

REGULAR MEETING
8/18/2022

Minutes of the Regular Town Board Meeting held August 18, 2022 at 2938 E. Main Street, Parish, NY in the Village Gym. Supervisor Bernys called the meeting to order at 6:00 pm.

PRESENT:

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

ABSENT/EXCUSED: G. Richard Horning, Councilor

ALSO PRESENT: L.J. Harvey, Fire Chief; William Hamacher, CEO/ZEO; Bob Genant, Town Attorney; Steve Cronk, DCO; Paul Baxter, Tug Hill Rep.; Jack Rucynski, John Dunham, Planning Board Member; Trudy Engst, Bookkeeper; and Mike Ortman.

MEETING OPEN TO THE PUBLIC:

No Comments

MEETING CLOSED TO THE PUBLIC.

SUPERVISOR COMMENTS:

Supervisor Bernys and Bookkeeper Engst attended two webinars. One was titled Multi-year Financial Planning and the other webinar was titled Management Responsibility for Internal Control. Supervisor Bernys stated that they continue to learn and grow. They are getting ready for budget time as it is fast approaching. Bookkeeper Engst has been busy conducting internal audits and she will report on that later in the meeting.

Supervisor Bernys attended Olde' Home Day earlier this month. Supervisor Bernys thought it was a success even in the heat. Supervisor Bernys thanked Reggie Hall and Shannon Masters for their time for painting the gazebo and for donating the paint. He also thanked them for placing artificial flowers in the planters. Shannon is busy planning next years Olde' Home Day in hopes it will be bigger and better. Shannon is hoping to meet with the Fire Chief in the near future to discuss the use of the Fire Dept's Property for next year..

COUNCILOR'S COMMENTS:

No Comments.

APPROVAL OF MINUTES:

A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the July 21st, 2022 Regular Town Board Meeting Minutes as received. Roll taken...All in favor...motion carried.

DEPARTMENT REPORTS:

Assessor's Report: Assessor Trudell submitted an Assessor Report. The report was in regards to raising the income level for Senior Citizens. Supervisor Bernys will ask Assessor Trudell to attend a meeting in the near future to explain the process.

CEO/ZEO Report: CEO/ZEO Hamacher gave the CEO/ZEO Report for July.

Clerk's Report: Clerk Reader submitted a Clerk's Report for July.

DCO Report: DCO Cronk gave the DCO Report. DCO Cronk spoke in regards to a recent dog call that turned into a cruelty case in which the SPCA got involved. DCO Cronk followed the law and guidelines set forth in the Ag and Markets Law. Supervisor Bernys expressed that the Board fully supports the process in which Mr. Cronk handled the situation.

DCO Cronk also reported that he would like to emphasize that residents should not pick up stray dogs. If they see a stray dog, please notify him as that is his job to pick up the dog and deal with the situation. When people take it upon themselves to pick up strays, it creates a lot of problems.

Councilor Eaton-Novak will post the information on the Town's Website.

DCO Cronk requested the Board to appoint Mike Ortman as his Deputy DCO. DCO Cronk stated that it was his responsibility to pay Mr. Ortman for his services when needed.

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to appoint Mike Ortman as Deputy Dog Control Officer for the Town of Parish. Roll taken...All in favor...motion carried.

Fire Chief's Report: Fire Chief Harvey gave the Fire Chief's Report for July. He also wanted to recognize his members as they have responded to a lot of calls in a short period of time and some involved fatalities.

Supervisor Bernys responded that the Board appreciates everything they do.

Highway Report: Supervisor Bernys read a Hwy Report submitted by Hwy Sup't Horning as he was not present.

Hwy Sup't Horning provided 3 quotes for a new loader. Supervisor Bernys informed the Board that the quotes are informational only as a new loader would have to be placed out for bids.

Supervisor Bernys suggested that the Board should discuss the purchase of a new loader at a future meeting to obtain more information from Hwy Sup't Horning. Hwy Sup't reported that the 284 Agreement has been corrected. Craig Petit stated that you can't put anymore funds in the 284 Agreement than what's in the budget.

TUG HILL REPORT: Paul Baxter, Tug Hill Rep. reported that the first Salmon Rivers Council of Gov't Meeting of 2022 was held on July 8th, 2022 at the Tailwater Lodge in Albion. The SRCG Meeting was held jointly with the North Shore Council of Gov't. The guest speakers were Dave Turner, Director of Planning and Community Development, and Ellen Holst, President of the Board of Directors of Operation Oswego County, the County's Industrial Development Agency.

Turner and Holst attended to speak on the county's economic development initiatives, and the county's efforts to see what could be done on the town, village, and sub-regional basis.

Paul thanked Supervisor Bernys and Deputy Supervisor Wood for attending. There was a consensus to continue with joint meetings between NorCOG and the Salmon Rivers Council of Governments such as a format as the Town Board Meeting. The next meeting is scheduled for fall 2022 sometime between late September and early November. Paul attended the Shared Services Meeting held Thursday, June 23rd at the Center for Instruction, Technology, and Innovation (CITI) in Mexico NY. A major topic was broadband. Dave Turner, Katie Malinowski, Tug Hill Executive Director, and Dave Bottar, Executive Director for the CNY Regional Planning and Development Board spoke on the coordinated efforts to identify the extent of the existing broadband resources and gaps in coverage. There was also discussion regarding what actions will be needed to result in more extensive coverage. US Department of Agriculture and Rural Development held a webinar July 13 on a grant program "to help provide planning support, technical assistance, and training to foster place making activities in rural communities. "Up to \$4 million is available for these grants. Deadline for application is August 15. Place making is defined as "a collaborative engagement" process that helps leaders from rural communities create quality places where people will want to live, work, play, and learn.

Harborfest is back for 2022 and Paul had a limited number of cards with Harborfest Information on it. Paul has been transitioning computers for various town departments.

COMMITTEE REPORTS:

ARPA Funds: Councilor Eaton-Novak spoke in regards to security at Merrill Park. Councilor Eaton-Novak has been in contact with Spectrum regarding internet and security. Some price quotes that were given from Spectrum were Internet-\$84.99 per month, \$99.00-Installation, Cameras \$170.00, Installation-\$300.00, Switch-\$40.00, Installation-\$150.00. There are also reoccurring changes for Internet. The router and other equipment needs to be housed in a climate controlled space. Councilor Wood suggested another option through Verizon that he believes would be cheaper. Councilor Wood will check into the option and bring more information back to the Board for discussion.

Highway Garage Repairs: The Highway Roof was placed back out for bid in both papers. There were no bids received. Discussion was held regarding obtaining quotes from local contractors to get the roof replaced.

Councilor Houghton has called VanDuzen several times and he has not returned his call.

Councilor Houghton has contacted another contractor, however they are extremely busy and they don't want to commit at this time. A lot of contractors are trying to play catch-up and there is a lack of manpower.

Discussion was held on the columns. Councilor Eaton-Novak asked if the CEO could inspect the situation regarding the columns at the Highway Garage. Councilor Houghton doesn't feel that it's urgent, but the columns do need to be repaired.

Merrill Park: All ready discussed.

UNFINISHED BUSINESS:

County Mowing Agreement: Supervisor Bernys stated that it was his understanding that the Highway Sup't's in Oswego County re-negotiated the contract for more money. The County increased the payment from \$320.00 to \$400.00. Supervisor Bernys was sent a contract, but it needs to be discussed with the Highway Superintendent and it has not been signed but the original was signed.

Craig Petit added that in the past if you didn't have a copy signed and sent to the county, you didn't get paid for mowing county roads. Supervisor Bernys stated that the county may be behind in updating the contracts. Craig Petit said that there has been a change in administration at the County Hwy Department.

Dog Enumeration: Clerk Reader reported on the Dog Enumeration and expressed that she thought it was successful. All residents that are in the 13131 postal district were sent out the notice regardless if they lived in the Town of Parish or not. The company that sent out the mailer apparently could not break it down by those that live in the township. A lot of attention had to be paid to the addresses when licensing the dogs to insure that they were being licensed in the correct township. Also, anyone residing in the township with a zip code other than 13131 did not receive notices from the company. Clerk Reader received assistance from Paul Baxter and Assessor Trudell in obtaining those mailing addresses and is currently sifting through them to provide notices to those residents.

Internal Audits:

Bookkeeper Engst gave the Audit Report for the Town Clerk's Office.

She and Councilor Houghton conducted the audit with the guidelines from the Comptroller's Office and Laird Petrie. Bookkeeper Engst reported that all requirements seemed to be met with the recommendation that the date the bank statements are balanced should be documented on the statement and not the envelope.

Bookkeeper Engst reported on the Tax Collector's Audit and is waiting for more records to complete the audit.

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to accept the Town Clerk's Audit. Roll taken...All in favor...motion carried.

A motion was made by Supervisor Bernys, seconded by Councilor Wood to table accepting the Tax Collector's Audit at this time because it is incomplete. Roll taken...All in favor...motion carried.

Supervisor Bernys thought it was a good experience and helps the Town Board understand the audit process.

Supervisor's Audit:: Councilor Wood reviewed the process with the aide of Councilor Eaton-Novak and reccomdenations from Laird Petrie.

The 2021 receipts and disbursements were up to date. The bank insures up to \$250,000.00. There is a way to increase the insurance policy for municipalities to make sure tax dollars are protected.

A register of indebtedness was discussed. Records are needed for all Town inventory worth a certain dollar amount. Receipts should be issued for all monies received by all departments.

Councilor Wood and other members of the Board agreed that it saved a lot of money and will get easier and faster in time as they become more familiar with the auditing process.

A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to accept the Supervisor's Audit. Roll taken...All in Favor...motion carried.

Merrill Park Grant: Supervisor Bernys reported that he has been in contact with Jay Grasso, Grant Writer and the Park Grant was submitted by July 31st, 2022. The town will be notified some time next year if we will receive it.

McFee Ambulance Contract: Supervisor Bernys distributed copies of a presentation for the McFee 2023 Ambulance Contract to the Board. Supervisor Bernys suggested that the Board review the information at their leisure and they will have further discussion at a future meeting.

UNFINISHED BUSINESS:

Councilor Houghton brought up the issue of a replacement of a Christmas Tree in Veteran's Park due to the fact that the current one has grown too big.

Supervisor Bernys suggested that they discuss it under New Business off the floor.

NEW BUSINESS:

Modify Budget: Discussion was held regarding modifying the budget and creating a new line. The prior administration did not have a line for the Deputy Court Clerk and no funds were designated to allow for that position. It was the consensus of the Board not to create a new line at this time and to transfer \$1,000 from contingency to the Court Clerk personal salary line.

A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to transfer \$1,000.00 from Contingency to the Court Clerk personal salary line. Roll taken...All in favor...motion carried.

NEW BUSINESS OFF THE FLOOR:

Councilor Houghton mentioned that the CARPP Committee wanted to see a nicely decorated tree. Bulbs need to be replaced. The tree is way too tall. Councilor Houghton asked if it was possible to get a new tree. Councilor Eaton-Novak stated that she had already suggested to take money out of the ARPA money to purchase a new tree. A new tree was purchased once before. Discussion was held regarding removal of the old tree. Councilor Houghton will get a price quote on a new tree and or he may be able to get someone he knows to donate a tree.

Supervisor Bernys informed the Board that there is more than enough money in the parks contractual to pay for a tree.

Craig Petit added that there was money placed in the budget for the park and it was supposed to be earmarked for improvements. Supervisor Bernys expressed that it was not earmarked by the previous administration.

SUPERVISOR'S FINANCIAL REPORT:

The Supervisor's Financial Report was presented to the Board for review and filed with the clerk.

APPROVAL OF BILLS:

General Fund A Account:

A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the claims to the General Fund A Account. Those being claims #149-#169 for of a total warrant of \$27,432.29. Roll taken...All in favor...motion carried.

Highway Fund DA Account:

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to approve the claims to Highway Fund DA Account. Those being claims #88-#93 for a total warrant of \$4,599.50. Roll taken...All in favor...motion carried.

Highway Fund DB Account:

A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to approve the claims to Highway Fund DB Account. Those being claims #94-#96 for a total warrant of \$20,914.91. Roll taken...All in favor...motion carried.

EXECUTIVE SESSION:

A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to enter into Executive Session at 7.50 pm to discuss the resignation and appointment of personnel. Roll taken...All in favor...motion carried.

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to adjourn from Executive Session to the Regular Meeting at 8:05 pm. Roll taken...All in favor...motion carried.

APPOINTMENTS:

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to appoint Trudy Engst as Deputy Court Clerk. Roll taken...All in favor...motion carried.

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to rescind the motion made in the July 21st Regular Meeting Minutes appointing Devon Conroy as Parish Town Justice pending legalities beginning September, 1st, 2022. Roll taken...motion carried.

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to officially appoint Devon Conroy as Parish Town Justice as of September 1, 2022. Roll taken...All in favor...motion carried.

A motion was made by Councilor Wood, seconded by Supervisor Bernys to amend the motion appointing Devon Conroy as Town Justice as of September 1, 2022 and to add that the term will expire on December 31, 2023.

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to adjourn at 8:10 pm. Roll taken...All in favor...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Clerk