

Parma Town Board meeting held on Tuesday, September 19, 2023, at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY.

### ATTENDANCE

Supervisor  
Councilperson  
Councilperson  
Councilperson  
Councilperson

James Roose  
Linda Judd  
Tina Brown  
Dave Ciufu  
Mark Acker

Town Clerk  
Dir. of Parks and Recreation  
Highway Supt.

Carrie Fracassi  
Tom Venniro  
Jim Christ

FILED  
TOWN CLERK'S OFFICE  
10/5/2023  
TOWN OF PARMA

### OTHERS IN ATTENDANCE

Diana Christodaro, Finance Director; Tim Jobes, Lisa Gebbie, Steven Sepanicak, Lucas Basso, Debra Hebing, Don Sigler, Mike Weldon, and other unidentified members of the public.

### 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 – SEPTEMBER 5, 2023

**RESOLUTION No. 235-2023** Motion by Councilperson Judd, seconded by Councilperson Acker, to accept the Minutes of the regular meeting held on September 5, 2023, as presented.

**Motion carried:** Aye 5 (Roose, Judd, Brown, Ciufu, Acker)  
Nay 0

### TOWN CLERK REPORT

There was no report.

### HIGHWAY DEPARTMENT REPORT

Supt. Christ reported the department is helping surrounding Towns finish County work. The department is working to get the Collamer Road land ready to use. Supt. Christ is in discussion with the Fire Department about snow removal at the firehouse. He is meeting with the Town Attorney to have an agreement drawn up with a cost to provide the service. The Highway Department has secured a storage container for the premises.

### PARKS AND RECREATION REPORT

Tom Venniro reported revenue numbers for 2023 total \$575,891.00. All summer programming and events have concluded. Fall programming is available online and event highlights include:

1. Comprehensive Plan Public Input Flag Football Event: September 23, 2023
2. Make a Difference Day: October 28, 2023
3. Halloween Celebration/Trunk or Treat: October 31, 2023
4. Hilton Holiday on Main Street: December 9, 2023.

Final Park Use requests for 2023 are coming to an end in the next month. Projects around the Town Hall and Park continue to be worked on including the Dog Park which is being completed as weather and time allows.

## **BUILDING DEPARTMENT REPORT**

There was no report.

## **LIBRARY REPORT**

There was no report.

## **PUBLIC FORUM**

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

Lucas Basso came for an update on the car racing at 146 Bailey Road. He had audio tape of the event from over the weekend. Mr. Basso said he has had a hard time getting in contact with someone from the Town and when he spoke with Art Fritz, things got heated and Mr. Fritz told him this was not his job, which surprised him and was not very helpful. He asked Supervisor Roose if this was his job. Supervisor Roose said it was.

Steven Sepanicak said he is not that close to the property, and he can hear the noise coming from the property while they are racing.

Lisa Gebbie asked if any response to Atty. Werner's letter was received from the owner of the property. Supervisor Roose said he has not seen a response. She is concerned this will continue to get pushed down the road. Supervisor Roose said he will follow up with the Town Attorney and Art Fritz.

Lisa Gebbie asked about brush pickup. Supt. Christ said brush pickup begins next Monday; the department will go around the Town once. If time allows, they will try and circle around a second time.

Debra Hebing asked Supt. Christ if he had considered moving the Highway Department to the Town Hall campus. Supt. Christ said because they share a salt shed and other services with the Village of Hilton and School District, they would need to have dual properties. Ms. Hebing said Josh Jenson told the Library Board there is an opportunity to get a zero-interest loan to build a stand-alone library at Town Hall. Ms. Hebing said a comment made at the last Village Board

meeting that due to low Town representation, they could not continue the meeting about an ambulance district. Councilperson Brown said that is not an accurate statement and the meeting was finished. Ms. Hebing asked if the Town would create an ambulance district, which would be a separate line item on the tax bill. Supervisor Roose said the Village and Town would have to agree to form the district. If the Town moved forward without the Village, the Town residents would be paying the full tax burden and Village residents, where the most calls are, would not be contributing.

Ms. Hebing asked if Church events can be added to the Town calendar. Supervisor Roose said there would have to be further discussion about this.

Timothy Jobes asked if the Town property on Collamer Road will be locked. Supt. Christ said it will be fenced and locked the best it can be and open during business hours. Mr. Jobes has concerns about the trucks going in and out at the Cold Storage property, and the damage to the road. He contacted the Building Department with no response. Supt. Christ said he is watching the condition of the road.

## **BUSINESS ITEMS**

### **AUDITORS REPORT – 2022 FINANCIALS**

Ryan, Allied Financial Partners, provided and explained the Financial Statements and Report to Board members. The only adverse opinion pertains to Town Assets. The Town does not have a procedure in place to track the assets and should work to put one in place. This, however, does not adversely affect the Town financially.

He further reviewed the funds balances and liabilities, noted the balances still reflect \$1,000,000,000 in ARPA money which was not spent as of December 31, 2022. There was an increase in revenue from 2021.

Councilperson Judd said she would like time to review the report before voting to accept, other members agreed. There was no action taken tonight to allow the Board time to review the report.

## **HEALTH INSURANCE**

Diana Christodaro explained insurance rates will be going up 12% next year. The Town will be offering 4 plans to town employees for the upcoming year. Those will include the current co-pay plan, high deductible plan and two hybrid plans. The information will be given to the employees and a representative will come out to explain the plans if anyone is interested.

**RESOLUTION No. 236-2023** Motion by Councilperson Brown, seconded by Councilperson Ciufò, to approve the health insurance plans for December 1, 2023, through November 31, 2023, through Excellus to include a co-pay plan, high deductible plan and two hybrid plans.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufò, Acker)**

Nay 0

**GRANT – LORETTA DRIVE/EDWARD LANE**

This agenda items will be discussed at a future meeting.

**ASSET DISPOSAL – TOWN CLERK**

**RESOLUTION No. 237-2023** Motion by Councilperson Judd, seconded by Councilperson Ciufu, to approve the disposal of the following assets from the Town Clerk’s office.

\*Disposal of Items - please note if junked, donated etc. in "REMARKS" column

DATE 19-Sep-23 DEPARTMENT: Town Clerk Office

TAG #	DESCRIPTION / MANUFACTURER	MODEL	SERIAL #	ACQUIRED FROM	COST	REMARKS	DATE	EQUIP/ VEH #
2561	Town Clerk Office Chair			Purchased prior to 2009		Chairs old/stained - Throw away	Sep-23	
2563	Town Clerk Office Chair							

PREPARED BY: Carrie Fracassi  
 NAME  
Town Clerk  
 TITLE

Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)  
 Nay 0

**PREPAIDS**

**RESOLUTION No. 238-2023** Motion by Councilperson Judd, seconded by Councilperson Brown, to approve the prepaids as presented in the amount of \$87,299.16.

**Prepays for Approval September 19, 2023**

Date	Check #	Vendor	GL Expense	Amount	Check Total	Description	Bank
08/17/23	1577	Worthy Duncan	AOO 516.7550.490.00	400.00	400.00	summer concert 8/20	Z99 1.110
08/17/23	1578	Zuzu Boomer-Knapp	LOO 574.7410.492.00	6.11	6.11	reimb program supplies	Z99 1.110
08/17/23	1579	Petty cash	LOO 574.7410.492.00	95.00	95.00	program supplies	Z99 1.110
08/24/23	1580	NYSAMCC	AOO 511.1110.430.00	995.00	995.00	annual conference	Z99 1.110
08/29/23	1581	West Herr	DAO 550.5142.210.00	30,470.76			
			DBO 550.5130.210.00	42,078.67	72,549.43	2023 RAM T	Z99 1.110
08/29/23	1582	Amanda Zambroski	AOO 570.7140.494.01	130.00	130.00	program refund	Z99 1.110
09/06/23	1584	Dean Harester	AOO 516.7550.490.00	650.00	650.00	summer concert	Z99 1.110
09/06/23		NYSLRS	TAO 2.018	4,229.35	4,229.35	August reporting	Z99 1.130
09/07/23	1585	petty cash - Special Police	AOO 536.3640.480.00	139.27	139.27	food for carnival	Z99 1.110
09/11/23	1586	NYSMA	AOO 511.110.431.00	75.00	75.00	coonference registration	Z99 1.110
09/14/23	ACH	Auctions International	DAO 550.4140.210.00	3,372.60			
			DBO 550.5130.210.00	4,657.40	8,030.00	storage container	Z99 1.110

87,299.16 87,299.16

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)  
Nay 0**

**BUDGET TRANSFER**

**RESOLUTION No. 239-2023** Motion by Councilperson Brown, seconded by Councilperson Acker, to approve Budget Transfer as presented in the amount of \$13,320.09.

TRANSFERS FOR 2023

September 19, 2023

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
DBO 550.5130.460.00	Contracted Services	120.69	DBO 550.5130.210.00	Equipment	120.69	Christ
SDO 485.2776.00	Misc Income	7,000.00	SDO 585.8540.400.00	Drainage	7,000.00	Christ
DBO 550.5110.410.00	Black Top Repairs	6,000.00	DBO 550.5130.452.00	Vehicle Maintenance	6,000.00	Christ
BOO 550.8510.490.00	Spring Pick up	200.00	BOO 550.8510.491.00	Recycling	200.00	Christ
		\$13,320.69			\$13,320.69	

\$0.00

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)  
Nay 0**

## **INFORMATIONAL ITEMS**

Supervisor Roose said the Special Police is looking to purchase radios which would allow them to contact the Monroe County Sheriff's Office quickly if needed. These radios are expensive so Supervisor Roose will reach out to the Sheriff's Office to see if we can piggyback on their purchase, the MCSO is getting new ones too, which might make it cheaper for the Town. Supervisor Roose will look at other options.

## **LIAISON REPORTS**

**\*\*Councilperson Acker** said there were 3 split/merges approved at the Planning Board meeting. A resident from County Village Lane came to the meeting to discuss an issue between him and his neighbor.

**\*\*Councilperson Brown** reviewed the upcoming Town events happening through the Recreation Program.

**\*\*Councilperson Judd** noted because of the successful programs at our library, other libraries are looking at our programs to use at their library. Councilperson Judd also talked about the opportunity to build a new library with zero percent financing.

**\*\*Councilperson Ciuffo** reported the Zoning Board meeting is tomorrow.

## **WARRANT**

**RESOLUTION No. 240-2023** Motion by Councilperson Acker, seconded by Councilperson Brown to approve payment of AOO General Fund bills, in the amount of \$97,940.50.

**Motion carried:** Aye 5 (Roose, Judd, Brown, Ciuffo, Acker)  
Nay 0

**RESOLUTION No. 241-2023** Motion by Councilperson Brown, seconded by Councilperson Judd to approve payment of BOO Part Town Fund bills, in the amount of \$2,982.97.

**Motion carried:** Aye 5 (Roose, Judd, Brown, Ciuffo, Acker)  
Nay 0

**RESOLUTION No. 242-2023** Motion by Councilperson Judd, seconded by Councilperson Ciuffo to approve payment of DAO Highway Town Wide Fund bills, in the amount of \$1,510.07.

**Motion carried:** Aye 5 (Roose, Judd, Brown, Ciuffo, Acker)  
Nay 0

**RESOLUTION No. 243-2023** Motion by Councilperson Ciuffo, seconded by Councilperson Acker to approve payment of DBO Highway Part Town Fund bills, in the amount of \$66,312.58.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)**  
**Nay 0**

**RESOLUTION No. 244-2023** Motion by Councilperson Acker, seconded by Councilperson Brown to approve payment of HRS REDI-Lakeshore Sanitary Fund bills, in the amount of \$391,865.57.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)**  
**Nay 0**

**RESOLUTION No. 245-2023** Motion by Councilperson Brown, seconded by Councilperson Judd to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$6,387.38.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)**  
**Nay 0**

**RESOLUTION No. 246-2023** Motion by Councilperson Judd, seconded by Councilperson Ciufu to approve payment of TAO Trust & Agency Fund bills, in the amount of \$250.00.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)**  
**Nay 0**

**The total to be paid is \$567,249.07**

Timothy Jobes asked when the meeting room will be completed so no one gets hurt because the edges of the room have not been repaired and it has been several years. Supervisor Roose said the Parks Department will be working in the building again soon.

There was no further business before the Town Board, Councilperson Ciufu made a motion to adjourn the meeting at 8:58 p.m., seconded by Councilperson Brown and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk

