

Parma Town Board meeting held on Tuesday, May 2, 2023, at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY.

FILED  
TOWN CLERK'S OFFICE  
5/16/2023  
TOWN OF PARMA

### **ATTENDANCE**

Supervisor	James Roose
Councilperson	Linda Judd
Councilperson	Tina Brown (excused)
Councilperson	Dave Ciufu
Councilperson	Mark Acker
Town Clerk	Carrie Fracassi
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Jim Christ (excused)

### **OTHERS IN ATTENDANCE**

Diana Christodaro, Finance Director; Amy Hogue, Library Director; Tom Sercu; Troy Green;  
Don Sigler; Mike Weldon; and Bruce Sprague.

### **CALL TO ORDER**

Supervisor Roose called the meeting to order at 6:30 p.m. and led those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

### **REGULAR MEETING MINUTES – APRIL 18, 2023**

**RESOLUTION No. 135-2023** Motion by Councilperson Ciufu, seconded by  
Councilperson Judd, to accept the Minutes of the regular meeting held on April 18, 2023, as  
presented.

**Motion carried:** Aye 4 (Roose, Judd, Ciufu, Acker)  
Nay 0  
Excused 1 (Brown)

### **TOWN CLERK REPORT**

The Town Clerk noted she emailed the Supervisor and the Board thanking them for their support in sending the Deputy Clerk and myself to the New York State Town Clerk Association Conference in Syracuse last week and reported on the various classes attended. The Town Clerk Report was filed with the Supervisor's Office and emailed to the Board.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Christ was excused. There was no report.

## **PARKS AND RECREATION REPORT**

Tom Venniuro thanked the Board for their support in attending the NYS Recreation and Parks Conference; they will be sending reports to the Board detailing their experience. The Park is gearing up for the upcoming outdoor season, Hilton's baseball team has already been out using the fields. All spring and summer programming will be released next week, and registration started for summer camp and most of the sessions are full at this point. If they are able to bring in more staff, they may be able to open up some more spots.

## **BUILDING DEPARTMENT REPORT**

There was no report.

## **LIBRARY REPORT**

Amy Hogue noted that there were just under 4,000 patrons at the library this month. The book sale made just shy of \$1,200 for Friends of the Library; this was one of the best sales in a long time for them. They have gone fine free for all of their books in the library; patrons are still responsible to replace any damaged or lost books.

## **PUBLIC FORUM**

Supervisor Roose asked if there were any citizens who would like to address the Town Board with any concerns.

Tom Sercu said he hopes the Town will keep on the owner of 1761 Hilton Parma Corners Road to clean up their yard even though Mark has left. Maureen Werner, Esq. said the owner is due in Parma Court on May 18<sup>th</sup> for this matter. It was adjourned at the last hearing to allow the owner time to get an attorney.

Troy Green, Deputy Chief of the Hilton Fire Department, said there will be a Memorial Sign erected honoring Pfc. Jason Hasenauer on Dunbar Road. Josh Jenson is working with the family to have a ceremony/community event at some time in the future unveiling the sign. Mr. Green wanted to make sure it was on the Town's radar. There will be a need for road closures in the area. He thought Josh Jenson had been in contact with the Town/Clerk. Carrie Fracassi, Town Clerk said she has not been contacted by anyone at this point. Supervisor Roose said he had talked to Josh regarding this, but it was a long time ago. The Monroe County Sheriff's Office should be contacted for any road closures and the Parma Special Police can be contacted for their assistance.

## **BUSINESS ITEMS**

### **APPOINT ASSISTANT BUILDING INSPECTOR – LUCAS MCGRATH**

**RESOLUTION NO. 136-2023** Motion by Councilperson Acker and seconded by Councilperson Judd, to appoint Lucas McGrath to the position of Assistant Building Inspector at a rate of \$32.97 with a start date of May 8, 2023.

**Motion carried:** Aye 4 (Roose, Judd, Ciufio, Acker)  
Nay 0  
Excused 1 (Brown)

### **PUBLIC SECTOR HR CONSULTANTS LLC**

Diana Christodaro said the Employee Handbook has not been updated since 2019. Public Sector HR Consultants LLC is the company that did the review/update in 2019. In discussions, the representative felt this would take approximately 3 hours.

**RESOLUTION NO. 137-2023** Motion by Councilperson Judd and seconded by Councilperson Ciufio, to authorize the Supervisor to sign a contract with Public Sector HR Consultants LLC for services related to updating the Town of Parma Employee Handbook for a fee of \$185.00/hour.

**Motion carried:** Aye 4 (Roose, Judd, Ciufio, Acker)  
Nay 0  
Excused 1 (Brown)

### **VACTION LEAVE POLICY**

Supervisor Roose said that under the current policy new employees do not receive any vacation during their first year of employment, so they started checking with other Towns to see what their policies are. Diana Christodaro said they have drafted a proposal similar to what the Town of Ogden has. New employees would receive five days upon hiring and five days after six months. The hope is this will help in hiring new employees in the future.

There was discussion about how to accrue vacation going forward, how to carry over vacation, and whether the Town would continue vacation being disbursed at the beginning of the year or on the employee's anniversary date. Diana will check with our payroll company about their process and what they can do. The resolution for consideration tonight will be for new Town Employees only. There will be more discussion about the policy in the future.

**RESOLUTION NO. 138-2023** Motion by Councilperson Acker, seconded by Councilperson Ciufio, to approve the Vacation Leave Policy for new Town Employees. New employees will receive five days' vacation upon hiring and five days at six months retroactive to January 1, 2023.

**Motion carried:** Aye 4 (Roose, Judd, Ciufio, Acker)  
Nay 0  
Excused 1 (Brown)

**SEASONAL PARK ATTENDANT**

This appointment is a rehire of a Seasonal Park Laborer – Day Laborer/Park Attendant with a start date of May 3, 2023.

**RESOLUTION NO. 139-2023** Motion by Councilperson Judd and seconded by Councilperson Acker, to appoint Andre Brunette to the position of Seasonal Park Laborer-Day Laborer/Park Attendant with a start date of May 3, 2023, with a pay rate of \$15.90.

**Motion carried:** Aye 4 (Roose, Judd, Ciufio, Acker)  
Nay 0  
Excused 1 (Brown)

**RECREATION ASSISTANT**

This appointment is for a Recreation Assistant with a start date of May 6, 2023. Daniel Rolfe has worked part time with the Town and is already an active employee. His internship with the Town is ending, and the Department is looking to keep him on at the following rates and positions. The different pay rates reflect the different types of jobs being performed and what the job requires.

**RESOLUTION NO. 140-2023** Motion by Councilperson Ciufio and seconded by Councilperson Judd, to appoint Daniel Rolfe as Recreation Assistant with a start date of May 6, 2023, at the following rates:

Before/After School and Recess Camp	\$14.84
Special Event Assistant	\$15.50
Pee Wee Sports Assistant	\$16.00
Youth Sports League Site Coordinator	\$17.00
Baseball/Softball Equipment Manager	\$17.00

**Motion carried:** Aye 4 (Roose, Judd, Ciufio, Acker)  
Nay 0  
Excused 1 (Brown)

**ADVERTISE FOR BEFORE/AFTER SCHOOL STAFF**

Mr. Venniro is seeking a resolution to advertise for part-time and/or seasonal Before and After School Program staff. Successful candidates may work various hours beginning in the fall of 2023. These are annual appointments and will be advertised via town bulletin board, social media, website, and email.

**RESOLUTION NO. 141-2023** Motion by Councilperson Judd and seconded by Councilperson Acker, to authorize the Recreation Department to advertise for Before/After School Staff for fall 2023.

**Motion carried:** Aye 4 (Roose, Judd, Ciufio, Acker)  
Nay 0  
Excused 1 (Brown)

### **DISPOSAL OF FIXED ASSETS**

**RESOLUTION NO. 142-2023** Motion by Councilperson Ciufu and seconded by Councilperson Acker, to authorize the disposal of the following fixed assets:

Acer Monitor (tag #3205)  
HP Printer (no tag)  
Kodak Scanner (tag #3458)  
HP Printer (tag #3341)

**Motion carried:** Aye 4 (Roose, Judd, Ciufu, Acker)  
Nay 0  
Excused 1 (Brown)

### **LIAISON REPORTS**

**\*\*Councilperson Acker reported final approval for the Collamer Road Subdivision; the builders are looking to get started right away. Residents across the street will be able to tie into the sewer if they want to. The Board also held an informal discussion about the Cold Storage property and the progress to date.**

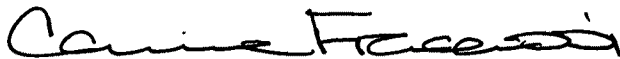
**\*\*Councilperson Brown was excused; there was no report.**

**\*\*Councilperson Judd reported the Library Board meets next week. The Assessor is looking for the Boards support for the town wide assessment next year.**

**\*\*Councilperson Ciufu reported the Zoning Board meeting was cancelled last month.**

There was no further business before the Town Board, Councilperson Ciufu made a motion to adjourn the meeting at 7:20 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk