

**REGULAR TOWN BOARD MEETING**  
**August 17, 2023**

Minutes of the Regular Meeting of the Parish Town held August 17, 2023 at 2938 E. Main Street, Parish, NY in the Village Gym. Supervisor Bernys called the meeting to order at 6:30 pm.

**PRESENT:**

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

**ALSO PRESENT:** L.J. Harvey, Fire Chief; John Dunham, Planning Brd Member; and Paul Baxter, Tug Hill Rep.

**PUBLIC COMMENTS:**

No comments.

**SUPERVISOR'S COMMENTS:**

No comments.

**Councilor's Comments:**

Councilor Eaton-Novak thanked the Fire Company and everyone that participated in Olde Home Day. Councilor Eaton-Novak commented that she thought it was well attended and a great event.

**APPROVAL OF MINUTES:**

**July 17, 2023-Regular Meeting Minutes:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to approve the Regular July 17, 2023 Regular Meeting Minutes as received. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**July 27, 2023-Workshop/Special Meeting Minutes:**

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

**DEPARTMENT REPORTS:**

**Assessor's Report-**Tabled.

**CEO/ZEO Report:** CEO/ZEO Hamacher submitted a written CEO/ZEO Report.

**DCO Report:** Tabled.

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

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

**Tax Collector's Report:** No funds received to report.

**Tug Hill Circuit Rider's Report:** Paul Baxter, Circuit Rider gave the following report:

Paul has received and posted the revised ZBA forms to the town website.

Paul also posted the final tax roll to the town website.

There is nothing new to report about the status of the Wildlife Management area payment legislation.

There is also nothing to report on salmon restoration for the Little Salmon River.

The County Emergency Management Office will be holding a community engagement workshop on Tuesday, August 22<sup>nd</sup> at 2:00 pm and 6:00 pm on the second update of the Multi-Jurisdictional Hazard Mitigation Plan. It will be held in person at the Oswego County Emergency Management Office, 200 N. Second Street, Fulton in the basement and via Zoom.

The Tug Hill Commission now owns a traffic counter for use by our member governments.

The Tug Hill Commission sent out it's annual report, Headwaters by e-mail this spring. Paul has hard copies of the publications.

Paul has written an article about Municipal Certificates of incorporation. Municipal Incorporations are foundational documents for a town or village's very existence, and are needed sometimes for financial matters. They are sometimes required for grant applications.

The official state depository of Municipal Certificates of Incorporation is Research Searcher at NY State Archives, [archref@nysed.gov](mailto:archref@nysed.gov).

Paul also assisted the court clerk with setting up the court's credit card machine.

**EXECUTIVE SESSION:**

**MOTION:** A motion was made by Councilor Wood, seconded by Councilor Houghton to enter into Executive Session at 6:45 pm to discuss the employment history and appointment of particular persons. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**MOTION:** A motion was made by Councilor Wood, seconded by Councilor Houghton to adjourn from Executive Session at 7:05 pm. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**OLD BUSINESS:**

**Alarm System at Garage:** The alarm system at the Highway Garage is complete and the final payment has been sent out.

**Merrill Park Play/Ground Equipment-(Wood/Houghton):**

Supervisor Bernys thanked Councilor Houghton for assembling the benches for the park. The company that is delivering the equipment will be installing the equipment. Councilor Wood met with Craig and Jake Petit regarding prepping the area for installation of the playground equipment. The Petits will be volunteering their time and equipment. The town will pay for 1-2 loads of pea-stone for around \$300 per load. It is tentatively scheduled for late September. Discussion was held regarding purchasing some snow fence to keep the public off the area until installation is complete.

**Merrill Park/Security Cameras-(Wood/Eaton-Novak):**

Councilor Eaton-Novak had a description of 5 different security camera options, battery and solar. Discussion was held regarding the options and who would be monitoring the cameras. It was the consensus of the Board to obtain more information. Councilor Eaton-Novak was going to contact Verizon. More discussion will be held at the next Board Meeting in September.

**Merrill Fence Status:** The posts have been installed and they are due to install the fencing. Supervisor Bernys commented that they have not been paid yet.

**Merrill Park Basketball Backboards, rims and nets:**

Discussion was held regarding purchasing 4 new basketball backboards, rims, and nets at a price quote of \$3,755.00.

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Supervisor Bernys to authorize purchase of 4 basketball backboards, 4 rims, and 4 nets for \$3,755.00 and not to exceed \$4,000.00. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Parish Bank Meeting on July 24<sup>th</sup>, 2023:**

Supervisor Bernys, Councilor Houghton, and Paul Baxter attended the Village Meeting at the bank to discuss the future use of the bank.

The Historical Society has an interest in utilizing the building. They may need financial assistance in maintaining the building. Another meeting will be held on September 26<sup>th</sup>, 2023 to discuss long term plans.

**Olde Home Day:**

Supervisor Bernys thanked Mayor Murphy as she paid for the Dunking Booth and the Bounce House. Supervisor Bernys, also, thanked the Hastings Fire Department for use of their picnic tables. Supervisor Bernys expressed that it was a well attended event and thanked Shannon Masters for putting it together. Supervisor Bernys thanked the councilors that volunteered in the Dunking Booth.

**USDA Loan/Grant:**

The paperwork has been completed. It was financed for \$228,000.00.

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

**NEW BUSINESS:**

**Appointing Danielle Kinney to Highway Dept:**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve Danielle Kinney to the Highway Department as a MEO. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Rusty Hofbauer to attend Constable School Previously Postponed:** **Motion:** A motion was made by Councilor Houghton, seconded by Councilor Eaton-Novak to approve Rusty Hofbauer to attend Constable School, previously postponed. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**September Joint Meeting with Village Board:** No meeting is needed.

**2024 Budget Department Recommendations:** Supervisor Bernys will meet with each department to discuss their 2024 Budget.

**Emergency Management Planning Team for County Hazard Mitigation Plan-**September 14<sup>th</sup> @ 6:30 pm.

**Tax Correction for Petit:** Supervisor Bernys explained that a mistake was made on some of the W2 forms when reporting NYS Retirement for Craig Petit. This created a problem with the IRS when his income tax was submitted.

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve payment of \$463.30 to Craig Petit for errors made on W2s pending approval from Attorney Genant. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

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

**SUPERVISOR'S REPORT, July, 2023:** Supervisor Bernys submitted a Supervisor's Report for July, 2023 for the Board's review.

**Transfers:** None.

**ARPA Funds:** Supervisor Bernys commented that \$21,325.74 remains in ARPA Funds.

**Money Market Account:** The town's Money Market Accounts are doing well and the town has made around \$4,000.00 in interest so far this year.

**APPROVAL OF BILLS:**

**General Fund A Account:**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the claims to the General Fund A Account, those being claims #148-#161 for a total warrant of \$7,967.54. 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 Houghton to approve the claims to the Highway Fund DA Account, those being claims #90-#96 for a total warrant of \$5,532.31. 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 Fund DB Account, those being claims #97-#102 for a total warrant of \$39,737.67. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to adjourn at 8:23 pm. Roll taken...All in favor...Motion carried.

Respectfully submitted,

Kelly Reader-Petit  
Parish Town Clerk

