

## REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held January 19<sup>th</sup>, 2012 at the Village Gym, Parish, NY. The Meeting was called to order by Supervisor Stelmashuck at 7:05 p.m.

**Present:**

John Dunham Councilor  
G. Richard Horning, Councilor  
John Horning, Councilor  
Mary Lou Guindon, Councilor  
Stephen Stelmashuck, Supervisor  
Kelly Reader, Town Clerk

**Also Present:** Belden Dawley, Hwy Sup't; L.J. Harvey, Fire Chief; Bill Scriber, PL Brd Chair; Craig Petit, Mary LaFlair, Deputy CEO; Leon Heagle, Mayor; David Holst, Legislator; Paul Gage, PL Brd Member; Karen Gage, BAR Member; Dale Chapman, Doug Jordan, Kathy Perkins, Rodney Perkins, Suzanne Heagle, Krista Alsworth, Evelyn Newton, Rex Rowe, Andy Rowe, Rosemary LaRock, and Paul Baxter, Tug Hill Rep.

**APPROVAL OF MINUTES:**

**December Regular Meeting Minutes:** A motion was made by Councilor G. Richard Horning, seconded by Councilor Guindon to approve the 2011 December Minutes as received.

Roll taken...motion carried.

**Year End Meeting:** A motion was made by Councilor Guindon, seconded by Councilor J. Horning to approve the 2011 Year End Meeting Minutes as received. Roll taken... motion carried.

**Organizational Meeting Minutes:** A motion was made by Councilor G. Richard Horning, seconded by Councilor Dunham to approve the Minutes of the 2012 Organizational Minutes as received. Roll taken...motion carried.

**SUPERVISOR'S REPORTS:**

**Supervisor's Financial Report:** Supervisor Stelmashuck presented a monthly Financial Report for December, 2011.

**February Calendar:** The February Calendar was presented and reviewed by Supervisor Stelmashuck. Correction: The Chamber of Commerce Meeting will be held on February 28<sup>th</sup>, 2012 beginning at 7:00 p.m. at the Gristmill.

**Revenue Reports:** The Regular and Justice Reports for 12/2011 were received by the Board and filed with the Clerk.

The final 2011 Revenue Reports were received by the Board and filed with the Clerk.

The final Justice Revenue Report was reviewed by the Board and filed with the Clerk.

Justice Wert brought in \$24,409.50 in fines and Justice Dayger brought in \$49,347.05 in fines for 2011.

**Community Affairs Parks, Preservation and Rec. Committee:** Councilor Guindon stated that there is no report at this time.

**Emergency Affairs Committee:** Councilor Dunham stated that there is no report at this time.

**General Government Committee:** Supervisor Stelmashuck stated that he had no report.

**Infrastructure, Policy and Public Facilities Committee:** Vacant.

**Task Force:** December Minutes were submitted by Fred Swartz.

A Retreat will be held on 1/31/2012 at the Gristmill to begin at 6:00 p.m.

They are working with Tug Hill and CNY Wireless to try to get High Speed Wireless in Parish.

**Water Committee:**

Supervisor Stelmashuck stated that he had appointed Councilor Dunham to the Water Committee.

**REPORTS:**

**Legislator's Report:** Legislator Holst introduced himself as the new Legislator for District 4. Legislator Holst stated that if anyone had any questions anytime to contact him.

**Hwy Report:** Hwy Sup't Dawley stated that everything has been going well with only some minor repairs on the trucks.

**Furnace Circulating Pump:** Hwy Sup't Dawley submitted a quote from Precision Plumbing to repair the circulating pump on the furnace at the Highway Garage for \$650.00.

**Motion:** A motion was made by Councilor Dunham, seconded by Councilor Guindon to authorize Precision Plumbing to repair the circulating pump at the Highway Garage for the amount of \$650.00. Roll taken...motion carried.

Quotes were submitted for mobile platforms to allow the Highway Employees to wash and paint the walls at the Highway Garage. The mobile platforms can be used for multiple purposes.

**Motion:** A motion was made by Councilor Dunham, seconded by Councilor J. Horning to authorize Hwy Sup't Dawley to purchase mobile platforms from White's Lumber for the amount of \$605.96 and to open an account. Roll taken...motion carried.

Hwy Sup't Dawley also stated that the Hwy Employees have begun Ground Force Training on the operation of the snowplows and wings. The 1<sup>st</sup> part of the training has been completed. The 2<sup>nd</sup> part of the training will be completed soon.

**Clerk's Report:** Clerk Reader submitted a written Clerk's Report and Dog License Report for December 2011. An Annual Town Clerk's Report was submitted for 2011.

**Assessor's Report:** Tabled-Acting Assessor Clerk, Richard Lopitz has been working in the Assessor's Office as the Town Board is currently working without an Assessor. Denise Sigourney submitted her resignation effective January 1<sup>st</sup>, 2012. The vacancy has been advertised and the deadline to submit a letter of interest is February 8<sup>th</sup>, 2012 by 4:00 p.m.

**CEO Report:** CEO Wafer was excused. Supervisor Stelmashuck reviewed the written CEO Report submitted by CEO Wafer.

**DCO Report:** A written DCO Report was submitted for December, 2011. Deputy DCO LaFlair stated that she has issued tickets for non-compliance for Dog Renewals up to 6/2011. They are still working on tickets for the enumeration and have around 13 more tickets to issue. Once the tickets are issued, the matter is out of the DCO's hands and into the Court's hands.

**Planning Board Report:** The December Planning Board Minutes were received by the Board and filed with the Clerk. PL Brd Chair Scriber stated that they reviewed the fee schedule, held their election of officers, and reviewed Special Use Permit requirements.

**Fire Chief Report:** Fire Chief Harvey gave the 12/2011 Fire Report. Also, the 2012 Line Officer/Executive Officer's list, and the 2011 Annual Report were reviewed by Fire Chief Harvey.

The calls are down from 2010.

Supervisor Stelmashuck stated the Parish Fire Company does a great job and their dedication to the community is greatly appreciated.

**Tug Hill Circuit Rider's Report:** Paul Baxter stated that the registrations are out for the Tug Hill Conference coming up on March 29<sup>th</sup>, 2012 at Jefferson Community College.

There is a deadline. The pre-registration cost is \$50.00. The registration forms should be submitted to the Village Clerk or the Town Clerk which ever is applicable. Paul Baxter spoke in regards to a new requirement passed by the legislature.

Effective February 2, 2012, a new section of the Open Meetings Law 103(e) has been added. The purpose of the legislation: those interested in the works of public bodies should have the ability, within reasonable limitations, to see records scheduled to be discussed during open meetings prior to the meetings.

Paul Baxter stated that he was also able to aid the Tax Collector and the Hwy Sup't in getting their new computers.

The Tug Hill Commission could aid the Town and the Village with their Indexing Records Management Grant, but it probably won't happen until the next cycle of grants as the February 1<sup>st</sup>, 2012 deadline is fast approaching.

#### **CORRESPONDENCE, COMMUNICATIONS & PETITIONS:**

Annual Report from Workforce Development Board of Oswego County.

Annual Report and Spotlight from Oswego County BOCES.

Letter from Aubertine and Currier.

#### **OLD BUSINESS:**

##### **Time Warner Cable Hookup with an Additional Router-Firewall:**

**Motion:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to approve Time Warner Cable to install internet service at the Highway Garage for the amount of \$69.95 per month with a one time installation fee of \$75.00. Also, to authorize the purchase of a router-firewall for the computer. Roll taken...motion carried.

**New Visions, CNY Wireless, Comp USA Direct:** Councilor Guindon stated that the Taskforce with the aid of Tug Hill Commission is trying to obtain information from CNY Wireless regarding providing High Speed Internet Service to the Town and Village of Parish.

#### **NEW BUSINESS:**

**Chief Constable Wage:** Chief Constable Wage for Bob Dalton: The pay rate should be set the same as Fire Warden-in-Charge rate-\$16.00 per hour. This was an oversight in the Organizational Meeting Agenda Packet for 2012.

**Motion:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to increase the Chief Constable's pay rate to \$16.00 per hour. Roll taken... motion carried.

**Additional Year End Transfers:** Supervisor Stelmashuck reviewed the additional Year End Transfers-to approve borrowing from the B Fund to cover A Fund Expenses until taxes are received.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to approve the additional Year End Transfers as presented by Supervisor Stelmashuck to borrow from B Fund to cover A Fund Expenses until taxes are received paying back the B Fund 1% per year. Roll taken...motion carried.

**OTHER:** Councilor Dunham asked if the Tax Collector was bonded.

Supervisor Stelmashuck stated that under the Public Officer's Blanket Policy, all officials and employees that receive money on behalf of the Town are covered.

#### **MEETING OPEN TO THE PUBLIC:**

Doug Jordan stated that there is confusion on the new tax bills from last year's bill.

The new tax bill indicates a 30% increase from last year's bill.

Supervisor Stelmashuck stated that the County did make an error when computing the tax rate, but the Town Tax Rate did not increase 30%.

The County Treasurer's Office could explain the Tax Bill's individual rates and give an explanation regarding the 30% increase stated on the tax bill.

Doug Jordan stated that he did not like Councilor G.R. Horning's statement regarding Dale Chapman. Doug Jordan stated that G.R. Horning and John Horning were not

Councilor's at the time of the Executive Session regarding the issue with the Assessor at the Year End Meeting.

Also, Doug Jordan stated that it should be explained to the new Councilors why Dale Chapman was invited into Executive Session.

Andy Rowe asked if the Assessor was under contract.

Supervisor Stelmashuck responded that the Assessor was not under contract.

Andy Rowe asked if the Board would consider looking to fill the Assessor's position within the Town.

Supervisor Stelmashuck stated that the Board had to wait to see who applied, but he thought the Town Board would consider someone within the Town for the position.

Suzanne Heagle asked why some residents' taxes increased in the Village with the 2<sup>nd</sup> corrected bill and some residents in the Town tax bills decreased.

Also, the 30% difference indicated on the Tax Bills is confusing.

Supervisor Stelmashuck stated he would try and get someone from the County Treasurer's Office to attend the February Meeting to try and explain the 2<sup>nd</sup> corrected bills.

Dale Chapman asked how much was going to be borrowed from the B Fund to pay the A Fund. Supervisor Stelmashuck responded around \$50,000.00.

Doug Houghton asked Supervisor Stelmashuck to explain the definition of Town Wide. Supervisor Stelmashuck responded that all residents pay that amount-both Town and Village Residents. The Town has five funds.

Fire Chief Harvey stated that if anyone had any questions or comments regarding the Parish Fire Company to address them to him and not his wife.

Also, The Parish Fire Company will hold a Pancake Breakfast on February 12<sup>th</sup>, 2012 from 8 am to 11:30 am.

Leon Heagle, Mayor stated that there was going to be a tabletop exercise on the current Emergency Management Plan on January 25<sup>th</sup>, 2012 at 6:00 p.m.

Suzanne Heagle commented on bringing water into the Village of Parish and she thought public water would be a hard sell due to the recent tax increase.

Supervisor Stelmashuck stated that the municipalities can't move forward with Water Project until we can get extensive funding and the Federal Gov't needs to change the way they award funding.

Mayor Heagle stated that the 2013 St. Rt. 69 Road Project may not happen in 2013 and may be pushed back further.

Supervisor Stelmashuck stated that he thought that the Town and Village should send a letter lobbying the State Legislature to keep the project on track and explain the desperate and urgent need for the project without further delay.

Fire Chief Harvey stated that due to the hard work of 5 or 6 Fire Companies along I-81, there will signs along I-81 communicating road conditions to the drivers. This provides information to the drivers regarding road conditions in advance and promotes safety.

Evelyn Newton stated that she had received a phone call from someone that they were raising money for the Parish Fire Company.

Fire Chief Harvey responded that no one from the Fire Company is authorized to raise money for the Fire Company by phone. The Fire Company sends letters out to the residents to ask for donations for the Fire Company.

Karen Gage asked if the new Board was auditing the bills.

Supervisor Stelmashuck responded that the January bills were signed and as always the bills are available for all Board Members.

Supervisor Stelmashuck thanked Legislator Holst for attending the Board Meeting.

**MEETING CLOSED TO THE PUBLIC.**

**APPROVAL OF BILLS:**

**General Fund:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Guindon to approve the claims to the General Fund, those being claims #1 to #27 for a total warrant of \$8,838.13. Roll taken...motion carried.

**Highway Fund:** A motion was made by Supervisor Stelmashuck, seconded by Councilor R. Horning to approve the claims to the Highway Fund, those being claims #1 to #9 for a total warrant of \$5,306.87. Roll taken...motion carried.

**EXECUTIVE SESSION:**

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to enter into Executive Session at 8:29 p.m. to discuss real property, litigation and personnel. Roll taken...motion carried. Clerk Reader was invited to attend.

A motion was made by Supervisor Stelmashuck to adjourn from Executive Session at 8:55 p.m. Roll taken...motion carried.

**Other:**

A motion was made by Councilor Guindon, seconded by Councilor Dunham to authorize money not to exceed \$500.00 to produce a Community Newsletter jointly with the Historical Society, the Chamber of Commerce, and the Village of Parish. Roll taken... motion carried.

**External Audit:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Guindon to authorize Supervisor Stelmashuck to obtain quotes from Frank Basile, CPA to conduct an External Audit for 2011 and to also request Mr. Basile find someone that is experienced with court audits. Roll taken...motion carried.

**January 26<sup>th</sup>, 2012 Workshop:** Discussion will be held on updating the Employee Handbook. Also, signing for employee paychecks once a year was discussed.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to adjourn at 8:29 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk