

ORGANIZATIONAL MEETING

Minutes of the Organizational Meeting of the Town Board of the Town of Parish held January 7, 2016 at the Village Gym. The Meeting was called to order by Supervisor Stelmashuck at 6:30 PM.

Present: Stephen Stelmashuck, Supervisor
John Dunham, Councilor
G.R. Horning, Councilor
John Horning, Councilor
Kelly Reader, Town Clerk

Absent: Carra Watson, Councilor

Supervisor Stelmashuck swore newly elected Highway Sup't Craig Petit in.

Also Present: Craig Petit, Hwy Sup't; Nancy Bookheimer, Town Photographer, Rich Lopitz, Assessor; Barb Horning, Paul Baxter, Tug Hill Rep.; Doug Jordan, Dale Chapman, and Luz Marina Zender, Village Trustee.

OLD BUSNIESS:

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-2016 Calendar was presented for review.

NEW BUSINESS:

Title Changes:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to accept to add the following title change: Fire Warden in charge to Chief Fire Warden. Roll taken...motion carried.

Appointments:

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

	<u>2016 Appointments</u>	<u>Salaries</u>
Deputy Supervisor	John Dunham Term to expire-2016	\$1,000.00
Deputy Clerk	Evelyn Stelmashuck Term to expire-2016	\$10.00 per hr
2 nd Deputy Clerk	Jacqueline Louer Term to expire-2016	\$10.00 per hr
Deputy Tax Collector	Jacqueline Louer Term to expire-2016	\$500.00
Town Attorney	Robert Genant Term to expire-2016	\$11,500.00
CEO/ZEO	George Bennett Exp-12/31/2016	\$16,000.00
Registrar of Vital Statistics	Kelly Reader Exp-12/31/2016	\$500.00

Records Management Officer Kelly Reader		\$2,000.00
	Exp-12/31/2016	
Dog Control Officer	Michael LaFlair	\$7,280.00
Deputy Dog Control	Mary LaFlair	\$520.00
	Exp-12/31/2016	
Highway Salaries	As listed in Union Contract	
	Exp-12/31/2018	
Deputy Highway Sup't	Vacant	\$3,250.00
	Exp-12/31/2016	
Clerk to Justices	Sheila Dayger	\$9,000.00
	Exp-12/31/2016	
Temporary Court Clerk	Vacant	\$17.50 per hr.
Chief Constable	Robert Dalton	\$20.00 per hr.
Constable	Anthony Delvecchio	\$18.00 per hr.
	Mark Helt	\$18.00 per hr.
	Ed Whitham	\$18.00 per hr.
	Richard Wood	\$18.00 per hr.
	Wesley Yager	\$18.00 per hr.
	Exp-12/31/2016	
Assessment Board of Review (5 year term)		
	Lisa Carr-9/30/18	\$200.00
	Evelyn Stelmashuck-9/30/20	\$200.00
	Lynette Wood-9/30/16	
	Lynette Wood, Chair- 12/31/16	
	\$300.00	
Zoning Board of Appeals (3 Year Term)		
	Thomas Olmsted-12/31/2017	\$20.00/Meeting
	John Pierce/Chair-12/31/2018	\$300.00/Yr
	Lynn Wood-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 12/31/2020	\$2,000.00
	Town: Doug Jordan-12/31/2019	\$1,000.00
	Village: Keven Dwyer-12/31/2016	\$1,000.00
	Village: Benjamin McDonald-12/31/2017	\$1,000.00
Historian	M. Bridget Swartz	\$1,000.00
	Exp-12/31/2016	
Conservation Advisor	Jennifer Baker-Reeher	\$1,000.00
	Exp-12/31/2016	
Bookkeeper	Daniel Burns	\$13,000.00
	Exp-12/31/2016	
Recreation Coordinator	Vacant	
	Exp-12/31/2016	
Park Superintendent	Belden Dawley	\$10.00
	Exp-12/31/2016	per hr.

Cemeteries Coordinator	Venita Ackley	\$300.00
	Exp-12/31/2016	
Cemetery Sexton	Belden Dawley	
	\$500 per grave opening	
	\$50 per-cremation opening	
	Exp-12/31/2016	
GIS Coordinator	Tug Hill Commission/Mickey Dietrich-Volunteer	
	Exp-12/31/2016	
Youth Rep.	Vacant-Volunteer	
	Exp-12/31/2016	
Fire Wardens	Paid only when needed	
	L.J. Harvey- Fire Chief-Fire Warden-In-Charge-\$20.00	
	Mark Adams-\$18.00 per/hr	
	Craig Petit-\$18.00 per/hr	
	Vacant-\$18.00 per/hr	
Deputy CEO:	Robert Dalton-\$18.00 per/hr	
Deputy CEO:	Wayne Hall-\$18.00 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 2016.

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

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

2016 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
Bids	To accept all State and County Approved Bids.
Mileage Allowance	Town Officers and Officials-.54 cents per mile.
Senior Wingman	\$14.00 per hr
Wingman	\$13.00 per hr
Temporary Employee:	\$9.00 per hr.
Monthly Meeting	Third Thursday of each month at 6:30 PM

Monthly Joint Meeting	Second Thursday quarterly at 7:00 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 2016 fiscal year.
Delegate to the Assoc. of Towns Annual Meeting.	Vacant
Alternate to the Assoc. of Towns	Vacant
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	Vacant (as needed)
Engineer	Miller Engineers (As needed)
Marriage Officers	Kelly Reader-12/31/2016 Evelyn Stelmashuck-12/31/2016
Employee Handbook	As approved December 2010-To be updated
Union Contract	As approved December 2018-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). Retirees from these positions per Union Contract and Addendums.
Payroll Service	ADP

Organizational Designations-2016: A motion made by Supervisor Stelmashuck, seconded by Councilor Dunham to approve the 2016 designations as read by the Supervisor. Roll taken...motion carried.

2016

Legal Holidays: See Attached.

A motion was made by Supervisor Stelmashuck and seconded by Councilor J. Horning approve the 2016 list of holidays as presented by Supervisor Stelmashuck. Roll taken... motion carried.

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

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

Commission Appointments: Supervisor Stelmashuck read the 2016 Commission Appointments.

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

EXECUTIVE SESSION:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to adjourn to Executive Session taking a 4 minute recess at 7:10 p.m. to discuss union contract issues and personnel. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor J. Horning to adjourn from Executive Session to the Regular Meeting at 8:08 p.m. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to reappoint Bill Scriber to the Planning Board. Term to begin 1/1/2016 and expire on 12/31/2020. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor J. Horning to appoint Don Paul as alternate to the Planning Board. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor G.R. Horning to reappoint John Pierce to the ZBA. Term to begin 1/1/2016 and expire on 12/31/2018. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Mueller as alternate to the ZBA. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to appoint Jacqueline Louer as Tax Collector Clerk. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to abolish the position of Recreation Coordinator. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor J. Horning to authorize the Supervisor to speak to Beth Dunham at APW about a Youth Representative for the Board and or a Youth Day for the Town of Parish Board. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor G.R. Horning to appoint Sheila Dayger as Delegate to the Association of Towns Convention in February. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by G.R. Horning to appoint Carl Dayger as Alternate to the Association of Towns Convention in February. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to adjourn at 8:14 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk