

REGULAR MEETING
November 19, 2020

Minutes of the Regular Meeting of the Parish Town Board held November 19th, 2020 at 2938 E. Main Street, Parish, NY in the Village Gym and by Zoom. The meeting was called to order by Supervisor Phillips at 6:30 pm.

Present: John Dunham, Councilor
Richard Horning, Councilor
Doug Jordan, Councilor
Gary Wood, Councilor-By Zoom
Mary Ann Phillips, Supervisor
Kelly Reader, Town Clerk

Also Present: Craig Petit, Hwy Supt,; Jim Bernys, CEO; Paul Baxter, Tug Hill Rep; Robin Eaton-Novak, Deputy Supervisor and L.J. Harvey, Fire Chief.

Present by Zoom: Bob Genant, Town Attorney; Eleanor Kinney, Shenvalee Lee, Jackie Murphy, Village Trustee; Daily Family, Gary Wood, Town Councilor; and Jessica Valenzuela.

Supervisor Report:

Supervisor Phillips presented the Supervisor's Report to the Board for review for October 2020.

Budget Transfers/Modifications:

A motion was made by Councilor Horning, seconded by Councilor Dunham to approve the Budget Transfers as presented.

General Fund A:

From: A7110.1- Parks PS-\$21.02 To: A7110.421-Electric, St. Rte 69 Park-\$21.02

Highway Fund DB:

From: DB511012-Part Time Summer Help-\$2,000.00 To: DB9089.8-Employee Benefits-\$2,000.00

Roll taken...Councilor Dunham, Councilor Horning, Councilor Jordan, Councilor Wood, and Supervisor Phillips- Aye (5) Nay (0)...motion carried.

APPROVAL OF BILLS:

General Fund A: A motion was made Councilor Horning, seconded by Supervisor Phillips to approve the claims to General Fund A, those being claims #223-#252 for a total warrant of \$27,859.61.

Discussion: Councilor Jordan stated that he had a problem with all the bills because the Board gave the Supervisor a month by Nov 1st to get two signatures on checks and it is not done yet.

Supervisor Phillips asked if the Board could wait to discuss the signature issue as it was further down on the agenda.

Councilor Jordan responded that he was not signing any bills or approve them until there are two signatures.

No one had signed the bills.

Supervisor Phillips expressed concerns regarding items that are brought up that are not on the agenda and it was against the Open Meetings Law.

Councilor Jordan asked if they could have a Roll Call Vote.

Roll taken...

Councilor Dunham, Councilor Jordan, and Councilor Wood-Nay (3)

Councilor Horning and Supervisor Phillips-Aye (2)

motion did not carry.

Supervisor Phillips asked if this was the way it was going to be for all the bills?

Councilor Wood reminded the Supervisor that the majority of the Board was not going to approve the bills until arrangements are made to allow two signatures on all checks and comply with the Board's motion.

Hwy Sup't Petit was concerned about the vendors for the Highway Department not getting paid. The delay could create issues that may result in an interruption of obtaining fuel and other supplies that are needed to maintain the Hwy Department.

Supervisor Phillips does not have a problem with two signatures on checks. She has a problem with who she has to sign the checks with which is the Town Clerk.

Councilor Wood responded that he had checked with attorneys and the Comptroller's Office and it has to be the Town Clerk. Councilor Wood responded that he asked if it could be someone else and he was told no.

The Supervisor made reference to a law that would allow the Board to designate someone else besides the Clerk to counter sign checks, but she didn't have it with her.

Councilor Wood responded that it has to be the Town Clerk.

A heated discussion took place regarding the counter signature issue.

REPORTS:

Highway Report: Hwy Sup't Petit gave the Hwy Report and reported that the Town should be receiving the CHIPS revenue in mid-December for \$126,458.88.

Assessor's Report: Assessor Lesnau

CEO Report: CEO Bernys

Justice Report: Justice Dayger

Town Clerk's Report: Clerk Reader

DCO Report: DCO Spriggs. Enumeration is going well.

Tug Hill Report: Paul Baxter, Tug Hill Rep. has been working with towns to prepare their budgets for their fiscal year starting January 1st, 2021.

Tug Hill Times publication provides information on adopting the final budget and it should be done by adopting a resolution not a motion. Paul has attached a sample resolution for reference.

The Tug Hill Commission Offices are still operating at 50% capacity.

Tug Hill Commission has offered training to local Planning Boards and Zoning Boards of Appeals to aid them with their annual training hours requirement. The training sessions have been placed on the Tug Hill YouTube channel afterward. The Commission is looking into finding a way to provide certificates to members that participate with those sessions after their initial presentations.

The Governor's Executive Order allowing remote Meetings and Public Hearings has been extended to December 3, 2020.

The next Salmon River Council of Governments Meeting has been scheduled for November 20th, 2020 at the Altmar-Albion Municipal Building beginning at 3:30 pm.

The Tug Hill Commission is getting closer to implementing a contractor to assist in meeting coverage in the Salmon Rivers Area.

An E-mail has been sent to send a bill for the Salmon Rivers Council of Governments Membership. Paul assisted the Justice with setup for with Microsoft Teams as required by the court system. Paul also set the Justice up with an external monitor for his court laptop on a trial basis. Paul suggest that the Town purchase a larger flat screen monitor for his use. The cost would be around \$200.00

Paul assisted the Town Clerk with generating a reference list of those receiving the mailing for the Dog Enumeration.

Paul assisted the Supervisor and the Town Board in moving things forward in the budget development process.

Paul assisted the Town Supervisor with materials to be used informing the public about the upcoming Water District Public Hearing.

The Dell Computer that Paul had previously identified as a potential laptop for the Tax Collector is unavailable under the business arrangement on file with Dell. Paul is investigating additional options to get on order as soon as possible.

Supervisor Phillips thanked Paul for helping the Town with the 2021 Budget and for aiding with the Water District Mailing.

OLD BUSINESS:

Audit Update: Councilor Dunham had contacted an auditor to conduct an audit for the Town of Parish. It took awhile for the auditing firm to get back to him. Councilor Dunham is recommending a full audit for all departments as we are applying for grants.

The Towns of Volney and Hastings uses the auditor that Councilor Dunham has spoken to. Councilor Dunham will have the exact amount for the cost of the audit at the December Meeting.

Supervisor Phillips requested that Councilor Dunham contact another auditor that was recommended as well because their quote was cheaper.

Re-appointments: Discussion was held regarding that any re-appointments that come up such as those individuals that serve on the ZBA, Planning Board, or BAR will be advertised unless that individual chooses not be re-appointed.

Jack Rucynski was re-appointed to the BAR and William Scriber was re-appointed to the Planning Board at the October Regular Meeting.

Mike Mueller has submitted a letter of interest to be re-appointed to the BAR. (Assessment Board of Review)

NEW BUSINESS:

Resolution to Adopt the 2021 Final Budget: A motion was introduced by Councilor Horning, seconded by Councilor Dunham to pass a resolution to adopt a Final Budget for fiscal year of 2021. Roll taken...Councilor Dunham, Councilor Horning, Councilor Jordan, Councilor Wood, and Supervisor Phillips-Aye-(5)-Nay (0) motion carried-See attached.

Snowplowing: Discussion was held regarding plowing the Highway Sup't driveway and full time MEO's driveways that reside in Parish.

A motion was made by Councilor Wood, seconded by Councilor Horning that the Highway Superintendent has the authority to maintain his driveway throughout the winter season with the Town Pickup and during significant snowstorms the Highway Sup't has authorization to open up the end of the driveways for the MEO's that live in the Town of Parish.

Roll taken...Councilor Dunham, Councilor Horning, Councilor Jordan, Councilor Wood, and Supervisor Phillips-Aye (5) Nay (0) motion carried.

Oswego County Multi-Jurisdictional Hazard Mitigation Plan Update: Terry Bennett sent the updated plan and it has to be adopted. Supervisor Phillips asked the Board if they would like Terry Bennett to come to the next meeting to go through it.

Councilor Jordan suggested to do it at a workshop.

Supervisor Phillips responded that she was not doing it at a workshop as they have had enough workshops.

Supervisor Phillips will invite Terry to the December Meeting on December 17th, 2020.

IRS Letter: The letter was in reference to the Town's address on Town documents.

Drug Testing Procedures: Hwy Sup't Peitit explained that no matter what, if there is an accident the driver has to go for a drug test as this has been past practice. Recently, Hwy Sup't Petit had to take a MEO to get a drug test due to a mirror that was knocked off a truck. Hwy Petit asked if the drug testing should be waived if there is no bodily injury and if it's nothing serious due to COVID.

The Hwy Sup't checked with two labs and they were closed. He had to take the employee to the hospital in Fulton for the drug test. Hwy Sup't Petit expressed concerns as he and the employee are going where there is potential exposure to COVID. It was the consensus of the Board to leave it up to the Highway Sup't's discretion if drug testing is necessary for minor accidents that does not involve bodily injuries. If it is a major accident then there is no question that drug testing is required. The possibility of liability was discussed. Hwy Sup't Petit added that this policy can always be revisited in the future.

Budget Officer's Position/Salary: Supervisor Phillips asked the Board if they would consider creating the position of Budget Officer and set a salary for the remainder of this year. Supervisor Phillips has been working a lot doing payroll and bookkeeping and she is asking for a salary to be set that she could collect for doing the extra work.

Councilor Wood expressed that he thinks there are other things that need to be taken care of first, one which is the issue of dual signatures.

Supervisor has no problem with dual signatures, but it is the person that the Board is trying to connect her with.

Councilor Wood explained that the Comptroller's Office had commented that the Board needed to have more oversight on the Town's financial dealings and counter signatures is highly recommended.

Councilor Wood has asked Councilor Dunham if he would be willing to be the second signature and Councilor Dunham responded that he didn't mind.

Councilor Wood thought it would be a good idea and then spoke to Lori from the Association of Towns to asked about the process.

Lori explained that no definitely not, that the only other person authorized to sign if they have dual signatures is the Town Clerk.

Councilor Wood explained to back her word up, he contacted Syracuse and spoke to the Comptroller's Office. The Comptroller said yes, the only other authorized signature is the Town Clerk's.

Councilor Wood is not trying to force anything, it's the law and he wants the Board to move forward. It covers the Supervisor and it's a step forward and one thing that the Board can do to have a little more oversight with the Town's finances.

Supervisor Phillips has the law in black and white, but she doesn't have it with her. The information that she has states that it could be the Town Clerk. However, it does not have to be the Town Clerk, it could be someone else that the Board designates.

Councilor Wood would like to see it because he read it out of the law book too that it has to be the Town Clerk.

Supervisor Phillips will have to find it.

Attorney Genant was present and Councilor Wood stated that the Board could ask him to look it up.

Attorney Genant stated that he could look it up, but he knows already that it is what Gary had said.

Supervisor Phillips wanted to see it in black and white.

Councilor Jordan suggested to look at the Budget Officer item next month.

Councilor Dunham asked if the Budget Officer was another line item?

Supervisor Phillips responded that it was and the position would need to be created.

If a person is not designated as a Budget Officer, it's automatically the Supervisor.

The Supervisor informed the Board that she is only asking for this year.

Councilor Jordan suggested that the Supervisor hire a payroll company.

Supervisor Phillips responded that she was not going to hire a payroll company as it is cheaper to do it in-house.

A heated discussion was held regarding the resignation of the Bookkeeper and the extra work that the Supervisor is doing as of September.

Supervisor Phillips has been in contact with individuals to see if they had an interest in helping with the extra bookkeeping work and her search has not been successful.

The consensus of the Board was not to create a line for a Budget Officer and not to set a salary for the position at this time. That would be the only way the Supervisor could be paid legally for the extra work.

INFORMATIONAL ITEMS:

Tug Hill Times, Heart of Tug Hill Magazine-10/23/2020 & 11/6/2020

Planning Board Agenda -10/26/2020 & 11/23/2020

PL/Brd Minutes: 9/28/2020 & 10/26/2020

CiTi BOCES Spotlight

Bank of Greene County Letter

B&C Letter

NYS Safety Plan Template

Gordon Lyons Letter

E-mail from Kathy Stiles (OSC)

AOT-Certificate for Designation for 2021 Training School & Annual Meeting-Virtual-Offered

President's week in February.

Salmon River Councilor of Gov't Meeting-11/20/2020-Altmar-Albion Municipal Bldg.

EXECUTIVE SESSION:

A motion was made by Councilor Horning, seconded by Councilor Dunham to enter into Executive Session at 7:50 pm to discuss contract negotiations and to discuss matters leading to the employment, dismissal or removal of a particular person or corporation. Town Attorney Genant and Attorney Brunetti, Contract Negotiation Attorney were invited to attend. Roll taken...

Councilor Dunham, Councilor Horning, Councilor Jordan, Councilor Wood, and Supervisor Phillips Wood-Aye (5) Nay-(0) motion carried.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn at 9:17 pm from Executive Session to the Regular November Meeting. Roll taken...Councilor Dunham, Councilor Horning, Councilor Jordan, Councilor Wood, and Supervisor Phillips-Aye (5) Nay-(0) motion carried.

Adoption of Union Contract: A motion was made by Councilor Dunham, seconded by Councilor Wood to adopt the Union Contract with Teamster Local Union #317 with changes. Roll taken...

Councilor Dunham, Councilor Horning, Councilor Wood, and Supervisor Phillips-Aye (4) Councilor Jordan-Nay (1) motion carried.

APPROVAL OF BILLS:

General Fund A: Claims #234-#252 for a total warrant of \$27,859.61

Capital Project Water District H Fund: Claims #253-#257 for a total warrant of \$11,345.45

Highway DA Fund: Claims #204-#226 for a total warrant of \$68,158.20

Highway DB Fund: Claims # 227-#232 for a total warrant of \$13,959.11

A motion was made by Councilor Dunham, seconded by Councilor Wood to approve the claims as presented above and to be paid pending that there are two signatures on all checks by Monday. Roll taken...

Councilor Dunham, Councilor Horning, Councilor Jordan, Councilor Wood, and Supervisor Phillips-Aye-(5) Nay (0) motion carried.

Upcoming Meetings:

December 2, 2020- @6:30 pm-Public Hearing on Water District-1

Discussion was held on the rise in Covid cases and the restrictions that may be put in place.

Paul Baxter will check to see what restrictions are in place, however they may be changed.

The Public Hearing will also be available by Zoom.

December 3, 2020-@ 6:30 pm-Zoning Law Update

December 10, 2020-@ 7:00 pm-Joint Meeting

December 17, 2020-@ 6:30 pm-Regular December Meeting.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn at 9:30 pm.

Roll taken...Councilor Dunham, Councilor Horning, Councilor Jordan, Councilor Wood and Supervisor Phillips-Aye (5) Nay (0) motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk