

**REGULAR MEETING**  
**2/17/2022**

Minutes of the Parish Town Board Meeting held February 17th, 2022 at 2938 E. Main Street, Parish, NY in the Village Gym and via Zoom. The meeting was called to order by Supervisor Bernys at 6:00 pm.

**Present:**

Gary Wood, Councilor  
Doug Houghton, Councilor  
Robin Eaton-Novak, Councilor  
Jim Bernys, Supervisor  
Kelly Reader, Town Clerk

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

**Also Present:** Bob Genant, Town Attorney; L.J. Harvey, Fire Chief; Kevin Dwyer, Tax Collector; Paul Baxter, Tug Hill Rep.; Trudy Engst, Bookkeeper; Jack Rucynski, Confidential Secretary; Steve Cronk, DCO; and Shelly Clark.

**MEETING OPEN TO THE PUBLIC:**

No comments.

**MEETING CLOSED TO THE PUBLIC.**

**EXECUTIVE SESSION:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to enter into Executive Session at 6:06 pm to discuss matters leading to the appointment of a Planning Board Member and Constable. Roll taken...Councilor Wood, Councilor Houghton, Councilor Eaton-Novak, and Supervisor Bernys. Aye (4) Nay (0)...motion carried.

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to adjourn from Executive Session to the Regular Board Meeting at 6:20 pm. Roll taken...All in Favor...motion carried.

**SUPERVISOR'S COMMENTS:**

Supervisor Bernys commented that he and Bookkeeper Engst have been working hard to learn more each day. Bookkeeper Engst has been on the phone with Williamson Law for both the payroll program and the accounting program.

Supervisor Bernys has been in contact with the instructor in order to get someone enrolled in class to become one of our constables. This should be accomplished next week as the class begins on March 1<sup>st</sup>.

In February, the Bookkeeper, the Town Clerk, and the Supervisor attended a webinar titled "Improving the Effectiveness of your Claims Auditing Process".

Supervisor Bernys would like to thank the Supervisor and Bookkeeper, Vern and Ken from West Monroe for all their help and guidance this past month.

**COUNCILOR'S COMMENTS:**

No comments.

**APPROVAL OF MINUTES:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the January 20<sup>th</sup>, 2022 Regular Meeting Minutes as received. Roll taken...Aye (4) Nay (0) ...All in favor...motion carried.

**COMMITTEE REPORTS:**

**ARPA FUNDS:** Councilor Eaton-Novak reported that they just began to form a committee for both the ARPA Funds and the Social Media Page. Jack Rucynski, Gary Wood, Robin Eaton-Novak and Shelly Clark met at the Gristmill last Wednesday to discuss the ARPA Funds and the Social Media Page. They will be meeting this coming Wednesday at 5:00 pm if anyone is interested. It was suggested that Paul Baxter place the date and time on the Town's Website if any one was interested in attending. Councilor Eaton-Novak will get the information to Paul for posting.

**DEPARTMENT REPORTS:**

**Highway Reports** Tabled-no report.

**Assessor's Report:** Supervisor Bernys read the Assessor Trudell's Report.

**CEO/ZEO: Report:** Supervisor Bernys read CEO/ZEO Hamacher's Report.

**Justice Report:** Justice Dayger

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

**DCO Report:** DCO Cronk gave the DCO Report and thanked everyone for the card that he received for the loss of his son.

**DCO Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to authorize Dog Control Officer, Steven Cronk to make the determination if a dog requires medical attention with consideration of the best interest of the Town and the dog. Roll taken...

Councilor Wood, Councilor Houghton, Councilor Eaton-Novak, and Jim Bernys, Supervisor-Aye (4) Nay (0)...motion carried.

**Fire Report:** Fire Chief Harvey gave the Fire Chief's Report January 20, 2022.

**Tax Collector's Report:** Tax Collector Dwyer gave the Tax Collector Report.

**Tug Hill Report:** Paul Baxter, Tug Hill Rep.-reported that Tug Hill plans for an in-person 2022 Tug Hill Conference scheduled for Tuesday, April 19<sup>th</sup>, 2022 at the Turning Stone Casino. Note that the best registration rate requires registration by March 18<sup>th</sup>, 2022. Planning for the next Salmon Rivers Councilor of Government Meeting is in progress-watch for an e-mail with details in the near future. The Tug Hill Commission's Meeting in Oswego County scheduled for Monday, March 21<sup>st</sup>, 2022 at 10:00 am has had the meeting location confirmed at the Cleveland Hall.

NYS Archives has announced that they are accepting new applications for the 2022-23 Local Gov't Records Management Improvement Fund Grant cycle. More information is available on their website, <https://www.archives.nysed.gov/grants/lgmif-grants>. Deadline for application is 5:00 pm. March 21, 2022, and the deadline for establishing a new user account is 5:00 pm. March 7, 2022. There is a webinar about LGRMIF grants on March 1, 2022, from 10-11am.

The Tug Hill Commission Directors and Commission Chairs (COG), and Paul solicited all Salmon River Supervisors and Mayors for input on questions, needs, and concerns, which were shared with the Commission to shape its work program to best meet the needs of the region as defined by you, our Tug Hill Towns and Villages.

On the taxable status of State Wildlife Management Area lands in the town, the topic was raised at the aforementioned annual meeting of COG Chairs and Tug Hill Commission Directors and Chair, which keeps attention on it.

Paul has ordered and installed replacement monitors on the Town Supervisor's and Town Clerk's computer, and installed a webcam on the Supervisor's computer for anticipated future teleconferencing. Paul has a copy of material for the Town from the NYS Comptroller's guide for local government pertaining to the Annual Audit which the Town Board is required to do or see that it's done. The Annual Audit pertains to those positions which receive or disburse money on behalf of the Town.

Paul also gave a reminder that Section 284 of the State Highway Law that requires the monies spent for the repair and improvement of such highways, sluices, culverts, bridges, at such places and in such manner as may be agreed upon by the Town Board and the Town Superintendent of Highways. Such agreement shall be written and signed in duplicate by a majority of the members of the Town Board, and by the Town Superintendent, before the same shall take effect. One of such duplicates shall be filed in the office of the Town Clerk and one in the office of the County Superintendent.

Such monies shall be paid out by the Supervisor on vouchers approved by the Town Superintendent in accordance with such agreement.

## **NEW BUSINESS:**

### **Annual Court Audit:**

A motion was made by Councilor Robin Eaton-Novak, seconded by Councilor Houghton to make a motion to pass a Resolution to accept Justice Dayger's Financial Records for 2021. The Resolution was adopted by vote of Councilor Houghton, Councilor Eaton-Novak, Councilor Wood and Supervisor Bernys-Aye (4) Nay (0). Be it resolved that the Parish Town Board approved and accepted the 2021 Court Audit, February 17, 2021.

Motion to pass-Resolution carried.

**Appointment Planning Board Member:** A motion was made by Councilor Wood, seconded by Councilor Houghton to appoint John Dunham to the Planning Board effective immediately. Roll taken...Councilor Wood-Aye                      Councilor Eaton-Novak-Nay

                    Councilor Houghton: Aye              Supervisor Bernys: Aye  
motion carried.

### **Appointment of Constable:**

A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to appoint Johnnie Pierce as a Constable for the Town of Parish. Roll taken...All in favor...Aye (4) Nay (0)...motion carried.

**Discussion on Town Computer back-up procedures:** Paul Baxter spoke in regards to computer backup policies and procedures. Paul suggested that the Town come up with developing a policy or procedure. We also need more than one way to back up and a second location for storage. Possibly, more discussion at a workshop.

**NEW BUSINESS OFF THE FLOOR:**

**Approval of New Members: Parish Volunteer Fire Company:**

A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak for approval of Maggie Grosvent of 2882, E. Main Street, Parish, NY as an active member of the Parish Volunteer Fire Company. Roll taken...Councilor Wood, Councilor Houghton, Councilor Eaton-Novak, and Supervisor Bernys.-Aye (4) Nay-(0)...motion carried.

A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak for approval of Tyler Kowanes of 2914 Co. Rte 26, Parish, NY as an Active RAN member of the Parish Volunteer Fire Company. Roll taken...Councilor Wood, Councilor Houghton, Councilor Eaton-Novak, and Supervisor Bernys Aye (4) Nay (0)...motion carried.

**OLD BUSINESS:**

Tug Hill Conference-April 19<sup>th</sup>, 2022 get registrations to the Town Clerk by March 1<sup>st</sup>, 2022.

Shelly Clark, group volunteer presented a tentative Facebook Page policy of procedures for the Board and Town Attorney to review.

The policy was from the Town of Fishhack.

Discussion was held regarding officially forming a committee and Councilor Eaton-Novak agreed to be the chairperson. Councilor Eaton-Novak would like the Facebook Page to be a positive news resource for the community.

The comment portion of the Facebook page was discussed.

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton made a motion to officially form a Facebook Page and to appoint Councilor Eaton-Novak as Chairperson. Roll taken... Councilor Wood, Councilor Houghton, Councilor Eaton-Novak, and Supervisor Bernys-Aye (4) Nay (0)...motion carried.

**OLD BUSINESS OFF THE FLOOR:**

Supervisor Bernys stated that Kevin Dwyer has been paid for back pay for Planning Board Meetings he was not paid for and was present at. Lynn Wood was also paid for back BAR pay of \$25.00. Supervisor Bernys just wanted the Board to be aware that it was done.

**CORRESPONDENCE:**

None.

**INFORMATIONAL ITEMS:**

None.

**APPROVAL OF BILLS:**

**Supervisor's Financial Report:** The Supervisor's Financial Report was presented to the Board at the beginning of the meeting.

**Transfers:** None.

**General Fund A Account:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the claims to the General A Fund, those being claims #025-#040 for a total warrant of \$15,364.57. Roll taken...All in favor.... Aye-(4) Nay-(0)...motion carried

**Highway DA Fund:** A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to approve the claims to the Highway DA Fund, those being claims #13-#29 for a total warrant of \$36,604.99. Roll taken...All in favor... Aye-(4) Nay-(0)...motion carried.

**SF Fund:** A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the claim to the SF Fund, that being claim #41 for a total warrant of \$227,225.00. Roll taken... All in favor... Aye-(4) Nay-(0)...motion carried.

**EXECUTIVE SESSION:**

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to enter into Executive Session at 7:13 pm to discuss proposed litigation. Roll taken...All in Favor...Aye (4) Nay (0)...motion carried.

A motion was made by Councilor Robin Eaton-Novak to adjourn from Executive Session to the Regular Meeting at 8:35 pm. Roll taken...All in favor...Aye (4) Nay (0)...motion carried.

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to adjourn from the Regular Board Meeting at 8:36 pm. Roll taken...All in favor...Aye (4) Nay (0)...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk