

**REGULAR MEETING**  
**10/20/2022**

Minutes of the Regular October Meeting of the Parish Town Board held October 20<sup>th</sup>, 2022 at 2938 E. Main Street, Parish, NY in the Village Gym. Supervisor Bernys called the Meeting to order at 6:32 pm.

**PRESENT:**

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

**ALSO PRESENT:** John Dunham, Pl Brd Member; L.J. Harvey, Fire Chief; George Horning, Hwy Sup't; Sue Halbritter, Queen Central News Reporter; Denise Trudell, Assessor; Craig Petit, and William Hamacher, CEO/ZEO.

**MEETING OPEN TO THE PUBLIC:**

Craig Petit asked why we're purchasing a 4 yd bucket instead of a 2 yd bucket? Mr. Petit commented that he wasn't aware of the town roads getting wider or the town being in the mining business. Mr. Petit also commented that the bigger loader costs \$20,000 to \$30,000 more. He didn't feel it was a necessary purchase. Mr. Petit asked why there was \$89,000.00 in the equipment line for the upcoming budget? Supervisor Bernys thanked Mr. Petit for his comments.

**MEETING CLOSED TO THE PUBLIC.**

**APPROVAL OF MINUTES:**

**Special Meeting Minutes: 9/13/2022**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the Special Meeting Minutes held 9/13/2022 as received. Roll taken...All in Favor...Motion carried. Aye-(5) Nay (0).

**Regular Meeting Minutes: 9/15/2022**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Eaton Novak to approve the September 15, 2022 Regular Meeting Minutes as received. Roll taken...All in Favor...Motion carried. Aye- (5) Nay (0).

**Budget Work Shop Minutes: 10/5/2022**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the October 5, 2022 Budget Workshop Minutes as received. Roll taken...All in Favor...Motion carried. Aye-(5) Nay- (0).

**Budget Work Shop Minutes: 10/13/2022**

**Motion:** A motion was made by Councilor Eaton Novak, seconded by by Councilor Wood to approve the October 13, 2022 Budget Workshop Minutes as received. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**DEPARTMENT REPORTS:**

**Assessor Report:** Assessor Trudell spoke during the Public Hearing on the increase for the income limit for persons 65 or over to qualify for tax exemptions. This increase would mirror the APW School District's income level for exemptions.

**CEO/ZEO Report:** CEO/ZEO Hamacher gave the CEO/ZEO Report.

**Dog Control Report:** DCO Cronk gave the DCO Report and discussed some issues he has been dealing with.

**Fire Chief's Report:** Fire Chief Harvey gave the Highway Report for September, 2022.

**Hwy Report:** Hwy Sup't Horning gave the Hwy Report. Sup't Horning reported that they have been dealing with some beaver issues and they are getting the trucks ready for winter. Supervisor Bernys stated that November 1<sup>st</sup> we will be going on DA Accounts for the Highway Department.

**Tug Hill Report:**

Paul Baxter, Tug Hill Rep. submitted the following written report and it was read by Supervisor Bernys:

Tug Hill is in the process of scheduling the North Shore-Salmon Rivers Councils of Government fall meeting.

Census Numbers are out for 2020. The Town of Parish's population has decreased slightly from 2,558 to 2,398. The state comptroller has a useful dashboard for Census data.

The Tug Hill Commission conducted a webinar on Sign Regulations and the First Amendment on Tuesday, October 18<sup>t</sup>. Paul attended and found the webinar interesting. It should be available on the Tug Hill YouTube channel soon. Registrants for the workshop have received a copy of the Power Point presentation.

New York SeaGrant will be holding a workshop on managing floodplains and watershed on Wednesday, November 9<sup>th</sup> from 9:30 am to 4:30 pm at Tailwater Lodge. Registration fee is \$30.00 and can be done online at [tinyurl.com/nyseagrantnov9workshop](http://tinyurl.com/nyseagrantnov9workshop).

Tug Hill Commission has announced the date of the 2023 Local Government Conference which will be held at the Turning Stone Resort and Conference Center, Thursday, April 6<sup>th</sup>, 2023. There will be an optional afternoon session and evening reception on Wednesday, April 5.

Paul has an updated copy of comparison of Oswego County Towns 2022 Budget in key categories.

The Tug Hill Commission has arranged for Laird Petrie to conduct a two day workshop on municipal accounting on November 29<sup>th</sup> and 30<sup>th</sup> at the Tailwater Lodge, Altmar NY. Preregistration is required by November 14<sup>th</sup> and there is a registration fee. Paul understands that enrollment is filling up quickly.

Paul has a copy of the training announcement for reference if anyone is interested. Day 1 is oriented toward local officials as well as bookkeepers and single day registration is an option. Paul assisted the Town Assessor with the order of a new color multi-function printer for the Assessor's Office.

The Assessor's old laptop will be used by the Planning Board Secretary.

There is nothing to report regarding the reimbursement status to Parish and other eastern Oswego County Towns and Villages for Wildlife Management Areas they contain.

Paul continues to assist the town as it works on developing the Preliminary 2023 Budget.

**COMMITTEE REPORTS:**

**ARPA FUNDS:** No Committee Report at this time.

**Highway Garage Report:** They have not started on the roof yet.

**Merrill Park:** We are waiting for it to be winterized before the power can be shut off.

**UNFINISHED BUSINESS:****Shelving For Records Room:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to purchase shelving for the Records Room not to exceed \$3,000.00. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**UNFINISHED BUSINESS OFF THE FLOOR:**

None.

**NEW BUSINESS:****Bookkeeper Appointment:**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to appoint Angie Skellington-Bice as Bookkeeper and Trudy Ensgt as part time bookkeeper effective October 22, 2022. Roll taken...All in Favor...Motion carried. Aye-(5) Nay (0).

**Highway Garage Column Repair Bids:**

The bids that were submitted was for repair of 2 columns.

C&S Engineers submitted a bid for two columns for the amount of \$8,250.00

Henderson Brothers submitted a bid for two columns for the amount of \$11,446.00

The Board had further discussion and the consensus was to request a bid for only one column.

**Highway Past Employee refund of sick days:**

Discussion was held regarding the language in the Union Contract regarding reimbursement of sick days. The contract makes reference to payment of sick days when an employee retires not when they resign to seek employment else where.

No motion was made.

**Constable Agreement:**

Discussion was held regarding providing training to constables at a cost to the town and then they leave shortly after they receive training. Supervisor Bernys informed the Board that any new employees that receive training paid for by the town would have to sign an agreement that they would stay in employment with the town for 24 months. If they do not they have to reimburse the town for training costs.

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Horning to approve and to sign the 2023 Constable Agreement. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**NEW BUSINESS OFF THE FLOOR:**

None

**SUPERVISOR'S REPORT:**

**Supervisor's Report:** Supervisor Bernys presented a Supervisor's Report for September for the Board's review and it was filed with the clerk.

**APPROVAL OF BILLS:**

**Transfers To Correct Balances:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to transfer \$500.00

From: A1220.2-Equipment Line

To: A1220.4-Contractual Line.

Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

To correct low account balance for contractual 21.2% left in fund)

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to transfer \$94,000.00

From: B Fund Balance-Reserve

To: DB Fund Balance-Reserve

Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to transfer \$115,534.00

From: DA Fund Balance-Reserve

To: DA5130.2-Equipment Line

Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

To cover cost of Loader from Tracey Road Equipment.

**Motion:** A motion was made by Councilor Houghton, seconded by Councilor Horning to transfer \$750.00

From: Contingency

To: A1310.4-Bookkeeper Part-time

Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

Supervisor Bernys is hoping to work with the Board on a Fund Balance Policy in the near future.

**General Fund A Account:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to approve the claims to the General Fund A Account. Those being claims #187-#211 for a total warrant of \$15,940.06. Roll taken...All in Favor...Motion Carried. Aye-(5) Nay- (0).

**Highway Fund DA Account:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the claims to the Highway DA Fund. Those being claims #109-#122 for a total warrant of \$142,479.46.

Roll taken...All in Favor...Motion Carried. Aye-(5) Nay-(0).

**Highway Fund DB Account:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to approve the claims to the Highway DB Account. Those being claims #123-#126 for a total warrant of \$30,507.48.

Roll taken...All in Favor...Motions carried. Aye-(5) Nay-(0).

**Voucher Process:**

Supervisor Bernys and Clerk Reader-Petit discussed the voucher process with the Board.

In order to get the vouchers processed in a timely manner, all department heads are requested to submit their vouchers by the Thursday prior to the Board Meeting by noon. This allows the clerk time to

complete the abstracts and have the abstracts submitted to the Bookkeeper/Supervisor. This allows time for them to review and recommend any transfers if needed. It was suggested to send a memo out to all department heads informing them of the policy.

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to adjourn at 8:08 pm. Roll taken...All in Favor...Motion Carried. Aye-(5) Nay-(0).

Respectfully submitted,

Kelly Reader-Petit  
Parish Town Clerk