

REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held August 18, 2011 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
Mary Ann Phillips, Councilor
Kelly Reader, Town Clerk

ALSO PRESENT: Bob Genant, Town Attorney; Belden Dawley, Hwy Sup't; Paul Baxter; Tug Hill Rep.; Judy Karboski, Jonah Karboski; Doug Houghton, Village Trustee; Bob Chambers, Conservation Advisory Officer; Denise Sigourney, Assessor; Dick Palmer, Krista Alsworth, Jack Rucynski, and Chena Tucker, SUNY Oswego Business Programs Assistant.

APPROVAL OF MINUTES:

July Regular Minutes: A motion was made by Councilor Dunham, seconded by Councilor Guindon to approve the Minutes of the July 21st, 2011 Regular Meeting with the correction of 3 Hole Chipping Course instead of Driving Range. Roll taken...motion carried.

Public Hearing Minutes on Local Law #3 of 2011, Increase the amount of Veteran's Exemption: A motion was made by Councilor Phillips, seconded by Councilor Guindon to approve the Minutes of the July 28th, 2011 Public Hearing on Local Law #3 of 2011. Roll taken...motion carried.

Public Hearing Minutes on Local Law #2 of 2011, Establishing a Constabulary in the Town of Parish: A motion was made by Councilor Dunham, seconded by Councilor Phillips to approve the Minutes of the July 28th, 2011 Public Hearing on Law #2 of 2011. Roll taken...motion carried.

Special Board Meeting Minutes: A motion was made by Councilor Phillips, seconded by Councilor Dunham to approve the Minutes of the Special Meeting held July 28th, 2011 and to add any verification for attending training should be submitted to the Town Clerk instead of the Supervisor. Roll taken...motion carried.

SUPERVISOR'S REPORTS:

Supervisor's Financial Report: Supervisor Stelmashuck presented a Monthly Financial Report for July, 2011 and a line item Budget Report through 7/31/2011. A corrected Justice Report was presented for Justice Revenue by both justices for 2011.

September Calendar: The September Calendar was presented for review.

Revenue Reports: The Regular and Justice Reports for 7/2011 were received by the Board and filed with the clerk.

COMMITTEE REPORTS:

Community Affairs, Parks, Preservation and Recreation Committee: Councilor Guindon submitted a report regarding the progress at the Town Park.

BOCES is interested in building a Boardwalk at the park for a trail back to acreage.

Bob Chambers will apply for the necessary permit required to cut brush back within 100 foot of the radius of the wetlands.

Councilor Guindon stated that Bob Chambers has been active in aiding projects at the park and she stated all his efforts have been greatly appreciated.

The APW Athletic Director has requested use of Merrill Park for athletic activities. There also will need to be a canvas to raise funds for the materials for the Board Walk. The 3-Hole Chipping Course should be completed soon. The next Committee Meeting is scheduled for September 12, 2011.

Emergency Services and Public Safety Committee: No Report.

Financial Affairs Committee: Councilor Phillips stated that the committee needs to meet with the Bookkeeper, Dan Burns and she is finding it difficult to schedule a meeting.

Supervisor Stelmashuck stated that Dan was available on Monday or Tuesday evenings and Saturday mornings.

General Government Committee: Supervisor Stelmashuck stated that he would give a report on an update on the Comptroller's Audit Report under Old Business,

Infrastructure, Policy and Public Committee: Councilor Jordan stated that there was no report at this time.

Task Force-July Minutes were submitted by Fred Swartz.

Water Committee: No additional information at this time from July, 2011 Minutes. No funding available.

2011 Finance/Efficiency Committee Report: Councilor Phillips read a report from the Finance/Efficiency Committee: Discussion for the recommendations took place over several weeks. Locations for the meetings were the Grist Mill and the Village Gym. Councilor Phillips stated that she hopes all the recommendations are put into place for the the 2012 Budget.

Supervisor Stelmashuck thanked Councilor Phillips and the other members on the committee for their time and efforts on the report.

Jack Rucynski stated that he would like the Board to keep an open mind when reviewing the Finance/Efficiency Report as the purpose of the recommendations was to save tax dollars.

Dick Palmer stated that it was a pleasure serving on the committee and he thanked the Board for the opportunity.

Krista Alsworth stated that she wanted the Board to know that the recommendations in the report were not agreed upon unanimously.

PRESENTATIONS:

Office of Business and Community Relations: Chena Tucker, Business Programs Assistant from SUNY Oswego gave a presentation and distributed handouts on educational classes, services and programs available for small business through SUNY Oswego Office of Business and Community Relations. Ms. Tucker provided an overview of services and programs for anyone interested. Ms. Tucker stated that she would be happy to answer any questions and aid in getting additional information.

Eagle Scout Project: Jonah Karboski gave a presentation on an Eagle Scout Project he would like to do at Merrill Park. Jonah would like permission from the Board to construct a Horse Shoe Pit at Merrill Park.

There will be rules on how to play and keep displayed for the Horseshoe Pit. Two Horseshoe pits will be built. The project may be completed this year. The Park Committee will work with Jonah regarding the status and location of the pits.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to allow Jonah Karboski to build two Horseshoe Pits at Merrill Park to fulfill his Eagle Scout Project requirement working with the Park Committee. Roll taken...motion carried.

APW School District Use At Merrill Park: A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to allow the APW School District use of Merrill Park for athletic activities through the 2011/2012 school year pending approval from the APW School Board, providing proof of insurance, copy of schedule and the APW Grounds Crew completing all necessary grounds work. Roll taken...motion carried.

REPORTS: Legislator's Report: No report at this time. The county is spraying for mosquitoes. The State has to grant permission to allow the county to spray.

Hwy Report: Hwy Sup't Dawley stated that they disposed of all the scrap metal behind the Highway Garage. A check for \$2,000 was turned over to the Supervisor for the sale of the scrap metal.

The County Hwy Dept. is going to begin blacktopping a portion of Crim Road.

A motion was made by Councilor Dunham, seconded by Councilor Phillips to give approval for the rental of equipment to begin repairs on the Highway Garage. Roll taken...motion carried.

Clerk's Report: Clerk Reader submitted a written Town Clerk and Dog License Report for July, 2011.

Discussion was held regarding tickets that were issued for non-compliance for licensing dogs.

Clerk Reader stated that the issuance of tickets and court appearances are between the DCO and the Justices. The Clerk plays no roll in the compliance process other than providing late renewal lists and aiding the dog owner with licenses.

Assessor's Report: Assessor Sigourney stated that she has been working on updates for the Assessor's Computer Program. Assessor Sigourney stated that she had attended training in Cornell and a meeting with State Senator Richie. She will be out of town through August 30th, on vacation.

CEO Report: CEO Wafer was excused but she had submitted a CEO Report for July, 2011.

DCO Report: Deputy DCO LaFlair was excused. Deputy DCO LaFlair submitted a written DCO Report for July, 2011.

Planning Board Chair Report: The Board received copies of the July, 2011 Planning Board Minutes and a Planning Board Report.

Fire Chief's Report: Fire Chief Harvey was excused. Supervisor Stelmashuck read the Fire Report for July, 2011.

Tug Hill Circuit Rider's Report: Paul Baxter reported that a Local Government Efficiency Meeting was held on 8/17/2011. There will be a meeting at LeMoyne College in Syracuse from 6 p.m.-8 p.m. Discussion was held on the aspects of the 2% Tax Cap Law.

CORRESPONDENCE, COMMUNICATIONS, AND PETITIONS:

Memo from Mayor Heagle: A memo was received from Mayor Heagle requesting that no food or beverages be brought into the meeting room due to the recent installation of new carpet. The mayor would like the carpet kept in good condition and the elimination of food and or beverages would prevent accidents.

Letter from Williamson Law Book: A letter from Williamson Law Book was received informing the Town that they were raising their price rates 10% as of 1/2012.

OLD BUSINESS:

Audit by the Comptroller's Office: Supervisor Stelmashuck stated that he had a lengthy conference with the auditor from the Comptroller's Office.

Due to the fact that they are short staffed, a written report will not be available to the Town until sometime in December.

New Visions, CNY Wireless, Comp USA Direct: No information available at this time.

Upcoming Vacancy on Board of Assessment Review, Term Expires September 30th ,:

Two applicants submitted letters of interest. It was the consensus of the Board to set up interviews with both applicants. Supervisor Stelmashuck will contact the applicants to set up a time and date for interviews.

Pulled Vouchers from Last Board Meeting: Discussion was held regarding the vouchers not approved from the July Abstract.

Councilor Phillips and Deputy Supervisor Swartz met with Assessor Sigourney and Deputy DCO LaFlair regarding questions and concerns the Board had on the vouchers they submitted on the July Abstract.

It was suggested to contact the department and or officials prior to the meeting if there are questions or concerns regarding their vouchers so they are aware of questions or possible delay in approval.

Also, it was suggested that mileage sheets be more specific when requesting mileage reimbursement.

The Deputy DCO stated that their base start is their dog kennel not the Town Hall.

BAR Chair Panek was not available to set up a meeting.

The Financial Affairs Committee recommendations were to approve 2 of 3 submissions, but not the request for reimbursement for copies as there were no receipts for reimbursement.

Discussion was held for reimbursement of expenses requested from Assessor Sigourney for attending Assessor's Training in 2010.

Councilor Phillips stated that there were no receipts that were submitted with the voucher submitted reimbursement.

Assessor Sigourney explained that the State had made any error and sent the Town the entire amount for reimbursement for Assessor's Training and a portion of the check should have come directly to her.

The State reimburses in two different options-perdiem or receipt submission. Assessor Sigourney stated that she chose the perdiem option and no receipts were required.

Councilor Phillips stated that she had been in contact with Laird Petrie from the Comptrollers' Office and he was not aware of a policy that did not require the recipient to provide receipts for reimbursements.

Assessor Sigourney stated that normally the State reimburses the Assessors directly and she would not have to submit a voucher to the Town, but because an error was made with the payment a paper trail was needed for the Town.

A motion was made by Councilor Phillips, seconded by Councilor Guindon to approve vouchers #284, #300, and #301 submitted on the July Abstract and to exclude-\$3.16 on voucher #296 as there was no receipt and we do not reimburse for sales tax. Roll taken... motion carried.

It was the consensus of the Board to develop a mileage policy for 2012 with clear and specific guidelines. The policy will be given to all Town Officials and employees to provide a clear understanding of what is allowed for mileage reimbursement.

NEW BUSINESS:

Workshop Reminders: A motion was made by Council Jordan, seconded by Councilor Guindon to reschedule the workshop scheduled for the August 25th, 2011 to September 1st, 2011 from 6 p.m. to 9 p.m. as Supervisor Stelmashuck and Councilor Jordan will not be available. Roll taken...motion carried.

Budget Workshops: A motion was made by Councilor Jordan, seconded by Councilor Guindon to schedule the Budget Workshops to begin on September 8th, 2011 from 5pm to 7pm and to schedule additional Budget Workshops for September 15th, 22nd, and 29th. Roll taken...motion carried.

Local Law Number #4 of 2011 amending Local Law #3 of 2003: A motion was made by Councilor Jordan, seconded by Councilor Phillips to approve Local Law #4 of 2011 amending Local Law #3 of 2003 adding the section of Hong Kong Road that is located in the Town of Parish to the list of roads designated in Local Law #3 of 2003 providing for the operation of All-Terrain Vehicles upon designated sections of the Town of Parish, Highway System.

Roll taken...

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

MEETING OPEN TO THE PUBLIC:

Assessor Sigourney stated that she had spoke to State Senator Richie regarding the expense of mass mailing and providing helpful information to the public. Assessor Sigourney stated that information was sent out from State Senator Rich's Office and was confusing to the public regarding taxes especially during the reval.

The Snowbelters will be performing at the Parish Public Library on August 22nd at 7:00 p.m. If it is a rain day, the performance will be relocated the Gym.
August 30th, 2011, a dinner will be held at the Parish Fire Station hosted by Parish Dining and Activity Center. The reservations are limited to the first 100.

Discussion was held regarding the A& B Funds. Supervisor Stelmashuck will contact the auditor to see if there was any possibility to transfer funds from the B account to the A account without paying money back to the B account with interest.

MEETING CLOSED TO THE PUBLIC.

APPROVAL OF BILLS

General Fund:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to approve the claims to the General Fund, those being Claims #322-#370 for a total warrant of \$31,686.47 excluding Claim #369 for \$9,750.00 as it was already paid on the July, 2011 Abstract. Roll taken...motion carried.

Highway Fund:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to approve the claims to the Highway Fund those being claims #159-#169 for a total warrant of \$6,741.50. Roll taken...motion carried.

EXECUTIVE SESSION:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to enter into Executive Session to discuss litigation at 9:10 p.m.. Roll taken...motion carried. Attorney Genant was invited to attend.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn from Executive Session at 9:32 p.m. Roll taken...motion carried.

A motion was made by Councilor Jordan, seconded by Councilor Phillips to adjourn at 9:33 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk