

REGULAR MEETING
January 21, 2021

Minutes of the Regular Meeting of the Parish Town Board held January 21st, 2021 at 2938 E. Main Street, Parish, NY in the Village Gym and by Zoom. Supervisor's Phillips called the Meeting to order at 6:30 pm.

Present:

John Dunham, Councilor
Doug Jordan, Councilor-Zoom
Gary Wood, Councilor-Zoom
Mary Ann Phillips-Zoom
Kelly Reader, Town Clerk

Absent/Excused: G. Richard Horning, Councilor

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

SUPERVISOR'S REPORT:

No report at this time as the Supervisor needs to reconcile all fund accounts before she can provide a report.

APPROVAL OF BILLS:

General Fund A: A motion was made by Councilor Wood, seconded by Councilor Jordan to approve the claims to the General Fund A, those being claims #1-#22 for a total warrant of \$11,230.99.

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

Capital Water Project-H Fund: A motion was made by Councilor Wood, seconded by Councilor Jordan to approve the claims to the Capital Water Project-H Fund, those being claims #23-#24 for a total warrant of \$4,579.55. Roll taken...Councilor Dunham, Councilor Jordan, Councilor Wood, and Supervisor Phillips. Aye-(4) Nay-(0). Motion carried.

Highway Fund DA: A motion was made by Councilor Wood, seconded by Councilor Jordan to approve the claims to the Highway DA Fund, those being claims, #1-#21 for a total warrant of \$26,676.19. Roll taken...Councilor Dunham, Councilor Jordan, Councilor Wood, and Supervisor Phillips. Aye-(4) Nay-(0). Motion carried.

REPORTS:

Highway Report: Hwy Sup't Petit was unavailable and Councilor Dunham read the Highway Report. The Town has received reimbursement for Chips-\$126,458.88. Hwy Sup't Petit had a refund of \$59.93 that he received from a purchase for a fogger to disinfect the trucks. He will turn the refund over to the Supervisor as it was cheaper than originally billed.

Assessors Report: Tabled.

Justice Report: Judge Dayger

Town Clerk Report: Clerk Reader

DCO Report: DCO Spriggs

Tug Hill Report: Paul Baxter, Tug Hill Rep.

Fire Chief's Report: Fire Chief Harvey.

Tax Collector's Report: Tax Collector Dwyer gave the following report:

Total Tax Warrant: \$2,523,101.67

To County Treasurer: \$1,290,049.47

To Town Supervisor: \$1,233,052.20

Total Collections as of 1/16/2021-\$387,984.42 Total Outstanding-\$2,135,117.25

OLD BUSINESS:

Resolution on Water District 1:

A motion was made by Councilor Jordan, seconded by Councilor Wood to pass a resolution that the Town Board of the Town of Parish hereby changes the venue for the mandatory referendum to be held on March 1, 2021 from the Village of Parish Gym located at 2938 East Main Street, Parish, New York to take place at the Parish Volunteer Fire Company, Inc.'s Fire Hall located at 16 Union Street, Parish, New York from the hours of 12 p.m. to 9 p.m..

Roll taken...

Councilor Dunham-Aye

Councilor Jordan-Aye

Councilor Wood-Aye

Supervisor Phillips-Aye

Motion carried. See Attached.

Audit Letter:

Discussion was held regarding Benn & Company. Councilor Dunham explained that this company will go through each department's books to get them prepared for an audit. Councilor Dunham stated that this process would cut costs down and make it easier for the auditor. Councilor Jordan disagreed and didn't think we needed to hire someone to come in and organize the department's books. Hiring an auditor was discussed and decided that it could be placed on the April Agenda. Councilor Dunham suggested that the Board set up a Zoom Meeting so the company could explain what they would do. No one was opposed to having Benn and Company attend a Zoom Meeting to discuss what services they could provide.

Employee Retirement Systems Forms: The ERS Forms that were previously discussed were not needed at this time as the employee has retired. The employee is just waiting on an adjustment form.

Organizational Meeting Designations:

Discussion was held regarding the Deputy Town Clerk signing checks if the Town Clerk was out of town or incapacitated. Supervisor Phillips had a call into the legal department for the Office of the State Comptroller's to get information, but they have not responded yet.

A motion was made by Councilor Wood, seconded by Councilor Jordan to give approval to authorize Evelyn Stelmashuck, Deputy Town Clerk's signature registered at the bank for authorization to sign checks in the absence of the Town Clerk.

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

Organizational Meeting 2021 Designations:

A motion was made by Councilor Wood, seconded by Councilor Jordan to approve the Organizational Meeting 2021 Designations:

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

Payroll Error:

A motion was made by Councilor Jordan, seconded by Councilor Dunham to give Supervisor Phillips permission to correct a payroll error of \$50.00 when Supervisor Phillips finds the error. Roll taken... Councilor Dunham, Councilor Jordan, Councilor Wood, and Supervisor Phillips. Roll taken... Councilor Dunham, Councilor Jordan, Councilor Wood, and Supervisor Phillips. Aye-(4) Nay (0). Motion carried.

NEW BUSINESS:

Attorney Russell has provided some guidelines and requirements for the upcoming Water District 1 Vote on March 1st, 2021.

Election Inspectors for the Water Vote:

Discussion was held that the Board did not want anyone that lived in the Water District to serve as an Election Inspector or anyone that works for the Town.

The Town Board authorized the Clerk to hire the Election Inspectors for the Water District 1 Vote.

CORRESPONDENCE:

Letter of Resignation from Assessor Lesnau:

Assessor Lesnau is willing to stay on as an interim assessor until the position is filled and could also assist the new assessor.

Councilor Wood was wondering on how the Board would pay the Interim Assessor Position.

Supervisor Phillips was going to contact Betsy Knapp from the Oswego County Real Property Office to see if she could provide some information.

A motion was made by Councilor Jordan seconded by Councilor Wood to approve Assessor Lesnau to serve on an Interim basis after February 1, 2021 until we get someone to fill the position and or to help with the position. Roll taken...

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

Betsy Knapp provided an e-mail regarding the Assessor's Position, qualification, and an application.

INFORMATIONAL ITEMS:

Tug Hill Times-12/18/2020 & 1/11/2021

County of Oswego Tax Warrant

Municipal Shelter Inspection Report

Town Board Minutes: 12/17/2021-Brd Meeting & 12/17/2020-Public Hearing.

Councilor Dunham will be handling counting Petty Cash for all departments that collect money.

Planning Board Minutes: 12/28/2021 & Agenda-1/25/2021.

The Clerk made mention to the Board that by the 20th of January of each year, all town officers or employees of the Town shall make all financial records available and shall account to the Town Board. It is the Town Board's responsibility. Discussion was held that this process has not been done for some time.

Suggestions were made that a possible training class could be provided to aid the Town Board with auditing of all Town Official's Books.

CiTi BOCES-The Spotlight.

A motion was made by Councilor Dunham, seconded by Councilor Wood to adjourn at 7:33 p.m.. Roll taken...Motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk