

REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held November 18th, 2010 at the Village Gym. The meeting was called to order by Supervisor Stelmashuck at 7:00 p.m.

Present: Stephen Stelmashuck, Supervisor
Doug Jordan, Councilor
John Dunham, Councilor
Mary Lou Guindon, Councilor-Arrived at 8:02 p.m.
Mary Ann Phillips, Councilor
Kelly Reader, Town Clerk

Also Present: L.J. Harvey, Fire Chief; Kathy McGaffick, Bookkeeper; Belden Dawley, Highway Sup't; Denise Sigourney, Assessor; Lynn Wood, CEO Clerk; John Fadden, Deputy Hwy Sup't; Maureen Wafer, CEO; Karen Gage, BAR Member; Paul Gage, PL Brd Member; Dale Chapman, Dave Fadden, Mary Anne Pelkey, Mary LaFlair, Deputy DCO; Frank Basile; CPA, Shawn Kruger, CPA; Bob Genant, Town Attorney; and Paul Baxter, Tug Hill Rep.

APPROVAL OF MINUTES:

October Regular Meeting Minutes: A motion was made by Councilor Jordan, seconded by Councilor Phillips to accept the October Meeting Minutes as received. Roll taken... motion carried.

October Public Hearing Minutes: A motion was made by Councilor Jordan, seconded by Councilor Phillips to accept the Minutes of the October Public Hearing as received. Roll taken...motion carried.

SUPERVISOR'S REPORT:

Supervisor's Financial Report: The Supervisor's Financial Report was received by the Board and filed with the Clerk.

December Calendar: Supervisor Stelmashuck reviewed the December Calendar. December 1st, 2010 is the first annual Community Dinner sponsored by the Parish Chamber of Commerce.

Dec 2nd, 2010-Joint Meeting at 7:00 p.m.

Dec 4th, 2010-Community Tree Lighting Ceremony at 6:00 p.m., festivities immediately follow at the Village Gym.

Revenue Reports: Regular Revenue and Justice Revenue Report were received by the Board and filed with the Clerk.

2009 Audit Report:

Frank Basile and Shawn Kruger from Basile's Auditing Service were present.

Mr. Kruger gave the 2009 audit presentation as he worked as the lead auditor for the past two years for the Town of Parish.

Mr. Kruger stated that the Town of Parish was given the highest opinion which is unqualified which means no material mistakes were found.

The Town has implemented Gasby 34 as required by law.

Comments and suggestions that were given from their firm have been implemented.

More than one individual is involved in opening bank statements.

A manual should be developed and distributed to inform employees on how money should be handled and disbursed to meet compliance with all reporting requirements required by the state.

A possible suggestion was to back up to satellite to provide more security but more information needs to be obtained regarding the satellite option for backup.

Supervisor Stelmashuck asked if any one would like to ask questions regarding the 2009 Audit.

Mary Anne Pelkey stated that she thought that the Town was working on a handbook.

Supervisor Stelmashuck stated that an Employee Handbook is being worked on by a committee. The auditors are referring to an Internal Control Handbook on Town Finance Procedures.

Mr. Kruger and Mr. Basile thanked Kathy McGaffick, Bookkeeper and Kelly Reader, Town Clerk for their aid in working on the audit and all other officials that were helpful with providing information needed to complete the audit.

Supervisor Stelmashuck thanked Frank Basile and Shawn Kruger for providing their services and for their great work aiding the Town of Parish better manage Town finances and assets.

EXECUTIVE SESSION:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to enter into Executive Session at 7:25 p.m. to discuss Real Property, Personnel, Contract Negotiations, and Potential Litigation. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to adjourn to the Regular Meeting at 7:47 p.m... Roll taken...motion carried.

COMMITTEE REPORTS:

Community Affairs, Parks, Preservation and Rec. Committee: Councilor Guindon was excused.

Emergency Services and Public Safety Committee: Councilor Dunham stated that he is trying to set up a meeting with McFee Ambulance to discuss the Ambulance Contract running with the Town's Fiscal Year.

Financial Affairs Committee:

Councilor Phillips stated that she is running into problems getting into the Supervisor's Office during the day. Supervisor Stelmashuck suggested that Councilor Phillips set up a date and time each month with Deputy Supervisor Swartz as he is on the Financial Affairs Committee. Hopefully, that will eliminate any problems.

General Gov't Committee:

Supervisor Stelmashuck reported that the committee is continuing to work on the Union Contract with the Union Reps. Supervisor Stelmashuck stated that he is hoping that an agreement is in place by December 31st, 2010.

Infrastructure, Policy and Public Facilities Committee: Councilor Jordan distributed a rough draft of the Employee Handbook for the Town Board to review. A workshop was scheduled for December 2nd at 5:30 p.m. to discuss the rough draft. Supervisor Stelmashuck thanked Councilor Jordan and Karen Gage for working on the Employee Handbook.

Task Force: October Minutes were distributed by Fred Swartz.

Water Committee: (Trustee Allardice) Report presented at the Last Joint Meeting. An up date will be given from the Task Force Meeting.

REPORTS:

Legislator's Report: Legislator Leemann-Excused.

Supervisor Stelmashuck stated that Legislator Leemann has been aiding the Town with a problem that the Town had experienced this week.

Hwy Sup't Report: Hwy Sup't Dawley stated that they have 3 trucks ready for winter. They also have been ditching, cutting limbs for safety, and picking up dead deer. A Sign Program should be implemented as required by the State. The State is trying to enforce emission standards for Town trucks.

The pickup was discussed as the frame is cracked. Money was taken out of the budget for replacement. It could be welded now and only used for a transport vehicle.

It was the consensus to keep the pickup truck as a transport vehicle, to weld the frame, and to keep an eye on the crack for safety purposes.

The answering machine at the Highway Garage was discussed.

Hwy Sup't Dawley stated that he checks his messages daily. It was suggested by the Board for Hwy Sup't Dawley to keep track of his messages to see if there is need for a Town Cell Phone. Hwy Sup't Dawley stated that he does not feel that there is a need at this time.

Hwy Sup't Dawley submitted price quotes for a scan tool that trouble shoots problems with trucks. The Town has an employee that has been trained to operate the tool and the vendor will provide additional training to the rest of the employees.

It was the consensus of the Board to table the decision until the December Meeting.

Clerk's Report: Clerk Reader gave the Clerk's Report and the Dog License Report for Oct, 2010.

Assessor's Report: Assessor Sigourney stated that she is on track with the reval. Supervisor Stelmashuck read a letter from ORPS and Oswego Real Property Services stating that they felt the reval is on track.

Currently, Assessor Sigourney is reviewing properties for the final reval.

Assessor Sigourney stated that she is ahead and doing a good job.

Discussion was held regarding the location of Town Assessor's desktop computer. Assessor Sigourney stated that the computer is at her home as she is in the process of transferring information from the desktop to the laptop computer. The Assessor stated that she wanted to provide the desktop computer to the public to use as a search tool.

Also, Assessor Sigourney stated that her office hours are Wednesdays from 10:00 am-3:00 p.m.

Temporary Permits were discussed. In the past they were not assessed for the additional mobile home. There are 2 left in the Town and they are no longer allowed. Assessor Sigourney stated that they are going to be assessed for the 2011 tax roll..

Councilor Jordan asked Assessor Sigourney if she spends a lot of time with the County and State regarding the reval. Assessor Sigourney responded that she did.

Councilor Jordan asked if all her records were secure. Assessor Sigourney stated that they were. Only, the Assessor's Clerk had a second key and Assessor Sigourney asked for the key to be returned.

Lock Boxes for the Assessor's Office were discussed.

CEO Report: CEO Wafer gave the CEO Report for Oct, 2010.

DCO Report: Deputy DCO LaFlair gave the DCO Report for Oct, 2010. Deputy DCO LaFlair stated that they are working with some new rescue groups. Deputy DCO LaFlair asked if the policy was still in place to pay a \$25.00 Surrender Fee if the rescue group requests payment. It was the consensus of the Board to continue to pay the Surrender Fee if requested, but to incorporate the Surrender Fee payments on the Monthly Dog Report. Deputy DCO LaFlair stated that she could do that.

Planning Board Chair Report: The Planning Board Minutes were received by the Board. Planning Board Chair Scriber was excused.

Planning Brd Member Gage stated that they were finalizing the Village Zoning Law update.

Fire Chief Report: Fire Chief Harvey gave the Fire Report for Oct, 2010.

Dry Hydrants have been installed on Co. Rt. 22. Testing was successful. Year to Date, they are up by 40 calls.

Tug Hill Circuit Report: Paul Baxter stated that there is an additional feature on the Town's Website as the Town's Calendar can be accessed to provide the public information regarding upcoming meetings, training sessions, and community events.

Motion: A motion was made by Councilor Dunham, seconded by Councilor Guindon to authorize Paul Baxter to aid the Highway Sup't to purchase a computer and printer not to exceed \$1,000. Roll taken...motion carried.

Paul Baxter will work with Hwy Sup't Dawley to order and install the computer and printer prior to January.

CORRESPONDENCE, COMMUNICATIONS, & PETITIONS:

Letter from Colleen Abbott, Office of Real Property Tax Services.

Letter of Resignation from Kathy McGaffick.

Supervisor Stelmashuck stated that with great regret he accepts Kathy McGaffick's letter of resignation.

Supervisor Stelmashuck thanked Kathy for her service and stated that Kathy was a great source of information.

Also, a post card was received from Tug Hill regarding the Government Conference in the spring.

OLD BUSINESS:

Comprehensive Plan Draft: Waiting for County Planning.

Welcome to Parish Signs: Supervisor Stelmashuck will meet with the person designing the sign.

911 Postings: Councilor Dunham stated that because of budget cuts, there was no money in the budget to purchase 911 signs and posts for the residents. All new construction homeowners will be required to purchase and install 911 signs as part of their permit requirements.

Cemeteries: Minimum maintenance due to budget cuts.

Employee Handbook: Councilor Jordan has distributed the rough draft to be reviewed and discussed on December 2nd at 5:30 p.m.

Status of Merrill Park Grant: No word on status of grant.

The property damage case regarding Merrill Park is in the court's hands.

Audit by the Comptroller's Office: Supervisor Stelmashuck stated that the Town has not been contacted by the State to inform us when they plan on conducting an audit.

Local Law #2 of 2010, Establishing Dog Control Regulations for the Town of Parish, NY: A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to adopt Local Law #2 of 2010, Establishing Dog Control Regulations for the Town of Parish. Roll taken...

Councilor Jordan: Aye Councilor Guindon: Aye Supervisor Stelmashuck: Aye

Councilor Dunham: Aye Councilor Phillips: Aye

motion carried.

New Visions:

300 residents have expressed interest. They are working to obtain more interest and a Town Newsletter will be going out providing information regarding the service.

NEW BUSINESS:

Advertise BAR Vacancy: A motion was made by Councilor Phillips, seconded by Councilor Guindon to advertise for the BAR Vacancy. Roll taken...motion carried.

Advertise ZBA Vacancy: A motion was made by Councilor Jordan, seconded by Councilor Phillips to advertise for the ZBA Vacancy. Roll taken...motion carried.

Set Year End Meeting Date: January 30th, 2010 at 6:00 p.m.

Paint the Town Purple Day, Sunday May 1st, 2011: Utilize Corner Lot for Non-for-Profit Organization: A motion was made by Councilor Jordan, seconded by Councilor

Guindon to offer the site free of charge for Saturday and Sunday April 30th, and May 1st, 2011. Roll taken...motion carried.

Posting of Town Roads from 12/1/2010 to 4/1/2011: A motion was made by Councilor Phillips to post all roads in the Town of Parish from 12/1/2010 to 4/1/2011. Roll taken... motion carried.

Chamber Community Dinner: Dec 1st at the Mapleview Family Restaurant.

BUDGET TRANSFERS:

A Fund: A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to approve the claims to the A Fund as read. Roll taken...motion carried.

B Fund: A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to approve the claims in the B Fund as read. Roll taken...motion carried.

DA Fund: A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to approve the transfers to the DA Fund as read. Roll taken...motion carried.

DB Fund: A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to approve the transfers to the DB Fund as read. Roll taken...motion carried.

Request to Increase Seasonal Highway Wages: Councilor Dunham stated that the request should have been brought up to the Board during the budget process. The budget has already been adopted for 2011.

MEETING OPEN TO PUBLIC:

Mary Anne Pelkey asked what was going on in Happy Valley.

Supervisor Stelmashuck stated that the County has contracted with Motorola to install 911 towers. A tentative agreement was made between the County and a private resident. No gates will be installed to prevent access to the road. Legal Aspects regarding the Highway Law have to be researched.

The Board met with Michael Allen, E-911 Program Director to discuss the plan. The County was supposed to come back to the Board with a proposal for consideration. Also, the Town Planning Board was supposed to be kept informed of any proposals and all parties involved would need to meet any requirements mandated by the Planning Board. None of these requirements were followed through. Now that everyone is aware of the problem, all entities are working together to correct the problem and ensure all Town requirements are met.

Karen Gage asked about 911 Signage. Supervisor Stelmashuck stated that currently it will only apply to new properties. It is the goal of the Town to properly and legally identify resident's properties to allow Emergency Vehicles to locate properties faster and easier. The Budget did not allow this to happen.

Fire Chief Harvey stated that it is a law.

Assessor Sigourney asked why the GPS are not cost effective and an accurate method to locate properties for the Fire Company.

Fire Chief Harvey responded that it sometimes gets you near the property but not always at the exact location and that wastes valuable time.

MEETING CLOSED TO THE PUBLIC.

APPROVAL OF BILLS:

General Fund: A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to approve the claims to the General Fund, those being claims #342 to #382 for a total warrant of \$9,357.38. Roll taken...Councilor Phillips-abstained...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 #230 to #257 for a total warrant of \$9,644.41. Roll taken...motion carried.

EXECUTIVE SESSION:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to take a 3 minute recess at 9:42 p.m. and then enter into Executive Session to discuss personnel. Roll taken...motion carried. The Town Attorney and the Assessor were invited to attend.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn from Executive Session at 10:35 p.m. Roll taken...motion carried.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn at 10:36 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk