

**SEPTEMBER 17TH, 2020  
REGULAR BOARD MEETING**

Minutes of the Regular Town Board Meeting held September 17, 2020 at 2938 E. Main Street, Parish, NY in the Village Gym and by Zoom. Supervisor Phillips called the Meeting to order at 6:30 pm.

**Present:**

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

**Also Present:** Jim Bernys, CEO; Robin Eaton-Novak, Deputy Supervisor; Jeff Dickinson, Carrie Tuttle, DANC; Mike Altieri, Greggor Smith, and Rachel Bernat, BC&A Civil Engineers; and Paul Baxter, Tug Hill Rep.

**District 1 Water Project Review on EDU Updates and Funding Sources:**

BC&A Civil Engineers and Carrie Tuttle, DANC were present to discuss the EDU updates and requirements for funding sources:

The 2020 EDU evaluation was completed utilizing USDA Rural Development standards. Assumed flow per single family home for 2020 evaluation is 150 gallons per day, which is conservative compared to other similar systems.

It was determined that the 2020 EDU evaluation total is 552.

2020 EDU Evaluation Classifications:

Single Family Home-1 EDU

Two Family Homes, duplexes or two houses on a single property-2 EDUs

Three Family Homes-3 EDU's

Multiple Homes per property-1 EDU per home

Apartments-1 EDU per apartment

Commercial Properties-EDU assignment based on water usage compared to single family residence and similar properties in other communities.

Vacant Properties-0.5 EDUs

APW School District: 81 EDUs total (based on water usage compared to a single family residence)

AG District Property which are unoccupied and actively farmed-0 EDUs (exempt, no water usage)

Churches-1 EDU

Utilities-0 EDUs (No water usage)

Municipal Owned Property-EDU assignment based on water usage compared to a single family residence.

Library-1 EDU

Cemeteries and Parks (with minimal to no water usage-0 EDUs (follows policies in similar communities)

Non-build-able lots-0 EDUs (must have at least 220 feet of road frontage and at least 1.5 acres to be buildable.

BC&A reviewed the funding options for the Parish Joint Water Project and the USDA State Engineering comments on the previous Preliminary Engineering Report.

The USDA RD State Engineer's comments included some comments but not all comments were received regarding what is needed to be added or revised.

The USDA State Engineering Office is very specific in what it requires to consider awarding a USDA Grant for a Water Project.

The costs of the EDUs are going to be a lot higher because of the USDA requirements.

The NYS Comptroller's Statewide average water district cost for 2020 is \$912.00 per EDU.

If the amount is higher than that amount then special permission has to be received from the State Comptroller's Office.

If the Water District vote goes through, then a new Engineering Report would need to be completed and submitted for a USDA Grant and that would be an additional cost. The cost for the additional updated Engineering Report is built in the \$16,630,520 total Water Project cost.

The Water Committee has not been contacted, because the next steps to move forward are decisions that have to be made by the Town Board.

Discussion was held regarding low interest or no interest loans to be applied for to offset costs that will be incurred until the grants have been received.

If Water District 1 is not approved at a vote, then any costs that have occurred will be billed to those that live in Water District 1.

Councilor Jordan was not in favor of continuing to bill people in Water District 1 and he expressed concern regarding affordability to the taxpayers.

3 potential funding scenarios were presented to the Board with different cost amounts, different loan amounts, and grant amounts.

**ADOPT EDUs AS PRESENTED:**

A motion was made by Councilor Dunham, seconded by Councilor Phillips to accept the 2020 EDU evaluation amount of 552 presented by BC&A Engineers.

Roll taken...

Councilor Horning: Aye      Councilor Jordan: Nay      Supervisor Phillips: Aye  
Councilor Wood: Aye      Councilor Dunham: Aye  
motion carried.

**ADOPT FUNDING SCENARIO FOR WATER DISTRICT 1:**

A motion was made by Councilor Dunham, seconded by Councilor Wood to choose Scenario 3- USDA RD, NYS IMG, and another grant.

Potential Grant Amounts:

\$3,000,000 from USDA RD

\$5,292,208 from NYS WIIA

\$400,000 from another source (undetermined)

Loan amount-\$7,938,312 at 2% for 38 years from USDA RD

Cost per EDU-\$909.32

Roll taken...

Councilor Horning: Aye      Councilor Jordan: Nay      Supervisor Phillips: Aye  
Councilor Wood: Aye      Councilor Dunham: Aye  
motion carried.

The next step is to pass a Resolution to hold another vote on Water Project District 1.

The cost of the project has changed as well as the EDU amount.

The Water Attorney will be preparing the legal documents and process required to move forward with the vote on the water project.

**APPROVAL OF BILLS:**

**Budget Transfers/Modifications for September 17<sup>th</sup>, 2020:**

**Highway Fund:** From: DB5112.2-Maintenance Equipment of Roads-CE-\$3,933.80

To: DB5112.2-Equipment Permanent Improvements-\$3,933.80

From: DB9050.8-Unemployment Insurance-\$84.00

To: DB9089.81-Safety Supplies-\$84.00

A motion was made by Councilor Horning, seconded by Supervisor Phillips to approve the Budget Transfers as presented: Roll taken...

Councilor Horning: Aye      Councilor Jordan: Nay      Supervisor Phillips: Aye  
Councilor Wood: Aye      Councilor Dunham: Aye  
motion carried.

**General Fund A:** A motion was made by Councilor Horning, seconded by Councilor Dunham to approve the claims to General Fund A, those being claims #191-#204 for a total warrant of \$18,401.47.

Roll taken...

Councilor Horning: Aye      Councilor Jordan: Aye      Supervisor Phillips: Nay  
Councilor Wood: Aye      Councilor Dunham: Aye  
motion carried.

**General Fund B:** A motion was made by Councilor Horning, seconded by Council Jordan to approve the claims #193, #196,-#205 for a total warrant of \$43.50.

Roll taken...

Councilor Horning: Aye                      Councilor Jordan: Aye                      Supervisor Phillips: Nay  
Councilor Wood: Aye                      Councilor Dunham: Aye

motion carried.

**Capital Project Fund H:** A motion was made by Councilor Horning, seconded by Councilor Dunham to approve the Capital Project H Fund, those being claims #206 & #207 for a total warrant of \$382.00.

Roll taken...

Councilor Horning: Aye                      Councilor Jordan: Nay                      Supervisor Phillips: Nay  
Councilor Wood: Aye                      Councilor Dunham: Aye

motion carried.

**Highway Fund DA:** A motion was made by Councilor Horning, seconded by Councilor Jordan to approve the claims to the DA Highway Fund, those being claims #170-#177 for a total warrant of \$13,793.09. Roll taken...

Councilor Horning: Aye                      Councilor Jordan: Aye                      Supervisor Phillips: Nay  
Councilor Wood: Aye                      Councilor Dunham: Aye

motion carried.

**Highway Fund DB:** A motion was made by Councilor Horning, seconded by Councilor Jordan to approve the claims to the DB Highway Fund, those being claims #178-#185 for a total warrant of \$17,647.82. Roll taken...

Councilor Horning: Aye                      Councilor Jordan: Aye                      Supervisor Phillips: Nay  
Councilor Wood: Aye                      Councilor Dunham: Aye

motion carried.

**OLD BUSINESS:**

**Resolution on Moratorium on Free-Standing Solar Panel Installation-** A motion was made by Councilor Horning, seconded by Supervisor Phillips to pass a Resolution to pass Local Law # 1 of 2020 enacting an extension of a temporary six (6) month moratorium on Free Standing Solar Panel installations within the Town of Parish authorized under Local Law #1 of 2019.

Roll taken...

Councilor Horning: Aye                      Councilor Jordan: Aye                      Supervisor Phillips: Aye  
Councilor Wood: Aye                      Councilor Dunham: Aye

motion carried.

**Franchise Agreement with/Spectrum Northeast, LLC and the Town of Parish:**

A motion was made by Councilor Dunham, seconded by Councilor Horning to pass a Resolution to approve the Franchise Agreement between Spectrum LLC and the Town of Parish

Roll taken..

Councilor Horning: Aye                      Councilor Jordan: Aye                      Supervisor Phillips: Aye  
Councilor Wood: Aye                      Councilor Dunham: Aye

motion carried.

**Zoning Law Amendment:** A motion was made by Councilor Dunham, seconded by Councilor Jordan to schedule a Public Hearing on October 15<sup>th</sup> at 6:00 pm prior to the Regular October Meeting to hear all comments regarding amending the Town of Parish Zoning Law. Roll taken...

Councilor Horning: Aye                      Councilor Jordan: Aye                      Supervisor Phillips: Aye  
Councilor Wood: Aye                      Councilor Dunham: Aye

motion carried.

**Clean-up Day:** Clean-up Day went well. More participation was discussed.

**Lease between Town and Village for Office Space:** The Board approved the lease at the Joint Meeting on September 10<sup>th</sup>, 2020.

**SUPERVISOR'S FINANCIAL REPORTS:**

July and August 2020 Supervisor's Reports were submitted to Board for review.

**REPORTS: July and August**

**Highway Report:** Hwy Sup't Petit submitted written Hwy Reports that was read by Councilor Dunham.

**Repairs At Highway Garage:** A motion was made by Councilor Jordan, seconded by Councilor Dunham to authorize Hwy Sup't Petit to repair black top and replace and repair doors at the Highway Garage providing Hwy Sup't Petit meets with Supervisor Phillips to ensure that there are enough funds available to cover the costs of the repairs. Roll taken...

Councilor Horning: Aye                      Councilor Jordan: Aye                      Supervisor Phillips: Aye  
Councilor Wood: Aye                      Councilor Dunham: Aye  
motion carried.

**Assessor's Report: Assessor Lesnau**

**CEO Report:** CEO Bernys

**Justice Report:** Judge Dayger

**Town Clerk's Report:** Clerk Reader

**DCO:** DCO Spriggs

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

**Fire Company Report:**

**Tax Collector's Report:**

**NEW BUSINESS:**

**Notification of availability to attend meetings or workshops:** Discussion was held that notification is needed to confirm attendance at meetings and workshops.

**Schedule for Budget Workshops on Thursdays:** Supervisor Phillips presented the schedule for Budget Workshops-that will be scheduled for Thursdays beginning September 24, 2020 beginning at 6:30 pm until no longer needed.

**Resolution to adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law.**

A motion was made to pass a Resolution adopting the Retention and Disposition Schedule for New York Local Government records (LGS-1), is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Roll taken...

Councilor Horning: Aye                      Councilor Jordan: Aye                      Supervisor Phillips: Aye  
Councilor Wood: Aye                      Councilor Dunham: Aye  
motion carried.

**Park use for Fall Soccer League:** Discussion was held regarding consideration of allowing a Fall Soccer League to use Merrill Park for the fall season. It was the consensus of the Board not to authorize use for this fall season due to how late it is in the year and the Covid situation. However, it may be taken into consideration for next year's season.

**Other:** Councilor Jordan informed the Supervisor that there were other issues that some of the Board Members wanted to bring up that were not on the agenda.

Supervisor Phillips expressed concern that when items are brought up that are not on the agenda, that there are times more information is needed before brought before a vote. The Supervisor also would like to be informed ahead of time of the issues.

Some of the Councilors disagreed and wanted to bring some issues up to vote.

Councilor Wood expressed that the Board should look into making some changes that he feels would benefit the Town. Councilor Wood spoke in regards to some transfers that were recently made to the Water Project account and the Board should be more involved fiscally.

Councilor Wood has concerns regarding writing off \$100,00.00 in 2019 and have to jump through hoops to find out where \$75,000.00 was transferred from.

Councilor Wood stated that it is nothing personal. It was brought up by another Town Official that the Board has been neglectful regarding their fiscal responsibilities and he feels that it would be beneficial to advertise for a Comptroller, a certified CPA with a minimum of 3 years experience. The rate of pay would be based on experience. Councilor Wood feels that we need someone with experience that can help the Town financially.

In Councilor Wood's opinion that is what the Town needs.

Supervisor Phillips asked if he was talking about eliminating the bookkeeper's position?

Councilor Wood responded yes and it was nothing personal.

Supervisor Phillips disagreed and thought it was personal.

Supervisor Phillips reviewed the Bookkeeper's qualifications and she has a 4 year accounting degree and has experience with municipal accounting. Supervisor Phillips expressed that the Bookkeeper was already doing what the Board is asking for. The Bookkeeper provides monthly reports to all department heads informing them of their balances to date.

Councilor Wood expressed that it was the Town Board's responsibility that they hire someone that has experience with Towns and Villages.

Also, we may be going from a 9.2 million to 16 million or more Water Project Budget that no one has experience with.

He felt that it would help to get an idea on who would be interested and the rate of pay that would be expected if a Comptroller was hired. That is why he is suggesting to advertise for the position.

Councilor Dunham expressed that because it is budget time, it is a good time to look into the possibility.

Supervisor Phillips did not want the Board to vote now and to wait as more information is needed before a vote should be held.

Some of the Board Members disagreed and felt that the issue should be brought up to vote.

A motion was made by Councilor Wood, seconded by Councilor Jordan to advertise for a Comptroller to see if there is an interest and to see what a Comptroller may cost.

Roll taken...

Councilor Horning: Abstain

Councilor Wood: Aye

Supervisor Phillips: Nay

Councilor Jordan: Aye

Councilor Dunham: Aye

motion carried.

**Two Signatures on all checks:** Councilor Wood stated that when he attended a Comptroller's class that it is highly recommended to require two signatures on all checks- Councilor Wood informed the Board that the law states that the second signature is the Town Clerk.

The Supervisor is not in favor of the recommendation.

A motion was made by Councilor Jordan, seconded by Councilor Wood to authorize two signatures on all checks for the Town of Parish. The signatures would be the Town Supervisor and the Town Clerk.

Roll taken...

Councilor Horning: Abstain

Councilor Jordan: Aye

Supervisor Phillips: Nay

Councilor Wood: Aye

Councilor Dunham: Aye

motion carried.

Supervisor Phillips was not pleased with the motion and refused to comply.

Councilor Wood inquired why Supervisor Phillips had a problem with the dual signature idea?

Also, Councilor Wood informed the Supervisor that she had no choice but to comply with the request.

Councilor Dunham had a copy of a proposal for an auditor for the Board to review.

Supervisor Phillips informed the Board that she began to look into contacting auditors for the Board to consider and then Covid hit. The Supervisor hasn't has a chance to pursue it at this time, but she will.

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

AOT Letter w/2021 dues & virtual training information

Correspondence from Mayor Perkins-Covid-19 Protocol and Office Content Security.

#### **INFORMATIONAL ITEMS:**

Tug Hill Times- 7/17/2020, 8/14/2020 & 8/28/2020

Planning Board Agenda & Minutes-7/27/2020 & 8/24/2020

NYMIR Brochure and Annual Report

AOT July Newsletter

July & August, 2020 Board Meeting Minutes.

Joint Board Brd-Agenda-9/10/2020 & Minutes-3/12/2020 & 6/11/2020

**EXECUTIVE SESSION:**

A motion was made by Councilor Horning, seconded by Councilor Jordan to enter into Executive Session to discuss contract negotiations at 9:55 pm.

Roll taken...All in favor...motion carried

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn from Executive Session at 10:28 pm. Roll taken...All in favor...motion carried.

Councilor Jordan wanted to discuss the re-appointment of Jack Rucynski's term to the Assessment Board of Review.

Supervisor Phillips wanted to wait as she didn't think the term information was correct.

Clerk Reader stated that was what she had documented.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn the meeting at 10:31 pm. Roll taken...All in favor...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk