

Parma Town Board meeting held on Tuesday, February 7, 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 (excused)

FILED
TOWN CLERK'S OFFICE
2/22/2023
TOWN OF PARMA

Town Clerk
Building Department
Dir. of Parks and Recreation
Highway Supt.

Carrie Fracassi
Mark Lenzi
Tom Venniro
Jim Christ

OTHERS IN ATTENDANCE

Amy Hogue, Library Director, Thomas J. Sercu, Daryl K. Maslanka, Matt Horn, Rick Nawrocki, Lori Steenson, Mike Weldon, Jack Barton, Debra Hebing, Bruce Sprague 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 – JANUARY 17, 2023

RESOLUTION No. 63-2023 Motion by Councilperson Ciufu, seconded by Councilperson Brown, to accept the Minutes of the regular meeting held on January 17, 2023, as presented.

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

TOWN CLERK REPORT

The Town Clerk reported the Town Clerk and VFW report were completed, filed with the Supervisor and emailed to the Board. The Clerk's Office has been busy with taxes, this week is the final week make payments without interest. The Assessor Office has also been extremely busy this week for exemptions.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported is meeting with Monroe County to discuss plans for summer road work.

PARKS AND RECREATION REPORT

Tom Venniro reported the 2022 Parks and Recreation Budget Revenue was \$700,999.00 and final numbers will be available to the Board soon.

Winter Programming: All winter programming has been released over the past several weeks and is available online. Highlighted Events coming up include:

- Sweetheart Ball – February 10, 2023
- Food Truck Friday in February – February 17, 2023
- Dinner and Bingo with the Easter Bunny – March 30, 2023
- Family Movie Night – April 14, 2023.

Recreation Dept. Updates: George Kimball started with the Recreation Department on January 9th and Dan Rolfe started an internship with the Department on January 24, 2023.

Parks Update: Park staff has been working on indoor projects through the Town facilities. The 2023 National Disc Golf Tournament is being held at the Park this year and there will be a lot of work taking place in the trail/meadow areas as the course is renovated and dead trees are removed. Groundwork for the dog park is being completed as weather and time allows. Meetings will be conducted in the coming month regarding the potential addition of an enclosed lodge at the Park.

BUILDING DEPARTMENT REPORT

Mark Lenzi said he has been talking with MRB about updating the Master Plan. Matt Horn, MRB, is here tonight to give a presentation and answer any questions regarding the process for the update.

Matt Horn, Director of Local Services at MRB, introduced himself and gave a history on his experience which included employment as the Planning Manager for the County and City Planner for Geneva. He also worked with the Village of Hilton when they updated their Master Plan.

He explained that the process includes working with the community and Town to help with the planning. Beginning with establishing a vision for the future and creating a plan to get there. In most cases there would be a draft to the Board in approximately 8-10 months. The first step is creating a steering committee which is picked by the Town Board. Those picked for the committee should include Planning Board, Zoning Board and Town Board representatives. Other members could include School District Representative, Large and small employers, new and established residents, someone from the farming community and whoever else the Town Board sees fit. The committee should be 5-10 people. The committee would meet once a month and public hearings/meetings will be held to engage the public as much as they would like to be. The final plan is written based on the input from the Town, committee and public.

He clarified that the Comprehensive Plan is not regulatory but it becomes the road map for updates to the Code. Jack Barton asked if there is usually feedback while going through SEQR

from interested parties. Matt Horn said usually the county gives the most feedback not so much anyone else.

Debra Hebing asked about tax liability to the taxpayers. Matt Horn said the Master Plan can be used to look at economic development in the Town to help relieve taxes on the residents.

LIBRARY REPORT

Amy Hogue, Library Director, said she is working on the Annual Report to NYS. There has been a 41% increase in patrons using the library; a 65% increase in programs and a 117% increased participation in those programs. They are getting new carpets and chairs along with some other updates thanks to a grant and Leg. Josh Jensen.

Lori Steenson said she has sent a letter supporting the Library. She is amazed at what they are able to do with the space they have available.

PUBLIC FORUM

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

Debra Hebing asked if the Town is preparing for the Solar Eclipse that is slated to happen in April 2024. She is concerned with the amount of people coming to Parma and how safety and accommodations are being handled. Supervisor Roose said meetings with the Fire Department; Sheriffs Office and community members have been happening and will happen more often as the event gets closer. The Rochester Museum and Science Center has been involved with the planning.

Ms. Hebing asked the Town Clerk/Tax Receiver if she will be attending the meeting on March 1st for the school proposal to build a field house at the High School. Ms. Hebing felt that since the Tax Receiver will get calls and residents at the counter with questions and is in charge of collecting the school taxes it would be good to be at the meeting in case there are any questions. The Tax Receiver said the School District has not reached out to her with any information or to ask if she would attend and they have not provided any numbers to the office at this point but that she felt it was a good idea and she will attend the meeting.

BUSINESS ITEMS

HAMLIN DOG KENNEL CONTRACT

RESOLUTION NO. 64-2023 Motion by Councilperson Brown and seconded by Councilperson Ciufu, to authorize the Supervisor to sign the Contract with Hamlin for the Dog Kennel usage.

Motion carried: Aye 4 (Roose, Judd, Brown, Ciufu)

Excused 1 (Acker)
Nay 0

TIME WARNER CABLE TAX PAYMENTS

Per the Franchise Agreement with the Town, the Town pays the Town portion of the following four tax bills and Time Warner pays the remaining portion of the tax bill. Time Warner paid the amount of \$5,785.15. The Town portion is \$1,253.74.

264001 500.00-0-258./HILT	\$231.84
264089 500.00-2-580./BKPT	\$ 61.31
264089 500.00-2-580./HILT	\$694.89
264089 500.00-2-580./SPEN	\$265.70

RESOLUTION NO. 65-2023 Motion by Councilperson Judd, seconded by Councilperson Ciufu to accept \$5,785.15 from Charter Communications and \$1,253.74 from the Town of Parma for full payment of the 2023 Town and County tax bills for Time Warner Cable.

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

NYSRPS CONFERENCE ATTENDANCE

Tom Venniro is looking for approval to send full time Recreation and Parks Employees to the 2023 NYSRPS Annual Conference in Monticello, New York from April 23 through April 25, 2023 in an amount up to \$3,100.00. This is a budgeted expense. Mr. Venniro and Ryan Rockefeller have been selected to present at the conference.

RESOLUTION NO. 66-2023 Motion by Councilperson Ciufu, seconded by Councilperson Brown, to authorize the expenditure of up to \$3,100.00 to send full time Recreation and Parks employees to the 2023 NYSRPS Annual Conference in Monticello, New York from April 23 through April 25, 2023.

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

MISCELLANEOUS

FINAL BUDGET TRANSFERS – 2022

RESOLUTION NO. 67-2023 Motion by Councilperson Judd, seconded by Councilperson Brown, to approve the Budget Transfers as presented in the amount of \$163,996.68.

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BUDGET TRANSFERS FOR 2022

February 7, 2023

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
DAO 409.5599.00	Unappropriated Fund Bal	26,359.95	DAO 550.5142.210.00	Equipment	26,359.95	Christ
DBO 409.5599.00	Unappropriated Fund Bal	36,903.92	DBO 550.5130.210.00	Equipment	36,903.92	Christ
AOO 511.1165.461.00	DA Clerk	456.22	AOO 511.1110.431.00	Books/Subscriptions	456.22	Christodaro
AOO 515.1355.410.00	Office supplies	105.06	AOO 515.1355.110.00	Assessor	49.50	Christodaro
AOO 515.1355.430.00	Educational/Professional	45.00	AOO 515.1355.120.00	Assistant Assessor	1,904.51	Christodaro
AOO 515.1355.450.00	Personal Car Use	429.84				Christodaro
AOO 515.1355.460.00	Contracted Services	200.00				Christodaro
AOO 515.1355.480.00	Misc Expense	100.00				Christodaro
AOO 515.1355.490.00	Assessment/Revaluation	380.00				Christodaro
AOO 515.1355.491.00	Deeds	112.65				Christodaro
AOO 510.1010.110.00	Board Members	581.46				Christodaro
AOO 516.1420.472.00	Legal/Labor	10,000.00	AOO 516.1680.210.00	Equipment	5,691.48	Christodaro
AOO 516.1420.473.00	Legal/Building	4,000.00	AOO 516.1430.462.00	Payroll Service	1,433.23	Christodaro
AOO 516.1420.474.00	Legal/Town	9,215.72	AOO 516.1440.475.00	Engineering	7,590.00	Christodaro
			AOO 516.1480.450.00	Personal Car Use	425.88	Christodaro
			AOO 516.1620.441.00	Gas & Electric	4,097.17	Christodaro
			AOO 516.1620.442.00	Telephone	1,363.32	Christodaro
			AOO 516.1680.460.00	Contracted Services	2,614.64	Christodaro
AOO 535.3510.460.00	Contracted Services	408.46	AOO 535.3510.410.00	Office Supplies	408.46	Christodaro
AOO 550.5132.410.00	Office supplies	51.04	AOO 550.5010.410.00	Office Supplies	51.04	Christodaro
AOO 590.9060.810.00	Medical Insurance	3,906.82	AOO 590.9050.810.00	Unemployment Insurance	3,906.82	Christodaro
BOO 537.3620.430.00	Educational/Professional	107.00	BOO 537.3620.431.00	Books/Subscriptions	107.00	Christodaro
BOO 437.2555.00	Building Permits	7,250.00	BOO 537.3620.491.00	Property Maintenance	23,780.00	Christodaro
BOO 537.3620.210.00	Equipment	8,500.00				Christodaro
BOO 537.3620.473.00	Legal Fees	8,030.00				Christodaro
BOO 550.8510.490.00	Spring Pick Up	150.00	BOO 550.8510.491.00	Recycling	150.00	Christodaro
BOO 590.9010.810.00	NYS Retirement	3,033.00	BOO 590.9030.810.00	Social Security	373.09	Christodaro
BOO 590.9040.810.00	Wprkers Comp	617.00	BOO 590.9030.820.00	Medicare Tax	208.25	Christodaro
BOO 590.9060.810.00	Medical Insurance	4,210.00	BOO 590.9050.810.00	Unemployment Insurance	7,412.10	Christodaro
BOO 582.8020.475.00	Engineering	133.44				Christodaro
S01 581.8120.400.00	Sewer Maintenance	4,208.44	S01 599.9901.900.00	Interfund Transfer	4,208.44	Christodaro
S02 581.8120.400.00	Sewer Maintenance	1,299.72	S02 599.9901.900.00	Interfund Transfer	1,299.72	Christodaro
S09 581.8120.400.00	Sewer Maintenance	1,119.71	S09 599.9901.900.00	Interfund Transfer	1,119.71	Christodaro
S10 581.8120.400.00	Sewer Maintenance	528.92	S10 599.9901.900.00	Interfund Transfer	528.92	Christodaro
S11 581.8120.400.00	Sewer Maintenance	3,814.66	S11 599.9901.900.00	Interfund Transfer	3,814.66	Christodaro
S14 581.8120.400.00	Sewer Maintenance	1,481.02	S14 599.9901.900.00	Interfund Transfer	1,481.02	Christodaro
S17 581.8120.400.00	Sewer Maintenance	351.28	S17 599.9901.900.00	Interfund Transfer	351.28	Christodaro
S18 581.8120.400.00	Sewer Maintenance	351.28	S18 599.9901.900.00	Interfund Transfer	351.28	Christodaro
S21 581.8120.400.00	Sewer Maintenance	351.28	S21 599.9901.900.00	Interfund Transfer	351.28	Christodaro
DAO 550.5142.210.00	Equipment	16,000.00	DAO 550.5142.110.00	Full Time	8,000.00	Christ
			DAO 550.5142.130.00	Overtime	8,000.00	Christ
LOO 574.7410.460.00	Clerks	9,203.79	LOO 574.7410.120.00	Librarian 1	161.45	Hogue
			LOO 574.7410.140.00	Librarian 1	2,769.21	Hogue
			LOO 574.7410.415.00	Janitorial	49.85	Hogue
			LOO 574.7410.441.00	Gas & Electric	1,398.14	Hogue
			LOO 574.7410.460.00	Contracted Services	2,563.44	Hogue
			LOO 574.7410.490.00	Books	1,187.32	Hogue
			LOO 574.7410.490.01	Books Grant	11.23	Hogue
			LOO 574.7410.492.00	Visiting Artist	307.91	Hogue
			LOO 574.7410.210.00	Equipment	755.24	Hogue
		\$163,996.68			\$163,996.68	

board approved 5/3/22

\$0.00

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

INFORMATIONAL ITEMS

LIAISON REPORTS

**Councilperson Acker was excused. There was no report.

**Councilperson Brown reported she attended a Special Police meeting; they have applied for a 503(c) so they can accept donations in the future to help pay for some of their costs. They

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discussed the upcoming carnival. The Recreation Commission meeting is coming up and Recreation exceeded their budgeted revenue for 2022.

**Councilperson Judd had no report.

**Councilperson Ciufu had no report.

**Supervisor Roose made note that Attorney Maureen Werner was in attendance tonight and will be attending the second Town Board meeting and the Zoning Board meeting each month.

There was no further business before the Town Board, Councilperson Brown made a motion to adjourn the meeting at 7:27 p.m., seconded by Councilperson Ciufu and all were in favor.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carrie Fracassi".

Carrie Fracassi
Parma Town Clerk