

**REGULAR MEETING MINUTES**  
**4/13/2023**

Regular Board Meeting Minutes of the Parish Town Board held April 13, 2023 at 2938 E. Main Street, Parish, NY in the Village Gym. The meeting was called to order by Supervisor Bernys at 6:30 pm.

**Present:**

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

**Also Present:** Stave Cronk, DCO; Kevin Dwyer, Tax Collector; George Horning, Hwy Sup't; Bob Genant, Town Attorney; L. J. Harvey, Fire Chief; Paul Baxter, Tug Hill Circuit Rider; and Heidi Tompkins, Associate Circuit Rider.

**MEETING OPEN TO THE PUBLIC:**

No comments.

**MEETING CLOSED TO THE PUBLIC.**

**SUPERVISOR'S COMMENTS:**

Supervisor Bernys commented that this month was filled with numerous out of town meetings and conferences.

Supervisor Bernys attended a meeting at the Tailwater Lodge in Altmar for a meeting with county mayors and supervisors. The challenges of micron was discussed and how it may effect the county.

Supervisor Bernys visited the Town of Orwell for a Salmon Rivers Council of Governments Meeting. Discussion was held regarding the addition of the Village of Pulaski to our COG. Supervisor Bernys attended the Tug Hill Conference at the Turning Stone and the Town of Parish was well represented.

Supervisor Bernys thanked all that attended. Supervisor Bernys and Laird Petrie performed an audit of the Town Clerk's records. The overall evaluation was that the Town Clerk's records and reports were properly maintained and easy to access and review.

Supervisor Bernys thanked Mr. Petrie for once again performing and teaching the correct way to perform audits.

Bookkeeper Skellington-Bice has continued to visit with Ken and Vern in West Monroe. She is also in continued contact with Williamson Law to work through her duties. Supervisor Bernys thanked Laird Petrie for his continued support and with assisting Angie perform her first yearly AUD.

Finally, Supervisor Bernys wanted to thank Councilor Eaton-Novak for agreeing to change the meeting date for April. The Town Board wished Councilor Eaton Novak a Happy Birthday.

**Councilor's Comments:**

No comments.

**APPROVAL OF MINUTES: 3/16/2023**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to approve the March 16<sup>th</sup>, 2023 Regular Meeting Minutes as received. Roll taken...All in Favor...motion carried.

Aye-(5) Nay-(0).

**Department Reports:**

**Assessor Report:** Tabled.

**CEO/ZEO Report:** CEO/ZEO Hamacher submitted a written CEO/ZEO Report read by Supervisor Bernys.

**DCO Report:** DCO Cronk gave the DCO Report and commented that he preferred the monthly meeting night the 2<sup>nd</sup> Thursday of every month. DCO Cronk suggested that the Board consider changing the monthly Town Board Meeting to be held the 2<sup>nd</sup> Thursday of each month permanently.

Supervisor Bernys responded that the meetings have been established and advertised for the year and this was rescheduled. Supervisor Bernys suggested that DCO Cronk send in a DCO Report if he was unable to attend.

**Fire Chief's Report:** Fire Chief Harvey gave the Fire Report for March, 2023 and indicated that calls are up.

**Highway Sup't Report:** Hwy Sup't Horning reported that the Highway Department has been out ditching, patching holes, working on culverts, and working on equipment.

**Tax Collector Report:** Tax Collector Dwyer gave the Tax Collector's Report for the close of the Tax Collection period. Tax Collector Dwyer indicated that even though he is no longer collecting taxes, there are still tax searches, correspondence and other tax collection responsibilities that are needed throughout the year.

#### **OLD BUSINESS:**

**ARPA Funding:** Councilor Wood, Councilor Houghton, and Supervisor Bernys attended the session on ARPA Funds at the Tug Hill Conference.

Supervisor Bernys submitted the ARPA Report for April 1<sup>st</sup>, 2023. The LaBarge Group could assist us if needed. Supervisor Bernys commented that he thinks that the Town can handle the reporting process without assistance. The funds need to be allocated by 2024 and the Town has received \$206,000.00 of ARPA funding. A plan needs to be determined by the Town Board. Possibly, the topic can be discussed further at a workshop.

**NYMIR Recommendation Progress:** Hwy Sup't Horning reported that 99% of the recommendations have been completed.

Supervisor Bernys commented that some of the recommendations are still being worked on.

#### **MERRILL PARK (Repavement) Bids Received:**

**Murphy Landscaping:** \$65,000.00-Does not include sealing and requests 4 posts and fencing to be removed.

**J&S Paving:** \$50,000-Repaving \$5,000-Sealing, requests all fencing posts and fencing to be removed.

**Lightening Paving & Sealing:** \$42,000-Repaving-Inside only. \$52,000-Includes outside courts

Sealing driveway only-\$6,000. Bid is good for 30 days. Requests removing 4 fence posts and fencing.

Discussion was held that fencing companies need to be contacted to obtain price quotes on removing fence posts and fencing to allow equipment access to the courts.

More discussion will be held at a workshop on April 27<sup>th</sup>, 2023. It was the consensus of the Town Board to advertise that the Board will begin the workshop at Merrill Park beginning at 6:30 pm and reconvene further discussion at 2938 E. Main Street, Parish NY in the meeting room.

Further discussion will be held on selection of bids.

Councilor Eaton-Novak was excused at 7:30 pm.

#### **Merrill Park LED Conversion New Quotes:**

Replace exterior lights at Highway Garage: \$116.75

Installation of 3 additional poles, 4 additional lights and electrical wire-\$10,180.00

We are receiving a grant for \$5,000.00

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the funds stated above. Roll taken...All in Favor...Motion carried. Aye-(4) Nay (0).

#### **Department Audits:**

Laird Petrie and Supervisor Bernys performed the Town Clerk's Audit's

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to accept the audit of the Town Clerk's records. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

Board Members need to perform audits on the Supervisor and Tax Collector's records.

**Employee's Handbook:** Supervisor Bernys commented that the Board could continue to work on the Employee Handbook at a workshop.

#### **Bid for Fire Alarm System at Highway Garage:**

Bids are due by April 19<sup>th</sup>, 2023. ARPA Funds could be used and more discussion will be held on what funds are going to be used for payment.

#### **Old Business Off the Floor:**

**NEW BUSINESS:**

**Fund Balance/Reserve Accounts:** Supervisor Bernys reviewed the Fund Balance/Reserve Accounts with the Board.

**284 Agreement Approval:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to approve the Highway Agreement between the Highway Superintendent and the Town and the 284 Agreement between the Town and the County. Roll taken...motion carried...All in Favor. Aye-(4) Nay-(0).

**Purchase of 2022 3500 RAM with Dump Body/Plow:** \$89,000 was put in the budget. The truck that was considered in February was \$72,892.00. The new truck is a little less for the amount of \$72,556.00.

**Motion:** A motion was by Supervisor Bernys, seconded by Councilor Wood to purchase a 2022 3500 RAM with Dump Box/Plow for the amount of \$72,556.00. Roll taken...

Councilor Wood-Aye

Councilor Houghton-Aye

Councilor Horning-Aye

Supervisor Bernys-Aye

All in Favor...Motion carried-Aye (4) Nay (0).

Additional amounts over loan amount for snow plow from Stadium. Some additional items need to be added such as tarp system and lightbar was not added to the price of the snowplow. The price has also increased due to delays in funding.

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve any overage amounts such as needed additions to for the truck and price increases that were not included in the USDA Grant not to exceed \$18,000.00. Roll taken...Councilor Wood-Aye, Councilor Houghton-Aye, Councilor Horning-Aye, Supervisor Bernys-Aye. Aye-(4) Nay-(0).

**APPROVAL OF BILLS:**

**General A Fund Account:**

**Motion:** A motion was made by Councilor Houghton, seconded by Councilor Horning to approve the claims to the General A Fund Account, those being claims #55-#70 for a total warrant of \$22,833.82. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

**Highway DA Account:**

**Motion:** A motion was made by Councilor Houghton, seconded by Councilor Horning to approve the claims to the DA Highway Account, those being claims #44-#49 for a total warrant of \$12,626.63. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

**Highway DB Account:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the claims to the Highway DB Fund, that claim being #50 for a total warrant of \$57.50. Roll taken...All in Favor...Motion carried. Aye-(4) Nay-(0).

A motion was made by Councilor Houghton, seconded by Councilor Wood to adjourn at 8:13 pm. Roll taken...All in Favor...Motion carried.

Respectfully submitted,

Kelly Reader-Petit  
Parish Town Clerk