

REGULAR MEETING
5/26/2022

Minutes of the Parish Town Board held May 26th, 2022 at 2938 E. Main Street, Parish, NY in the Village Gym. Supervisor Bernys called the meeting to order at 6:00 pm.

Present:

Gary Wood, Councilor
Arrived-7:06pm Doug Houghton, Councilor
Robin Eaton-Novak, Councilor
G.R. Horning, Councilor
Jim Bernys, Supervisor
Kelly Reader, Town Clerk

ALSO PRESENT: Paul Baxter, Tug Hill Rep.; Trudy Engst, Bookkeeper; Will Hamacher, CEO; Steve Cronk, DCO; L.J. Harvey, Fire Chief; John Dunham, Planning Board Member; Bob Genant, Town Attorney; George Horning, Hwy Sup't; and John Horning.

MEETING OPEN TO THE PUBLIC:

No Comments.

MEETING CLOSED TO THE PUBLIC.

SUPERVISOR'S COMMENTS:

Supervisor Bernys commented that over the past month, he and the bookkeeper have been working on many things. Trudy has completed and filed the annual AUD. Trudy accomplished this with the assistance of Williamson Law Book Company and Laired Petrie through Tug Hill Commission. This was at no cost to the town and saved a lot of money. Supervisor Bernys commented this could not have been done without their help. Supervisor Bernys was finally able to get the files downloaded for the ARPA Funds as well as file the first quarterly report for those funds. Supervisor Bernys and Trudy attended a fiscal oversight webinar through the NYS Comptroller's Office. Supervisor Bernys attended his first Oswego County Supervisor's Meeting. Supervisor Bernys thanked the Councilors for changing the date and time of the meeting to allow him to attend. The webinars and meetings continue to allow he and Trudy to learn and grow. Finally, Supervisor Bernys thanked Amber from Queen Central News for coming to Parish and delivering their newspaper to our Town and Village Offices.

COUNCILOR COMMENTS:

Social Media: Councilor Eaton-Novak attended a Social Media Webinar on how Social Media relates to Towns, Villages, and Cities. Councilor Wood commented. the Veteran Flags and Banners that have been displayed and they look good. Councilor Eaton-Novak commented that there has been a lot of positive comments on Social Media.

GRANTS:

Jay Grasso, Grant Writer has been designated as the Town's Grant Writer. Jay has previously secured grants for the Town. Mr. Grasso was successful in obtaining a grant for \$34,000.00 toward purchasing a snowplow through a USDA grant and bond. Currently, there is a lot of funding available. The needs of the community should be identified. If the town applies for a grant for Merrill Park, quotes have to be obtained quickly as the deadline is July 29th. August 11th, 2022. It was suggested to hold a workshop to discuss grant opportunities with Mr. Grasso.

INTERNAL AUDITS:

Laird Petrie reviewed the process in conducting an Internal Audit. Any one that receives and disburses funds on behalf of the town should be audited annually. An Internal Audit is a formal examination of all financial records. The term audit does not have a definition. Town Law 123 specifies that a Town Audit should be conducted within the first 60 days from the end of the last fiscal year. A checklist guide is provided by the NYS Comptroller's Office. Mr. Petrie spoke in regards to options that the Town Board has to conduct an Internal Audit. The Board can hire an outside auditor, one person can be designated to perform the audit, and or Board Members collectively can perform the audit.

APPROVAL OF MINUTES:

Workshop Minutes: 4/7/2022: A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the Minutes of the Workshop held 4/7/2022 as received. Roll taken...All in Favor...motion carried.

Regular Meeting Minutes: 4/21/2022: A motion was made by Councilor Horning, seconded by Councilor Eaton-Novak to approve the Minutes of the Regular Meeting held 4/21/2022 as received with the correction under UNFINISHED BUSINESS: Minutes should read: A grant was awarded for \$34,000 toward a new snowplow instead of \$134,000.00. Roll taken...All in Favor...motion carried.

Special Meeting Minutes: 5/11/2021: A motion was made by Councilor Horning, seconded by Councilor Eaton-Novak to approve the Minutes of the Special Meeting held 5/11/2022 as received. Roll taken...All in Favor...motion carried.

COMMITTEE REPORTS:

ARPA: Councilor Eaton-Novak commented that the committee has not met recently. They were waiting for Supervisor Bernys to download the information for the ARPA Funds and now the process is complete. Councilor Eaton-Novak asked if the money was available to use. Supervisor Bernys responded yes that it is available for spending. Discussion was held on how it should be spent.

Highway Garage Repairs:

Councilor Houghton still needs to meet with Van Dusen Exterior Executive to get a re quoted price due to some material changes. The insulation is no longer made and it is not available. The estimate for the re-quote will determine if the Board will rebid the Highway Garage Roof.

MERRILL PARK:

Discussion was held regarding the money that was budgeted for Merrill Park and it's around \$20,000. Jay Grasso had discussed a grant opportunity that is due by July 29th, 2022.

Phased Projects: Cost estimates were discussed.

A motion was Councilor Wood, seconded by Councilor Houghton to move forward and apply for a grant for the park due by July 29th, 2022 with G&G Consulting Services. Roll taken...

Councilor Wood-Aye Councilor Houghton-Aye Supervisor Bernys-Aye

Councilor Horning-Aye Councilor Eaton-Novak-Aye

Roll taken...All in Favor..motion carried.

Discussion was held in regards to begin applying for grants to aid with resurfacing basketball and tennis courts and other improvements needed through phases for Merrill Park.

DEPARTMENT REPORTS:

Highway Reports:

Hwy Sup't Horning gave the Highway Report.

The Hwy Crew has been helping the Towns of Amboy, Albion, and Orwell with their road projects through shared services. The cemeteries have been mowed. The culvert pipe at Merrill Park has been replaced.

Hwy Sup't Horning requested Board Approval to place the 1970 Osh Kosh Truck, 1995 International Truck, and the underbelly scraper out on bid. It was suggested to place the equipment out on Auctions International.

A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to place the 1970 Osh Kosh, the 1995 International, and the underbelly Scraper out on bid. Roll taken...All in Favor...motion carried.

Assessor's Report: Tabled.

CEO/ZEO Report: CEO/ZEO Hamacher read the CEO/ZEO written report.

Town Justice Report: The Justice's Financial Report was made available to the Board for review.

Town Clerk's Report: The Town Clerk's Report was made available to the Board for review.

DCO Report: DCO Cronk gave the DCO Report.

TUG HILL REPORT:

Paul Baxter, Tug Hill Rep. gave the following report:

Paul has posted the 2022 Tentative Tax Roll to the Town's Website as required by State Law.

The town serves as Assessor for the Village as a delegation of that roll by the Village.

The 2022 Tug Hill Local Government Conference took place Tuesday, April 19, 2022 at the Turning Stone Casino. It was a success and well received by those who attended.

The Tug Hill Commission is already planning for next year's conference. Unofficially, Paul understands the conference will be returning to Turning Stone in 2023 in early April.

There are additional COVID Tests available. As the Tug Hill Times has reported, a new round of the Tug Hill Community Recognition Awards program has opened. The program is to recognize communities and groups that have gone 'above and beyond' to implement a project that has made a real impact in the area. More details are available on the Tug Hill Website, www.tughill.org, and applications are due by June 1. Tug Hill is still in the process of determining a meeting date and time for the next Salmon Rivers Council of Governments Meeting. There has not been any responses thus far to proposed dates which had enough to attend. The state added amendments to the Open Meetings Law as part of 2022-23 Budget adoption. Current authorization for remote meeting participation by local officials ends June 9th. The town must pass a local law to be able to allow remote participation by local officials after that date. The law enabling that expires in 2024. Once the town adopts the local law authorizing remote participation, the town would be enabled to exercise the option until the law's expiration.

Paul has received information on the annual Town-Village Clean-up Day on Saturday, June 4th, 2022, 7:30 am-11 am and it has been posted to the Town's Website.

There are no new developments at this time regarding the Little Salmon River and salmon access via the Little Salmon River to Parish.

UNFINISHED BUSINESS:

Approval of Plow Truck Bond Resolution-May 11, 2022: A motion was made by Councilor Wood, seconded by Councilor Houghton to rescind the motion to pass the Bond Resolution passed on May 11th, 2022 at the Special Meeting as the wrong truck was specified in the Resolution. Roll taken...

Councilor Wood-Aye Councilor Houghton-Aye Supervisor Bernys-Aye
Councilor Horning-Aye Councilor Eaton-Novak-Aye
motion carried.

Approval of International Plow Truck Bond Resolution: A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to pass a Bond Resolution authorizing the issuance of Serial Bonds, a Statutory Installment Bond, or an Installment Purchase Agreement for the purchase of an International Plow Truck PN 157721 for an amount not to exceed \$240,000.00. Roll taken...

Councilor Wood-Aye Councilor Horning-Aye Supervisor Bernys-Aye
Councilor Houghton-Aye Councilor Eaton-Novak-Aye
motion carried.

Banner's: Councilor Eaton-Novak commented that there has not been any further discussion regarding the banners at this time. Supervisor Bernys will leave the topic on the agenda and table discussion until more information is available.

Dog Enumeration (New Fees): Currently, the estimate from Dog Enumeration.com is \$819.84 plus the cost of tags would be around \$1,708.

A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to contract with DogEnumeration.com for the amount of \$819.84 and to purchase tags to conduct a Dog Enumeration. Roll taken...All in Favor...motion carried.

A motion was made by Councilor Wood, seconded by Councilor Houghton to set a Dog Enumeration Fee of \$25.00 for non-compliance of licensing dogs and to increase the fee for the cost of the tags. Roll taken...All in Favor...motion carried.

Annual Clean-up Day: June 4th, 2022-7:30 am-11:00 am at the Town Highway Garage on Dill Pickle Alley. Supervisor Bernys expressed that participation is needed.

County Mowing Agreement: Supervisor Bernys commented that no further information has been brought to the Board from Hwy Sup't Horning regarding the mowing agreement.

UNFINISHED BUSINESS OFF THE FLOOR:

No Comments.

NEW BUSINESS:

NYS Teamster's Insurance Audit 2015-2021: There was one instance that a payment was missed regarding a retiree that came back to work full time and an insurance payment was missed. There was a payment of \$2,067.26 that was not paid to the insurance company. The Teamster's agreed not to pursue the payment at this time, therefore the town does not have to pay the amount back and the payment is forgiven.

Approval of Library Boards at Merrill Park, the last week of June: It was the consensus of the Board to allow the placement of the Library Boards, however the Boards need them to be alternated from one side to the other of the park road for mowing purposes.

Cemetery Mowing:

The annual mowing of the rural cemeteries has been completed by the Highway Department as it has been in the past.

A motion was made by Councilor Wood, seconded by Councilor Houghton to request that the Highway Department continue maintaining and mowing the Town Cemeteries. Roll taken...All in Favor...motion carried.

Approval of New Member to the Fire Company:

A motion was made by Councilor Houghton, seconded by Councilor Wood to pass a Resolution to approve membership of Miranda Beauchamp-Rambone of 15 Tanner Drive, Parish NY as a probationary member of the Parish Volunteer Fire Company effective immediately. Roll taken...All in Favor...motion carried.

A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to pass a Resolution to approve membership of Joshua Krahl of 25 Dillon Drive, Parish, NY as a probationary member of the Parish Volunteer Fire Company effective immediately. Roll taken...All in Favor...motion carried.

Highway Clothing Allowance: Councilor Wood discussed a Highway Employee's receipt for reimbursement for the purchase of Highway clothing.

Councilor Wood commented that he does not believe that the cost of casual wear or clothing soliciting businesses should be reimbursed.

Councilor Wood commented that the purchase of DOT approved clothing should only be accepted.

Past practice was discussed. It was the consensus of the Board that the voucher for the clothing would be approved this time, however more discussion will be held in the future regarding the process.

Past Discrepancies in Court Clerk's Payroll: It has been determined that the Court Clerk was shorted \$1,000.00 in 2017 and 2018. Discussion was held by the Board and it was the consensus if it was owed it should be paid.

A motion was made by Councilor Horning, seconded by Councilor Wood to pay back the Court Clerk-\$1,000 for 2017 and \$1,000 for 2018. Roll taken...All in Favor...motion carried.

NEW BUSINESS OF THE FLOOR: None.

APPROVAL OF BILLS:

Transfers: A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the following Transfers:

From: A1110.41 Justice Materials/Supplies-\$379.71

To: A1110.4 Justice Contractual-\$379.71

From: A7110.4 Contractual Parks-\$42.46

To: A7110.43-\$42.46

Roll taken...All in Favor...motion carried.

Supervisor's Financial Report: The Supervisor's Financial Report was presented to the Board and filed with the Clerk.

General Fund A Account:

A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the claims to the Highway Fund, those being claims #85-#109 for a total warrant of \$14,409.60. Roll taken...All in Favor...motion carried.

Highway Fund DA Account:

A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the claims to the Highway Fund, those being claims #57-#67 for a total warrant of \$17,966.37. Roll taken...All in Favor...motion carried.

EXECUTIVE SESSION: A motion was made by Councilor Wood, seconded by Councilor Houghton to enter into Executive Session at 8:40 pm to discuss proposed litigation of a past employee. Roll taken...All in Favor...motion carried.

A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to adjourn from Executive Session at 8:55 pm. Roll taken...All in Favor...motion carried.

A motion was made by Councilor Houghton, seconded by Councilor Wood to adjourn at 8:56 pm. Roll taken...All in Favor...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk