

## REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held May 17<sup>th</sup>, 2018 at the Village Gym. Parish, NY. The meeting was called to order by Supervisor Phillips at 6:30 p.m.

**Present:**

Mary Ann Phillips, Supervisor  
John Dunham, Councilor  
Doug Jordan, Councilor  
G.R. Horning, Councilor  
John Horning, Councilor  
Kelly Reader, Town Clerk

**Also Present:** Craig Petit, Hwy Sup't; Jack Rucynski, Deputy Supervisor; Bob Genant, Town Attorney; Jack Spriggs, DCO; Paul Baxter, Tug Hill Rep.; George Bennett, CEO/ZEO; Paul Gage, PL Brd Member; Karen Gage, Diane Spaziani, and Dale Chapman.

**APPROVAL OF MINUTES:**

**Regular April Minutes:** A motion was made by Councilor Jordan, seconded by Councilor J. Horning to approve the April 19, 2018 Regular Meeting Minutes as received. Roll taken...motion carried.

**Special Meeting Minutes:** A motion was made by Councilor Dunham, seconded by Councilor J. Horning to approve the April 26<sup>th</sup> 2018 Special Meeting Minutes as received. Roll taken...motion carried.

**REPORTS:**

**Financial Report:** Supervisor Phillips presented the following reports:

Supervisor's Monthly Reports for April & May.

Revenue Reports through May, 2018.

Corrections will be made by the end of the year.

2017 Expenditure and Revenue Reports were presented to the Board.

The RAN for 2017 for the amount of \$215,000.00 was discussed.

In September and October certain accounts didn't have enough money to cover payroll.

Funds were moved from General Fund to cover expenses for Highway Funds in anticipation of receiving the CHIPS Reimbursement Checks.

**Liaison Report:**

**General Gov't & Policies:**

Councilor Dunham stated that Attorney Genant distributed some sample policies for cell phones, travel, and credit cards. Councilor Dunham will review them and have recommendations available for the next meeting.

**Budget, Finance & Personnel:** Councilor J. Horning stated the he had nothing to report at this time.

**Community Affairs, Recreation, Parks, and Recreation:**

Councilor G.R. Horning stated that the Town's Insurance Company will pay around \$200.00 toward the repair of the dugout at Merrill Park.

Mike Wade stated that he will repair the dugout if approved by the Board.

Casey Rowe is taking care of the maintenance of the parks.

Councilor G.R. Horning presented a list of items that Casey Rowe needed for the park.

Also, it was suggested to supply waste bags for dogs for both parks.

Councilor G.R. Horning stated that he granted permission to the preschool to hold a Chicken BBQ at the Corner Park as a fundraiser.

The preschool is going through the proper channels to obtain a permit from the County Health Department.

**Infrastructure & Public Facilities:**

Councilor Jordan stated he had nothing at this time.

Supervisor Phillips asked Councilor Jordan if he had time to check on the NYMEP.

Councilor Jordan stated that he did not have any information at this time.

**Emergency Services, Public Safety, Engineering and Water:**

Attorney Genant presented a generic Senior Citizen Contract for the Board to review.

**Hwy Report & 284 Agreement:**

**284 Agreement:** A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the 284 Agreement as presented. Roll taken...

Councilor Dunham-Aye Councilor G.R. Horning-Aye Supervisor Phillips-Aye  
Councilor Jordan-Aye Councilor J. Horning-Aye  
motion carried.

Hwy Sup't Petit stated that the amount specified in the 284 Agreement is not written in stone. Also, the amount in the Town's 284 Agreement does not have to be spent if the town does not have the money to fund the road projects. It does not obligate the town to that specific amount.

**Hwy Report:**

Hwy Sup't Petit gave the following report:

The Highway Dept. has been patching holes around town and working on equipment repairs.

**2004 Truck Repair:** Hwy Sup't Petit asked what the Board had decided on the 2004 Truck repairs for the amount of \$19,779.00. This is the town's spare truck.

A motion was made by Councilor Jordan, seconded by Councilor G.R. Horning to repair the 2004 Truck for the around \$19,779.00. Roll taken...

Councilor Dunham-Aye Councilor G.R. Horning-Aye Supervisor Phillips-Aye  
Councilor Jordan-Aye Councilor J. Horning-Aye  
motion carried.

**1301 & 1302 Trucks:**

Hwy Sup't stated that he is doing more research to try and get more information on lease companies for consideration of truck purchases or leases.

The town has one more payment in 2019 on 1301 & 1302 Trucks.

The type of engines in the trucks has a bad history and there are other towns that are experiencing the same issues.

Councilor J. Horning stated that he had heard there is kit available to help with the ERG Valve problem.

Hwy Sup't Petit stated that at this point he would put any decisions on hold until he can get some additional information.

Hwy Sup't Petit stated that they have also been working on grader repairs.

**Assessors Report:** No report at this time as the Assessor has been busy with updating assessments in preparation of Grievance Day.

**CEO Report:** CEO/ZEO Bennett submitted a written CEO/ZEO Report.

**2<sup>nd</sup> CEO Deputy:** CEO/ZEO explained that there is a good possibility that he will be leaving from his position of CEO/ZEO for the Town of Parish. CEO Bennett stated that he will attempt to give at least two weeks notice.

CEO Bennett stated that he would like to request an appointment of a second deputy, Mr. Jim Bernys.

Discussion was held regarding advertising for the CEO/ZEO position if it becomes vacant.

A motion was made by Councilor J. Horning, seconded by Councilor Jordan to appoint Jim Bernys to the position of CEO/ZEO 2<sup>nd</sup> Deputy effective May 17<sup>th</sup>, 2018. Roll taken...motion carried.

**Town Justice Report:** Justice Dayger submitted a written Justice Report for April, 2018.

**Tax Collector's Report:** Tax Collector Dwyer gave a final Tax Collector's Report for 2018. Tax Collector Dwyer stated that he had settled the amounts to be paid with the County and the Town. Tax Collector Dwyer stated that the town should be receiving a check from the County as they make the town whole.

**Clerk's Report:** Clerk Reader gave the Clerk's Report for April, 2018.

**DCO Reports:** DCO Spriggs gave the DCO Report for May, 2018. Mr. Sprigg's was appointed as the new DCO for Parish effective May 1<sup>st</sup>, 2018.

DCO Sprigg's requested a Dog Pole and some appearance tickets.

Supervisor Phillips directed DCO Spriggs to order the items and have them billed to the town.

**Tug Hill Circuit Rider's Report:**

Paul Baxter, Tug Hill Circuit Rider gave the following report:

The Tug Hill Commission had a very successful Local Gov't Conference on March 29<sup>th</sup>, 2018 at JCC and it was well attended.

Tug Hill is evaluating the conference questionnaires in preparation of next year's conference.

Headwater's, the Annual Report of the Tug Hill Commission went out on March 22, 2018 to all Tug Hill Region's local government officials.

Once every five years, the Tug Hill Commission sends out a survey to local government leaders in the Tug Hill Commission Area. A second survey has been sent out to those who did not respond.

Invitations have been sent out to area Towns and Villages for the SuperCOG Meeting on Wednesday, May 30<sup>th</sup> in Redfield.

Paul Baxter will be attending the next meeting of the CNY Regional Economic Development Council on Tuesday, May 15<sup>th</sup>, 2018 at LeMoyne College, The next round of Consolidated Funding Applications has opened and will be due on 7/27/2018. The closest workshop for those considering is at OCC on Thursday, May 24<sup>th</sup>, 2018 from 9:30 am until noon.

Tug Hill is in the process of scheduling the next Salmon Rivers of Governments Meeting, most likely later this month prior to the Super COG Meeting.

Paul assisted the Town Supervisor with de-duplicating files on the Supervisor's Computer and moved things forward having good backup files.

Paul is continuing to work on reviewing, cleaning, and surplussing Town and Village computers and printers in storage on the balcony.

Budget Training: Paul will look into Budget Training for the Board.

**Tug Hill Times:** There is an article on a Webinar on Tuesday, June 5<sup>th</sup>, 2018 4-6 p.m. on the rise of Cemetery Abandonment and the legal responsibilities & obstacles for Towns and Villages.

**CORRESPONDENCE, COMMUNICATIONS, & PETITIONS:**

AOT yearly membership certificates

Building Unlocked Letter

Comptroller Letter

Tug Hill Times

Solid Waste Information

CITI Flyer

Veteran Newspaper Write-up.

**OLD BUSINESS:**

**Use of Getman Cemetery:** Discussion was held regarding an internment in Getman Cemetery. Currently, there is no plot map or survey. There is a cemetery census on file. It was the consensus of the Board that it would be difficult to choose a stone similar to the stones that are already there. It was discussed that the cemetery is historical and it should remain that way.

**Meeting Structure Changes:** Supervisor Phillips asked if the Board still wanted packets. Three Councilors responded that they did not need the packets and they would like to receive information the way they had in the past in their mailboxes. Councilor J. Horning stated that he would like to continue to receive the packets as it is difficult for him to get to the Town Offices due to his work schedule. Councilor Jordan stated that he feels that if an official has a report available at the Board Meeting, they should be able to give the report. Supervisor Phillips stated that if they didn't have it available on Monday, then the report would be held until the following month. Councilor Jordan stated that he likes to hear the reports regardless if he gets it ahead of time or not.

**Village/Town Lease:** A motion was made by Councilor Jordan, seconded by Councilor J. Horning to approve the lease with the village as presented. Roll taken...motion carried.

**Payroll:** Supervisor Phillips stated that the payroll company will be changing and the town has not been processing payroll correctly with ADP. Supervisor Phillips stated that she will be changing to a different program for payroll and ordering a new printer. ADP Quarter ends 6/30/2018. The change will take affect July 1<sup>st</sup>, 2018. Councilor Dunham stated that he thinks there should be two signatures on all checks.

**Communication:** Supervisor Phillips stated that she still feels that communication should improve.

**Water Update:** An E-mail from Miller Engineering was received. The Water Map is still not hung for the public to see. Councilor Dunham stated that he will make sure that the Water Project Map is hung for the public to view. Attorney Genant stated that he would contact Miller Engineering to discuss the steps to implementing the SEQR Process. Also, it was the consensus of the Board to put information in the paper regarding District 1 Water Project and to schedule a public hearing with the village.

**ZBA Vacancy:** Supervisor Phillips asked Kevin Dwyer if the village had appointed someone to fill the vacancy on the ZBA. Kevin responded not to his knowledge.

#### **NEW BUSINESS:**

**Petition for Allen Road:** Joan Petrie presented a petition to open Allen Road to ATVs. Everyone on the road has signed the petition. Supervisor Phillips stated that the Board can not make a decision at this time due to the fact they had to check with NYMIR Insurance Company regarding liability. Supervisor Phillips stated that a town that allowed ATV travel on their roads had a court action filed against them and the town lost the court action. A question was asked if the ATV Club's insurance covered ATV's traveling on Town Roads. Each ATV rider is supposed to have their own insurance on their ATV's and this requirement is mandated by the Vehicle and Traffic Laws.

**ERS-Paperwork/Report:** Each employee that is enrolled in the NYS Retirement System has to fill out a 3-month report that indicates their standard work days.

#### **Accept Resignations:**

**Jennifer Reeher:** A motion was made by Councilor Jordan, seconded by Councilor Dunham to accept the resignation of Jennifer Reeher for the position of Conservation Advisory Officer effective May 14<sup>th</sup>, 2018. Roll taken...motion carried.

**Daniel Burns, Bookkeeper:** A motion was made by G.R. Horning, Councilor, seconded by Councilor J. Horning to accept the resignation of Dan Burns for the position of Bookkeeper effective June 30<sup>th</sup>, 2018. Roll taken...motion carried.

**Budget Request Changes:** Supervisor Phillips is requesting more detail of departments' expenses as she wants to prepare for expenditures for the 2019 Budget.

**Budget Update:** Supervisor Phillips stated that the Williamson Law Book and another program will be used to help with more specific line item accounts.

**Comptroller's Discussion:** More discussion with the Comptroller's Office will help develop a more detailed budget.

**Information Items:**

Planning Board Agenda was distributed.

**Legislator's Report:** No report at this time.

**Fire Chief's Report:** Fire Chief Harvey had submitted a Fire Chief's Report for March, 2018.

**MEETING OPEN TO THE PUBLIC:**

Diane Spaziani asked about the Community Bulletin Board to post information.

Discussion was held regarding ways to get information out to the public.

Karen Gage stated that she thought the Town Board did a nice job with the Town Board Meeting and it was run very professionally.

**MEETING CLOSED TO THE PUBLIC.**

**APPROVAL OF BILLS:**

**General Fund:** A motion was made by Councilor J. Horning, seconded by Councilor Jordan to approve the claims #113-#140, Town-Wide for the amount of \$32,200.31 and claim #114 for the amount of \$184.24 Part-town. Roll taken...motion carried.

**Highway Fund:** A motion was made by Councilor Jordan, seconded by Councilor J. Horning to approve claims #96-#107 for a total warrant of \$1,674.51, Town-Wide and claims #102-#108 for a total warrant of \$13,471.04. Roll taken...motion carried.

Supervisor Phillips stated that the amounts & claim numbers are correct as approved but the account numbers may be changing.

**EXECUTIVE SESSION:**

A motion was made by Councilor Jordan, seconded by Councilor G.R. Horning to take a 5 minute recess at 8:15 p.m. and enter into Executive Session for discussion regarding proposed, pending, or current litigation. The appointment, promotion, demotion, discipline, suspension, dismissal, removal, medical, financial, credit, or employment history of a particular person or persons. Roll taken...motion carried.

Attorney Genant was invited to attend.

A motion was made by Councilor Dunham, seconded by Councilor G.R. Horning to adjourn Executive Session at 8:30 p.m. Roll taken...motion carried.

**Other:**

**Spring Clean-up:** Supervisor Phillips stated that she has contacted Butler for the trash receptacles and Oswego County Solid Waste to request a reduced Tipping Fee. The County agreed to reduce the Tipping Fee and Supervisor Phillips reviewed some criteria that the county requires. Spring Clean-up will be held on June 2<sup>nd</sup>-7:30 am -11:30 p.m. at the Hwy Garage on Dill Pickle Alley.

Councilor G.R. Horning stated that he had read an article in the Town Topics Publication stating that any Board Member can bring up any issue at any time during a Board Meeting. Councilor G.R. Horning stated that the Board is a member of 5.

Hwy Sup't Petit asked how does the town stands on the Chips Program and borrowing funds until the Chips Checks are received.

Hwy Sup't Petit stated that he has targeted Easy Street for a summer road project as it requires less prep time and it is getting late in the season. Hwy Sup't Petit stated that he held off beginning any road projects until the Board approved the 284 Agreement. \$233,132.00 has been earmarked for the Town of Parish CHIPS Reimbursement Program. Chips Funds can be rolled over to the following year. Most towns opted out of including man hours in CHIPS Reimbursement because it takes away from the actual road maintenance material. Hwy Sup't Petit stated that he would like to have a monthly report breaking down the funds that the Hwy Department has spent that will help him monitor the Hwy Budget.

**Mowing Contract:**

Hwy Sup't Petit discussed the Mowing Contract with the county for mowing County Roads. The contract brings in between \$6,000-\$7,000. There is 18.4 miles of County Roads. Councilor J. Horning stated that he does not feel that it is beneficial to the Town to mow the county roads as it places wear and tear on the mower, additional fuel, man-power, and maintenance is used. Hwy Sup't Petit stated that they use a seasonal worker at a seasonal rate. The seasonal worker is only used if the Hwy Dept is busy with other projects. Councilor Dunham suggested that we try it for one more season, keeping close track of mileage, maintenance, fuel, and wage costs. Councilor Jordan stated that it makes the town look better if all the roads are mowed.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to enter into the Mowing Contract with Oswego County for mowing County Roads for the 2018 Season. Roll taken.

Councilor Dunham-Aye	Councilor G.R. Horning-Aye	Supervisor Phillips-Aye
Councilor Jordan-Aye	Councilor J. Horning-Aye	

motion carried.

**Hwy Roof Repair:**

It was the consensus of the Board to contact a contractor to get a quote on repairing the loose rubber that came loose off the Hwy Roof and to inspect the entire roof.

**Bookkeeping Duties:** Supervisor Phillips asked if the Board was ok with her taking on the bookkeeping duties. Councilor Jordan stated if the Supervisor takes over the bookkeeping duties she could not receive the Bookkeeping Salary. Supervisor Phillips stated that it was her understanding that she could because she is taking on additional duties. It was the consensus of the Board to contact Attorney Genant to check into the legality.

A motion was made by Councilor Jordan, seconded by Councilor J. Horning to adjourn at 8:49. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk