

Regular Meeting

Minutes of the Regular Meeting of the Parish Town Board held March 15th, 2018 at the Village Gym, Parish, NY. The meeting was called to order by Deputy Supervisor Rucynski at 6:30 p.m.

Present: Jack Rucynski, Deputy Supervisor
John Dunham, Councilor
Doug Jordan, Councilor
G.R. Horning, Councilor-6:35 p.m.
Kelly Reader, Town Clerk

Excused: Mary Ann Phillips, Supervisor

Also Present: L.J., Fire Chief; Craig Petit, Hwy Sup't; Bob Genant, Town Attorney; Doug Houghton, Village Trustee; Jackie Murphey, Village Trustee; Marina Zender, Village Trustee, Melanie Chapman, Karen Gage, Paul Gage, Pl Brd Member; Wayne Graham, Tracy Kinne, Barbara House, Ernie Peters, Doug Miller, Miller Engineering; and Jay Grasso, G&G Municipal Consulting & Grant Writing.

Water Update:

Doug Miller, Engineer gave a Power Point Presentation on the Proposed Water Project in Parish.

Mr. Miller stated that they are currently involved with over 17 water Projects.

Encompassing 8 Special Use Districts for a total of 26 million dollars in total project costs.

Miller Engineering is well versed in funding opportunities.

The Proposed Project:

Connect to an existing main system in the Town of Hastings currently operated by OCWA (Onondaga County Water Authority).

District includes the Village of Parish and Town of Parish only.

Infrastructure developed in Hastings will be owned by the joint Village/Town entity.

Outside Users in Hastings can be included at a later date, further reducing the EDU debt service cost calculations.

System would be operated and supplied water from Onondaga County Water Authority (OCWA)

Approximately 86,000 linear feet of 8-inch and 12-inch diameter water main, valves, fire hydrants, water services and appurtenances installed including a water storage tank, and a pump station.

The Project requires an agreement with OCWA. There are a total of 481 parcels within the proposed water district boundaries. All parcels rely on water from individual wells.

A total of 469 Equivalent Dwelling Units (EDU's) are located within the boundaries of the proposed district.

Agriculture land-0 EDU

Vacant land-0.5 EDU

Parcel with single family home-1.0 EDU

Parcel with two family home-2.0 EDU

Parcel with three family home-3.0 EDU

Parcel with four family home-4.0 EDU

Commercial Property-2.0 EDU

Water Project Funding & Financing-

Probable Annual Debt Service Cost per Non-Connected EDU

Vacant land/no tap: ½ EDU = Debt Service Cost divided by 2

NYS Department of Ag & Markets requirements

Vacant Productive Agriculture Land in an agriculture district with no home/no tap: Total Cost-0/year.

Targeted debt service cost and water usage cost combined for the Project is \$904/year required to comply with NYS Comptroller's Office (2018)

Estimate of Probable Cost Using 2.15% DWSRF Financing for 30 years.

Project Estimate of Probable Cost-\$9,200,000

Possible WIA Grant: Village (60% of \$4,000,000) \$2,400,000

Possible WIA Grant Town (60% of 5,200,000) \$3,000,000

Possible Funded Project	\$3,800,000
Est. debt service cost per EDU 2.15% 30 years	-\$367 per year
Est. water usage cost per home \$54,000 gallons	-\$272 per year
30 year debt service cost & water usage cost	-\$639 per year
State Comptroller threshold 2017	-\$904 per year

Costs developed using full build out of 468.5 EDU's.

No Row costs included at this time.

2.15% @ 30 years financing from DWSRF

NYS Water Infrastructure Improvement Act:

Applicants with eligible drinking Water Project may receive a WIIA grant award as described below:

Projects, including phases of projects, are limited to the lesser of \$3 million or 60% of net eligible project costs.

Municipalities are limited to \$3 million of combined Drinking Water State Revolving Fund (DWSRF) grant and WIIA grants over a five-year period.

Eligible Projects:

Consistent with WIIA, water quality infrastructure projects funded through the WIIA grant program will be awarded to municipality-owned public water system projects for: Replacement or repair of infrastructure; or

Compliance with environmental and public health laws and regulations related to water quality.

NYS Water Infrastructure Improvement Act:

Funds made available through the WIIA grant Program can be used for costs associated with project planning, design and construction services as long as those costs result in a completed eligible drinking water infrastructure improvement project.

There are 3 different options for the town to create water districts that he is aware of: Permissive Referendum, Public Referendum, and Petition.

Mr. Miller stated most municipalities go with a Public Referendum so everyone has an opportunity to vote.

Councilor Jordan asked if the district would cover the whole town. Mr. Miller responded no the first district would be a specific area.

An important issue is to locate an area to set up tanks and a pump station.

Councilor J. Horning asked if Mr. Miller had an area in mind to set the tanks.

Mr. Miller responded that they were looking at Canfield Road but it is not set in stone.

Councilor J. Horning asked what the projected cost was if you were not hooked up.

Councilor J. Horning asked what the cost would be if you were not hooked up. Mr. Miller responded that an estimated cost for a family of four is \$367.00 if you are not hooked up.

Councilor J. Horning stated that the is the biggest question people have regarding the Water Project.

Mr. Miller stated that once they get the final numbers together they will have the information available at the clerk's office for the public.

Grant Writer-Jay Grasso, President, G&G Municipal Consulting & Grant Writing

Reviewed the MHI Income Survey results.

733 surveys were mailed to the residents of Parish.

There were 334 responses-46.9%

Mr. Grasso went door to door in January and knocked on about 100 residents' doors.

About 75 surveys were received out of the door to door survey data collection.

The survey has been completed and was successful. The survey also aides with other grant applications not related to water.

USDA requires a 25% response.

Median Household Income-Town of Parish-\$41,245.00

High Household Income-\$235,000

Low Household Income-\$6,000.00

We have to be below \$45,505.00 to eligible for grants and funding.

State money is available. The state gave a lot of money for Water Projects last year.

The money should be available for Water Projects this year from the information that Mr. Miller is receiving. The state looks at rural areas to award grants.

Mr. Grasso stated that he and Supervisor Phillips had discussed having the cut off date for the surveys this Friday, March 16th.

Mr. Grasso stated that he can still accept any additional surveys he receives and it would not affect the Income Survey submission.

Mr. Grasso stated that he is assuming that the Village is going in on the grant applications and he will need their survey results.

Mr. Miller stated that if the Village opts out of the project, there is no Water Project.

The joint municipalities applying for funding allows the project to receive the most funding. If we receive the funding it would bring a 9.2 million dollar project down to a 3.8 million dollar project.

Deputy Supervisor Rucynski stated that there was some discussion on the Board addressing some of the regular issues scheduled for the Special Meeting. It was the consensus of the Board to address any issues that they could at the Regular Meeting due to the fact that they voted to keep the Regular Meeting on March 15th.

APPROVAL OF MINUTES:

Re-Organizational Meeting Minutes: A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the Re-Organizational Meeting Minutes with corrections as presented. Roll taken...

Councilor Dunham-Aye

Councilor-G.R. Horning-Aye

Councilor Jordan-Aye

Councilor-J. Horning-Aye

motion carried.

February Meeting Minutes: A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the February Meeting Minutes as received. Roll taken...

Councilor Dunham-Aye

Councilor G.R. Horning-Aye

Councilor Jordan-Aye

Councilor J. Horning-Aye

motion carried.

Reports:

Hwy Report:

Hwy Sup't Petit gave the Highway Report:

Road Maintenance: The Hwy Crew has been plowing, sanding, & keeping up with winter snowfall. The Highway Department is currently running 1 shift.

Equipment Maintenance: All Plow Trucks are up and running. The 1302 may need Fuel Injectors. Hwy Sup't Petit stated that he would like to discuss the trucks in the fleet at a later date.

The Highway Crew has been working on the Grader getting it ready for the Spring Season. Hwy Sup't Petit stated that he had to locate a used spindle due to the fact that the wheel was ready to fall off. It was repaired in the past but not correctly. Spindle, bearings, Keyway, nuts and additional seals for other wheels, and a Master Cylinder for the brakes cost around \$2,000.00. Just a new spindle would have cost around \$2,000.00. The Grader was repaired as cost effective as possible.

Bldg Repairs:

The rubber roof at the Highway Garage needs to be looked at as section of the rubber has come apart from the roof. Hwy Sup't Petit stated that he would like someone to look at the roof as soon as weather permits.

Grants: BridgeNY 2018:

Hwy Sup't Petit stated that he and Councilor Dunham attended the workshop for BridgeNY 2018 in Syracuse. The grant application is to apply for one bridge project and one for culvert project under the BridgeNY 2018 Program Funding. Doug Miller, Engineer visited Easy Street and Chapman Road to obtain information to apply for the grant. The 1st part of the grant application was submitted. The final application is due in April.

Deputy Supervisor Rucynski stated that the Hwy Crew has had a couple of rough days with the weather and to tell them thanks, they did a great job.

Assessor's Report: Assessor Lopitz submitted a written Assessor's Report.

Tax Collector's Report: Tax Collector Dwyer submitted a written Tax Collector's Report.

DCO Report: Deputy DCO LaFlair submitted a written DCO Report.

Town Clerk's Report: Clerk Reader submitted a Clerk's Report and Dog License Report for February, 2018.

Fire Report: Fire Chief Harvey gave the Fire Report for February, 2018.

Tug Hill Report: Paul Baxter, Tug Hill Rep. gave the following report: Paul attended the Central New York Regional Economic Development Council Meeting last week. They are planning for the next round of CFA (Consolidated Funding Application). This is not a bad time to start thinking about potential grant applications before the next round is formally announced.

Paul has been learning WordPress, as the North Shore Council of Governments (NorCOG) moves toward changing its web site to the newer, more easily maintained content management system. Paul stated that they are in the process of scheduling another joint NorCOG and Salmon Rivers Council of Governments Meeting, possibly either Monday, April 30 or Wednesday, May 2. Tug Hill will be continuing discussion on a possible implementation of a contractor to help with municipal board meeting coverage. Also, a possible change of web hosting.

Paul stated that he has been working on the Town of Constantia's Web Site for the new prototype of what we would be considering as a new model for North Shore Town and Village Web Sites. If the Board would like to have a look at the work in progress, it can be reviewed at www.townofconstantia-ny.us. (The current regular web site is www.townconstantia.org.)

One of the benefits of moving to WordPress would be to allow municipal clerks the ability to directly post minutes and notices, a capacity which is impractical under the current web design and hosting. This is a capacity that some Town and Village Clerks have expressed interest in.

Even with a possible redesign of the Town Web Site, Paul stated that he could continue to improve the current Web Site. Deputy Supervisor Rucynski suggested it might be more accessible to have the current Town Board Minutes closer to the top of the Document Page. Paul stated that he has redesigned the way the Minutes are listed for both the Planning Board and Town Board on the Document Page. Now the Minutes are listed from the most recent and a new menu has been added to make it easier to navigate to a specific year.

Paul attended the Oswego County Shared Services Panel on Wednesday, March 7th at CITI in Mexico. The next meeting is possibly going to be held on April 5th, 2018.

Paul stated that he aided the Highway Superintendent with computer files pertaining to personnel management and employee benefits.

The county is proposing to open a portion of County Rte 26 in Parish to ATV's. A Public Hearing has been scheduled for April 12th, 2018 beginning at 7:00 p.m. Paul has an excerpt of the Legislative Minutes pertaining to this issue.

Paul also stated that he was able to assist Doug Miller in submitting the grant application for BridgeNY 18 and work on a Gateway for grants submissions.

Getman Cemetery Request: There has been a request for a Cremation Burial at Getman Cemetery.

Hwy Sup't Petit stated that the Hwy Department was in the process of repairing the fence at the cemetery, but the winter weather delayed the repair. Also, 3-4 headstones were damaged. Discussion was also held regarding the Town's insurance as they do not cover stone repair or replacement. Discussion was held in regards to volunteers aiding to help

with repairs at the cemeteries. Possibly placing an article in the paper to solicit for volunteers.

It was the consensus of the Board to authorize Councilor G.R. Horning to organize volunteers to aide with repairs at Getman Cemetery.

APPROVAL OF BILLS:

General Fund: A motion was made by Councilor Dunham, seconded by Councilor Dunham to approve the claims to the General Fund, those being claims #064-#092. Roll taken...

Councilor Dunham: Aye

Councilor: G.R. Horning: Aye

Councilor Jordan: Aye

Councilor: J. Horning: Aye

motion carried.

Highway Fund: A motion was made by Councilor Dunham, seconded by Councilor Jordan to approve the claims to the Highway Fund, those being claims #046-#69. Roll taken...

Councilor Dunham-Aye

Councilor-G.R. Horning-Aye

Councilor Jordan-Aye

Councilor-J. Horning-Aye

motion carried.

MEETING OPEN TO THE PUBLIC:

No Comments.

MEETING CLOSED TO THE PUBLIC.

Deputy Supervisor Rucynski stated that he apologizes to the audience as he did not introduce himself. Deputy Supervisor Rucynski introduced himself and his position.

Special Meeting Schedule: March 29th, 2018 at 7:00 p.m.

Minutes of the Meeting*

Financial Report

Revenue Report

Liaison Reports

Hwy Sup't Report*

Assessor Report*

CEO Report

Tax Collector Report*

DCO Report*

Tug Hill Circuit Report*

Town Clerk Report*

Set Workshop for Board expectations

Appointment approvals

Add Official Newspaper

Cemetery Question*

Water Report*

Correspondence or Communications

Those with asterisk * have been addressed or discussed.

Executive Session (if necessary)

Addendum (for emergency items only).

Motion to adjourn. Thank you all for coming.

Deputy Supervisor Rucynski stated if he would like to get a motion to adjourn.

Councilor Jordan stated that he wanted to address some other Town Business that he had some concerns about.

Councilor Jordan expressed concerns regarding Town Business being conducted at private residences. The Town's Insurance Policy doesn't cover liability at private residences and the Town provides an office for Town Officials. Councilor Jordan stated that there was a recent incident where the Fire Chief was bitten by a dog at a Town Officials residence.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to have all Town Business be conducted at the Town Offices. Roll taken...

Councilor Dunham-Aye

Councilor-G.R. Horning-Aye

Councilor Jordan-Aye

Councilor-J. Horning-Aye

motion carried.

Councilor Jordan also spoke in regards to a cell phone recently purchased by Supervisor Phillips along with minutes and submitted on the February Abstract. Councilor Jordan stated that the Board voted to pull the voucher until clarification was obtained from the Comptroller's Office and brought back before the Board.

Councilor Jordan stated that he feels that the Town could be opening up a can of worms, as all Town Officials that use their cell phones for Town Business and could ask for reimbursement.

Councilor J. Horning stated that he feels that this would be a red flag with the Comptroller's Office.

Councilor Jordan said they already have a Cell Phone Account in the Town's name.

It was also mentioned that when Town Officials are out of town and they have a cell phone paid for by the Town that it should be given to the deputy for communication until the Town Official returns.

Cell Phone Policies were discussed. Deputy Supervisor Rucynski stated that he would search online to see if he could locate a Cell Phone Policy.

Councilor Dunham stated that perhaps Tug Hill could help as well.

Clerk Reader stated that she just wanted the Board to be aware that she did not submit legal notices to the Independent Mirror. The Clerk provided copies to the Supervisor Phillips per request.

Councilor Jordan stated that he feels that there should be more communication.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn at 7:45 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk