

## **Regular Meeting 4/18/2024**

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

**PRESENT:**

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

**ALSO PRESENT:** Nate Metcalf, Hwy Sup't; Kevin Dwyer, Tax Collector; L.J. Harvey, Fire Chief; Will Hamacker, CEO/ZEO; Bob Genant, Town Attorney; Steve Cronk, CEO; and Paul Baxter, Tug Hill Rep.

**MEETING OPEN TO THE PUBLIC:**

No Comments

**MEETING CLOSED TO THE PUBLIC.**

**SUPERVISOR'S COMMENTS:**

Supervisor Bernys gave the following supervisor's comments:

Supervisor Bernys has been busy attending webinars and meetings. Supervisor Bernys attended a webinar on handling internal complaints. Jim attended an Association of Town's Zoom Meeting for Town Supervisors. The meeting focused on a large issue most towns are dealing with and that is obtaining employees due to low town wages. The low wages also affect keeping current employees and the towns' efforts to try and keep those employees.

Supervisor Bernys coordinated and helped perform some of our annual internal audits along with the assistance of Laird Petrie. It is not necessary to hire an external auditor which saves money when performed in-house.

Our Bookkeeper Bice has completed the Annual Financial Report for the State Comptroller for 2023. Supervisor thanked Angie for her continued hard work.

Supervisor Bernys wanted to end his report on a good note. The Little league is officially back at Merrill Park in Parish. They have been using our fields for practice and will host 6 "Majors" games at Merrill Park in May and June. Supervisor Bernys hopes that Merrill Park continues to grow and get used more in the future.

**COUNCILOR'S COMMENTS:**

Councilor Eaton-Novak thanked Laird Petrie for teaching the Board with audits and for being patient.

**APPROVAL OF MINUTES:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the following Minutes as presented:

Regular Meeting Minutes-3/21/2024

Workshop/Special Meeting Minutes-4/11/2024

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

**DEPARTMENT REPORTS:**

**Assessor's Report:** Tabled.

**CEO/ZEO Report:** CEO/ZEO Hamacher gave the CEO/ZEO Report for March, 2023.

**DCO Report:** DCO Cronk gave the DCO Report.

**Fire Chief's Report:** Fire Chief Harvey gave the Fire Report for March, 2024.

Councilor Eaton-Novak thanked Fire Chief Harvey for his service to the Fire Department.

**Tax Collector's Report:** Tax Collector Dwyer gave the following report:

Total tax amount paid-\$2,407,909.24

Total tax amount unpaid-\$283,066,24

Total number of taxes unpaid-139

Tax Collector Dwyer has reconciled with the County Treasurer's Office in Oswego.

**Hwy Report:**

Hwy Sup't Metcalf presented the 284 Agreement:

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the 284 Agreement as presented. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0). Hwy Sup't Metcalf gave the Highway Report for March 2024.

**Tug Hill Report:**

Tug Hill Rep, Paul Baxter gave the following report:

Paul commented that he hopes to see many of us at the 2024 Tug Hill Local Gov't Conference, May 1-May 2, at the Turning Stone Casino.

The Village of Pulaski hosted the March Meeting of the Tug Hill Commission Commissioners on Monday, March 18, 2024. Paul thanked Pulaski for hosting. The commission will be meeting on Monday, May 20<sup>th</sup> at 10:00 am at the Central Square Village Offices.

The Salmon Rivers Council of Governments met on Tuesday, March 26<sup>th</sup> at the Albion-Altmar Bldg in Altmar. Paul provided copies of Minutes for anyone interested. A representative was present from the Town of Richland and they have expressed interest in membership in SRCG. Upon a formal expression of interest in becoming a member, the membership issues will be discussed at a future meeting.

The Tug Hill Commission's annual report, Headwaters is now out. Annual renewal of town e-mails was discussed as they may be changing due to Cyber Security requirements. There is nothing new to report about on the status of wildlife management area payment legislation. There is nothing new to report on salmon restoration for the Little Salmon River.

**OLD BUSINESS:**

**Getman Cemetery Accident:**

Supervisor Bernys is obtaining quotes to make repairs at Getman Cemetery due to a car accident.

Supervisor Bernys will be in touch with the insurance company regarding the cost for the repairs.

**Internal Audit Completed:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the audits for the Supervisor's financial records, the Town Clerk's financial records, and the Tax Collector's financial records. Roll taken...All in favor...motion carried. Aye-(5) Nay-(0).

The audits were completed with the guidance of Laird Petrie. Laird Petrie is a consultant with the Tug Hill Commission and a retiree from the State Comptroller's Office.

**IMA for Cyber Security:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to accept the IMA with the Village of Parish for Cyber Security as presented. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Merrill Park Updates:**

**Playground Equipment:** Supervisor Bernys informed the Board that on May 20<sup>th</sup>, 2024, the playground equipment is scheduled to be installed.

**Other Updates:**

The status on the basketball hoops was discussed.

Hwy Sup't Metcalf has opened the park gates. He has put the tennis nets up. Little League has volunteers that will help with getting the fields in shape. They have worked out a schedule for the fields. They also have a portable mound that they are going to use. Little League has a paint stripper that they will be using to mark out the base lines.

Discussion was held regarding using millings at the park to fill in pot holes. Expansion of the parking lot was discussed. The walking trail and bridge are still in good condition.

The Frisbee Golf Course was discussed. 7 out of 9 holes are in bad shape and are in need of replacement or repair. It was determined that for replacing professional size holes, it would cost around \$474.00 per hole. It was the consensus of the Board to try and repair the holes and see if there is an interest to play. Possibly, make it a summer project. Servicing the lawn mower and opening the bathrooms for the season was discussed.

Park grills were discussed and currently there are 2. It was the consensus of the Board to refurbish what we have if the expense isn't too costly to go that route.

The Little League has asked if they could borrow two sets of bleachers for the Williamstown fields for two to three months.

**Motion:** A motion was made by Supervisor Bernys, seconded by Councilor Horning to allow APW Little League to borrow two sets of bleachers for two to three months and transport them to the Williamstown Field. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

Currently, we have 10 picnic tables and they are in good shape.

**Old Home Day Public Meeting:** May 1<sup>st</sup>, 2024 at 6:00 pm at the Gristmill.

**Old Home Day:** August 3<sup>rd</sup>, 2024.

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

**NEW BUSINESS:**

**SLFRF Report:** ARPA Funds Report was filed with the state.

**Travel Policy and Forms:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to accept and approve the Travel Policy and the Travel Policy Forms as presented. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Fund Balance Policy:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to accept the Fund Balance Policy as presented with no changes. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Fund Balance Review and Move into Reserve Accounts:**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to transfer amounts from the A Fund Balance Account to the Reserve A Fund Accounts as approved by the Board-

From: A Fund Balance To: Building Reserve Amount: \$100,000.00

From: A Fund Balance To: Land Reserve Amount \$20,000

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

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to transfer amounts from the DA Fund Balance Accounts to the Reserve DA Fund Accounts as approved by the Board.

From: DA Fund Balance To: Equipment Reserve Amount-\$150,000.00

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

**Motion:** A motion was made by Councilor Houghton, seconded by Councilor Wood to place \$20,000 from Fund Balance to set up an External Audit Reserve Account for future external audits. Roll taken..All in favor...Motion carried.

**NEW BUSINESS OFF THE FLOOR:**

**Dump Day**-June 1<sup>st</sup>, 2024-7:30 am-11:00 am.

**SUPERVISOR'S REPORT:**

Supervisor Bernys presented a Supervisor's Report for March, 2024 to the Board for review and approval.

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to approve the Supervisor Report for March, 2024 as presented. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**APPROVAL OF BILLS:**

**General A Fund:**

**Motion:** A motion was made by Councilor Houghton, seconded by Councilor Horning to approve the claims to the General A Fund, those being claims #74-#92 for a total warrant of \$33,746.91. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Highway DA Fund:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Houghton to approve the claims to the Highway DA Fund, those being claims #40-#52 for a total warrant of \$23,377.12. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Highway DB Fund:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Eaton-Novak to approve the claims to the Highway DB Fund, that claim being #4 for a total warrant of \$3,727.40. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Discussion:** Discussion was held regarding the \$4,000 limit that the Highway Superintendent can spend with out approval from the Board.

The 2017 pickup had a repair bill on the abstract that exceeded the \$4,000 limit on two different invoices.

In the future, if the amount to be spent is over the \$4,000.00, the Board needs to approve and authorize the amount-an emergency meeting would be scheduled. Also, a suggestion was given to get price quotes before work is authorized if possible.

Hwy Sup't Metcalf informed the Board that the walking beams need to be replaced on the 1301 and the repair could be more that the \$4,000.00 that he is authorized to spend without Board approval.

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to authorize Hwy Sup't Metcalf to spend over \$4,000.00 for the necessary repairs on the 1301 Truck. Roll taken...All in favor...Motion carried.

**EXECUTIVE SESSION:**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to enter into Executive Session at 8:00 pm to discuss Collective Bargaining Negotiations pursuant to the Taylor Law and maters leading to the possible discipline of a particular employee. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Wood to adjourn from Executive Session to the Regular Meeting at 8:35 pm. Roll taken...All in favor...Motion carried. Aye-(5) Nay-(0).

**Teamsters 2024-2026 Contract:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve the contract with the Teamster's Contract for 2024-2026 as reviewed and presented to the Board. Roll taken...All in favor..Motion carried. Aye-(5) Nay-(0).

Supervisor Bernys commented that he appreciates everyone that helped with the contract negotiations.

A motion was made by Councilor Wood, seconded by Councilor Houghton to adjourn the meeting at 8:40 pm. Roll taken... All in favor...Motion carried.

Respectfully submitted,

Kelly Reader-Petit  
Parish Town Clerk