

## Regular Meeting Minutes

Minutes of the Regular Board Meeting of the Parish Town Board held on July 19<sup>th</sup>, 2018 at 2938 E. Main Street, 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; Paul Baxter, Tug Hill Rep. Lynn Wood, PL Brd Clerk, BAR Chair, & ZBA Member; Jack Rucynski, Deputy Supervisor; Kevin Dwyer, Tax Collector; Rich Lopitz. Assessor; Paul Gage and Karen Gage, Jan Morse, Senior Citizen Club President.

**MEETING OPEN TO THE PUBLIC:**

Jan Morse, President of the Senior Citizen Club stated that there are currently 38 Members in the club. Jan thanked the Board for the financial support the Board had given the seniors in the past. Jan explained that when the club goes on trips and participates in activities the members usually pay ½ and the club pays the other ½.

Jan explained that the club gives the seniors opportunities to socialize with other seniors and participate in outings that they would not have the chance to experience without financial help. Most of the seniors live on fixed income. Jan stated that the seniors have raised money by collecting bottles and cans that they donate to the Town.

Jan asked if anyone had questions regarding the Senior Citizen Club.

Supervisor Phillips thanked Jan for coming and giving her presentation.

**MEETING CLOSED TO THE PUBLIC.**

**APPROVAL OF MINUTES:**

**June Regular Meeting Minutes:** A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the Minutes of the June Regular Meeting as received. Roll taken...motion carried.

Supervisor Phillips stated that she had some corrections:

Pg 2-4<sup>th</sup> paragraph. An Intermunicipal Agreement has to be in place between the Town and Village of Parish instead of the Town of Hastings.

Pg. 3-Quote is for roof at the Highway Garage not specified.

Two reports were missing CEO and Town Clerk.

Supervisor Phillips stated that she was not speaking about Happy Valley Land when referring to tax payments.

Clean-up Day regarding advertising and procedures.

Printer Bill was not included on the June Abstract.

A motion was Councilor J. Horning, seconded by Councilor G.R. Horning to amend the motion to accept the Minutes and to approve the Minutes with the corrections presented.

Roll taken...motion carried.

**REPORTS:**

**Financial Reports:** Supervisor Phillips gave the Financial Report.

**Revenue Report:** Supervisor Phillips gave the Revenue Reports.

**LIASON REPORTS:**

**General Government & Policy-** Councilor Dunham stated that they are still working on the Credit Card and Travel Policies.

Cell Phone Policy-Councilor Dunham stated that everyone should review it and he had some minor changes.

It was the consensus of the Board to have it on the agenda for the August Meeting.

**Emergency Services, Public Safety, Engineering & Water:** Supervisor Phillips stated that no concerns have been filed by any of the nine departments that letter were sent to by

Miller Engineering. A response had to be received by July 7<sup>th</sup>. We need to prepare the post cards for District #1 to be mailed out and a list of names and addresses for those residents located in e Water District 1. An Intermunicipal Agreement between the Village of Parish and the Town of Parish, hold a Public Hearing for that before we can hold the other Public Hearing for the water. July 28<sup>th</sup> is out for the Water Public Hearing. Supervisor Phillips is waiting to hear back for specific directions so the Water Project can move forward. Once the Boards get the approval, they can set a date for the Public Hearing and set a date for a vote. If Voting Machines are not available, Mayor Perkins has offered use of the Ballot Box that the Village uses for their elections. Discussion was held on the location of the Big Water Map and where to hang it in location where the public can view it. It was the consensus of the Board to hang it on the wall leading down to the Meeting Room.

**Highway Report:** Hwy Sup't Petit gave the Highway Report.

Hwy Sup't Petit stated that the Hwy Sup't Department was putting finishing touches on Easy Street.

Highway Sup't Petit asked the Board if they wanted him to bring the road signs up to specs on the Town Roads that have been completed, Bidwell, Easy, and White Roads. The Board directed Hwy Sup't Petit to get an estimate on the cost and bring it back to the Board.

Highway Sup't Petit asked about the RAN. Supervisor Phillips responded that there were some more documents that she needed to get to the bank.

Hwy Sup't Petit stated that he met with the comptrollers to ask about the RAN that was taken out in 2017. The comptroller stated that had he seen on the report that it was all taken out of the Highway Account in March and then corrected.

Supervisor Phillips stated that she was not aware of that and will check into it with the Comptroller's Office.

Also, Hwy Sup't Petit reminded the Board that in order to get the CHIPS Payment back in September, he needed copies of the canceled checks for reimbursement.

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

Assessor Lopitz stated that there are some new rules for Enhanced STAR Recipients as now they require your social security number. They State in the process of finalizing a new exemption form. The Final Assessment Roll was filed July 1<sup>st</sup>, 2018.

**Hwy Report:** CEO Bennett gave the CEO/ZEO Report.

**Town Justice Report:** Justice Dayger submitted a written Justice Report.

**Town Clerk's Report:** Clerk Reader submitted a written Clerk's Report.

**DCO Report:** DCO Sprigg's submitted a written DCO Report.

**Tug Hill Report:** Paul Baxter, Tug Hill Rep. submitted a Tug Hill Report.

Supervisor Phillips stated that a County wide Comparison List for Officials is needed for 2018 ASAP for budget discussions.

Paul responded that he would get it the Board as soon as possible.

Councilor Dunham stated that in the Town Topics Publication for July/August it explains the exact procedures and timeline for the budget specified in Town Law.

Councilor Dunham stated that he would get Supervisor Phillips a copy.

**CORRESPONDENCE, COMMUNICATIONS, AND PETITIONS:**

American Power & Gas

**OLD BUSINESS:**

**Petition from Allen Road Residents:**

The residents on Allen Road are still working on a plan.

There is a very big ATV Meeting being held the same time as the Board Meeting and perhaps that is the reason no one is present to discuss the petition allowing ATV's on Allen Road.

**Contract with Parish Senior Citizens:** Jan Morse had given a presentation and explained some of the activities that the Seniors participate in and what benefits the club provides to the Seniors.

Attorney Genant had provided a draft copy of a contract for the Board to review and consider.

Discussion was held that there were no funds placed in the budget account line for the Senior Citizens for 2018.

Supervisor Phillips stated that funds could be transferred from another account line to fund the Senior Citizens Program.

Councilor Dunham stated that the Board needed a Quarterly Report to see where the Town stands financially. Supervisor Phillips stated that she had provided the Board with a Monthly Financial Report.

It was the consensus of the Board not to make a decision until the Board knows exactly where the Town stands financially and to consider it in next year's budget.

**State Comptroller Discussion:** A letter was received from the Comptroller's Office asking questions regarding the Town's finances.

Supervisor Phillips asked if any member of the Board could answer any of the questions that were received. It was the consensus of the Board that the majority of the questions could be answered by the former Supervisor and Bookkeeper.

Supervisor Phillips stated that some of the questions have been addressed.

**Planning Board Sign Law Changes:** Currently, the entire Zoning Law is being reviewed by the Planning Board, however the proposed section regarding amending the Sign Law has been pending for some time.

A motion was made by Councilor Jordan, seconded by Councilor J. Horning to hold a Public Hearing on 8/16/2018 at 6:15 p.m. prior to the Regular Board Meeting at 2938 E. Main Street, Parish, NY. The purpose of the Public Hearing is to address all questions and concerns regarding Local Law #1 of 2018 amendment of the Town of Parish, Zoning Law, Article 7, Signs, Section 715, Exempt Temporary Signs, #4 changing Sale Ad Signs to Advertising Signs and wording of definition. Roll taken...motion carried.

**Special Joint Meeting:** The Village and Town Boards held a Joint Meeting on June 28<sup>th</sup> at 7:00 p.m.. The Boards didn't go on the tour to the Corner Park as the majority of the discussion affected the Village and they were familiar with the survey issue.

**APW Security Capital Referendum with the APW Superintendent:** The School Superintendent plans on attending the next Joint Meeting scheduled for Sept 13<sup>th</sup> at 7:00 p.m. to discuss the APW Security Capital Referendum Plan.

**Harassment Training:** Supervisor Phillips stated that she has two tentative dates August 9<sup>th</sup> and August 16<sup>th</sup>. There could be an AM and PM class.

Supervisor Phillips asked Hwy Sup't Petit if he spoke to the Highway Employees regarding a date.

Hwy Sup't Petit stated that due to the crew taking individual vacations at various times, he really could not choose one date over another.

Hwy Sup't Petit suggested that the Board choose a date and time and possibly send a letter to the Hwy Employees notifying them of the date and time of the class. Hwy Sup't Petit stated that who ever is available for the class will be there.

It was the consensus of the Board to tentatively select August 9<sup>th</sup> after consulting with the Village Board.

**Cell Phone Policy:** Discussion was held regarding the Cell Phone Policy that was drafted by Attorney Genant and Councilor Dunham.

Discussion was held regarding business calls and if the phone is paid or reimbursed by the Town then only calls regarding Town Business should be made from the phone.

Supervisor Phillips stated that she provides all three of her numbers to the public and it should not matter due to the fact that the calls are unlimited.

Councilor Jordan stated that personal should stay with personal and business should stay with business.

Councilor J. Horning stated that he is provided a cell phone from his work and he is only allowed to make business related calls.

On page one under General Policy Guidelines-It should read Town Supervisor instead of Town Superintendent.

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to adopt the Cell Phone Policy with the correction that under General Policy Guidelines it should

read Town Supervisor instead of Town Superintendent and use should be for Town Business only. Roll taken...

Councilor Dunham-Aye      Councilor G.R. Horning-Aye      Supervisor Phillips-Nay

Councilor Jordan-Aye      Councilor J. Horning-Aye

Motion carried.

**Temporary Employees:** Supervisor Phillips stated that a definition is needed, maximum hours per week; pay approved in January is \$10.40 per hour; what does the job consist of; who is monitoring the time that is put in and is the work completed being done correctly. Who is responsible for signing the timesheets?

Cemetery Work: Cemeteries need to be mowed at least three times a year. Supervisor Phillips asked if the work above is above and beyond the maximum number of hours worked per week by the Temporary Employees or is it within their maximum number of hours worked per week. Supervisor Phillip's stated that it is her understanding that temporary work is no more than 20 hours. We need clarification for the employees as well as for payroll.

Discussion was held regarding Temporary/Seasonal Employees.

Seasonal/Temporary Highway Employee-Works no more that 30 hrs per week at \$15.00 per hour only if there is work for the Full Time Employees.

Seasonal/Temporary Park Employee-Works 20 hrs a week at \$10.40 per hour.

Seasonal/Temporary Employees Cemetery Work: Discussion was held repairing the fence at Getman Cemetery and using Highway Employees if possible.

Also, if Temporary/Seasonal work do the work in the cemeteries-\$10.40 per hr, no more that 10-13 hrs per week in addition to their other positions.

Jack Rucynski has some materials that could be used to repair the fence.

Also, Councilor Dunham stated that he would contact John Reeher to see if The Hwy Department can get to Wrightson Cemetery to cut a tree that is down.

If Seasonal/Temporary Employees are used than it would be \$10.40 per hour.

Try not to go over 20 hrs when using Seasonal/Temporary in cemeteries.

Discussion was held regarding signing Time Sheets for Park and Cemetery workers.

Hwy Sup't Petit stated that the care of the park was taken out of the Hwy Contract and it has been taken out of the Hwy Dept. hands. Currently, the Park Employee has been submitting a Time Sheet and it was on an honor system. He chooses his hours and he is responsible for opening and closing the park.

Discussion was held regarding the Hwy Sup't Petit signing the Park's Employee's Time Sheet as he is available for monitoring the work. Hwy Sup't agreed that he would sign the Park Employee's Time Sheet.

**Other:** Councilor Jordan asked if Supervisor Phillips is bringing confidential employee information to her home. Also, if she is putting this information on her personal laptop. Supervisor Phillips stated that she was because she can't always be at the office.

Councilor Jordan stated that people did not feel comfortable with having their personal information at a private residence

Supervisor Phillips stated that her house is an extension of her home due to personal reasons. Also, Supervisor Phillips stated that she does a lot of work at her home using her own supplies. Supervisor Phillips stated that she intends on giving the Lap Top to the Town.

Supervisor Phillips responded that if there are concerns, have the people come and talk to her.

Councilor Dunham stated that it raises red flags with the Comptroller's Office due to the fact that an office is supplied and covered by the Town's insurance.

Supervisor Phillips stated that the past Supervisor had a laptop purchased by the Town and he removed it from the premises.

Councilor J. Horning stated that if that happened the Board was not aware at the time and it shouldn't have happened.

## **NEW BUSINESS:**

**APW Marching Band:** Request permission to utilize the Town Streets & Central Park on October 13<sup>th</sup>, from 9:00 a.m.-12:00 p.m. for the first annual "Miles for Music 5K Walk/Run.

A motion was made by Councilor G.R. Horning, seconded by Councilor J. Horning to authorize the APW Marching Band utilize Central Park on October 13<sup>th</sup>, 2018 with the understanding that they will clean up after the event.

Roll taken...motion carried.

The Village approved use of the Village Streets and the Town will make sure the power is on and provide extra trash cans.

**Budget Update:** Supervisor Phillips stated that the first workshop was July 12<sup>th</sup>, 2018 at 7:00 p.m.

The next scheduled workshop is on July 26<sup>th</sup> at 6:30 p.m.

Supervisor Phillips stated that she was going to provide worksheets for all department heads to submit their budget for 2019. The Board has met with the Assessor and the CEO.

Supervisor Phillips asked the Board how they would like to proceed with meeting with the Department Heads as she would like to give them time to schedule the meeting.

It was the consensus of the Board to meet with the Department Heads in alphabetical order.

Hwy Sup't Petit asked if every department could get a monthly report and he had asked in the past, but he had not received one. Supervisor Phillips stated that she had provided one and she will try to continue to provide reports.

**Clarification-Planning Board Clerk/ZBA Clerk job description/pay:** Supervisor Phillips asked about clarification because there was nothing in the Organizational Minutes that the clerk receives additional pay for the Minutes.

The Planning Board Clerk receives \$1,000.00 a year for attending the Planning Board Meeting and taking the Minutes the same as the Planning Board Members. The clerk was receiving an additional stipend of \$10.40 per hour to type the minutes, take care of any mailings, and preparing notices to be published in the paper. The work done from her home.

The ZBA Clerk is also a member of the ZBA. The Clerk also receives an additional stipend of \$10.40 per hour for the same duties.

Discussion was held that the stipends can be taken out of the contractual and that we shouldn't stop paying someone in the middle of the year.

Supervisor Phillips stated that she would like someone to make a motion.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to pay the Clerk for past and future wages as submitted until the end of the year.

Roll taken...

Councilor Dunham: Aye Councilor G.R. Horning: Aye Supervisor Phillips: Nay

Councilor Jordan: Aye Councilor J. Horning: Aye

motion carried.

Councilor Jordan requested that in the future any official's or employee's pay that Supervisor Phillips feels is not correct; to please bring the issue before the Board for discussion before the pay is altered.

Supervisor Phillips agreed to the request.

**Approve SWD sheets for Councilor Dunham, Kevin Dwyer, Tax Collector, and Kelly Reader, Town Clerk, Recertify:** These sheets are needed per auditor for ERS. for all employees that participate in the NYS Retirement System.

A motion was made by Councilor Jordan, seconded by Councilor Jordan, seconded by Councilor Dunham to accept the SWD Sheets as presented for John Dunham, Councilman, Kevin Dwyer, Tax Collector, and re-certify Kelly Reader, Town Clerk.

Roll taken...motion carried.

**Supervisor's Payroll Request:** Supervisor Phillips requested to have all payroll information be turned in no later than the Friday before pay day by 5:00 p.m. If the Town Clerk is not available, please give to Supervisor Phillips or slide it under the Town Supervisor's door. If employees know where the Supervisor lives they can also drop it off at the Supervisor's home if more convenient.

Hwy Sup't Petit asked if this was a temporary request due to the fact in the winter month's payroll ends at midnight and he needs time to calculate payroll with overtime because the time clock does not reflect Union Contract allowances.

Supervisor Phillips stated that she understands that and she can take that into consideration. Supervisor Phillips stated that Hwy Sup't Petit can get the payroll information into her on Saturday and Sunday if necessary.

**ADP Charge:** Charge for 6/29/18-7/6/18.

Councilor Jordan asked Supervisor Phillips when the Town get rid of ADP. Supervisor Phillips stated that she had informed the Board prior that they were ending 7/6/2018 and she was looking into other options.

Hwy Sup't Petit stated that some of the paychecks are still off.

Supervisor Phillips stated that she realizes that there are still a few glitches and she is trying to work them out.

Councilor Jordan stated that Supervisor Phillips can take on the responsibility of bookkeeping and payroll but she can not receive extra compensation due to the fact her salary has already been set for the year.

Supervisor Phillips disagreed with Councilor Jordan.

A motion was made by Councilor Jordan, seconded by Councilor Dunham that Supervisor Phillips receives no extra money for doing payroll and bookkeeper. Discussion was held regarding the motion and Councilor Jordan stated that he would put the motion off until next month.

Paychex Payroll Company was discussed.

Supervisor Phillips stated that in the past ADP was not following procedures regarding municipalities and the Supervisor was not signing the checks and they were pulling funds from the Town's bank accounts. This activity is clearly against the State Comptroller's recommendations and guidelines.

Kevin Dwyer, Village Treasurer stated that the Village and the Library uses Paychex for payroll. The payroll information is given to Paychex, the unsigned checks are delivered and they are signed with two signatures.

Supervisor Phillips stated that the person she met with from Paychex stated that they couldn't do the process the way municipalities needed to be done to be in compliance with the Comptroller's Office.

Councilor Dunham asked Kevin Dwyer if he could give Supervisor Phillips the Village's contact for Paychex to check into it for the Town. Kevin Dwyer stated that he would.

**Credit Card:** Supervisor Phillips stated that she had completed paperwork with Pathfinder Bank for two credit cards; maximum dollar amount is \$5,000.00. The amount can be increased or decreased per Board direction.

Supervisor Phillips stated that she thinks it would be more convenient for conference payments and travel expenses.

Supervisor Phillips stated that she needed a motion from the Board so she can complete the process of obtaining credit cards for the Town.

Supervisor Phillips asked for a motion.

It was the consensus of the Board to wait until a Credit Card Policy is in place.

**Information Items:**

Planning Board Meeting Agenda 6/25/2018

Legislator Report

Fire Chief Report

Tug Hill Times

**PUBLIC COMMENTS:**

Discussion was held regarding personal information at private residents. It was a concern that employees did not feel comfortable as an office is provided.

Supervisor Phillips stated that there are a lot of files in boxes that have to be gone through that were left behind. Supervisor Phillips stated that she hasn't had the time and she is hoping to hire another Confidential Secretary to help her sift the boxes so she has more room.

Supervisor Phillips stated that if people didn't feel comfortable going to her home, they can make an appointment and she will meet them at her office or some where else if requested. Supervisor Phillips stated that she wants to be accessible to the public.

Lynn Wood expressed concern regarding her personal information being taken out of her office without her permission. Lynn stated that an Employee Meeting should have been held notifying the employees that their personal information was going to be taken out of the office.

Lynn also discussed not getting paid for the work she has done and she feels that she has waited long enough.

Discussion was held in regards to the Planning Board Clerk's pay

Karen Gage expressed concerns regarding Supervisor Phillips not receiving support from the Board and continuing to meet opposition.

Karen Gage stated that she is hoping that the Board is open to some changes and commended Supervisor Phillips for taking on the position.

Paul Gage expressed concerns regarding Supervisor Phillips not receiving support and stated that the Senior Board Members should be helping her.

The Town's finances were discussed.

Supervisor Phillips stated that she feels the Board has two options:

Cutting the Budget or raising taxes.

Jack Rucynski stated that he has been attending the Town Board Meetings and every meeting seemed to be argumentative and they are not designed to be argumentative. Jack stated that we are dictated by law and we cannot circumvent the law. He agrees if there is a difference of opinion that the issue needs to be brought to a motion and decide that way.

**MEETING CLOSED TO THE PUBLIC.**

#### **APPROVAL OF BILLS:**

**General Fund:** A motion was made by Councilor Dunham, seconded by Councilor G.R. Horning to approve the claims to the General Fund, those being claims #164-#192 for a total warrant of \$16,935.16. Roll taken...motion carried.

Supervisor Phillips stated that she just wanted the Board to be aware that she had to void a check#6490 that was approved on the June 21<sup>st</sup>, Abstract and write three different per request of the Village for Rent, Clean-up Day, and the Sewer Fee.

**Highway Fund:** A motion was made by Councilor Jordan, seconded by Councilor G.R. Horning to approve the claims to the Highway Fund, those being claims #127-#158 for a total warrant of \$200,950.74. Roll taken...motion carried.

#### **EXECUTIVE SESSION:**

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to enter into Executive Session at 9:40 p.m. to discuss personnel. Roll taken...motion carried.

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to adjourn from Executive Session at 9:50 p.m. Roll taken...motion carried.

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to adjourn at adjourn at 9:52 p.m. Roll taken...motion carried.

Respectively submitted,

Kelly Reader  
Parish Town Clerk