

## REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held February 16<sup>th</sup>, 2012 in the Village Gym. Supervisor Stelmashuck called the meeting to order at 7:00 p.m.

**Present:** John Dunham, Councilor  
Mary Lou Guindon, Councilor  
John Horning, Councilor  
Stephen Stelmashuck, Supervisor  
Kelly Reader, Town Clerk

**Excused:** G. Richard Horning, Councilor

**Also Present:** L.J. Harvey, Fire Chief; Mary LaFlair, Deputy DCO; Paul Baxter, Tug Hill Rep.; Dan Burns, Bookkeeper; Doug Houghton, Village Trustee; Gloria White, Sharon White, Leon Heagle, Mayor, Suzanne Heagle, Mary Houghton, Tax Collector; Katie Alsworth, Krista Alsworth, David Holst, Legislator, Dale Chapman, and Doug Jordan.

### **Approval of Minutes:**

**January Regular Meeting Minutes:** A motion was made by Councilor Dunham, seconded by Councilor Guindon to approve the January Regular Meeting Minutes as received. Roll taken...motion carried.

### **Supervisor's Report:**

**Supervisor's Financial Report:** Supervisor Stelmashuck presented a monthly Financial Report for January 2012.

**March Calendar:** The March Calendar was presented and reviewed by Supervisor Stelmashuck.

**Revenue Reports:** The Regular, Justice and Detailed Supervisor's Report for 1/2012 year to date were received by the Board and filed with the Clerk.

### **COMMITTEE REPORTS:**

**Community Affairs, Parks, Preservation and Rec. Committee:** Councilor Guindon stated that the committee met last Tuesday night. The committee discussed obtaining information on the process to designate Mills and Petrie Buildings as official historic sites. Bob Chamber in conjunction with BOCES has two designs for the Boardwalk at Merrill Park.

Ed Karboski has contacted Councilor Guindon regarding promoting Harmony Acres as a recreational opportunity in the Town of Parish.

**Emergency Services and Public Safety Committee:** Councilor Dunham recommended that the Town Board consider budgeting for a new radio system for the Highway Department. All the truck's radios would need replacement. Councilor Dunham suggested to split the cost between two fiscal years.

**Financial Affairs Committee:** Vacant.

**General Government Committee:** Supervisor Stelmashuck will report on the Financial Audit under Old Business.

**Infrastructure Policy & Public Facilities Committee:** Vacant.

**Task Force:** January Minutes were submitted by Fred Swartz.

**Water Committee** Councilor Dunham spoke to Doug Miller to set up an Engineering Meeting regarding Water Projects.

Fire Chief Harvey will serve on the committee.

**Engineering Services:** Doug Miller.

**REPORTS:**

**Legislator's Report:** Legislator Holst stated that he needs a letter from the Town and Village requesting waiving the Tipping Fees for the Joint Clean-up Day on May 19th, 2012 to bring before the committee for consideration.

Legislator Holst stated that he has been assigned to the 911 and Infrastructure Committees.

**Hwy Sup't Report:** Excused.

Supervisor Stelmashuck stated that on behalf of the Town of Parish he would like to offer condolences to Highway Superintendent Dawley and his family on the death of his father, Belden Dawley Sr.

**Clerk Report:** Clerk Reader submitted a written Clerk's Report and Dog License Report for January 2012.

**Assessor's Report:** Rich Lopitz stated that residents are turning in exemption forms. Mr. Lopitz also stated that he is aiding residents with filling out the forms and answering questions.

**CEO Report:** Acting Deputy CEO Robert Dalton has been covering calls for the CEO Office.

**DCO Report:** A written DCO Report was submitted for January 2012.

**Planning Board Report:** The January Planning Board Minutes were received by the Board and filed with the Clerk.

**Fire Chief's Report:** Fire Chief Harvey gave the January 2012 Fire Report. Fire Chief Harvey thanked the community for supporting their recent Pancake Breakfast.

**Tug Hill Circuit Rider's Report:** Paul Baxter, Tug Hill Rep. stated that March 7<sup>th</sup>, 2012 is the deadline for the registration fee of \$50.00 for the upcoming Tug Hill Conference to be held on March 29<sup>th</sup>, 2012 at JCC in Watertown.

NYS Redistricting was discussed.

Primary dates may be moved up as early as June.

Paul stated that he has completed some updating on the Town's Website.

**CORRESPONDENCE, COMMUNICATIONS, & PETITIONS:**

Letter from County Administrator's Office addressing the recent error on the County/Town Tax bills.

Flyer from DEC-illegal to burn household trash.

Letter from State Office of Real Property.

Annual Report from Cooperative Extension.

**OLD BUSINESS:**

**Audit by the Comptroller's Office:** No update, Anticipation of Audit Report-early summer.

**New Visions, CNY Wireless, Comp USA Direct:** Councilor Guindon stated at this time, CNY Wireless is looking for funding to bring High Speed Internet Service to the Parish area.

**Assessor Vacancy:** Supervisor Stelmashuck stated that 6 applications were received for the vacant Sole Assessor Position for the Town of Parish. 4 applicants submitted their resumes' and or letters of interest as instructed. 3 of the 4 applicants that turned them in correctly were certified.

A resolution was passed by the Town Board in 2011 that all bids and applications need to follow instructions as advertised to be accepted and considered by the Town Board.

This process promotes fairness and consistency for all applicants. The applicants will be interviewed and considered at the workshop on 2/23/2012.

**Code Enforcement Officer Vacancy:** The vacancy has been advertised in Oswego County Weeklies and Queen Central. Supervisor Stelmashuck will get an e-mail to NYSBOC to request posting the CEO Vacancy on their website.

**Auditing Proposal from Basile CPA's:** Supervisor Stelmashuck was authorized to obtain quotes- for 2011-last audit-2009.  
Comptroller's Office completed audit for 2010. The Town Board is waiting for the final Audit Report.  
Quotes from Basile CPA's.  
2011-Audit-\$10,750.00  
Judicial Audit-\$5,000.00

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to authorize Basile, CPA's to conduct an Audit on 2011 fiscal year and to contact the Justices to see if there is someone they can recommend that can conduct a Procedural Management Analysis on the Justice Department. Roll taken...motion carried.

#### **NEW BUSINESS:**

**Merrill Park Use Request, Happy Valley Inn Women's Softball:** A motion was made by Councilor J. Horning, seconded by Councilor Guindon to authorize the Happy Valley Inn Women's Softball League use of Merrill Park on Tuesday Nights pending payment for park use of \$75.00 and submission of an Insurance Certificate. Roll taken...motion carried.

**Dog Enumeration 2012:** A motion was made by Councilor Dunham, seconded by Councilor J. Horning to conduct a Dog Enumeration to be completed in 2012 and the rate of pay for the Dog Enumerator will be set at the Temporary Employee Rate of \$7.25 per hour. Roll taken...motion carried.

#### **MEETING OPEN TO THE PUBLIC:**

Doug Jordan asked if CNY Wireless would be for High Speed Internet Service only. Councilor Guindon stated at this time it would be only for High Speed Internet Service.

Doug Jordan asked if the cost for the audit was in the 2012 Budget. Supervisor Stelmashuck responded that the cost for the audit was in the budget.

Doug Jordan asked who applied for the Sole Assessor's Position. Supervisor Stelmashuck responded with the list of names: Denise Trudell, Richard Lopitz, Michael Maxwell, B. Gail Mullen, Warren Wheeler, and David Roach.

Suzanne Heagle asked if the selection of the Assessor & CEO Positions would be a Joint Town/Village decision.

Supervisor Stelmashuck responded that the Assessor's position is not a joint position as the position is Town wide.

The CEO Position is governed through an Intermunicipal Agreement and the CEO serves jointly and enforces separate sets of codes for each municipality. A committee consisting of 2 Town Board Members and 2 Village Board members has been created to set up guidelines and to review applicants for the CEO Vacancy.

Krista Alsworth asked if Supervisor Stelmashuck would share the information from the County Administrator's Office regarding the tax bill error.

Supervisor Stelmashuck provided the contact information to the public.

It was suggested to contact the County Administrator's Office to request a letter explaining the error in detail which would provide information that the taxpayers would understand.

Legislator Holst stated that he would try and get an explanation for the tax rate error.

Dale Chapman asked of the 6 applicants who did not meet requirements.  
Supervisor Stelmashuck responded that Mr. Wheeler and Mr. Maxwell did not submit their letters as instructed.

B. Gail Mullen is not certified.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to schedule a Special Meeting on 2/23/2012 after the February Workshop at the Village Gym to begin at 8:00 p.m. to consider and appoint an applicant to fill the Sole Appointed Assessor Position. Roll taken...motion carried.

Doug Jordan asked if the public could set in on the Assessor interviews for the Sole Assessor's Position.

Supervisor Stelmashuck responded that the workshop was open to the public.

Fire Chief Harvey stated that the next Pancake Breakfast will be held on May 13<sup>th</sup>, 2012.

#### **MEETING CLOSED TO THE PUBLIC.**

#### **OTHER:**

**Spring Cleanup Day:** Scheduled for May 19<sup>th</sup>, 2012.

Butler charges \$100.00 for confidential paper removal.

Councilor Dunham stated that the CEO's Fee schedule needs amending.

Paul Baxter, Tug Hill Rep. stated that he needed authorization from the Town Board to renew the Town's Domain name and e-mail service for the amount of \$20.00 for the Town and \$20.00 for the Village.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Guindon to authorize Paul Baxter to renew the Town's account for e-mail addresses and the Town's Domain name for the amount of \$20.00. Roll taken...motion carried.

#### **APPROVAL OF BILLS:**

**General Fund:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Guindon to approve the claims to the General Fund, those being claims #28-#58 for a total warrant of \$29,185.25. Roll taken...motion carried.

**Highway Fund:** A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to approve the claims to the Highway Fund for a total warrant of \$14,153.86 for claims #10 to #38. Roll taken...motion carried.

#### **EXECUTIVE SESSION:**

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to adjourn to Executive Session at 8:00 p.m. to discuss Real Property, litigation and personnel. Roll taken...motion carried. Clerk Reader was invited to attend.

A motion was made by Councilor Dunham, seconded by Councilor Guindon to adjourn at 8:20 p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader  
Parish Town Clerk