

## REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held June 21<sup>st</sup>, 2018 at the Village Gym, Parish, NY. The Regular Board Meeting was called to order at 6:30 p.m. by Supervisor Phillips.

**Present:**

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

**Also Present:** Craig Petit, Hwy Sup't; Paul Baxter, Tug Hill Rep.; Bob Genant, Town Attorney; Reggie Ware, Nancy Bookheimer, Town Photographer; Jack Rucynski, Deputy Supervisor; Jack Spriggs, DCO; Diane Spaziani, Mike Butcavage, Joan Petrie, Kathy Perkins, Mayor; Steve Cronk, ATV Club President; Steve Crim, Bev Crim, Dan Burns, Bookkeeper; Doug Miller, Engineer; Paul Baxter, Tug Hill Rep.; Paul and Karen Gage.

**Presentation to honor Dan Burns:** A presentation was held for Dan Burns, Bookkeeper to honor Dan for his many years of service for the Town of Parish. Supervisor Phillips presented Bookkeeper Burns with a plaque for the Town's appreciation. Nancy Bookheimer, Town Photographer took pictures of the presentation. Bookkeeper Burns will be resigning as of 6/30/2018. A short recess was taken to enjoy refreshments in honor of Bookkeeper Burns.

**Approval of Minutes:**

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

**MEETING OPEN TO THE PUBLIC:**

Joan Petrie stated that she was there in support of opening up Allen Road to ATV's.

All residents on the road signed the petition in support of ATV Travel.

All land owners connect to County Rte 26.

Mike Butcavage gave a handout for the Board to review. Mike stated that he is in favor of growth and tourism. Mike stressed the point that ATV riders should be educated on rules on riding in the Town of Parish and what is permitted. Also, Mike suggested having a sign at the Gristmill posting what the Town has to offer and listing rules for the public. This would ensure that ATV riders are well aware of rules and safety measures that the Town wants followed.

Diane Spaziani read a letter asking what image does the Town want to present to the public. Diane stated that she was not against ATVs however she feels that proper signage on roads and rules posted should be a priority. The Town needs to take the opportunity to keep control of ATV riders and consider safety for all residents and riders.

**MEETING CLOSED TO THE PUBLIC.**

Councilor Jordan asked if Supervisor Phillips would consider waving some of the reports unless something was pressing until next month.

Supervisor Phillips stated that she would see how the meeting progresses before she would make that decision.

**REPORTS:**

**Financial Reports:** Bookkeeper Burns gave the Financial Report and explained some of the budget accounts for 2017.

Supervisor Phillips stated that if any one had any questions after they reviewed the information that she would get a hold of Bookkeeper Burns or possibly answer the question herself.

Supervisor Phillips stated that the amounts on the Supervisor's Report may not be necessarily the true amount of money in the budget line.

**Revenue Report:** A Revenue Report was received by the Board for review.

**Liaison Report:**

**General Gov't & Policy Report:** Councilor Dunham stated that he and Attorney Genant compiled a Cell Phone Policy Draft for the Board to Review. Councilor Dunham requested that the Board members review the drafts and bring back any suggestions at next month's meeting.

Councilor Dunham stated that he had watched the Cemetery Webinar presented by Tug Hill Commission. The Webinar covered responsibilities that the Town has regarding abandoned cemeteries. Currently, the abandoned cemeteries only get mowed. Some smaller ones get no care at all. The rural cemeteries that are abandoned are the Town's responsibility. The Board needs to look at grants and putting money in the budget for the cemeteries. Councilor Dunham suggested to concentrate on one cemetery a year.

Supervisor Phillips stated that a suggestion was made to open some of cemeteries for burials as we recently had a request. This would bring some revenue in to help maintain the cemeteries. Discussion was held on the fact that there are no current plot maps or surveys available. More discussion will be held during budget time.

**Budget, Finance, & Personnel:** Councilor J. Horning stated that he really didn't have anything to report other than he knows we are not doing well financially.

**Infrastructure & Public Facilities:** Councilor Jordan stated that Hwy Sup't Petit keeps him informed on any of the issues at the Hwy Dept. and the equipment. Councilor Jordan stated that he had called that NYMEP and they kept him on hold for 10 minutes and he didn't have time to wait for anyone to respond any longer.

**Emergency Services, Public Safety, Engineering, and Water:** Supervisor Phillips stated that either Hastings or Parish will provide the Pump Station for the Water Project. If Hastings provides the Pump Station, the cost will decrease per EDU costs. An Intermunicipal Agreement needs to be put into place between Parish and Hastings. Grants are being applied for through NYSEFC (WIIA) for funding. A letter is needed from OCWA.

**Public Hearing Tentative Date:** A motion was made by Councilor Dunham, seconded by Councilor J. Horning to set a tentative date to hold a Public Hearing for the proposed District One Water Project on July 30, 2018 at the Parish Fire Station beginning at 7:00 p.m. Roll taken...motion carried.

**Public Water Vote Tentative Date:** A motion was made by Councilor J. Horning, seconded by Councilor Dunham to set a tentative date to hold a Public Vote on District One Water Project on August 28<sup>th</sup>, 2018 at the Parish Fire Station from 12:00 noon to 9 p.m. providing no issues result from letter sent out for the SEQR Process. Roll taken... motion carried.

Postcards will be mailed out to notify the residents in the Water District.

**REPORTS:**

Hwy Sup't Petit stated he was trying to complete road work on Easy Street so all bills can be turned in and the Town can get reimbursed by CHIPS in September instead of December. The Town's financial situation was discussed.

Bookkeeper Burns explained some of the financial details regarding payments and the CHIPS Program.

Also, the budget was discussed. Hwy Sup't Petit stated that he needed copies of the cancelled checks by July 17<sup>th</sup>. All paperwork has to be sent to the CHIPS Office by August 29<sup>th</sup>, 2018 for reimbursement in September.

Supervisor Phillips stated that she wasn't certain that the Town will have the funds to pay for the road project.

Hwy Sup't Petit stated that he was told to proceed with the road project as presented.

Now he is told that the Town doesn't have any money to pay the vendors.

Hwy Sup't Petit he stated that he needs to know how to proceed because he is not going to contract with vendors to complete the road project until he is certain they will get paid.

Councilor Jordan stated that we are in a time crunch and the Town will be reimbursed for the expenses occurred for the road project.

Discussion was held regarding considering taking out a RAN until the CHIPS Money is received for reimbursement.

Councilor Jordan stated the Town has to continue to repair roads.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to apply for a RAN for \$180,000.00 to cover Road Project Expenses that will be reimbursed by the State through the CHIPS Program in September and to see if the RAN can be paid off early to save on interest. Roll taken...

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

### **Quote on Roof at Hwy Garage was submitted.**

**Outstanding Bill on 1302:** The service for repair on the 1302 was a total of \$5,131.65. Hwy Sup't Petit stated that he was in negotiations with the sales rep. from Stadium International as the truck was just off the warrantee and he did not submit the bill for payment.

A proposal was presented from Stadium that if the current bill that is owed is paid, they will do the repairs on the 1301 and clean the filters for an additional \$3,488.54.

A motion was made from Councilor Jordan, seconded by Councilor J. Horning to place one of the 1300's out on auction with a reserve. Roll taken...motion carried.

Councilor J. Horning will work with Hwy Sup't Petit to set a reserve.

### **Reports:**

Assessor's Reports.

Town Justice Report.

Tax Collector Report.

DCO Report.

Tug Hill Circuit Rider Report.

### **Correspondence, Communications, and Petitions:**

Letter from Union i.e. reminder of contracting ending 12/31/2018

Letter from State Comptroller, i.e. audit.

American Power & Gas.

Tobacco Free Network of CNY.

Taxpayers Vs Special Interest Group

Charter Communication

Volney Multiplex Inc. (Fire Alarms)

\$1M In Transportation Funding

### **OLD BUSINESS:**

**Petition from Allen Road Residents:** A letter from Bob Genant, Town Attorney stated that he had done some research as there could be some legal ramifications.

Constructing ATV Trails on private property was discussed.

Steve Cronk, ATV President stated that the ATV Club wants their riders to ride on ATV Trails as much as possible. The Town can designate hours of operation.

Diane Spaziani stated that people are complaining because they are riding on private property and causing damage. Jack Rucynski spoke in regards to V&T Laws that governs rules on ATV.

**Contract with Parish Senior Citizens:** Attorney Genant presented a Senior Citizens Contract draft for the Board to review. The funds were not put in the 2018 Budget for the program.

Supervisor Phillips asked the Board if they would consider funding the program this year. Attorney Genant stated that under Programs for the Aging, the Board has the authority to fund the program providing they show evidence of the services they provide for the Seniors.

Councilor Jordan stated that Supervisor Phillips has stated that the Budget is tight why would the Board spend more money. Supervisor Phillips stated that we are in the hole

and what's a little more. Supervisor Phillips also stated that the money placed in the budget for an audit will not be used as we are going to be audited by the Comptroller's Office at no charge. Also, now that she will be taking care of the bookkeeper duties and that will also save money.

Councilor Jordan stated that it's not that he doesn't trust the Supervisor, but he doesn't want to touch the money that is designated for the bookkeeper because we need someone now that has experience. Supervisor Phillips stated that issue is not on the table.

Councilor Dunham stated that he feels that we should consider funding the Senior Program in next year's budget.

**Generator Covered:** Hwy Sup't Petit stated that he had it covered the next day after it was mentioned.

**Clean-up Day:** Councilor Dunham, Trustees Murphy and Houghton, Mayor Perkins, Supervisor Phillips, and Highway Dept. Employees, Al VanSanford and John Hamilton participated in Clean-up Day.

Supervisor Phillips apologized for not advertising the event.

**State Comptroller:** Discussion was held regarding the voucher process.

**Planning Board Sign Law Changes-**The Board was asked to review the changes and to get back to the Board. The Planning Board was requested to review the entire Zoning Law.

**Special Joint Board Meeting:** Thursday June 28<sup>th</sup>, 2018 at 7:00 p.m. at the Town Gazebo to discuss the surveyor information that affects both the Town and Village. The Village Clerk advertised it as a Special Workshop.

Also, it was mentioned that the APW School Superintendent would like to schedule a Meeting to discuss the APW Security Capital Referendum.

A motion was made by Councilor J. Horning, seconded by Councilor Dunham to attend the Special Workshop on June 28<sup>th</sup>, 2018 at 7:00 p.m. to discuss the survey of the corner lot as it affects the Town and the Village. Roll taken...motion carried.

**Identification Badges:** Discussion was held to have the employees that go to the resident's home obtain the badges. Dog Control Officer, Assessor and Code Enforcement Officer.

**Harassment Training:** A representative from NYMIR will present a Harassment Training for all the employees.

Hwy Sup't Petit was asked if he could check to see when there would be a good time for the Hwy Employees to take the class.

**Request for Payment:** The BAR Clerk, Evelyn Stelmashuck and the ZBA Clerk, Lynn Wood submitted timesheets for clerk duties.

Supervisor Phillips stated that the ZBA Clerk and BAR Clerk positions were not on the agenda for the Organizational Meeting. Discussion was held that the job was done and the people should get paid.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to pay the clerks to the ZBA and BAR for the amount indicated on the Time Sheets that were submitted. Roll taken...motion carried.

#### **NEW BUSINESS:**

**Budget update:** Working on number changes.

**Copier Lease:** The Copier Lease will be up in September. Discussion was held regarding possibly considering purchasing a copier as it will prevent overage costs.

**Ethics Board for the Town of Parish:** Currently, the Town uses the County's Board of Ethics. Supervisor Phillips stated that she didn't have a lot of faith in the County's Officials and would like the Board to consider putting together a Board from the Town.

Councilor J. Horning stated that we have problems getting people to serve on the Boards we have now.

**OLD HOME DAY:** August 11, 2018 covering cost of entertainment-around \$350.00  
A motion was made by Councilor G.R. Horning, seconded by Councilor Jordan to pay the entertainment for Old Home Days. Roll taken...motion carried.

**Trimming around the Gazebo:** There is a concern that trimming around the Gazebo is too close and may be killing the plants.

**Vote for Advertising for Bid:** A motion was made by Councilor Jordan, seconded by Councilor J. Horning to allow Miller Engineering to advertise for bids for the floor drain at the Highway Garage. Roll taken...motion carried.

**State Land Tax Payment:** 3 Townships are currently receiving tax payments for the Happy Valley Land.  
Supervisor Phillips stated that she would contact the state to see how we could receive the money for payment of the Happy Valley Land.

**NYS Unemployment Information:** Supervisor Phillips stated that as a point of information employees do not pay into Unemployment Insurance.

**New Form:** Supervisor Phillips stated that she has implemented a new time sheet that require signatures and positions.

**Printer Bill:** Supervisor Phillips stated that she has a bill on the abstract for a printer to help print checks. Currently, the printer is at her house and she is not sure if she is going to keep it.

**Credit Card for Town of Parish:** Supervisor Phillips stated that she has been in contact with Pathfinders regarding Municipal Credit Cards. The Comptroller's Office recommends Municipal Credit Cards.

**Information Items:**

Planning Board Minutes  
Legislator Report.  
Fire Chief Report.

**MEETING OPEN TO THE PUBLIC:**

Diane Spaziani asked who was going to supply the Pump Station from Hastings.  
A response was given that either Hastings or Parish. Parish is prepared to install the Pump Station. If Hastings installs the Pump Station the EDU amount will be decreased.  
Reggie Ware was present and wanted to express his dismay and disapproval of his Assessment on his home. Mr. Ware was unhappy with the Assessor and the Assessment Board of Review as he provided an up to date appraisal on his home and they did not take the information into consideration when they made their decision. Mr. Ware explained that he has not had good experiences with the Assessor or the BAR in the past.  
Karen Gage agrees with Mr. Ware's opinion of the Assessor's process and procedures in setting assessments and the appraisal should have been taken into consideration. Karen does not feel that assessments are being set correctly by the Assessor.  
Jack Rucynski, Deputy Supervisor stated that we are a government body and should be civil.

**MEETING CLOSED TO THE PUBLIC.**

**APPROVAL OF BILLS:**

**General Fund:** A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve claims to the General Fund Town Wide, those being claims-#141-#162 for the amount of \$18,554.66 and General Fund Part Town claims, those being claims #158-#162 for the amount of \$1,088.71. Roll taken...motion carried.

**Highway Fund:** A motion was made by Councilor J. Horning, seconded by Councilor G.R. Horning to approve the claims to the Highway Fund Town Wide, those being claims

#110-#126 for the amount of \$2,363.72 and Highway Fund Part Town claims, those being #109-#125 for the amount of \$4,171.44. Roll taken...motion carried.

**EXECUTIVE SESSION:**

A motion was made by Councilor Jordan, seconded by Councilor Dunham to enter into Executive Session at 9:35 p.m. to discuss 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.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn from Executive Session at 9:40 p.m. Roll taken...motion carried.

A motion was made by Councilor J. Horning, seconded by Dunham to amend the May 17<sup>th</sup>, 2018 Minutes to include that Councilor J. Horning wanted the stone trucked in instead of using the Town's Trucks. Roll taken...motion carried.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn at 9:45 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk