

REGULAR MEETING

Minutes of the Regular Meeting of the Parish Town Board held January 17, 2013 in the Village Gym, Parish, NY. Supervisor Stelmashuck called the Meeting to order at 7:00 p.m.

Present: Stephen Stelmashuck, Supervisor
John Dunham, Councilor
John Horning, Councilor
Kelly Reader, Town Clerk

Excused: Mary Lou Guindon, Councilor and G. Richard Horning, Councilor

Also Present: L.J. Harvey, Fire Chief; Greg Porter, 1st Assistant Chief; Belden Dawley, Hwy Sup't; Mary Lou Guindon, Bob Genant, Town Attorney; Bill Scriber, Pl Brd Chair; Paul Baxter, Tug Hill Rep.; Dan Burns, Bookkeeper; George Bennett, CEO; Bill Alsworth, John Fadden, and Al VanSanford.

APPROVAL OF MINUTES:

December Regular Meeting: A motion was made by Councilor J. Horning, seconded by Councilor Dunham to approve the December Regular Meeting Minutes as received. Roll taken...motion carried.

Year End Meeting: A motion was made by Councilor J. Horning, seconded by Councilor Dunham to approve the Year End Meeting Minutes as received. Roll taken... motion carried,

Organizational Meeting: A motion was made by Councilor J. Horning, seconded by Councilor Dunham to approve the Organizational Meeting Minutes as received. Roll taken...motion carried.

SUPERVISOR'S REPORTS:

Supervisor's Financial Report: The Supervisor's Tentative Financial Report was received by the Board. The Final 2012 Report will be available and presented for the Board's review at the workshop on January 24th, 2013.

Also, the 2012 payroll totals were presented for review.

Revenue Reports: The General Regular and Justice Revenue Reports will be available at the workshop on 1/24/2013.

February Calendar: Supervisor Stelmashuck reviewed the February Calendar.

COMMISSION REPORTS:

Community Affairs, Parks, Preservation & Recreation: Councilor Guindon-Excused.

Emergency Services and Public Safety: Councilor Dunham stated that he has no report. Supervisor Stelmashuck stated that he has received the new radio. Paul Baxter will set the radio up and Fire Chief Harvey will check the channel.

Financial Affairs: Councilor J. Horning stated that everything is going okay.

General Gov't Report: Supervisor Stelmashuck stated that he and Councilor Dunham attended a Meeting at JCC sponsored by Tug Hill Commission on information provided from U.S. Department of Agriculture Rural Development explaining the Community Facilities Program. The Facilities Program can make low interest loans/or grants to develop essential community facilities in rural areas and towns' of up to 20,000 in population. Projects include but are not limited to municipal buildings, emergency service facilities, equipment, libraries and food pantries.

Infrastructure, Policy and Public Facilities: Councilor G. Richard Horning-Excused.

Councilor Dunham stated that there are monies available at the State level for energy saving projects.

Task Force: No Meeting was held.

Water Committee: Grants are available.

Engineering Services: Doug Miller is looking into funding through grants.

REPORTS

Legislator's Report: No Report.

Hwy Sup't Report: Hwy Sup't Dawley stated that the Hwy Dept. went to Watertown to check the new trucks and the plow packages.

The 1st truck will be available for service in about 3 weeks. The 2nd truck will be available in about 4-6 weeks.

Hwy Sup't Dawley stated that he has turned in around \$30,000 in Snow Bills to the County.

The Time Clock has been serviced. Councilor Dunham stated that the Time Clock should be serviced once a year.

Clerk's Report: Clerk Reader submitted a written Clerk's Report and Dog License Report for December, 2012.

Assessor's Report: No Report.

CEO Report: CEO Bennett submitted a written CEO Report for December 2012. Also, State and Federal Reports have been submitted for 2012 as required.

CEO Bennett stated that he has reconciled with the Town Clerk for funds received in 2012.

CEO Bennett reported on the following upcoming projects. Parish Health Center Reconstruction Project, Dollar General Environmental Impact Study, Subway at Morabitos, and Site Plan on Hong Kong Road.

CEO Bennett suggested that the Town look into a cheaper phone service plan for the Town through Verizon.

CEO Bennett discussed sharing office space with the Tax Collector and he feels that it limits his work space.

Supervisor Stelmashuck suggested that more discussion be held at the Joint Meeting in February regarding additional office space.

Also, CEO Bennett stated that he is requested to look into more landlord and tenant disputes and he recommends that the Board consider a Rental Permit Program.

DCO Report: Deputy LaFlair submitted a written DCO Report for December 2012. All late renewal unlicensed dogs for 2012 up to November have been issued tickets. Deputy DCO LaFlair stated that she will wait until after the rabies clinic in April to issue tickets for those who have not licensed dogs from the enumeration list.

This gives individuals one last opportunity to license their dog or dogs without receiving a violation.

Planning Board Chair Report: The December 2012 Planning Board Minutes were submitted by Linda Paul.

Planning Board Chair Scriber discussed a new zone in the Village of Parish. The new zone will be created for the possible future sale of the Parish Elementary School.

Planning Board Chair Scriber suggested and requested that decisions in the Village be completed in a timelier manner to promote growth in the Village.

Fire Chief's Report: Fire Chief Harvey gave the Fire Report for December 2012. Also, Fire Chief Harvey reviewed the Parish Volunteer Fire Company's 2012 Annual Reports. The Fire Company is 42 calls down from 2011.

CORRESPONDENCE, COMMUNICATIONS & PETITIONS:

None.

OLD BUSINESS:

Welcome to Town of Parish Signs: Two mock signs were presented. The price was discussed and requested for review at the January Workshop.

Also, the Board requested that CEO Bennett review the mock signs to ensure that they are meeting the sign requirements in the Zoning Law.

2012 Payroll: Supervisor Stelmashuck stated that 56 individuals were paid in 2012 for the amount of \$389,802.72.

Discussion was held regarding the amounts that are off in final salaries paid to individuals, some more, some less than approved in the 2012 Budget.

The Board directed Bookkeeper Burns to check into the discrepancies.

20101 & 2011 External Audits: A Draft Audit was submitted for the Board to review. Banks require financials completed by an external auditor for financing purposes.

Multi Jurisdictional Hazard Mitigation Plan: The work on the plan began in 2008 and has been completed and approved by FEMA.

Every municipality or jurisdiction has to approve it in order to receive funds in case of an emergency.

The information will be given to Attorney Genant to draw up a resolution for approval.

Lease/w/Village: A lease was submitted from the Village for an increase of \$500.00.

Discussion was held in regards to proper procedure to request an increase in the Building Lease. The request should be submitted in writing at budget time to the Town Board. The recent increase request will be reconsidered at budget time for 2014.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to amend the lease presented and to approve the current amount of \$19,500 and to reconsider the additional \$500.00 increase for the 2014 Budget. Roll taken...motion carried.

NEW BUSINESS:

Local law for Flood Damage Prevention: Amending Local Law #1 of 1987. The amendment would include updating maps and working on new guidelines. Discussion was held that the Planning Board and the CEO should be the arbitrators of the law. It also makes sense for the CEO to have the responsibility of the enforcement. Attorney Ventre and Attorney Genant will review the boiler plate of the amended law.

New NYMIR Bldg Appraisal: The Town's Building values need to be updated which may effect the premiums.

NYS Tug Hill Conference: The registrations need to be postmarked by 3/6/2013 to be charged the \$50.00 registration fee.

All registrations should be submitted to the Town Clerk no later than 3/1/2013 to ensure that registrations are submitted by the deadline of 3/6/2013.

County Safety Committee: Supervisor Stelmashuck stated that he would not be able to attend. Supervisor Stelmashuck asked if any member of the Town Board could attend. No member of the Board would be available. The purpose of the Meeting was to discuss the Town's Self Insurance Plan with the County focusing on safety issues.

A motion was made by Supervisor Stelmashuck, seconded by Councilor J. Horning to appoint Bill Alsworth as the Town's representative to attend the meeting on January 23rd, 2013 at 1:00 p.m. with Oswego County on the Town's Self Insurance Plan. Roll taken... motion carried.

Other:

Tug Hill Conference: Supervisor Stelmashuck asked Paul Baxter if he had additional Tug Hill Conference Registrations available. Paul Baxter responded that he did.

Paul Baxter stated that he had attended a meeting at LeMoyne College on Paths through History focusing on historic resources. This information provided useful tools to promote tourism and economic growth in local municipalities.

Paul also stated that he had set up new e-mail addresses for the Tax Collector and the Highway Superintendent.

MEETING OPEN TO THE PUBLIC:

Town Clerk Reader recommended that the Board consider replacing ADP due to the high volume in errors when issuing and distributing paychecks.

MEETING CLOSED TO THE PUBLIC.

General Fund:

A motion was made by Supervisor Stelmashuck, seconded by Councilor J. Horning to approve to the General Fund those being claims #1 to #31 for a total warrant of \$34,295.00. Roll taken...motion carried.

Highway Fund:

A motion was made by Supervisor Stelmashuck, seconded by Councilor J. Horning to approve claims to the Highway Fund, those being claims #1 to #11 for a total warrant of \$9,799.87. Roll taken...motion carried.

EXECUTIVE SESSION:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to enter into Executive Session taking a 3 minute recess at 7:47 p.m. to discuss personnel. Roll taken...motion carried. Town Attorney Genant, Clerk Reader, Hwy Sup't Dawley and Bill Alsworth were invited to attend. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor J. Horning to adjourn from Executive Session at 8:00 p.m. Roll taken...motion carried.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Dunham to add all current wingmen and all future Highway Department Employees to the random Drug and Alcohol Testing List. Roll taken...motion carried.

Discussion was held regarding requesting that all employees sign for their checks in February. All employees must provide a picture I.D. to receive their paycheck. This policy is recommended by the Comptroller's Office.

A motion was made by Councilor Dunham, seconded by Councilor J. Horning to adjourn at 8:36. p.m. Roll taken...motion carried.

Respectfully submitted,

Kelly Reader
Parish Town Board