

REGULAR MEETING MINUTES

2/16/2023

Minutes of the Parish Town Board Meeting held February 16, 2023 at 2938 E. Main Street, Parish, NY in the Village Gym. The February Regular Town Board Meeting was called to order by Supervisor Bernys at 6:30 pm.

Present:

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

Absent/Excused: G. Richard Horning, Councilor

Also Present: Kevin Dwyer, Tax Collector; L.J. Harvey, Fire Chief; Bob Genant, Town Attorney; John Dunham, Planning Brd Member; Paul Baxter, Tug Hill Rep.; and Devon Conroy, Town Justice.

MEETING OPEN TO THE PUBLIC:

No Comments.

MEETING CLOSED TO THE PUBLIC.

Supervisor's Comments:

Supervisor Bernys thanked Sue Halbtitter from the Queen Central Newspaper for honoring his request. Supervisor Bernys brought it to her attention that the Parish area was not displayed on the map on the front of the paper. The following week it was added to the map.

Supervisor Bernys attended the Parish Volunteer Fire Company's Annual Installation Dinner. Supervisor Bernys administered the Oath of Office to the officers. Supervisor Bernys thanked the Fire Company for inviting him and his wife to the installation dinner and commented that it was a very nice occasion. Supervisor Bernys also attended a Salmon River Council of Government Meeting. Supervisor Bernys commented that Tug Hill continues to be a great resource for the Town of Parish.

Bookkeeper Bice and Supervisor Bernys attended two webinars. Those webinars included NYS Retirement System and ROA's. They also attended a webinar presented by the Comptroller's Office. Supervisor Bernys commented that Paul Baxter, Tug Hill Rep. continues to assist the town and he expressed his appreciation.

Councilor's Comments:

No comments.

APPROVAL OF MINUTES:

Organizational Meeting Minutes:-1/5/202023

January Regular Meeting Minutes-1/19/23

Motion: A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the Minutes of the Organizational Meeting Minutes and January Meeting Minutes as received. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

DEPARTMENT REPORTS:

Assessor's Report: Tabled-Assessor Trudell has been very busy processing exemptions.

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

DCO Report: Tabled.

Fire Chief's Report: Fire Chief Harvey gave the Fire Company Report for January, 2023. Fire Chief Harvey commented that he appreciates Supervisor Bernys administering the Oath of Office to the Fire Company's officers.

Tax Collector's Report: Tax Collector Dwyer gave the Tax Collector's Report as of 2/14/2023.

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

Paul Baxter reported that Tug Hill has scheduled a webinar on knowledge transfer for Town Officials on February 28th, 2023 at 6:00 pm via Zoom. The topic will also be offered at a session at the Tug Hill's Government Conference on April 6th, 2023 at the Turning Stone.

Paul facilitated the order for a replacement computer for the Supervisor's Office, set it up, moved documents, and updated it to Windows 11.

The Tug Hill Commission has revised information on towns and cemeteries and has an updated publication out on that topic. The publication explains how laws apply to towns and cemeteries.

Paul has a copy of the information for anyone interested.

There is no additional information regarding Wildlife Management Areas (WMA) payment from the state to municipalities.

The supervisor was contacted by an individual with an interest in salmon restoration in the Little Salmon River and Paul will be contacting them.

OLD BUSINESS:

Town Justice Conroy (Court Issues and Court Audit):

Justice Conroy commented that they have taken measures to provide better communication for those who need to contact the court. Justice Conroy also commented that on the court's answering machine, the recording reminds people that the court is part-time.

The court clerk's schedule was discussed regarding how many hours she provides to the position.

Justice Conroy commented that the court clerk normally provides hours 3-4 days a week. Discussion was held on how many hours are worked each day and if there was set schedule.

Justice Conroy was thinking about holding court every week. The job responsibilities of the court clerk and the high amount of labor was discussed. Justice Conroy commented that he understands the town's budget restraints, however he strongly suggests that when the Town Board discusses the budget for 2024 that they raise the court clerk's salary to the same amount that the justice receives.

Supervisor Bernys commented that hours need to be justified before raises are considered. Supervisor Bernys also explained that many employees that have worked for the town for many years go a long time without receiving raises. All these factors need to be considered.

Justice Conroy mentioned that he has had an employment opportunity and if everything goes smoothly, the transition would happen in August.

A deputy court clerk position was discussed to aide with the courts workload.

Motion: A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to advertise for the position of deputy court clerk. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Records Room Shelving: We are waiting for missing hardware and it is the consensus of the Town Board to hold the check for payment until we receive the missing hardware.

APRA Funding: Discussion was held that there will be a session at the Tug Hill Government Conference in April on ARPA Funding and reporting requirements. It was the consensus of the Board to wait until after the conference before any decisions are made to allocate the funding.

Merrill Park (Re-pavement): Discussion was held to advertise to receive bids for repaving the tennis and basketball courts at Merrill Park. Also, discussion was held to advertise to receive bids for resealing the parking lot at Merrill Park.

Motion: A motion was made by Councilor Wood, seconded by Councilor Houghton to advertise to resurface the tennis and basketball courts at Merrill Park and to obtain bids to reseal the parking lot at Merrill Park. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Village Lease (Key Issue): Supervisor Bernys commented that the Village Board voted to provide 3 additional keys for Town Board Members as requested. The Village Board also stipulated that the Town Board pay for the additional keys at \$10.00 per key. The language has also been changed in the lease that the (Lessees)-Town Board Members will receive keys at \$10.00 per key and those that are issued keys are responsible for the cost of replacing a lost key and if locks have to be changed that the Town will cover the costs. Discussion was held to also add the language that a key will be provided to any deputy if their department head has an office in the Village and Town Office Building. More discussion will be held at the Town/Village Joint Meeting on March 9th, 2023.

Motion: A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to sign the lease and to request that language be added that keys will be provided to deputies if their department head's office is located in the Town/Village Office Building. Roll taken...All in Favor...Motion carried. Aye- (4) Nay-(0).

Tug Hill Conference-4/6/2023: Supervisor Bernys reminded everyone that all registrations for the Tug Hill Conference needs to be turned into the Town Clerk by 3/1/2023 to meet the March 3rd-deadline.

OLD BUSINESS OFF THE FLOOR: None.

NEW BUSINESS:

Energy Bench Marking Resolution: Supervisor Bernys presented a Resolution in the Matter of the Town establishing energy bench marking requirements for certain municipal buildings. This Resolution authorizes Supervisor Bernys to benchmark the Town's Highway Garage's energy usage to meet requirements to receive a grant for the amount of \$5,000.00 through NYSERDA.

Motion: A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to approve the Resolution establishing energy bench marking requirements for certain municipal buildings-Highway Garage as presented. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Fund Balance Policy: Supervisor Bernys presented a Fund Balance Policy for the Town of Parish. The Board had the policy to review prior to the Board Meeting.

Motion: A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the Fund Balance Policy as presented. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Town Clerk Reader-Petit (Issues): Clerk Reader-Petit explained that Highway Bills are not being submitted in a timely matter. The Town Clerk has had numerous conversations with the Highway Sup't and he has assured the Clerk that he would get them to her for processing. Unfortunately, this is a reoccurring issue which delays the process with the supervisor, bookkeeper and the Town Board. It was the consensus of the Town Board to schedule a meeting with the Highway Sup't, the Supervisor, the clerk, and one Board Member to try and come up with a solution to resolve the issue.

Volunteer Firefighter Tax Exemption: Tabled and will be discussed at a workshop.

Amend Senior Tax Exemption Law: Tabled and will be discussed at a workshop.

Employee Handbook: Councilor Wood and Councilor Eaton-Novak have been reviewing the Employee Handbook and will bring recommendations and suggestions to the workshop for discussion on 2/23/2023.

NEW BUSINESS OF THE FLOOR: A CARP Meeting has been scheduled for February 22nd, 2023 at 6:30 pm.

Supervisor's Monthly Report: Tabled as the bookkeeper is trying to resolve some issues from the 2022 accounting.

APPROVAL OF BILLS:

Budget Transfers: A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to approve the transfers to bring accounts current for the year-end 2022 as presented-see attached. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

General A Fund:

Motion: A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to approve the claims to the General A Fund, those being claims #16-#34 for a total warrant of \$24,064.11. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Highway DA Fund:

Motion: A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the claims to the Highway DA Fund, those being claims #15-#27 for a total warrant of \$21,165.09. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

SF Fund:

Motion: A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the claim to the SF Fund, that claim being #35 for a total warrant of \$235,220.00. Roll taken...All in Favor...Motion carried.

Motion: A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to adjourn at 8:54 pm. Roll taken...All in Favor...Motion carried.

Respectfully submitted,

Kelly Reader-Petit
Parish Town Clerk