

## September Regular Meeting

Minutes of the September Regular Meeting held September 10, 2009 at the Village Gym. The meeting was called to order by Supervisor Stelmashuck at 7:00 p.m.

**Present:** Stephen Stelmashuck, Supervisor  
Doug Jordan, Councilor  
Robert Frederick, Councilor  
Mary Ann Phillips, Councilor  
Dale Chapman, Councilor  
Kelly Reader, Town Clerk

**Also Present:** Kathy McGaffick, Bookkeeper; Belden Dawley, Deputy Hwy Sup't; L.J. Harvey, Fire Chief; John Dunham, Assist Fire Chief; Carl Dayger, Hwy Sup't; Bob Genant, Town Attorney; Dave Fadden, Bonnie Fadden, Scott Allardice, Village Trustee; Karen Gage, BAR Member; Paul Gage, Planning Board Member; Dick Palmer, Roger Barden, Bonnie Frederick, Ray Seaman, Mary Anne Pelkey, Sue Romanowski, Len Romanowski, Mary Lou Guindon, Kathy Migdal, Keith Kinney, Suzanne Heagle, Leon Heagle, Mayor; Shawn Kruger, CPA; Frank Basile, CPA; Denise Sigourney, Assessor; and Paul Baxter, Tug Hill Rep.

### **APPROVAL OF MINUTES:**

A motion was made by Councilor Chapman, seconded by Councilor Frederick to approve the Minutes of the August 2009 Regular Meeting with the following corrections under: Meeting Open To The Public: Minutes should read-Supervisor Stelmashuck stated that the Board has the option to rescind the motion at any time.

Also, Minutes should read: A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to solicit for a Temporary Code Enforcement Officer from surrounding municipalities. Roll taken...motion carried.

### **SUPERVISOR'S REPORTS:**

**The Supervisor's Report:** The Supervisor's Reports were reviewed by the Board and filed with the clerk.

**October Calendar:** The October Calendar was presented for review.

**Revenue and Justice Report:** The Revenue and Justice Reports were reviewed by the Board and filed with the clerk.

### **Committee Reports:**

The Finance Committee is waiting for bank statements.

### **Report by External Auditor:** Frank Basile, CPA, PC:

Mr. Basile stated that he has been in business since 1981. He has worked with a lot of small municipalities and private businesses. Audits are performed in accordance with Generally Accepted Auditing Standards.

Mr. Basile reviewed the findings of the audit and stated that there were no matters or materials of any significance to the financial statements or the Auditors Report.

Mr. Basile also stated that they encountered no difficulties in dealing with management in performing and completing the audit.

Mr. Basile stated that the Town should be in compliance with GASB 34 which is an accounting standard and currently the Town is not in compliance. This is an evaluation of all of the Town's physical assets that should be included on the Annual Report to be submitted to the Comptroller's Office.

Discussion was held regarding hiring a firm to determine the value of the Town's physical assets.

Mr. Basile stated that suggestions were made within the audit to better insure the security of the Town's Financial Records, monies being received and to insure internal control. Also, with the new Stimulus Grants available, they require 3-5 years of audited financial statements.

Councilor Phillips asked if they checked to see if all funds were designated in the correct accounts.

Mr. Basile responded that they checked the majority of the accounts and entries.

The Teamster Bill was discussed. Mary Anne Pelkey asked how long did the Teamster's Bill accumulate.

The Bookkeeper responded over 5 years and the Town was just notified. Also, a Teamster Rep. had conducted an audit several times within that time period and nothing was reported until now. Apparently, their reasoning is because a formula changed to determine what the amount was to be paid to the Teamster's for insurance..

Mr. Basile stated that this process is not uncommon and no one is going to write a check yet for the amount requested as he is checking into the issue. In his experience there has been instances where agencies have made errors and that has to be determined.

Ray Seaman asked if he ever negotiated contracts?

Mr. Basile stated that he never solely negotiated contracts as that is not his expertise, but he has assisted and consulted with union negotiators.

Mary Anne Pelkey asked how long it would take to complete the audit?

Mr. Basile responded that they are about 40% into the audit and it should be completed by the end of October, mid-November.

If audits are kept up, it will aid with applying for grants.

Mr. Basile thanked the Board for the opportunity to give the presentation.

**Authorization for Appraisal by Industrial Appraisal Company to comply with**

**GASB 34:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to contract with Industrial Appraisal Company to comply with section GASB 34 for the amount of \$2,660.00. Roll taken...motion carried.

There is a small fee for an annual update.

**Authorization for External Auditor to comply with Section 2019-a of the Uniform**

**Justice Court Act:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Frederick to authorize Frank Basile, CPA to perform an External Audit for the

justice court to comply with Section 2019-a of the Uniform Court Act. Roll taken... motion carried.

Discussion was held regarding Justice Revenues and what accounts they are designated in.

Councilor Phillips requested that Mr. Basile check into the matter to insure that the Justice's revenues are being placed in the appropriate accounts. Mr. Basile state that he would look into it, but in his experience with other municipalities the funds are placed in General Funds. Possibly, the By-laws would identify where the revenues are to be placed.

#### **REPORTS:**

**Legislator's Report:** Legislator Leemann submitted a written report read by Supervisor Stelmashuck.

**Hwy Sup't Report:** Hwy Sup't Dayger gave the Highway Report and stated that the road sides have been mowed. They also have been dealing with illegally discarded tires in Happy Valley.

**New Truck:** A motion was made by Councilor Jordan, seconded by Councilor Chapman to pay cash in the amount of \$159,362.00 for the 2010 Truck. Roll taken...motion carried.

**Town Clerk's Report:** Clerk Reader submitted a written Town Clerk's Report and a Dog License report for August 2009.

**Dog Control Report:** DCO LaFlair and Deputy DCO LaFlair were excused and submitted a written DCO Report for August 2009.

**Assessor's Report:** Assessor Sigourney stated that she has been dealing with processing Cold War Exemptions and Senior Exemptions. The data collection process is going well. Assessor Sigourney spoke in regards to looking into contacting the state about the Happy Valley Land located within the Town of Parish as the Town does not receive any revenue from the state.

**CEO Report:** Supervisor Stelmashuck stated that Harold Babcock resigned as of Sept 1<sup>st</sup>, 2009 and John Dunham was appointed temporarily. CEO Dunham gave the CEO/ZEO Report for August 2009. Supervisor Stelmashuck stated that adjoining municipalities were contacted but the person that agreed to fill in fell through. Information was received from the Association of Towns stating that the positions of Planning Board Member and CEO are compatible.

**Planning Board Report:** Copies of Planning Board Minutes were received. Planning Board Member Gage stated that they are still working on the Comprehensive Plan Update and a Public Hearing will be scheduled when it is completed.

**Fire Chief's Report:** Fire Chief Harvey gave the Fire Chief's Report for August 2009. Fire Chief Harvey stated that Assistant Fire Chief Dunham and Karl Lawton saved a patient's life after the patient flat lined. Their efforts saved the patient's life. Supervisor Stelmashuck commended the Fire Company and stated that they do an excellent job.

**Rec. Coordinator's Report:** Supervisor's Stelmashuck stated that they were going to request the Summer Rec. Coordinator Lamb attend the next meeting to give a report.

**Correspondence, Communications, and Petitions:**

Letter from Mitchell's Speedway Press  
Notice form State Board of Real Property Services  
E-mail from National Grid  
Letter from Pathfinder Bank  
Letter from Assistant Attorney General  
E-mail from National Grid  
Letter from NYS Dept. of Public Service  
Calendars from Parish Senior Dining & Activity Center

**OLD BUSINESS:**

**Establishing a Parish Constabulary:** Waived until October Meeting

**Formal Resolution on Conducting a Town Wide Revaluation for 2010:**

Supervisor Stelmashuck read a formal resolution to conduct a Town Wide Revaluation for 2010.

A motion was made by Councilor Phillips, seconded by Councilor Jordan to pass a formal resolution to conduct a Town Wide Revaluation for the Town of Parish for 2010.

Roll taken...

Councilor Jordan: Aye      Councilor Phillips: Aye      Supervisor Stelmashuck: Aye

Councilor Frederick: Aye      Councilor Chapman: Aye

motion carried.

**2009 NYS Community Development Block Grant:** The application was not successful. The consensus of the Board is to bring the grant writers in to discuss applying for future grants.

Assessor Sigourney stated that there are programs out there to aid with revamping senior's homes.

**NEW BUSINESS:**

**Advertise for Code Enforcement Vacancy:** Harold Babcock resigned as of September 1<sup>st</sup>, 2009. Discussion will be held in Executive Session.

**Advertise for Assessment Board of Review Vacancy:** Discussion will be held in Executive Session.

**Justice Copier:** Councilor Jordan explained that the justices are being inconvenienced on court nights as they do not have access to a copier. He suggested that the town purchase a copier for \$200-\$300. Discussion was held that a copier could be obtained through the court administration at no cost to the Town. Councilor Jordan stated that he didn't want to wait as they need access now.

A motion was made by Councilor Jordan, seconded by Councilor Chapman to spend \$200-\$300 to purchase a copier for the justices. Roll taken...motion carried.

**Set dates for Budget Workshops:**

Oct 1<sup>st</sup>, 8<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> -6:00pm-8:00pm

At the October 15<sup>th</sup> Meeting, the Board will evaluate the time frame for completing the 2010 Budget.

**MEETING OPEN TO THE PUBLIC:**

Karen Gage stated that the Reval Resolution should include the cost of the revaluation. Assessor Sigourney stated that the resolution doesn't require that the cost be included in the resolution. Karen stated that she felt that it should be included in the Minutes as a matter of record. Supervisor Stelmashuck stated that for the record, \$22,000 was budgeted to conduct the reval.

Mary Anne Pelkey stated that she is glad to have the audit as it would enable the Town to be eligible for grants.

Suzanne Heagle asked if there had been no red flags in the first audit, why did the Board decide to go back 3 additional years. The Board has not given anyone any reason to justify this decision other than to make sure money has been placed in the correct accounts in the budget. Many rumors have been spread regarding the reasons why the Board is moving forward to go back 3 additional years to conduct an audit.

Supervisor Stelmashuck stated that the Comptroller's Office had been contacted to conduct an audit and they had declined.

An Annual Report is submitted every year to the State Comptroller's Office.

Bonnie Frederick asked if the Board knew about the audit requirements to be eligible for grants prior to the auditor's presentation.

Supervisor Stelmashuck responded no, it was new information. Past grant applications did not require audit information.

Bonnie Frederick asked if any one had been selected to supervise Winter Rec. and if more money was going to be designated for the salary.

Supervisor Stelmashuck stated that a Winter Rec. Director has not been selected and the salary would be discussed during the budget workshops.

Dick Palmer asked if the Board would let him know about the Recreation Program status as possibly the American Legion could get involved with funding.

**MEETING CLOSED TO THE PUBLIC.**

**APPROVAL OF BILLS:**

**General Fund:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Frederick to approve the claims to the General Fund, those being claims #323-#347 for a total warrant of \$6,297.66. Roll taken...Councilor Phillips abstained.

A motion was made by Councilor Jordan, seconded by Councilor Chapman to amend the motion to approve the claims to the General Fund, excluding claims #330, #331, #332, #333. Roll taken...Councilor Phillips-abstained, motion carried.

Clerk Reader asked if it was still the Board's policy for the Board to ask the Department Heads about any questions that they may have on a voucher prior to the meeting.

Supervisor Stelmashuck responded yes that still is the policy.

Discussion was held regarding vouchers submitted for recreation expenses.

A motion was made by Councilor Jordan, seconded by Councilor Chapman to approve the claims to the General Fund, those being claims #323-#347 for a total warrant of \$6,297.66. Roll taken... Councilor Phillips-abstained-motion carried.

**Highway Fund:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Frederick to approve the claims to the Highway Fund, those being claims #190-#215 for a total warrant of \$10,143.26. Roll taken...Councilor Phillips-abstained-motion carried.

**EXECUTIVE SESSION:**

A motion was made by Supervisor Stelmashuck, seconded by Councilor Chapman to enter into Executive Session at 9:26 p.m. to discuss potential litigation and the particular employment history of a particular employee. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to adjourn from Executive Session to the Regular Meeting at 10:19 p.m. Roll taken... motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to appoint John Dunham as acting CEO through the October 15<sup>th</sup> Board Meeting. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to advertise to fill the vacancies on the BAR and the CEO position. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Phillips to invite AG & Markets, our grant writers, and CDBG people to an upcoming Board Meeting. Roll taken...motion carried.

A motion was made by Councilor Phillips, seconded by Councilor Chapman to adjourn at 10:23. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk