

REGULAR MEETING MINUTES
1/19/2023

Minutes of the Regular Meeting of the Parish Town Board held January 19th, 2023 at 2938 E. Main Street, Parish, NY in the Village Gym. The meeting was called to order at 6:30 pm by Supervisor Bernys.

Present:

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

Absent/Excused: G. Richard Horning, Councilor

Also Present: Steve Cronk, DCO; L.J. Harvey, Fire Chief; John Dunham, Planning Brd Member; Bob Genant, Town Attorney; George Horning, Hwy Sup't; Lori Horning, and Paul Baxter, Tug Hill Rep.

PUBLIC COMMENTS:

No Comments.

SUPERVISOR'S COMMENTS:

Supervisor Bernys began by thanking the Town Board for all their hard work in 2022. They continue to attempt to make changes and push Parish forward. Supervisor Bernys wanted to thank all the town employees that have been supportive and have had to deal with the changes that come with a new supervisor.

Supervisor Bernys has met with Jay Grasso to discuss possible grant writing needs for 2023.

Supervisor Bernys and Bookkeeper Skellington-Bice took a Public Funds class presented by the NYS Comptroller's Office. Supervisor Bernys attended an Organizational Meeting for CARRP. The CARP Committee is trying to re-organize and is looking for more volunteers.

Finally, Supervisor Bernys and Councilor Houghton met with the Mayor and attended a Village Board Meeting to discuss the key issue.

Supervisor Bernys will give more details regarding the issue further down on the agenda.

COUNCILOR'S COMMENTS:

Councilor Wood commented "Ditto" regarding the Supervisor's comments.

APPROVAL OF MINUTES:

12/14/2022-Parish Village/Town Joint Meeting

12/19/2022-Regular Town Board Meeting

12/28/2022-Public Hearing/Special Meeting

Motion: A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the Minutes listed above as presented. Roll taken...All in favor...Motion carried. Aye-(4) Nay-(0).

DEPT. REPORTS:

Assessor's Report: Tabled.

CEO/ZEO Report: CEO/ZEO Hamacher gave the CEO/ZEO Report and the Year End Report.

DCO Report: DCO Cronk reported that he had been making phone calls for anyone that has a late renewal and to update records.

Clerk Reader-Petit commented that residents have been coming in to address late renewals and others have called to report that their dog was deceased.

DCO Cronk reported that he had issued an appearance ticket to a dog owner regarding Evelyn Stelmashuck's complaint. DCO Cronk was not sure what the status was with the court.

Discussion was held regarding the process of mailing tickets.

Town Clerk's Report: Clerk Reader-Petit submitted a 2022 Annual Report for the Board's review.

Fire Chief's Report: Fire Chief Harvey gave the Fire Chief's Report for December, 2022, the Annual 2022 Reports and presented a list for the 2023 Officers and membership.

Tax Collector's Report: Tax Collector Dwyer gave the Tax Collector's Report up to date.

Tug Hill Report: Paul Baxter, Tug Hill Rep, gave the following report: Tug Hill is in the process of scheduling the next Salmon Rivers Council of Governments Meeting.

Materials and registrations for the April, 2023 Tug Hill Local Government Conference at Turning Stone have been mailed.

There is also a conference session guide and registration on the Tug Hill Website.

The Tug Hill Commission has established its 2023 meeting schedule and a couple of key dates to keep in mind:

The meeting in the North Shore portion of the Tug Hill Region will be Monday, May 15, 2023 at 10:00 am in Constantia. Location will be shared when it's established.

The Tug Hill Annual Dinner will be Thursday, October 19, 2023 starting at 5:00 pm at Tailwater Lodge in Altmar. This one will be notable as we be celebrating the 50th Anniversary of the Tug Hill Commission.

One thing that's always true of local governments: officials change over time. With this in mind, Tug Hill has been working on a document to aid towns and villages in documenting information key to transitions. Tug Hill plans on doing a webinar on the subject in February, and will be doing a session at April's Local Government Conference.

Paul has some copies of the draft document for anyone interest to review and comment on.

An update on COVID test kits-the white and orange COVID home test kits distributed locally with an expiration date of 7/4/2022 was extended to January 2023 and now has been extended to April 22, 2023.

Paul provided additional kits and Clerk Reader-Petit has some for distribution if anyone needs them.

Wildlife Management Area (WMA) payment from state to municipalities: with the start of a new legislative session and the change in the lineup of the legislative delegation representing the state reimbursement for WMA properties is one of the items for discussion.

Paul recently attended a webinar on efforts to monitor the impact of dam removal on area dams (related to the Little Salmon River Dam. Dam removal and efforts toward salmon restoration on the little Salmon River will be a continuing issue for the Tug Hill Commission.

OLD BUSINESS:

Town Court Issues: Supervisor Bernys spoke to Justice Conroy on ways to improve the court's communication with the public. Some measure will be put into place to address some of the concerns.

Global LED Conversion: Supervisor Bernys met with Mark French from Global LED Conversion and pictures were taken at Merrill Park and the Highway Garage to confirm the number of light fixtures needed for replacement to LED conversion.

Records Room Shelving: The shelving arrived last week and Supervisor Bernys unboxed the shelving and started assembling the shelves. Supervisor Bernys was able to assemble two of the shelves, however the 3rd shelf was missing some hardware. The vendor has been contacted and we will not be paying the bill until the hardware has been received.

ARPA Funds: Reporting APRA Funds usage and reporting was discussed. Some town's hire a company or firm to do the APRA reporting paperwork. It was the consensus of the Board to wait until after the Tug Hill Conference to proceed with spending the funds as Tug Hill will be offering a session on APRA Funds.

Many towns and villages are having difficulty understanding the reporting requirements for the APRA Funds. Discussion was held regarding holding a workshop on the 4th Thursday in April after the Tug Hill Conference just on ARPA Funds.

Merrill Park: Discussion was held regarding spending some the ARPA Funds on making improvements at Merrill Park. Supervisor Bernys commented that there are funds available in the 2023 Budget for paving at the park.

Village Lease: Supervisor Bernys and Councilor Houghton met with Mayor Perkins and attended the Village Board Meeting to discuss the key issue.

Discussion was held at the Village Meeting regarding providing keys to the Town Board Members to allow them access to their mail boxes.

The consensus of the Village Board was that the Town Board Members have opportunities to have access to their mailboxes outside business hours due to the fact that village employees are present for their access and it is not necessary to provide keys.

The Village Board voted not to provide keys to the Town Board Members to the front door.

Signing the lease was discussed by the Town Board and the consensus was to pay rent to the Village for January and February and not to sign the lease at this time. It was the consensus of the Board to continue to discuss the terms of the lease with the Village Board.

Motion: A motion was made by Supervisor Bernys, seconded by Councilor Wood to pay the Village rent for January and February and to continue to discuss the terms of the lease with the Village Board. Roll taken...All in favor...Motion carried. Aye-(4) Nay-(0).

Old Business Off the Floor: None.

NEW BUSINESS:

Approval of New Parish Fire Company Members:

Motion: A motion was made by Councilor Houghton, seconded by Councilor Wood to approve Probational Membership of Kyle Buck of 2927 E. Main Street, Parish, NY into the Parish Volunteer Fire Company effective immediately. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Motion: A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve Restrictive Active Membership of Brian Davis Jr. of 1948 Co. Rte 11, Parish, NY in to the Parish Volunteer Fire Company effective immediately. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Tug Hill Conference: Supervisor Bernys requested that all applications be submitted to the clerk by March 1st, 2023 so they can be postmarked prior to the deadline.

Employee Handbook: A copy of the Employee Handbook was distributed to the Board for review. It was the consensus of the Board that the handbook needed tweaking and to form a committee.

Motion: A motion was made by Councilor Houghton, seconded by Supervisor Bernys to appoint Councilor Wood and Councilor Eaton-Novak to a committee to review the Employee Handbook and bring back recommendations to review and discuss. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Deputy Town Clerk Line: Transfers:

Motion: A motion was made by Councilor Wood, seconded by Councilor Houghton to transfer \$7,900.00 out of the Deputy Town Clerk Line-A1410.12 to the Contingency Line-A1990.4. Roll taken..All in Favor...Motion carried. Aye-(4) Nay-(0).

USDA Truck Grant New Bond Counsel Motion to approve KWB Attorneys:

Motion: A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to switch from Joe Russell's Law Firm to KWB Attorney's and approve them as the Town's Bond Counsel. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Volunteer Firefighters Tax Exemption:

The Board is reviewing the Volunteer Firefighters Tax Exemption:

A Local Law would need to be passed and it would be a 10% tax reduction for those firefighters that qualify. The Board will review to consider.

NEW BUSINESS OFF THE FLOOR: None.

SUPERVISOR'S REPORT: Tabled.

APPROVAL OF BILLS:

General Fund A Account:

Motion: A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to approve the claims to the General Fund, those being claims #1-#15 for a total warrant of \$40,234.90. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Highway Fund DA Account:

Motion: A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to approve the claims to the Highway DA Fund, those being claims #1-#13 for a total warrant of \$25,669.17. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Highway Fund DB Account:

Motion: A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the claim to the the Highway DB Fund, that being claim #14 for a total warrant of \$366.28. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to adjourn at 8:22 pm. Roll taken...All in Favor...Motion carried.

Respectfully submitted,

Kelly Reader-Petit
Parish Town Clerk