

## REGULAR MEETING MINUTES

Minute of the Regular Meeting of the Parish Town Board held January 24<sup>th</sup>, 2019 held at 2938 E. Main Street, Parish, NY in the Village Gym. Supervisor Phillips called the Meeting to order at 6:30 pm.

**Present:** Mary Ann Phillips, Supervisor  
John Dunham, Councilor  
Doug Jordan, Councilor  
John Horning, Councilor  
Kelly Reader, Town Clerk

**Excused:** G.R. Horning, Councilor

**Also Present:** Jim Bernys, Acting CEO; Dale Chapman, Bill Alsworth, MEO; Krista Alsworth, John Hamilton, MEO; Amy Hamilton, Kevin Dwyer, Tax Collector; Rich Lopiz, Assessor; Bob Genant, Town Attorney; Paul Gage, Karen Gage, Doug Miller, Engineer, Carol Dwyer, and Craig Hwy Sup't.

### **MEETING OPEN THE PUBLIC:**

No Comments.

### **MEETING CLOSED TO THE PUBLIC.**

### **APPROVAL OF MINUTES:**

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

Correction was discussed regarding Minutes of a Special Meeting held December 3<sup>rd</sup>, 2018 taken by Deputy Clerk Dwyer. The correction was concerning a statement that Councilor J. Horning made regarding contracts. Councilor J. Horning stated that he didn't have the Minutes in front of him and didn't remember what the motion said exactly. The Clerk stated that she would provide a copy of the Minutes to Councilor J. Horning. The decision was made to table to the correction request until Councilor J. Horning had an opportunity to review the Minutes.

**ORGANIZATIONAL MEETING:** Tabled.

### **FINANCIAL REPORTS:**

Monthly Supervisor's Report: Supervisor Phillips

Revenue Report: Supervisor Phillips

Expenditure Report:

**Resolution:** A Resolution was made by Councilor Dunham, seconded by Councilor J. Horning to approve all transfers of funds presented from the Appropriated Fund Balance to all accounts in the negative for 2018. Roll taken...motion carried.

### **LIAISON REPORTS:**

**CARPP** (Community Affairs, Recreation, Parks, and Preservation)

Tabled: Councilor J. Horning stated if he could get information when the meetings are scheduled, he would sit in for Councilor G.R. Horning.

**General Finance & Personnel:** Councilor Dunham

**Infrastructure & Public Facilities:** Councilor Dunham

**Emergency Services, Public Safety, and Engineering & Water:** Supervisor Phillips stated there are 5 pieces needed to be completed required by the state for the next round of grants in order to reapply in June.

A resolution is needed to apply for funds to complete studies for the Water Grant. The WIIA Grant will reimburse the cost for the studies. The studies need to be complete before the grant can be resubmitted.

The Water Project Budget Outline was discussed. The studies were not done before because they were not authorized by the Board.  
A Bond Resolution needs to be passes for \$287,000.00 before they can move forward with the studies.

Councilor Jordan stated that his concern was that the Water Ballot stated that the Water Project would not move forward unless the Water Grant was approved.  
It was the consensus of the Board to table the decision and possibly set a Special Meeting to inform the public of the required studies.

#### **REPORTS:**

**Highway Report:** Craig Petit

**Assessor Report:** Assessor Lopitz

**CEO Report:** Jim Bernys, Acting CEO

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

**Town Clerk & 2018 Annual Report:** Clerk Reader

**DCO Report:** DCO Spriggs submitted a written DCO Report

**Tug Hill Circuit Rider Report:** Paul Baxter, Tug Hill Rep.

Conducting an Enumeration was discussed.

**Tax Collector Report:** Kevin Dwyer

#### **CORRESPONDENCE, COMMUNICATIONS & PETITIONS:**

30<sup>TH</sup> Annual Local Gov't Conference-3/28/2019 at JCC in Watertown Annual Gov't Conference at JCC in Watertown.

Tug Hill Meeting Letter-1/28/2019-Parish Village Gym-10 am.

Email from Mayor Perkins

Email from Bonnie Becker-Gov. proposal to gut AIM Program to Town/Villages.

#### **OLD BUSINESS:**

**Payroll Issue:** Discussion was held because employees were not notified that payroll day was changing until the day they were to receive their checks.

**Tug Hill Supervisor's Meeting regarding Happy Valley.**

**Parish Volunteer Fire Company, Inc. Membership List.**

**Review Credit Card Policy:** Tabled as Board wanted time to review the policy.

Councilor Jordan suggested to wait until the entire Board is present to pass the policy.

**Review Service Record Policy:** Tabled as Board wanted more time to review the policy.

**2019 Mileage Rate:** A motion was made by Councilor Dunham, seconded by Councilor J. Horning to change the Mileage Rate from .54 cents to .58 cents for 2019. Roll taken... motion carried.

**Amend 2019 Fee Schedule:** A motion was made by Councilor Dunham, seconded by Councilor J. Horning to amend the 2019 Fee Schedule to add Sheds-\$30.00 and Drilled Wells-\$50.00...motion carried.

#### **NEW BUSINESS:**

**Resolution for Bond:** Tabled until more information can be obtained.

**Approval of Delegate & Alternate to attend Assoc. of Towns Annual Meeting in NYC:** No one will be attending this year.

**Approval of paying new Constable:** A motion was made by Councilor Dunham, seconded by Councilor Jordan to approve paying new Constable-Mike Wood.

**Question regarding Alcohol/Drug Testing for Highway Employees:** It was the consensus of the Board to continue to have all Highway Employees Drug and Alcohol tested.

#### **Information Items:**

**Tug Hill Times:** 11/16/2018, 11/30/2018, 12/14/2018, and 1/18/2019

**E-mail Recognition Day for Kay Perham:** Moving to spring.

#### **MEETING OPEN TO THE PUBLIC:**

Questions were asked regarding changing the payroll date with no notice.

Supervisor Phillips responded that she had intended on giving employees notice of the change but she forgot and apologizes.

The new person doing payroll needs a few days to process payroll due to direct deposits.

Hwy Sup't Petit stated that he had concerns regarding Social Security number displayed on vouchers that ate public records.

Supervisor Phillips stated that she didn't realize that the Social Security numbers were on the bills and she can black them out when submitted.

The Highway Sup't was asked about putting up Christmas Decorations in the Village. and does the Village pay for it.

Hwy Sup't Petit stated that a neighboring town helps and brings in their truck to hang the decorations at no cost to the Town or Village.

Hwy Sup't Petit stated that he feels everyone enjoys the decoration at Christmas time.

Karen Gage stated that if employees do not attend a meeting, she feels they should not receive a check and get it mailed to them.

She doesn't understand the resistance from Board to pass the Service Record Policy.

John Hamilton asked the reason why the paychecks were late.

Supervisor Phillips stated that the new payroll person needs a certain amount of time for Direct Deposit.

John Hamilton stated that it will be a bit of a problem when the Highway Employees are on 4-10 hr days as they don't work in Fridays.

Supervisor Phillips stated that she could mail them.

John Hamilton asked it would be a possibly to get checks on Thursdays at the latest.

Supervisor Phillips stated that she would double check.

**MEETING CLOSED TO THE PUBLIC.**

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

**General Fund:** A motion was made by Councilor J. Horning, seconded by Councilor Dunham to approve the claims to the Highway Fund, those being claims #1-#25 for a total warrant of \$44,470.89. Roll taken...motion carried.

**Highway Fund:** A motion was made by Councilor J. Horning, seconded by Councilor Dunham to approve the claims to the Highway Fund, those being claims #1-#17 for a total warrant of \$24,347.73. Roll taken...motion carried.

**Special Fire District Fund:** Parish Fire Company Contract:

A motion was made by Councilor Jordan, seconded by Councilor J. Horning to pay Claim #15 under General Fund –Special Fire District Fund for the amount of \$210,450.00. Roll taken...

Supervisor Phillips stated that she does not have the money to pay the Fire Company until she receives it from the Tax Collector.

Councilor Jordan stated that he realizes that but the Board will have approved the payment and when she can pay them by the contract date when she receives the money.

Roll taken...Supervisor Phillips-Nay...motion carried.

#### **EXECUTIVE SESSION:**

A motion was made by Councilor Jordan, seconded by Councilor J. Horning to adjourn at 8:01 to enter into Executive Session to discuss the appointment, discipline, dismissal, removal, or employment history of a particular person or persons. Roll taken...motion carried.

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to adjourn from Executive Session at 8:15 pm. Roll taken...motion carried.

**CEO Appointment:** A motion was made by Councilor J. Horning, seconded by Councilor Dunham to appoint Jim Bernys as CEO for the Town of Parish. Roll taken... motion carried.

A motion was made by Councilor Jordan, seconded by Councilor J. Horning to adjourn at 8:25 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader Parish Town Clerk