

**TOWN OF PARISH 2021 ORGANIZATIONAL MEETING APPOINTMENTS**

**Elected Officials - for information only**

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Town Clerk	Kelly Reader	2021 FT
Town Councilor	George Richard Horning	2023 PT
Town Councilor	John Dunham	2021 PT
Town Councilor	Douglas Jordan	2021 PT
Town Councilor	Gary Wood	2023 PT
Highway Superintendent	Craig Petit	2021 FT
Justice	Carl Dayger	2021 PT
Town Supervisor	Mary Ann Phillips	2021 PT
Town Tax Collector	Kevin Dwyer	2021 PT

**Appointments by the Supervisor**

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Bookkeeper/Director of Finance	Vacant	2021 PT
Confidential Secretary	Karen Gage	2021 PT
Deputy Supervisor	Robin Eaton-Novak	2021 PT
Historian	Mary Bridget Swartz	2021 PT
Payroll Clerk	Vacant	2021 PT

**Appointments by Department**

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Court Clerk	Sheila Dayger	2021 PT
Deputy Court Clerk OR	Kelly Reader	2021 PT
Second Deputy Court Clerk	Evelyn Stelmashuck	2021 PT
Deputy Highway Superintendent	Belden Dawley	2021 PT
Deputy Town Clerk OR	Evelyn Stelmashuck	2021 PT
Second Deputy Town Clerk OR	Kevin Dwyer	2021 PT
Deputy Tax Collector	Kelly Reader	2021 PT
Historian's Clerk	Kim Perkins	2021 PT

Appointments by the Board - mandated						
Position				Name		Term Expires
Assessor				Joseph Lesnau		2025 Sept 30 PT
Assessment Board of Review Chair				Lynette Wood		2021 Sept 30 PT
Tn Assessment Board of Review Mbr				Kevin Dwyer		2022 Sept 30 PT
Tn Assessment Board of Review Mbr				John Rusczyński		2025 Sept 30 PT
Code Enforcement Officer				Jim Bernys		2021 PT
Dog Control Officer				Jack Spriggs		2021 PT
Planning Board Chair				Paul Gage		2023 PT - Town
Town Planning Board Member				Diane Spaziani		2024 PT
Town Planning Board Member				William Scriber		2025 PT
Village Planning Board Member				Kevin Dwyer		2021 PT
Village Planning Board Member				Benjamin McDonald		2022 PT
Records Management Officer				Kelly Reader		2021 PT
Vital Statistics Registrar				Kelly Reader		2021 PT
Deputy Vital Statistics Registrar				Evelyn Stelmashuck		2021 PT
Zoning Board of Appeals Chair				Michael Mueller		2023 PT - Town
Zoning Board of Appeals Member				Walter Borland		2021 PT - Village
Zoning Board of Appeals Member				Stewart Brown		2022 PT - Town
Appointments by the Board - optional						
Position				Name		Term Expires
Attorney for the Town				Robert Genant		2021 PT
Cemetery Coordinator				Venita Ackley		2021 PT
Cemetery Sexton				Vacant		2021 PT
Chief Constable				Robert Dalton		2021 PT
Constable				Herb Hawker		2021 PT
Constable				Joshua Russell		2021 PT
Constable				Frank Vadala		2021 PT
Constable				Michael Wood		2021 PT
Chief Fire Warden				Lawrence Harvey		2021 PT
Fire Warden				Mark Adams		2021 PT
Fire Warden				Crait Petit		2021 PT
Fire Warden				Belden Dawley		2021 PT
Conservation Advisor				Vacant		2021 PT
Deputy Code Enforcement Officer				Patrick Dolan		2021 PT
Deputy Dog Control Officer				Vacant		2021 PT
Geographic Systems Officer				Mickey Dietrich**		2021 PT
Park Superintendent				Vacant		2021 PT
Park Maintenance				Vacant		2021 PT
Planning Board Clerk				Virginia Brown		2021 PT
Recreation Coordinator				Vacant		2021 PT
Youth Representative				Vacant		2021 PT
ZBA Board Clerk				Virginia Brown		2021 PT

Employees - for information only						
Position	Name			Term Expires		
Motor Equipment Operator	William Alsworth			contract	FT	
Motor Equipment Operator	John Hamilton			contract	FT	
Motor Equipment Operator	Allen VanSanford			contract	FT	
Motor Equipment Operator	G. Michael Wisner III			contract	FT	
Seasonal Motor Equipment Operator	Belden Dawley			at will	FT	
Senior Wing Operator	Charles Lescenski			at will	PT	
Senior Wing Operator	Dylan Petit			at will	PT	
Senior Wing Operator	Jacob Petit			at will	PT	
Senior Wing Operator	Lawrence Wood			at will	PT	
Senior Wing Operator	Amy Hamilton			at will	PT	
Senior Wing Operator	Douglas Tanner			at will	PT	
Wing Operator	Matthew Barling			at will	PT	
Wing Operator	Katherine Alsworth			at will	PT	
Wing Operator	Krista Alsworth			at will	PT	
Wing Operator	Dale Ostrander			at will	PT	
Wing Operator	Joshua Russell			at will	PT	

**TOWN OF PARISH 2021 ADMINISTRATIVE SALARIES**

<u>Position</u>	<u>2021 Salary</u>
Highway Superintendent	\$44,000.00
Town Clerk	\$22,000.00
Assessor	\$20,000.00
Code Enforcement Officer	\$16,000.00
Town Supervisor	\$16,000.00
Town Justice	\$15,000.00
Bookkeeper	\$13,000.00
Attorney for the Town	\$11,500.00
Court Clerk	\$10,000.00
Dog Control Officer	\$6,000.00
Town Councilor	\$4,000.00
Town Councilor	\$4,000.00
Town Councilor	\$4,000.00
Town Councilor	\$4,000.00
Town Tax Collector	\$4,000.00
Deputy Highway Superintendent	\$3,250.00
Payroll Clerk	\$3,000.00
Planning Board Chair	\$2,000.00
Records Management Officer	\$2,000.00
Conservation Advisor	\$1,000.00
Deputy Supervisor	\$1,000.00
Historian	\$1,000.00
Planning Board Clerk	\$1,000.00
Town Planning Board Members	\$1,000.00
Village Planning Board Members	\$1,000.00
Chief Constable	\$900.00
Deputy Dog Control Officer	\$0.00

Vital Statistics Registrar				\$500.00		
Cemeteries Sexton				\$500 per grave opening		
				\$50 per cremation opening		
Zoning Board of Appeals Chair				\$350.00		
Assessment Board of Review Chair				\$325.00		
Cemeteries Coordinator				\$250.00		
Tn Assessment Board of Review Members (2)				\$200.00		
Zoning Board of Appeals Members (2)				\$50.00 per meeting attended		
Planning Board & ZBA Alternates				\$20.00 per meeting attended		
1 Vil Alternate & 1 Tn Alternate for PB - Ad (Tn)						
1 Alternate for ZBA - Ad						

**TOWN OF PARISH 2021 EMPLOYEE WAGE SCHEDULE**

Position	2021 Wage Per Hour	
Motor Equipment Operator	\$23.00	
Laborer (permanent full or part-time)	\$21.58	
Seasonal Motor Equipment Operator	\$16.00	Up to 8 hr per day, over 8 is OT
Chief Fire Warden	\$20.00	
Fire Warden	\$18.00	
Constable	\$20.00	
Deputy Code Enforcement Officer	\$18.00	
Senior Wing Operator	\$14.00	
Confidential Secretary	\$14.00	
Wing Operator	\$13.00	
P/T Deputy Tn Clerk	\$13.00	
Deputy Tax Collector	\$1,500.00 - Salary	
All other P/T Clerks, Minute Takers	\$12.50	
Park Superintendent	\$12.50	
Temporary Employee	\$12.50	
Geographic Systems Officer	Volunteer	
Youth Representative	Volunteer	
P/T Clerk/Minute Takers for either ZBA or BAR	\$12.50	
		\$50.00 Max unless add'l meetings required

**TOWN OF PARISH 2021 ORGANIZATIONAL MEETING DESIGNATIONS**

TOWN OF PARISH 2021 ORGANIZATIONAL MEETING DESIGNATIONS									
Designation									
Administrative Offices			2938 E. Main Street, Parish, NY 13131						
Bids			Accept all State & County approved bids.						
Conservation Advisory Council			Planning Board & Conservation Advisor						
Delegation to the Association of Towns			Vacant						
Annual Meeting									
Alternate to the Association of Towns			Vacant						
Annual Meeting									
Employee Handbook			As approved January 1, 2011 - needs to be updated!						
Engineer			Miller Engineers						
External Auditor			Vacant						
Grant Writer			Jay Grasso						
Health Insurance			Highway Employees, Highway Superintendent, Town Clerk providing position is full time. Retirees per Contract & Addendum Attorney & Justice if all premiums paid out of pocket						
Invest Idle Monies			Supervisor is given authority to invest idle monies						
Joint Meetings			March 11; June 10; September 9; December 9 at 7:00 p.m.						
Marriage Officers (2 people)			Kelly Reader & Evelyn Stelmashuck						
Mileage Allowance			Town Officers & Officials, \$56 per mile, from Office No mileage given for driving in Town limits except for Assessor & Code Enforcement						
Monthly Meetings			Third Thursday of every month @ 6:30 p.m.						
Monthly Workshops			Fourth Thursday as needed at 6:30 p.m.						
Negotiator			Mr. John Brunelli						
Official Bulletin Board			Gym Lobby Bulletin Board						
Official Depositories			Key Bank for Cemeteries & PathFinder Bank						
Official Papers			Camden Queen Central						
Petty Cash			Town Website - Clerk - \$200 Code Enforcement Officer - \$100 Justice - \$200 Tax Collector - \$100						
Photographer			Nancy Bookheimer, we reimburse for all costs.						
Pre-Pays			Approve paying prior to Bd Mtgs: public utilities electric, gas, water, sewer, telephone services, and purchase of fuel oil for DPW Bldg.						



Public Notice: READ			Official notice will be provided to the public and the news media of all regular, special meetings, and workshops of the Town Board at which public business is officially transacted. Such notice is designed to facilitate public attendance at such meetings so they may observe & listen to the deliberations of the Board.	
			Listings to be included on our Town Website	
Purchase Equipment			Highway Superintendent is authorized to spend up to \$2,000.	
			Items that cost over \$2,000 need to be approved by the Board or possibly put out for bid.	
Signature on Accounts			Supervisor and Town Clerk or Deputy Supervisor at Bank	Deputy
Special Council			Vacant	Town Clerk
Water District #1 Project Manager			Dev Auth of the North Country, Carrie Tuttle, Star Carter	
Water District #1 Legal Council			Barclay Damon, LLP, Joseph Russell, Diane Collette	
Water District #1 Engineer			BC&A: Gregor Smith, Michael Altieri, Rachel Bernat	
Transfer of Funds			Board will approve budget modifications at the Board meetings as needed.	
Union Contract			Expires 2023	



TOWN OF PARISH LEGAL HOLIDAYS FOR 2021						
<i>All Town Offices will be closed and no meetings will be scheduled on these days.</i>						
1	New Year's Day - Friday, January 1					
2	Martin Luther King Day - Monday, January 18					
3	Presidents' Day - Monday, February 15					
4	Town of Parish Day - Friday, March 19 (optional by department)					
	(Day our Town was Incorporated)					
5	Memorial Day - Monday, May 31					
6	Independence Day - Monday, July 5					
7	Labor Day - Monday, September 6					
8	Columbus Day - Monday, October 11					
9	Election Day - Tuesday, November 2					
10	Veterans' Day - Thursday, November 11					
11	Thanksgiving Day - Thursday, November 25					
12	Christmas Day - Friday, December 24					

TOWN OF PARISH 2021 FEE SCHEDULE (building permits)						
Revenue Source				Fee		
Accessory Bldgs: (Pole Barns, Garages, Storage Bldgs, Pavillions, Sheds)				\$0.25	per square foot	
Agricultural Permits (Zoning Only)				\$50	NEW	
Alterations (\$0 - \$1,000)				\$25.00		
Alterations (\$1,001 - \$2,000)				\$50.00		
Alterations (\$2,001 - \$3,000)				\$75.00		
Alterations (\$3,001 & above)				\$100.00		
Business Permit				\$25.00		
Commercial Fire Alarm Systems				\$100.00		
Commercial Large Scale Solar				\$500.00	NEW	
Commercial Small Scale Solar				\$300.00	NEW	
Commercial Wind Energy System				\$300.00	NEW	
Decks/Porches				\$50.00		
Demolition				\$50.00		
Fire Inspection 2nd One				\$25.00		
Fire Inspection 3rd One				\$50.00		
Generators (including PV Systems) greater than 12 KW				\$50.00		
Geothermal Permit				\$125.00		
Habitable Space				\$0.40	per square foot	
Non-Habitable Space				\$0.30	per square foot	
Hot Tubs				\$50.00		
HVAC				\$30.00		
Lift a Stop Work Order				\$100.00		
Operating Permit				\$25.00		
Pools (both above ground & in ground)				\$50.00		
Inflatable Pools & Portable Pools over 18" tall				\$50.00		
Renewal for Inflatable Pools & Portable Pools				\$1.00		
Renewal Permit				50% of initial Bldg. Permit		
Renewal Permit for 6 month extension				25% of initial Bldg. Permit		
Refunds - (good for 30 days after Bldg Permit is approved & NO work has started)						
Residential Wind Energy System				\$50.00	NEW	
Road Cut Permit				Next Year Consideration		
Septic				\$75.00		
Shed (Zoning Only) up to 143 square feet				\$30.00	NEW	
Sign Permit				\$25.00		
Solid Fuel Heating Devices				\$30.00		
Telecommunication Tower				\$300.00	NEW	
Trailer Setup				\$150.00		
Wells, drilled				\$50.00		
Note: failure to get a permit doubles the fee.						
Note: permits are good for one year.						
Note: electrical inspections provided by a third party service.						

