

REGULAR TOWN BOARD MEETING  
July 20, 2023

The Regular Meeting Minutes of the Parish Town Board held July 20<sup>th</sup>, 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:**

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

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

**Supervisor's Comments:**

Supervisor Bernys attended a Procurement Webinar, an Emergency Services Meeting, and a CARPP Meeting to discuss Olde Home Day. Supervisor Bernys wanted to extend a special thanks to Shannon Masters for all her continued efforts on putting on this great event.

Supervisor Bernys has been busy working on getting the town's SAM Gov. Account re-registered. It was a long and lengthy process and it was finally approved today. This is necessary in order to receive a grant and a low interest loan from USDA for our new plow truck. Supervisor Bernys has been working on getting the NYSERDA bench marking completed.

Over the last month, our bookkeeper Angie has been working hard attending classes on enhanced reporting for the NYS Retirement System.

Supervisor Bernys thanked Hwy Sup't Horning and all highway workers who were out performing their jobs during and after the heavy rain storm on July 7<sup>th</sup>. Supervisor Bernys commented that Parish was lucky, as we did not receive as much damage as some of the other towns. Supervisor Bernys thanked Craig Petit and CEO, Will Hamacher for installing the AC units throughout the building. Supervisor Bernys thanked Carl and Sheila Dayger for stepping up to the plate and taking over the court until a new judge is elected. Supervisor Bernys commented that they are a wealth of knowledge and committed to the Town of Parish.

**Councilor's Comments:** None

**Approval of Minutes:**

**June 15, 2023-Regular Meeting Minutes:**

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

**7/13/2023-Special Meeting/Workshop Meeting:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to approve the Special Meeting/Workshop July 13, Meeting Minutes as received. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Department Reports:**

**Assessor's Report:** Tabled.

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

**DCO Report:** Tabled.

**Fire Chief's Report:** Fire Chief Harvey gave the Fire Chief's Report for June, 2023.

**Tax Collector's Report:** Tax Collector Dwyer gave the Tax Collector's Report and turned over a check for \$60.00. The \$60.00 was originally for statement fees, however the bank will not be charging the town for those fees.

**Hwy Report:** Hwy Sup't Horning gave the Highway Report.

**Tug Hill Circuit Rider's Report:**

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

The Tug Hill Commission has 3 new issue papers out.

Insurance coverage annual review.

How to write ZBA decisions.

Regulating home based businesses.

These are also on the Tug Hill Website ([www.tughill.org](http://www.tughill.org)) under News & Publications> Technical & Issue Papers. Paul has the insurance coverage paper for the Board tonight, and he will be giving the other two papers to the Joint Planning Board and ZBA.

Nominations are still open until (August 15) for Tug Hill Sages.

Paul understands that the bottleneck in processing checks written for the 2023 Local Gov't Conference has been resolved.

There is nothing new to report about the status of wildlife management area payment legislation. There is nothing new to report on Salmon Restoration for the Little Salmon River.

Paul assisted the town supervisor and town clerk in getting information on contacts in Albany to obtain additional documentation about the town's incorporation, as needed by some upcoming documents to be filed.

#### **OLD BUSINESS:**

**Alarm System at Highway Garage:** Supervisor Bernys reported that they are still working on re-locating the electrical box.

**Merrill Park Playground Equipment:** Supervisor Bernys explained that the company requires half of the cost at the beginning prior to delivery and the 2<sup>nd</sup> half after installation is completed.

The park has to be ready prior before delivery of the playground equipment. A timeline is needed to ensure that all prep work is completed prior to the installation of the playground equipment.

Councilor Wood commented that the process of updating and improving the park does not happen overnight. Councilor Wood also commented that anyone that would like to volunteer their time to help to please contact the town.

Supervisor Bernys reported that the basketball, tennis & pickle ball courts were striped today. Also, the lines were striped for the parking lot. There is around \$21,000.00 left in ARPA Funds.

**Department Audits:** All department audits have been completed except for the Supervisor's. It was suggested to have Laird Petrie conduct the audit.

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to approve Laird Petrie to conduct an audit of the Supervisor's records. Roll taken...All in favor...motion carried. Aye-(5) Nay-(0).

**Employee Handbook:** Need to be completed.

**Interest from Pathfinder Bank:** The town's Money Market Account with Pathfinder Bank is doing very well. The Money Market Account earned more interest in one month then we did in one year.

**Security at Merrill Park:** Discussion was held and it was determined that more research has to be done. Some of the Councilor's are going to obtain more information to bring back to the Board.

**Old Business of the Floor:** None.

#### **NEW BUSINESS:**

**Old Records in Basement (Clerk):** Clerk Reader explained that each department is responsible to go through their records using the NYS Retention schedule. This provides more free space to allow adequate storage. A memo or e-mail will be sent to each department head.

**Standard Work Day (Michael Wood):**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to pass a Resolution that the Town of Parish, hereby established the following work days for these titles and will report the officials to the NYS and Local Retirement based on their Record of Activities. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0). Constable-6 hrs per standard Workdays.

**Meeting on July 24<sup>th</sup> at 1:00 pm for the Old Key Bank:** Supervisor Bernys received an e-mail inviting him to a meeting regarding future use of the bank.

**NEW BUSINESS OFF THE FLOOR:** None.

#### **EXECUTIVE SESSION:**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to enter into Executive Session at 7:15 pm to discuss current litigation and appointment of a deputy court clerk. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to adjourn from Executive Session at 7:38 pm. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Appointment of Deputy Court Clerk:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to appoint Kelly Reader-Petit as Deputy Court Clerk. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Supervisor's Report-June 2023 Budget Transfers:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Eaton-Novak to approve the following transfer:

\$17,000.00

From-A1990.4-Contingency

To: A9060.8-Hospital & Medical Insurance

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

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Eaton-Novak to approve the following transfer:

\$15,000.00

From : A19901.9-Transfer to Other Funds

To: A9060.8-Hospital and Medical Insurance

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

**ARPA Funds:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to spend ARPA Funds for park lighting, fencing, striping to courts, and striping for parking lot for total amount of \$8,706.50. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**APPROVAL OF BILLS:**

**General Fund A Account:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Eaton-Novak to approve claims to the General Fund A Account, those being claims #120-#147 for a total warrant of \$25,814.62. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**DA Highway Fund Account:**

**Motion:** A motion was made by Councilor Houghton, seconded by Councilor Wood to approve the claims to the DA Highway Fund Account, those being claims #77-#82 for a total warrant of \$5,229.57. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**DB Highway Fund Account:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Eaton-Novak to approve the claims to the DB Highway Fund Account, those claims #83-#89 for a total warrant of \$146,006.66. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to adjourn at 7:48 pm. Roll taken...All in Favor...Motion carried.

Respectfully submitted,

Kelly Reader-Petit  
Parish Town Clerk