

## **ORGANIZATIONAL MEETING 2021**

Minutes of the Organizational Meeting of the Parish Town Board held January 14<sup>th</sup>, 2021 at 2938 E. Main Street, Parish, NY in the Village Gym and by Zoom. Supervisor Phillips called the Organizational Meeting to order at 6:30 pm.

**Present:** John Dunham, Councilor  
Gary Wood, Councilor  
Doug Jordan, Councilor-Zoom  
Mary Ann Phillips-Zoom

**Absent/Excused:** G. Richard Horning, Councilor

**Also Present:** Jim Bernys, CEO; Kevin Dwyer, Tax Collector; and Paul Baxter, Tug Hill Rep.

### **2021 Appointments:**

Discussion was held regarding going with a payroll company rather than a payroll clerk. Councilor Wood feels that it would be more beneficial to the Town if they contracted with a payroll company rather than hiring a payroll clerk. Councilor Wood has been in touch with the Association of Towns Attorney-Lori Mithens and it is a Board decision.

Supervisor Phillips wants payroll to remain in-house as she felt it was cheaper.

Councilor Wood suggested that it would take some of the workload off Supervisor Phillips.

Councilor Wood informed the Board that the Village Board and Library uses Paychex for a payroll company.

Supervisor Phillips explained that the Town did have them for a short time, however there were some issues that she didn't want to discuss at this time. The issue could be discussed at a later date and time.

Councilor Wood cited the laws that pertain to who's authority it was to select how they would process payroll under Section 29-Subdivision 3 and under GML Law-Section-96-B.

The Board just has to pass a resolution in order to make the designation to hire a payroll or banking institution. Councilor Wood wanted to know what the rest of the Board thought.

Supervisor Phillips disagreed with Councilor Wood and felt that it is the Town Supervisor's responsibility, however she will look at the laws. Supervisor Phillips explained that the Board sets the pay on how much they will receive as they do everyone else. Supervisor Phillips explained by law it's the Town Supervisor's responsibility to appoint the payroll clerk and the bookkeeper. Councilor Wood asked her to look at the law and see for herself.

Councilor Dunham gave the Board information on Benn and Company. Councilor Dunham explained that they could come in and prepare the records for each department which would be cheaper when an Audit is conducted. They also could give a proposal for bookkeeper, financial officer, or comptroller services as there are different ways of doing what is needed to be done. Councilor Dunham suggested that the Board set up a Zoom Meeting to explain what services they could provide

Councilor Dunham stated that the first thing that should be done is to advertise for the position.

Supervisor Phillips didn't have a problem meeting with Benn and Company to discuss what they have to offer.

**Assessor's Resignation:** The Clerk received a letter of resignation from Mr. Lesnau on February 6<sup>th</sup>, 2021 informing the Board that he would be resigning his position as of February 1<sup>st</sup>, 2021.

The Board discussed that the position should be advertised ASAP.

Also, some requirements and qualifications were discussed that the Board would ask of the candidate such as putting in at least 20 hours per week in the office and they need to be fully certified.

Exemption forms need to be in by March 1<sup>st</sup>, and discussion was held on that. Supervisor Phillips informed that Board that Mr. Lesnau would stay on after February 1<sup>st</sup> if he is needed to help.

Councilor Wood informed the Board that under Public Officer's Law Section-31, Assessor Lesnau has 30 days from the date of his resignation and he specified that he would be resigning as of February 1<sup>st</sup>, 2021 and that is what the law states. Supervisor Phillips did not care what the laws states, if he is needed then he can help. Councilor Wood explained that the Board has to follow the law regardless.

A motion was made by Councilor Dunham, seconded by Supervisor Phillips to accept the appointments for 2021. Roll taken...Councilor Dunham, Supervisor Phillips-Aye (2) Councilor Jordan, Councilor Wood-Nay (2). motion did not pass.

Supervisor Phillips asked what the problem was, the Assessor staying on or other options? Supervisor Phillips wants him to stay longer if they have no one that applies. Discussion was held regarding advertising prior to accepting the resignation.

**Re-vote on 2021 Appointments:**

A motion was made by Councilor Jordan, seconded by Councilor Wood to approve the 2021 Appointments as presented. Roll taken... Councilor Dunham, Councilor Wood, Councilor Jordan, and Supervisor Phillips-Ayes (4) Nays (0) motion carried.

**See Attached:**

**2021 Administrative Salaries:**

Discussion was held regarding salaried positions and payment. Discussion was held that Elected Officials get paid regardless if they miss a meeting or not and the same should apply to appointed officials to be fair and respectful. Supervisor Phillips informed the Board that was the law for Elected Officials and she could not change it. She would if she could. Councilor Wood thought it was not fair and payment should be fair. There is training requirements for some of committees and they do not get paid. Sometimes a meeting has to be missed because of things that come up beyond someone's control. A suggestion was made if someone habitually missed meetings then the issue could be brought to the Town Board and they would have to discuss other options.

Councilor Jordan ask who's call was it the Planning Board's or the Town Supervisor's? Councilor Jordan also asked if the Town Board approved it or did the Supervisor make it happen on her own? Supervisor Phillips made the decision as she is head of the payroll department and it was a suggestion from the Comptroller's Office. Councilor Wood's opinion is that it should be fair regardless if you are elected or appointed. Councilor Jordan informed the Board that if its a Board decision, then he feels that it should go back to the way it was and keep it as a salaried position. People attend training and if they miss a meeting they should not be penalized.

A motion was made by Councilor Wood, seconded by Councilor Jordan to approve the 2021 Administrative Salary Schedule as presented and accept salary payment for appointed members regardless of attendance. Roll taken... Councilor Dunham, Councilor Jordan, Councilor Wood-Aye (3) Supervisor Phillips-Nay (1) motion carried.

**See Attached:**

**2021 Employee Wage Schedule:**

Discussion was held regarding adjusting rates of pay per hour for the Park Sup't position and a Temporary Employee possibly consideration of \$14.00 per hour. The consensus was an adjustment could be made down the road if needed. Discussion was held regarding the Deputy Tax Collector's salary-it is a salaried position not an hourly position and should remain that way. Supervisor Phillips disagreed. Also, the title Minute Taker was discussed as the Department of Personnel does not recognize that title. Supervisor Phillips explained that they are not clerks and titles vary between the Comptroller's Office and the Department of Personnel. The Supervisor can change it.

A motion was made by Councilor Wood, seconded by Councilor Jordan to accept the 2021 Employee Wage Schedule as received with the corrections that the Deputy Tax Collector remain a salaried position not hourly and the Board reserves the option of increasing the hourly rate for the Park Sup't and Temporary Employees if needed. Roll taken... Councilors Dunham, Jordan, and Wood-Aye (3) and Supervisor Phillips-(Nay) (1). motion carried.

**See Attached.**

**2021 Legal Holidays:**

A motion was made by Councilor Jordan, seconded by Councilor Wood to accept the 2021 Legal Holiday Schedule as presented. Roll taken...

Councilor Dunham, Councilor Jordan, Councilor Wood, and Supervisor Phillips-Aye (4) Nays (0) motion carried. It was pointed out that Memorial Day was on May 31<sup>st</sup>, not May 24<sup>th</sup> and the Supervisor will correct it.

**2021 Designations:**

Discussion was held regarding signatures on accounts. Councilor Wood explained that the Supervisor and Town Clerk's signatures are on all accounts and also the Deputy Supervisor and the Deputy Town Clerk, Evelyn Stelmashuck should also be on all accounts. The Deputy Supervisor can sign in place of the Supervisor if the Supervisor is incapacitated or out of town. The Deputy Town Clerk can sign in the place of the Town Clerk if she is incapacitated or out of town. This provision is under Town Law Section 30-subdivision 10 and Town Law Section 42.

Councilor Wood explained that all 4 signatures need to be on file at the bank.

Supervisor Phillips needs further clarification before this can happen.

Also, due to the rising cost of the Oswego County Weeklies and their base location is in Jefferson County some of the Board Members wanted go with one paper which is the Queen Central.

It was pointed out that the Queen Central is located in Oneida County . The comparison in the costs were a major factor in the discussion. The Supervisor explained that not everyone gets the Queen Central and they still have a small office in Mexico. The Town's Website was also discussed because people can get it worldwide. Oswego County Weeklies publish ads in the Oswego Shopper and Oswego County weeklies and we are charged for both papers.

A motion was made by Councilor Wood, seconded by Councilor Jordan to stick with one paper and the Town's Website. Roll taken...

Councilor Dunham, Councilor Jordan, Councilor Wood,-Aye (3) Supervisor Phillips-Nay (1) motion carried.

It was the consensus of the majority of the Board to table the designations until clarification can be made regarding signatures on checks. Roll taken...

A motion was made by Councilor Wood, seconded by Councilor Dunham to table the 2021 Designations as presented until further clarification can be made regarding signatures on checks.

Roll taken...Councilor Dunham, Councilor Jordan, Councilor Wood-Aye (3) Supervisor Phillips-Nay (1). motion carried.

**See Attached.****2021 Fee Schedule: Non/Building Permits & Building Permits.**

A motion was made by Councilor Wood, seconded by Councilor Jordan to approve the 2021 Non/Building and Building Permits as presented. Roll taken...

Councilor Dunham, Councilor Jordan, Councilor Wood, and Supervisor Phillips-Aye (4) Nay-(0) motion carried.

**See Attached.**

**Water District Information:** Discussion was held regarding getting information out to the public in Water District 1 on questions and answers that were discussed at the Water Meeting regarding the rise in cost for those that reside in Water District 1.

Councilor Wood would like to see the information that will be going out to the residents of the Water District prior to being mailed.

Eligible voters were discussed and Absentee Voters were discussed.

All names on deeds in the Water District are eligible to vote and if they live in the district and are eligible voters they can vote regardless if they own property.

Councilor Jordan suggested to save postage to send information out at that same time on the upcoming Water Vote on March 1, 2021.

**Possible Payroll Error:**

Supervisor Phillips discussed a possibility of a payroll error and if she did make the error, she asked if Board would give her permission to correct it. The Supervisor has to look into it further.

A motion was made by Councilor Wood, seconded by Councilor Jordan to allow Supervisor Phillips to correct a possible payroll error. Roll taken...

Councilor Dunham, Councilor Jordan, Councilor Wood, and Supervisor Phillips-Aye (4) Nay (0) motion carried.

A motion was made by Councilor Jordan, seconded by Councilor Dunham to adjourn at 8:20 pm. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk