

## ORGANIZATIONAL MEETING

Minutes of the Organizational Meeting of the Town Board of the Town of Parish held January 2, 2014 at the Village Gym. The Meeting was called to order by Supervisor Stelmashuck at 6:30 PM.

Supervisor Stelmashuck swore the new-elected Town Officials in to their elected positions, George Korthas for the position of Highway Sup't and Carra Watson for the position of Town Council

**Present:** Stephen Stelmashuck, Supervisor  
John Dunham, Councilor  
Carra Watson, Councilor  
John Horning, Councilor  
Kelly Reader, Town Clerk

**Excused:** G. Richard Horning, Councilor

**Also Present:** Mark Adams, 1<sup>st</sup> Assist Fire Chief; Greg Porter, Fire Chief; Amy Schouten, Pam Watson, and George Korthas, Hwy Sup't.

Supervisor Stelmashuck announced that Governor Cuomo declared NYS in a state of emergency due to the weather.

### **OLD BUSINESS:**

Map of the Town was distributed for review.

List of Town Roads, Street and Highways for distribution-70 roads, streets, or highways run through the Town of Parish.

January-2014 Calendar was presented for review.

A motion was made by Councilor J. Horning, seconded by Councilor Dunham to accept the Town Map, the list of streets and highways, and the January Calendar as presented.

Roll taken...motion carried.

### **NEW BUSINESS:**

#### **Title Changes:**

A motion was made by Councilor Dunham, seconded by Councilor Dunham to accept to add the following titles: Second Deputy Supervisor, Tax Collector's Clerk, and Temporary Court Clerk. Roll taken...motion carried.

#### **Appointments:**

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to approve the appointments as presented. Roll taken...motion carried.

	<u><b>2014 Appointments</b></u>	<u><b>Salaries</b></u>
Deputy Supervisor	Fred Swartz Term to expire-2014	\$1,000.00
Second Deputy Supervisor	John Dunham Term to expire-2014	\$18.00 per hr
Deputy Clerk	Evelyn Stelmashuck Term to expire-2014	\$10.00 per hr
Deputy Tax Collector	Dixie Vincent	\$500.00
Tax Collector Clerk	Dixie Vincent Term to expire-2014	\$10.00 per hour
Town Attorney	Robert Genant Term to expire-2014	\$11,500.00

CEO/ZEO	George Bennett Exp-12/31/2014	\$16,000.00
Registrar of Vital Statistics	Kelly Reader Exp-12/31/2014	\$500.00
Records Management Officer	Kelly Reader Exp-12/31/2014	\$2,000.00
Dog Control Officer	Michael LaFlair	\$7,280.00
Deputy Dog Control	Mary LaFlair Exp-12/31/2014	\$520.00
Highway Salaries	As listed in Union Contract Exp-12/31/2014	
Deputy Highway Sup't	Vacant Exp-12/31/2014	\$3,000.00
Clerk to Justices	Vacant Sheila Dayger Exp-12/31/2014	\$4,500.00 \$4,500.00
Temporary Court Clerk	Christine Shaw	\$17.50 per hr.
Chief Constable	Robert Dalton	\$18.00 per hr.
Constable	Anthony Delvecchio	\$16.00 per hr.
	Mark Helt	\$16.00 per hr.
	Ed Whitham	\$16.00 per hr.
	Richard Wood	\$16.00 per hr.
	Wesley Yager Exp-12/31/2014	\$16.00 per hr.
Assessment Board of Review (5 year term)		
	Lisa Carr-9/30/14	\$200.00
	Beverly Mullen-9/30/15	\$200.00
	Lynette Wood-9/30/16	
	Lynette Wood, Chair- 12/31/14	
	\$300.00	
Zoning Board of Appeals (3 Year Term)		
	Thomas Olmsted-12/31/2014	\$20.00/Meeting
	John Pierce/Chair-12/31/2015	\$300.00/Yr
	Vacant-12/31/2016	\$20.00/Meeting
Parish Planning Board	(5 Year Term)	
	Town: Paul Gage-12/31/2018	\$1,000.00
	Town: William Scriber, Chair 12/31/2015	\$2,000.00
	Town: Fred Swartz--12/31/2014	\$1,000.00
	Village: Keven Dwyer-12/31/2016	\$1,000.00
	Village: Patricia French-12/31/2017	\$1,000.00
Historian	M. Bridget Swartz Exp-12/31/2014	\$1,000.00
Conservation Advisor	Jennifer Baker-Reeher Exp-12/31/2014	\$1,000.00
Bookkeeper	Daniel Burns Exp-12/31/2014	\$13,000.00

Recreation Coordinator	Vacant Exp-12/31/2014	
Park Superintendent	Vacant Exp-12/31/2014	\$10.00 per hr.
Cemeteries Coordinator	Venita Ackley  Exp-12/31/2014	\$300.00
Cemetery Sexton	Vacant \$500 per grave opening  \$50 per-cremation opening Exp-12/31/2014	
GIS Coordinator	Tug Hill Commission/Mickey Dietrich-Volunteer Exp-12/31/2014	
Youth Rep.	Vacant-Volunteer Exp-12/31/2014	
Fire Wardens	Paid only when needed Greg Porter- Fire Chief-Fire Warden-In-Charge-\$18.00 Mark Adams-\$16.00 per/hr George Korthas-\$16.00 per/hr Vacant-\$16.00 per/hr	
Deputy CEO:	Robert Dalton-\$16.00 per/hr	
Deputy CEO:	Wayne Hall-\$16.00 per/hr	
Code's Clerk:	\$10.00 per hr.	
Court Retention Clerk	\$10.00 per hr.	
Retention Clerk	\$10.00 per hr. As needed.	

**Administrative Salaries:** Supervisor Stelmashuck reviewed the current elected officials, their terms of office, and their salaries for 2014.

**Administrative Salaries:** A motion was made by Councilor J. Horning, seconded by Councilor Dunham to approve the Administrative Salaries as presented. Roll taken... motion carried.

**Employees Wage Schedules:** A motion was made by Councilor Dunham, seconded by Councilor J. Horning to approve the Employee Wage Schedule as read by the Supervisor. Roll taken...motion carried.

**2014 Designation:**

**Purchase Equipment:** Highway Sup't is authorized to spend up to \$2,000. Items that cost over \$2,000 should be approved by the Supervisor or bid.

Official Depository	Key Bank and Pathfinder Bank are the official depositories.
Official Bulletin Boards	Bulletin Board in the Village Lobby and Key Bank
Bids	To accept all State and County Approved Bids.
Mileage Allowance	Town Officers and Officials-56 cents per mile.
Senior Wingman	\$10.00 per hr

Wingman	\$9.00 per hr
Temporary Employee:	\$8.00 per hr.
Monthly Meeting	Third Thursday of each month at 6:30 PM
Signature of Accounts	Authorize only one signature-Supervisor
Public Notice	(This must be read.) Official notice will be provided to the public and news media of all 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 so they may observe and listen to the deliberations of the Board.
Official Papers	Mexico Independent Mirror and Queen Central
Invest Idle Money	Supervisor is given authority to invest idle monies.
Authority to Transfer Funds	Supervisor is given authority to approve budget transfers of money during the 2014 fiscal year.
Delegate to the Assoc. of Towns Annual Meeting.	Sheila Dayger
Alternate to the Assoc. of Towns	Carl Dayger
Administration Offices:	2938 E. Main St., Parish, NY 13131
Petty Cash	Town Clerk-\$200.00 Supervisor-\$500.00 Justice Dayger-\$200.00 Code Enforcement Officer-\$100.00 Tax Collector-\$50.00
Special Councilor	Scott Chatfield, Esq., Attorney at Law (as needed)
External Auditor	Frank J. Basile, CPA's, P.C. (as needed)
Engineer	Miller Engineers (As needed)
Marriage Officers	Kelly Reader-12/31/2014 Evelyn Stelmashuck-12/31/2014
Employee Handbook	As approved December 2010-To be updated
Union Contract	As approved December 2010-To be updated
Conservation Advisory Council	Planning Board and Conservation Advisor
Health Insurance	Highway Employees, Highway Superintendent, and Town Clerk, all per Union Contract and Addendums. (Attorney if all premiums are paid out of pocket).
	Note: Composite rate applies to all employees, hired or elected, as long as currently in positions.
Payroll Service	ADP

**Organizational Designations-2014:** A motion made by Councilor Dunham, seconded by Councilor J. Horning to approve the 2014 designations as read by the Supervisor. Roll taken...motion carried.

## **2014**

**Legal Holidays:** See Attached.

A motion was made by Councilor Dunham and seconded by J. Horning to approve the 2014 list of holidays as presented by Supervisor Stelmashuck. Roll taken...motion carried.

**Fee Schedule: -Non-Building Permit-See Attached.**

A motion was made by Councilor Dunham and seconded by Councilor J. Horning to approve the Non-Building Fee Schedule as presented by Supervisor Stelmashuck. Roll taken...motion carried.

**Commission Appointments:** Supervisor Stelmashuck read the 2014 Commission Appointments.

A motion was made by Councilor Watson, seconded by Councilor Dunham to accept the Commission Appointments as presented. Roll taken...motion carried.

## **OTHER:**

Supervisor Stelmashuck read the 2014 list of Officers and Members of the Parish Volunteer Fire Company, Inc..

Hwy Sup't Korthas requested that the motion to purchase the 2<sup>nd</sup> pickup truck be rescinded. Hwy Sup't Korthas stated that the current pickup truck has issues and he felt that a sound vehicle needs to be purchased with a plow.

Discussion was held regarding the deputy pickup truck and a plow.

Salt use was discussed.

A motion was made by Councilor J. Horning, seconded by Councilor Dunham to rescind the motion to purchase the second pickup truck as specified. Roll taken...motion carried.

Fire Report: They had 3 calls on New Years Day. They had a few more calls that 2012.

## **EXECUTIVE SESSION:**

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to take a 1 minutes recess at 7:28 p.m. and enter into Executive Session to discuss Contract Negotiations, Litigation, and Personnel. Roll taken...motion carried.

Hwy Sup't and Clerk Reader were invited to attend.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to adjourn from Executive Session to the Regular Meeting at 8:25 p.m. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to adjourn at 8:26 PM. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader.  
Parish Town Clerk

