:** Assessor Sigourney stated that she was finishing up with permits. Also, she will be sitting with the Tentative Roll for Grievance Day.

**CEO Report:** Tabled.

**DCO Report:** Deputy DCO LaFlair gave the DCO Report for March 2010.

**Planning Board Chair Report:** PL Brd Chair Scriber thanked CEO Wafer for attending the Planning Board Meetings. The Planning Board has been working on updating the Zoning Ordinance. Two subdivisions, a Site Plan Review and some zoning issues will be discussed at the upcoming April Planning Board Meeting. PL Brd Chairman Scriber discussed some concerns regarding a proposed Jeep RV Park.

**Fire Chief Report:** Fire Chief Harvey gave the Fire Report for March, 2010.

**CORRESPONDENCE, COMMUNICATIONS, AND PETITIONS:**

Letter from Amboy Town Clerk.

Memo from Parish Town Clerk.

List form APW Alumni Association.

Letter from County Real Property.

Letter and info from County Solid Waste Dept.

Security Advisory from Homeland Security.

Minutes of January Planning Board Meeting.

March Task Force Minutes.

Letter from County Chairman Leemann.

Letter from Census Bureau.

Letter from Governor's Office.

Letter from Time Warner Cable.

Flyer from Comptroller's Office.

Letter from Environmental Management-Council.

Request from National Grid.

Resolution from Oswego County Legislator.

Letter from County Real Property.

Letter from State Senator Aubertine.

Flyer from Meals on Wheels.

Discussion was held regarding possibly getting fuel with the school to cut costs.

**OLD BUSINESS:**

**Assessment Board of Review Vacancy:** Tabled for discussion in Executive Session.

**ZBA Vacancy:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Guindon to down size the ZBA from 5 members to 3 members. Roll taken...

Councilor Jordan: Aye    Councilor Guindon: Aye    Supervisor Stelmashuck Aye  
Councilor Dunham: Aye    Councilor Phillips: Aye    motion carried.

**Planning Brd Vacancy:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to down size the Planning Board from 7 members to 5 members, appointing the Conservation Advisory Member as an alternate.

Roll taken...

Council Jordan: Nay    Councilor Guindon: Aye    Supervisor Stelmashuck: Aye  
Councilor Dunham: Aye    Councilor Phillips: Aye  
motion carried.

**Planning Brd Clerk Vacancy:** Discussion will be held in Executive Session.

**Dog Enumeration:** Supervisor Stelmashuck stated that Ray Robbins is doing a great job. Ray is finding a lot of dogs that are not licensed.

Discussion was held regarding raising the amount per dog from \$2.00 to \$2.14. Ray would like to run his compensation through payroll to allow him to count his days worked toward his required days for his health insurance. Discussion was held regarding the pay per dog.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Guindon to pay Ray Robbins \$2.00 per dog, no mileage and run it through payroll rather than voucher.

Roll taken...

Councilor Jordan: Nay    Councilor Guindon: Aye    Supervisor Stelmashuck: Aye  
Councilor Dunham: Aye    Councilor Phillips: Nay  
...motion carried.

**2005-2007 Audit Report:** Meeting on April 29<sup>th</sup> at 7:00 p.m.

**Preventative Shots for Rabies:** The Enumerator has been bit while taking dog enumeration information. Also, the Highway Dept. picks up dead animals and has potential for exposure and the Assessor is also at risk as she has to go on properties to obtain information for assessments. The cost of the shots are \$600.00 per person.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to allow the Highway Department, Ray Robbins, and Denise Sigourney, Assessor; to be immunized with preventative shots for potential exposure to rabies. Roll taken...

Councilor Jordan: Aye    Councilor Guindon: Aye    Supervisor Stelmashuck: Aye  
Councilor Dunham: Aye    Councilor Phillips: Aye  
Motion carried.

Councilor Dunham suggested that anyone declining the shots that has a high risk for potential exposure to rabies sign a waiver releasing the Town from any liability if exposed.

**Enumeration Post Cards:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to order postcards to send out to dog owners with unlicensed dogs. Roll taken...motion carried.

**Main Street Grant:** DBS Consultants has obtained the information for the grant and will be submitting the application on behalf of the Village and Town..

Special Workshop: A workshop has been scheduled for April 29<sup>th</sup> at 5:30 p.m. with DBS Consultants to discuss other grant opportunities.

**Approval of Energy Savings Plan from National Grid:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to sign the agreement with National Grid for the Energy Savings Plan at the Highway Dept. Roll taken... motion carried.

**Other:** Councilor Guindon stated that the APW School Board has approved a site on the right side of the Parish Elementary School for a Senior Community Garden.

**NEW BUSINESS:**

**Create a Dry Hydrant on Co Rt. 22:** Fire Chief Harvey stated that the main purpose for installing dry hydrants is to provide safety for the fire fighters. Also, anyone living 1000 feet from a dry hydrant will receive a reduction on fire insurance.

The school is paying for the installation of dry hydrants at the school.

Hwy Sup't Dawley will contact Legislator Leemann to inquire if the County will aid with costs and installation on county roads.

Also, it was suggested to contact the NYS DEC, USDA, and DBS Consultants to discuss grant opportunities for installation of dry hydrants.

**Appoint Temporary Town Engineer:** The Board received a quote from Miller Engineers. No decision was made at this time.

**Park Questions: Opening Date, Power, Food Stand, Rental of Picnic Tables-** Supervisor Stelmashuck stated that the park is usually opened by May 1<sup>st</sup>. The food stand is in poor condition and needs to be torn down. The breaker box as well as a waterline is in the concession stand and needs to be relocated.

A motion was made by Councilor Jordan, seconded by Supervisor Stelmashuck to authorize Hwy Sup't Dawley to obtain estimates by April 29<sup>th</sup> for electrical and plumbing work at the park and to authorize the Highway Dept. to tear down the concession stand at Merrill Park. Roll taken...motion carried.

**Installing a Gate at Merrill Park:** Hwy Sup't Dawley stated that four wheelers are going on the ball fields at the park and tearing them up. He would like permission to install a gate to prevent this activity from happening. The materials for the gate are around \$350.00.

A motion was made by Councilor Jordan, seconded by Councilor Guindon to authorize the Hwy Dept. to install a gate at Merrill Park for around \$350.00. Roll taken...motion carried.

**Commence Spring Maintenance At Merrill Park:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to authorize Ray Robbins to commence with spring maintenance at Merrill Park. Roll taken...motion carried.

**Rental of Picnic Tables from Merrill Park:** A motion was made by Councilor Jordan, seconded by Councilor Guindon to allow Relay For Life to rent the picnic tables for the one day event. A fee of \$40 is required for the rental. If the tables are returned in good condition, a deposit of \$20.00 will be returned. Roll taken... motion carried.

**Cemeteries Walking Workshop:** The Town Board owns 4 cemeteries in the Town of Parish and has custody of two others. A workshop was scheduled for May 1<sup>st</sup> at 1:00 p.m. to tour the Town's cemeteries. May 8<sup>th</sup> was scheduled as a rain date.

**Draft of Comprehensive Plan:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to hold a Public Hearing at the Joint Meeting on June 10<sup>th</sup> at 7:00 p.m. pending the approval of the Village Board. Roll taken... motion carried.

**Supervisor's Memo on Personnel:** To all Town Officials and Employees:- Beginning May 1<sup>st</sup>, anyone that has not turned in the information requested will not be issued a paycheck.

**Town Finance School:** Supervisor Stelmashuck provided information to all the Board Members regarding the upcoming Town Finance School. Supervisor Stelmashuck stated that if any other member of the Board would like to attend to let him know .

**Justice Court Audit Webcast:** The Webcast provides information on the auditing of Justice Courts . The Webcast will be held on April 29<sup>th</sup>.

**Silver Star Banner Day:** Supervisor Stelmashuck will be signing a proclamation designating May 1<sup>st</sup> as Silver Star Banner Day honoring the military that have been wounded in the line of duty.

**Change of Polling Site:** The Board of Elections has changed the polling site for elections from the Village Gym to the Fire Station.

**Other:**

**Cemetery Walk:** It was suggested to invite the Historical Society and the public on the Town Cemetery Walk.

**Opening of Merrill Park Celebration:** Councilor Phillips suggested that the Town Board host an Opening Day Celebration at Merrill Park for the community providing refreshments with Town Funds.

Paul Baxter and Attorney Genant will check into the legality of using Town Funds for a community celebration.

**MEETING OPEN TO THE PUBLIC:**

Paul Baxter stated that he aided Supervisor Stelmashuck's move to a new computer. On May 6<sup>th</sup>, Tug Hill will host a Supercog Meeting in Camden at Katie and Karl's. A survey will be discussed on public comments and interests in the Tug Hill Region.

Installation of wireless in the meeting room and getting it installed as soon as possible was discussed. A router box needs to be purchased to begin the process of installation. Assessor Sigourney stated she would purchase the box.

Karen Gage stated that she was disappointed that the Board changed the criteria of the Dog Enumeration position because the individual is a Town Employee. Karen feels that it should remain the same as originally decided regardless of who was appointed to the position.

Supervisor Stelmashuck stated that he felt that the person should not be penalized because they are a Town Employee.

Fire Chief Harvey stated that he would like to get going on placing 911 numbers on houses as it makes it easier when responding to calls if they are clearly identified with house numbers.

Supervisor Stelmashuck stated that he will plan put it on the agenda for the June Meeting.

**MEETING CLOSED TO THE PUBLIC:**

**APPROVAL OF BILLS:**

**General Fund:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to approve the claims to the General Fund, those being claims #136 to #176 for a total warrant of \$5,142.92. Roll taken...motion carried.

**Highway Fund:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to approve the claims to the Highway Fund, those being claims #72-#103 for a total warrant of \$11, 025.84. Roll taken...motion carried.

**Electric at Corner Lot:** It was the consensus of the Town Board to get estimates to provide electricity for the Farmer's Market and other events.

**Key Bank Project:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to allow Key Bank employees to waterproof the picnic tables and

the gazebo on the corner lot on E. Main Street and South Railroad Street on May 25<sup>th</sup>, 2010 and it if rains to authorize the employees to paint the plows and the trucks at the Hwy Dept. Roll taken...motion carried.

**Signs:** Discussion was held to get prices for signs when entering the Town of Parish. Also, placing signs that indicate that Building and Zoning Codes are enforced in the Town of Parish.

The Town would have to obtain permission for installation on State and County Roads.

Hwy Sup't Dawley and Councilor Dunham will get estimates for signs.

Councilor Guindon will look into the design of the signs.

**EXECUTIVE SESSION:**

A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to take a five minute recess at 9:40 p.m. and then to enter into Executive Session to discuss personnel. Roll taken...motion carried.

Assessor Sigourney was invited to attend.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn from Executive Session to the Regular Meeting at 10:26 p.m. Roll taken... motion carried.

**Planning Board Clerk Vacancy:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to appoint Linda Paul as Clerk to the Planning Board effective immediately. Roll taken...

Councilor Jordan: Aye Councilor Guindon: Aye Supervisor Stelmashuck: Aye  
Councilor Dunham: Aye Councilor Phillips: Aye  
motion carried.

**BAR Member Vacancy:** A motion was made by Councilor Phillips, seconded by Councilor Jordan to appoint Lisa Carr to the BAR vacancy. Term to begin immediately and to expire-9/30/2014. Roll taken...

Councilor Jordan: Aye Councilor Guindon: Aye Supervisor Stelmashuck: Nay  
Councilor Dunham: Aye Councilor Phillips: Aye  
motion carried.

A motion was made by Councilor Jordan, seconded by Supervisor Stelmashuck to adjourn at 10:30 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk