

REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held on August 16th, 2018 at 2938 E. Main Street, Parish, NY. The meeting was called to order by Supervisor Phillips at 6:30 pm.

Present:

Mary Ann Phillips, Supervisor
Councilor Dunham
Councilor Jordan
Councilor J. Horning
Kelly Reader, Town Clerk

Excused: G.R. Horning, Councilor

Also Present: Lori Grist, Erin Barger, Craig Petit, Hwy Sup't; Jack Rucynski, Deputy Supervisor; Bob Genant, Town Attorney; Paul Baxter, Tug Hill, Rep.; Rich Lopitz, Assessor; Doug Miller, Engineer; and Debra Groome, Independent Mirror.

MEETING OPEN TO THE PUBLIC:

No Comments.

MEETING CLOSED TO THE PUBLIC.

APPROVAL OF MINUTES:

A motion was made by Councilor Jordan, seconded by, Councilor Dunham to approve the July Meeting Minutes with the amendment that under clarification of Planning Board Clerk/ZBA Clerk Job Description/Pay: It should read \$10.00 per hr instead of \$10.40 per hr. Roll taken...motion carried.

REPORTS:

Supervisor Phillips presented the following reports to the Board.

Financial Report.

Revenue & Expenditure Reports.

The Financial Report was through July 31st, 2018.

Liaison Reports:

General Gov't Report:

Councilor Dunham stated that he had nothing to report.

Policies: For the Cell Phone, Travel, and Credit Card.

The Cell Phone Policy has been adopted by the Board.

Councilor Dunham stated that the Cell Phone Policy has been adopted by the Board.

Councilor Dunham stated that he would meet with Attorney Genant to finalize the policy drafts for Credit Cards and Travel.

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

Infrastructure & Public Facilities: Councilor Jordan stated that he did contact NYMEP and they spoke in regards to saving money for energy. Councilor Jordan stated that he asked if they would put their proposal in writing and they were reluctant to do so.

Councilor Jordan stated in his experience with switching companies, it's usually just a ploy and it doesn't save money.

Emergency Services, Public Safety, Engineering, and Water: Supervisor Phillips stated that Jay Grasso, Grant writer had contacted her as he needed some clarification on a few items.

Also, Supervisor Phillips met with Danny Fitzpatrick from OCWA and provided some information on what the company does.

Hwy Report: Hwy Sup't Petit stated that the Hwy Department has been mowing roadsides and ditching.

Also, Hwy Sup't Petit stated that he had contacted Precision Plumbing to do some work on the faucets at the Hwy Garage. Hwy Sup't Petit has also been working on the Budget for 2019.

The Chips Forms and required documents have been submitted for reimbursement.

The Town should receive \$195,491.37 by September 14th or 15th.

Replacing and updating signs. Discussion was held regarding replacing and updating signs and to begin with Easy Street, Bidwell and White Roads.

Also, Supervisor Phillips stated that the community is asking for Welcome to Parish Signs. Hwy Sup't Petit agreed to get price quotes to present to the Board at the Sept. Meeting. The signs need to be up to DOT Specs to be placed on Town Roads.

Deputy Supervisor Rucynski stated that he had seen a pile of signs at the State Barn and was curious why they were piled there.

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

Assessor Lopitz stated that after the Tax Collection Period ends, the county makes the Town whole and reimburses the Town for any unpaid taxes. Parish's Equalization Rate is at 100%. Exemption forms will be mailed out in October/November and the deadline for submission is March 1st, 2019.

CEO/ZEO Report: CEO Bennett submitted a written CEO/ZEO Report for July, 2018.

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

Town Clerk's Report: Clerk Reader submitted a written Clerk's Report for July, 2018.

DCO Report: DCO Spriggs submitted a written DCO Report.

Tug Hill Circuit Rider's Report: Paul Baxter, Tug Hill Rep. stated that he would have the Circuit Rider's Report in September.

The only item that Paul had to report was that the Tug Hill Commission will be holding a meeting on September 17th at 10: am at the Altmar Municipal Building.

CORRESPONDENCE, COMMUNICATION, & PETITIONS:

Letter from Williamson Law: Price increase in 2019.

NYS Deferred Compensation Plan Services offered to employees.

Letter regarding AOT Annual Meeting & Training in February.

Environmental Protection Fund (EDF) Funding for Municipal Food Scraps Reduction, Food Donation, & Food Scraps Recycling.

OLD BUSINESS:

Amend Local Law NO. 1 of 2011, Town of Parish Zoning Law: The proposed amendment would change Article 7, Section 15, Exempt Temporary Signs, #4 to be defined as Advertising Signs instead of Sale Ad Signs with a slight change in the requirements to place and remove the signs.

A motion was made by Councilor Jordan, seconded by Councilor J. Horning to amend Local Law #1 of 2011 and pass Local Law #1 of 2018 to change the Town of Parish Zoning Law Article 7, Section 715, Exempt Temporary Signs, #4 to change AD Signs to Advertising Signs. Roll taken...

Councilor Dunham: Aye Councilor J. Horning: Aye

Councilor Jordan: Aye Supervisor Phillips: Aye

Motion carried.

Councilor Jordan stated that he would suggest that when there are changes to request the Planning Board Chair to send a letter to the Board with the exact recommendations.

Intermunicipal Agreement with the Village of Parish Creating a Water District:

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to pass a Resolution to enter into an Intermunicipal Agreement with the Village of Parish creating a Water District.

Roll taken...

Councilor Dunham: Aye Councilor: J. Horning: Aye

Councilor Jordan: Aye Supervisor Phillips: Aye

Motion carried.

Resolution to set a Public Hearing regarding the possible formation of a Water Improvement District known as the Village/Town Water District No.1:

A motion was made by Councilor Dunham, seconded by Councilor Jordan to schedule a Joint Public Hearing with the Village of Parish regarding the possible formation of a Water Improvement District to be known as Water District 1 to be held on September 11th, 2018 at the Parish Fire Station at 7:00 p.m. Roll taken...

Councilor Dunham: Aye Councilor J. Horning: Aye

Councilor Jordan: Aye Supervisor Phillips: Aye

Motion carried.

Special Meeting: A motion was made by Councilor Jordan, seconded by Councilor Dunham to schedule a Special Meeting directly following the Public Hearing on September 11, 2018 to schedule a date and time to hold a public vote on establishing Joint Water District 1 in the Town and Village of Parish.

Roll taken...

Councilor Dunham: Aye Councilor J. Horning: Aye

Councilor Jordan: Aye Supervisor Phillips: Aye

Motion carried.

Petition from Allen Road Residents: Tabled until the Sept. Meeting.

State Comptroller Discussion: The State Comptroller is still reviewing the Town's finances.

Harassment at the Workplace Training: Mayor Perkins has scheduled training for September 13, 2018 prior to the Joint Meeting.

Attendance was discussed. Councilor Jordan suggested that a letter be sent to all Department Heads notifying them of the class.

Cell Phone Policy: Councilor Dunham stated that it was addressed earlier in the agenda.

Credit Card Policy: Also addressed earlier in the policy.

Hunting & Fishing Licenses: Supervisor Phillips asked why the Clerk's Office is no longer selling Hunting/Fishing Licenses because she had some of the community ask the reason why.

Councilor Dunham explained that there are many reasons that factored into the Board's decision. Revenue was drastically reduced when box stores began selling them, the Town had to buy and maintain all equipment to process the licenses and more trips to the bank that is not located within the Town.

The Board requested that the Clerk keep track of sales and report them to the Board. The Clerk gave the report to the Board and they made the decision that it was not cost effective to the Town.

Jack Rucynski, Deputy Supervisor stated that he purchases his licenses on the computer and it is easy and convenient.

Supervisor Phillips stated that not everyone has access to a computer or is computer savvy.

Discussion was held regarding locations where licenses could be purchased.

NEW BUSINESS:

Pay Chex: Supervisor Phillips stated that Pay Chex began handling the Town's payroll as of August 1st, 2018. Some of the payroll was still not processed correctly by Pay Chex as agreed upon. Supervisor Phillips contacted Pay Chex again to review what has to be done to process the Town's Payroll correctly.

Budget Update: Schedule Budget Workshops.

A motion was made by Councilor J. Horning, seconded by Councilor Jordan to schedule Budget Workshops on 8/23/, 8/30, 9/6/, 9/27/2018 as needed. Roll taken... motion carried.

Discussion was held regarding contacting Department Heads to schedule a time to discuss their budgets for 2019.

Approve SWD Sheets for John Dunham, Kevin Dwyer, and re-certify for Kelly

Reader: A motion was made by Councilor Dunham, seconded by Councilor J. Horning to approve the SWD Sheets to approve the SWD Sheets per Comptroller's Office and establish the SWD for each:

Roll taken...motion carried.

Credit Card Policy: Tabled until a policy is approved.

Comptroller's Budget Workshop: Laird Petrie from the Comptroller's Office is willing to hold a Budget Workshop for the Town Board, Hwy Sup't & Town Clerk. A date needs to be set ASAP as Mr. Petrie needs to schedule the workshop.

Planning Board Clerk's rate of pay: Councilor Jordan stated that he thought that the Planning Board Clerk's rate of pay for the additional stipend should be raised from \$10.00 per hr to \$10.40 per hour minimum wage.

Supervisor Phillips stated that a contract was signed for the rate of \$10.00 per hour.

Councilor Jordan stated that he believes that the contract was put in place prior to the minimum wage increase.

It was the consensus of the Board to table the decision until the September Meeting when all the Board Members were present.

OTHER:

Hwy Drain: One bid was received from Edge Civil Corporation-\$49,900.00.

Discussion was held regarding applying for a SAM Grant. However, it takes 18-24 months before reimbursement is received.

RAN: Supervisor Phillips stated that only one bid was received on the RAN and she is waiting to see if other bids will come in that will allow the RAN to be paid early.

Information Items:

Planning Board Meeting Agenda 6/25/2018 and June Minutes.

Legislator Report: No Report.

Fire Chief's Report: No Report

Tug Hill Times-Received if any one would like a copy.

MEETING OPEN TO THE PUBLIC:

Erin Barger asked if there will be more Informational Meetings regarding water. She has heard they have been held in private residences.

Supervisor Phillips stated that possibly they may have more informational Water Meetings.

Councilor Dunham stated that it his understanding that the Water Committee was done and the Town and Village are planning the next stages. The next step is to hold a Public Hearing on the District 1 Water Project and to set a Public Vote for those property owners within the proposed Water District.

The Preliminary Engineering Report lists all roads/properties within the District 1 Water Project. Postcards will be mailed out to notify all property owners of the upcoming Public Hearing and Water Vote.

Lori Grist suggested putting out a Joint Newsletter notifying the community of events, public meetings, and general information that would be beneficial to the community.

Lori stated that she be willing to be the contact person. Sending out a Joint Newsletter quarterly.

The County has placed ATV Sign on the corner of Co. Rte. 26 & Co. Rte 22.

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 to the General Fund, those being claims #193-#208 for a total of \$10,736.98. Roll taken...motion carried.

Highway Fund: A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the claims to the Highway Fund, those being claims #159-#175 for a total warrant of \$22,509.74. Roll taken...motion carried.

EXECUTIVE SESSION:

A motion was made by Councilor J. Horning, seconded by Councilor Dunham to enter into Executive Session at 7:52 p.m. taking a 5 minute recess to discuss personnel and Collective Negotiations. Roll taken...motion carried.

Attorney Genant and Deputy Supervisor Rucynski were invited to attend.

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to adjourn from Executive Session at 8:40 p.m. Roll taken...motion carried.

Discussion was held possibly moving the Joint Meeting scheduled for September 13th, 2018 as it is Primary Day.

Supervisor Phillips stated that she will discuss rescheduling the Joint Meeting with Mayor Perkins.

A motion was made by Councilor Jordan, seconded by Councilor J. Horning to adjourn at 8:43 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk