

Regular Meeting

Minutes of the Regular Meeting of the Parish Town Board held February 15th, 2018 located at 2938 E. Main Street, Parish, NY in the Village Gym. The Meeting was called to order at 6:30 p.m.

Present:

Mary Ann Phillips, Supervisor
John Dunham, Councilor
Doug Jordan, Councilor
John Horning, Councilor
Kelly Reader, Parish Town Clerk

Excused: G.R. Horning, Councilor

Also Present: Craig Petit, Hwy Sup't; L. J. Harvey, Fire Chief; George Bennett, CEO/ZEO; Bill Scriber, Planning Board Chair; Kevin Dwyer, Tax Collector; Bob Genant, Town Attorney; Paul Baxter, Tug Hill Rep.; Paul Gage, Pl Brd Member; Karen Gage, Steve Cronk, ATV Club President; Mike Ortman; ATV Club; Brad Hilton, ATV Club, Jeff Dickinson, Robin Eaton-Novak, Mike Butcavage, David Chapman, Melanie Chapman, Hadwen Fuller, Dale Chapman, Eric Pond and George Kalkowski, Barton & Loughidice, Engineering Service.

Approval of Minutes:

Re-Organizational Meeting Minutes: A motion was made by Councilor Dunham, seconded by Councilor Jordan to accept the Re-Organizational Meeting Minutes as received. Roll taken...motion carried.

Discussion was held regarding corrections that Supervisor Phillips presented Councilor Dunham stated that he would like more time to review the Re-Organizational Meeting Minutes before they were approved.

Supervisor Phillips requested that Councilor Dunham rescind the motion to accept the Re-Organizational Meeting Minutes.

A motion was made by Councilor Dunham, seconded by the Councilor Jordan to rescind the motion to accept the Re-Organizational Meeting as received until the Board has more time to review them. Roll taken...motion carried.

The following corrections were made:

Pg 2-Tax Collector Clerk pay does indicate \$10.40 per hour or \$166.00 per month. The agenda does not indicate \$166.00 per month max.

Pg 2-Deputy Clerks terms-expire 12/31/2018.

Pg 3-Planning Board Chair amount will be corrected from \$300.00-\$2,000.00.

Pg 4-Recreation Coordinator is left off will be added to indicate Recreation Coordinator-Vacant-Exp-12/31/2018- Volunteer.

Pg 4-Robert Dalton is not listed on agenda under Administrative Salaries and is listed in Minutes. Robert Dalton and salary is listed on page 3 of Minutes.

The Highway Department's Wages are listed on Wage Schedule that is attached.

Pg 6-The motion was for all Fee Schedules. However when cutting and pasted the motion should have been located below both fee schedules.

Pg-7 Under Other: When an outside agency is contracted to perform an audit, it is considered to be an External Audit not Internal Audit.

Pg-7 The grates were discussed and any repairs or utilities for the up keep and care of the building is taken out of General Fund and the account number is A5132.4.

The Clerk is placing that in the Minutes for information and is familiar with accounts and their appropriate numbers. This information does not necessarily have to be specified by the Board.

Pg-7 Advertising For Positions: There was a time frame given and it was by the next Board Meeting-The Clerk is aware of deadlines for the advertising and has to meet those deadlines with appropriate dates and times.

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

Supervisor Phillips stated that she was asked why so many seats are vacant. All positions that are left vacant on the Re-Organizational Agenda are left the way they were through 1/4/2018 per information from Supervisors Stelmashuck.

I would like to request a motion that those personnel remain in those positions until we find a Shared Service or decide to contract with or appoint someone else. This is called a Hold Over.

A motion was made by Councilor J. Horning, seconded by Councilor Dunham to approve The "Hold Over" as explained and presented by Supervisor Phillips. Roll taken...motion carried.

REPORTS:

Oswego County ATV Club:

Steve Cronk, ATV President was present to request permission from the Parish Town Board to allow the Oswego County ATV Club and the owners of the Grist Mill Restaurant to request permission to approach the Oswego County Highway Department for use of County Rte 26 as a trail system to connect their trails to Happy Valley and beyond.

A motion was made by Councilor J. Horning, seconded by Councilor Dunham to approve the Oswego County ATV Club and the Grist Mill Restaurant owners to approach the Oswego County Highway Department for use of County Rte 26 as a trail system to connect their trails to Happy Valley and beyond. Roll taken...motion carried.

Financial Report:

Supervisor Phillips received \$100,000 from Tax Collector, Dwyer. Budget Runs will be available for the March Meeting.

Revenue Report:

A revenue report was received from Justice Dayger.

Liaison Reports:

General Government & Policy:

Councilor Dunham stated that he had attended the COG Meeting.

The Tug Hill Commission held it's January Meeting in West Monroe on Monday, January 22 and Councilor Dunham stated that there has been a lot of progress made regarding Low Maintenance Roads.

Budget, Financial & Personnel: Councilor J. Horning stated he had no report at this time.

Infrastructure & Public Facilities: Councilor Jordan stated that he looked at the grate and drain in the floor at the Highway Garage.

Due to the cost of the repair, it needs to be placed out on bid.

Discussion was held regarding having the engineer prepare specs.

Water: Supervisor Phillips stated that she met with Engineer Miller, Attorney Genant and Councilor Dunham to put together preliminary numbers for obtaining grants. A meeting will be scheduled with the superintendent of schools. Meetings will be set up with the grant writer and Rural Development. It was discussed that the Village has not signed with an engineer and may work with another engineer for the Water Project.

Highway Report:

Hwy Sup't Petit gave the Highway Report:

Hwy Sup't Petit stated that the Hwy Dept. has been experiencing some major problems with the 1301 and 1302 trucks.

Some repairs were covered under warranty even though the warranty had expired and some repairs were not. Other towns that have the same trucks are experiencing the same repair problems.

The floor grate repair cost is high enough so it needs to be placed out on bids.

Hwy Sup't Petit stated that he received information that tire prices are going to increase 6%-9%. Hwy Sup't Petit requested to purchase ten tires for the 1301. He will utilize some of the least worn tires on other trucks.

A motion was made by Councilor Jordan, seconded by Councilor J. Horning to authorize Hwy Sup't to purchase 10 tires for the 1301 before prices increase. Roll taken...motion carried.

Assessor's Report: Excused-No report at this time.

CEO/ZEO Report: CEO/ZEO Bennett reviewed his written CEO/ZEO Report.

Tax Collector Report: Tax Collector Dwyer gave the Tax Collection Report as of 2/15/2018. The Original Warrant is \$2,264,022.37. Total collection to date is \$1,542,172.96. Total taxes outstanding are \$722,233.93.

DCO Report: Deputy DCO LaFlair submitted a written DCO Report.

Tug Hill Report:

Paul Baxter, Tug Hill Rep. gave the following report:

The Tug Hill Commission held its January Meeting in West Monroe on Monday, January 22, 2018. The Commission was included in the State Budget as proposed by the Governor in January.

The Tug Hill Government Conference is scheduled for Thursday, March 29th at JCC in Watertown. Registrations must be received or postmarked for the best registration rate.

The North Shore Council of Governments met Thursday, January 25th at a Joint Meeting with the Salmon Rivers Council of Governments, hosted by Salmon Rivers at the Parish Village Gym.

The two councils of Governments discussed in great detail that they may consider adding an associate Circuit Rider to the two service areas.

The NYSDOT has announced a grant program to municipalities for culvert repair/replacement which will cover up to 95% of costs for awardees. There is a workshop for possible applicants in Syracuse on February 22nd. More information is on the DOT Website.

The NYS Dept of Environmental Conservation has scheduled its annual State of NY Lake Ontario Meeting for Thursday, March 15th at 6:30-9:00 p.m. at the Pulaski High School Auditorium.

Association of Towns Training in Rochester: Supervisor Phillips stated a lot of informational was covered in 3 days. Information was distributed to Board Members for job duties.

Meeting Structure Changes: Supervisor Phillips would like to try and move things along differently than what we are used to, i.e. cut off day to receive paperwork for agenda packet (Mondays by 2:00 p.m. of the week of our meeting);. The Chair recognizes all speaker at meetings both board and public. This policy will prevent too many people from talking at the same time. Agenda Packets will be ready for pickup by Tuesday prior to the meeting; verbal/written reports or informational report. Supervisor Phillips stated that she has made a few changes for this meeting and will try and put things together no later than the April Meeting. Any suggestions that anyone has regarding meeting procedure changes let Supervisor Phillips know.

Correspondence, Communications & Petitions:

Letters to Village Mayor: Hours of building use; and request for keys.

The 29th Annual Local Government Conference on March 29th in Watertown.

Copy of Smoking Letter dated 8/3/2017.

Town Employees/Officers stopping in the Town/Village Clerk's Office.

Supervisor Phillips stated that she feels that communication should improve.

Supervisor Phillips stated that information needs to be provided to her to keep her informed on town issues, problems, or concerns.

Gov. Cuomo announced additional funding available for thousands of New Yorkers facing heating emergencies. Letter posted on the bulletin board.

NYMIR offering online training courses, some are free. If anyone is interested Supervisor Phillips has listings on what is available.

Tug Hill Times.

OLD BUSINESS:

COG Meeting: Councilor Dunham gave his report under Liaison Reports.

Proposed Resolution for consideration at the Annual Business Meeting of the Association of Towns in NY City.

Councilor Dunham stated that he reviewed the information and Judge Dayger and Court Clerk Dayger and will be attending. Court Clerk Dayger will be the Designee and Judge Dayger will be the Alternate to represent the Town at the Annual Business Meeting in NY City.

Letter of Resignation of Linda McNamara as Retention Clerk: A motion was made by Councilor Dunham, seconded by Councilor Jordan to accept the resignation of Linda McNamara as Retention Clerk.

Roll taken...motion carried.

Shared Services: Supervisor Phillips stated that apparently it is the wrong time of the year to be asking for this. It will be looked into in the fall.

Letters of Interest for Advertised Positions: Supervisor Phillips asked the advertised positions be extended and to advertise in the Mexico Independent.

Discussion was held in regards to the prices that the Independent Mirror charges for advertising.

A motion was made by Councilor J. Horning, seconded by Councilor Jordan to extend the advertising for the positions of Dog Control Officer, Code Enforcement Officer, and Park Sup't Positions and to have the applicants submit their Letters of Interest and or Résumé to the Clerk by March 14th, 2018 no later than 4:00 p.m. Roll taking...motion carried.

Supervisor Phillips will look at the cost of advertising in the Independent Mirror and will run the ads in the Independent Mirror pending the cost.

Motion to approve the following appointments:

A motion was made by Councilor Jordan, seconded by Councilor Dunham to approve the following appointments:

Deputy Tax Collector: Kelly Reader

Planning Brd Chair: William Scriber

ZBA Member: Michael Mueller

ZBA Chair: Michael Mueller

Cemetery Coordinator: Venita Ackley

Village ZBA-Member- Tina Decker-Village Appointment

Conservation Advisory Officer: Jennifer Reeher

Geographic Systems Officer: Mickey Dietrich

Roll taken...motion carried.

Auditors: Supervisor Phillips will be calling to ask if interested in doing the 2016 & 2017 External Audit for the Town of Parish and ask for written letters of interest with a price quote.

NEW BUSINESS:

Consideration of Changing March Meeting to 3/29/2018 at 7:00 p.m.:

Discussion was held regarding changing the meeting as some of the Board Members will not be able to attend on 3/15/2018.

There were concerns that the Tug Hill Commission Conference will be held on that day and it is an all day event in Watertown.

A motion was made by Councilor J. Horning, seconded by Supervisor Phillips to change the March Monthly Meeting from 3/15/2018-3/29/18 at 7:00 p.m.

Supervisor Phillips requested a roll call vote:

Councilor Dunham: Nay Councilor J. Horning: Aye

Councilor Jordan: Nay Supervisor's Phillips: Aye

Motion did not pass and the March Monthly Meeting will remain on 3/15/2018 at 6:30 p.m.

Expectations of Town Officials/Appointees (Workshop)

Workshops as needed are usually on the 4th Thursday of each month at 6:30 pm.

Information Items:

Planning Board Minutes: Planning Board Minutes were submitted for 1/22/2018 and 2/12/18 Report.

No Legislator's Report was submitted at this time.

Town Clerk's Report: Clerk Reader submitted a Town Clerk's Report and a Dog License Report for January, 2018.

Fire Chief's Report: Fire Chief Harvey gave the Fire Chief's Report for January, 2018.

The check for the 2018 Fire Contract was requested from Fire Chief Harvey.

Supervisor Phillips stated that the bookkeeper will be in the office on Monday and he can cut the check then.

Public Comments:

Robin-Eaton Novak stated that she still has not received a Water Survey from the grant writer.

Dale Chapman stated that he had not received a Water Survey as well.

The question was asked how much are we paying this Grant Writer and what is he doing for his money?

Councilor Dunham stated that he would take their phone numbers and personally contact the Grant Writer to make sure they get their Water Surveys.

Councilor Dunham stated that the Grant Writer did go door to door and obtain more surveys.

Mike Butcavage expressed many concerns regarding the Water Project.

Mike did not feel that the right procedures were being followed and was concerned about the pace of the project. Mike Butcavage stated that he was involved on the Water Project in Mexico and it didn't take this long. Mike stated that the public are not getting the information that is needed and should be available.

Attorney Genant stated that there is a Preliminary Engineer Report. Attorney Genant also stated that he had met with Doug Miller, Engineer, Supervisor Phillips, and Councilor Dunham.

The survey was Town wide.

Councilor Dunham stated he has a proposed Water District Map.

It was suggested to post the proposed Water District Map on line and to keep the public informed.

Mike Butcavage stated that this was the 4th Meeting he had attended and the Grant Writer has not been available.

Discussion was held to request the grant writer to attend a meeting to answer questions from the public.

Supervisor Phillips read a letter from the Grant Writer reporting on the Water Surveys.

We are currently 10% below NYS Level of Poverty. A 25% response rate was needed and the Grant Writer went to 52 houses door to door that went well.

Eric Pond from Barton & Lajudice, Engineering Firm was present and Mr. Pond stated that he has been involved in many Municipals Water Projects, Hastings, Albion, Richland and an initial interest with Sandy Creek.

Paul Baxter spoke in regards to the COG Meeting he and Councilor Dunham attended on 1/29/2018 on Minimum Maintenance Roads.
This law is covered under Municipal Home Rule Law.
This law insures that there is less maintenance in Winter Months.
Approximately 15% of the Snow Mobile Trail System would be lost if Minimum Maintenance Roads were not in existence.

APPROVAL OF BILLS:

General Fund: A motion was made by Councilor Dunham, seconded by Councilor J. Horning to approve the claims to the General Fund, those being claims #039-#063 excluding claim #057 for \$379.40 for a total warrant of \$8,355.47. Roll taken... motion carried. Approval of claim #057 will be revisited by the Board after consultation with the Comptroller's Office.

Highway Fund: A motion was made by Councilor Dunham, seconded by Councilor J. Horning to approve claims to the Highway Fund, those being claims #027-#045 for a total warrant of \$32,675.58. Roll taken...motion carried.

Executive Session:

A motion was made by Councilor Dunham, seconded by Councilor Jordan to take a 3 minute recess and enter into Executive Session at 8:40 p.m. to discuss a proposed, pending, or current litigation and 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 Jordan, seconded by Councilor Dunham to adjourn from Executive Session to the Regular Meeting at 9:05 pm. Roll taken...motion carried.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn at 9:10 p.m. Roll taken...motion carried. Roll taken...motion carried.

Respectfully,

Kelly Reader
Parish Town Clerk