

Parma Town Board meeting held on Tuesday, November 21, 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 (excused)
Mark Acker (excused)

Town Clerk
Dir. of Parks and Recreation
Highway Supt.
Town Attorney

Carrie Fracassi
Tom Venniro
Jim Christ
Maureen Werner

FILED
TOWN CLERK'S OFFICE
12/8/2023
TOWN OF PARMA

OTHERS IN ATTENDANCE

Don Sigler, Tim Jobes, Ken Sixt, Debra Hebing, Dave Lattuca.

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 – NOVEMBER 8, 2023

RESOLUTION No. 284-2023 Motion by Councilperson Judd, seconded by Councilperson Brown, to accept the Minutes of the regular meeting held on November 8, 2023, as presented.

Motion carried: Aye 3 (Roose, Judd, Brown)
Nay 0
Excused 2 (Ciufu, Acker)

TOWN CLERK REPORT

There was no report.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported two miles of snow fencing has been put up for the winter. The vehicles and shovel authorized to go to auction have sold for a total amount of \$76,000.00. A contract has been drawn up with the Hilton Fire District for snow removal at the Fire Hall. The Omega property has been emptied of Highway materials and moved to the Collamer Road property.

PARKS AND RECREATION REPORT

Tom Venniro provided a report to the Board with revenue and registration numbers. Event highlights coming up include Hilton Holiday on Main on Saturday, December 9, 2023, and the Solar Eclipse on Monday, April 8, 2023. There have been ongoing meetings about the Solar Eclipse to make sure communities are prepared for the event.

Dog Park Update: Fence, curb, and roof work are just about completed. Pavilion work is being planned; water and electricity have been run. The plan is to officially open in early spring 2024.

Tom Venniro reported the Comprehensive Plan Committee has drafted the Vision Statement and Core Principals. The next meeting will include the farming community and local sports and recreation groups. Matt Horn, from MRB Group will be attending a Town Board meeting in December to review information and ask for approval of the Vision Statement and Core Principals by the Town Board.

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.

Ken Sixt, Ferguson Drive, asked if there is anything more that can be done for the drainage and culvert on their road. Highway Supt. Christ said the engineer was out there and they will be putting a duck bill on the existing pipe to help with the drainage issues. Mr. Sixt asked if the Highway Department could come back out and clean out the pipe. They did all they could but could not get everything out. Supt. Christ said he will try and get someone to flush the pipe.

Tim Jobs asked about the temporary fencing on the Collamer Road property. Supt. Christ said it is to help keep people off the property; they will be working with the Snowflinders Club so they will continue to have a path through the property.

Debra Hebing asked if the Town could send a representative to the Hilton Parma Hamlin Chamber of Commerce meetings. Attorney Werner noted the Chamber is in discussion about whether they should move forward or disband the group and is looking for input from the Towns.

Dave Lattuca, Ferguson Drive, said he is happy with the lake project and how it is going. He asked if there had been any further information on getting a streetlight on the end of Ferguson Drive. Supt. Christ said he is investigating that.

BUSINESS ITEMS

TOWN CLERK BONDING

The Town Clerk/Tax Receiver said a resolution is needed to send to Monroe County, along with a Certificate of Liability Insurance, showing the Tax Receiver is bonded to collect taxes. Monroe County will not print the tax bills until this is provided.

RESOLUTION NO. 285-2023 Motion by Councilperson Brown, seconded by Councilperson Judd, to approve the surety form and the amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes as follows:

Type of Undertaking:	Public Employee Dishonesty
Insurance Policy:	Travelers Insurance Company
Amount:	\$500,000.00

Motion carried: Aye 3 (Roose, Judd, Brown)
Nay 0
Excused 2 (Ciufu, Acker)

RECREATION CLERK/ASSISTANT POSTING

Due to an increase in registrations through the Recreation Department, there is a need to hire a part-time Recreation Office Clerk/Assistant to help with heightened foot traffic and call volumes. This would be a year-round position, 16-17 hours per week with a start date in early 2024. This position was built into the Budget for 2024. Advertising will be through Suburban News, Town Bulletin, Website, Email, and social media.

RESOLUTION No. 286-2023 Motion by Councilperson Brown, seconded by Councilperson Judd, to authorize advertising the open position of part-time Recreation Clerk/Assistant with a start date in early 2024.

Motion carried: Aye 3 (Roose, Judd, Brown)
Nay 0
Excused 2 (Ciufu, Acker)

TOWN OF PARMA OFFICE CLOSING DECEMBER 26, 2023

Supervisor Roose noted that usually the Town Offices close for half days prior to the Christmas and New Year holiday; however, due to the holidays falling on Monday, employees will be off the two days prior to the holiday and closing half day on Friday does not make sense. The Town will be closed on Tuesday, December 26, 2023, instead. There is also a training session for all employees being held on December 21, 2023, and the Town offices will be closed for two hours from 11 am to 1 pm for that training.

RESOLUTION No. 287-2023 Motion by Councilperson Judd, seconded by Councilperson Brown, to approve the closing of the Town Offices for a training session being held on December 21, 2023, from 11:00 a. m. to 1:00 p.m. and Town Offices will be closed on December 26, 2023, for the Christmas Holiday.

Motion carried: Aye 3 (Roose, Judd, Brown)

Town of Parma Town Board
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Nay 0
Excused 2 (Ciuffo, Acker)

PREPAIDS

RESOLUTION No. 288-2023 Motion by Councilperson Judd, seconded by
Councilperson Brown, to approve the prepaids as presented in the amount of \$396,733.93.

Town of Parma Town Board
November 21, 2023

Prepays for Approval November 21, 2023

Date	Check #	Vendor	GL Expense	Amount	Check Total	Description	Bank
10/20/23	1592	petty cash - Highway	SDO 585.8540.400.00	52.00	52.00	straw bales	Z99 1.110
10/20/23	1593	petty cash - Recreation	AOO 570.7140.416.01	44.00			
			AOO 570.7989.490.06	9.50			
			AOO 570.7140.493.01	9.00	62.50	supples/parking	Z99 1.110
10/20/23	1594	petty cash - Library	LOO 574.7410.492.00	53.75	53.75	program supplies	Z99 1.110
10/20/23	1595	Axon Enterprise	AOO 511.1110.461.00	495.00	495.00	instructor training	Z99 1.110
10/20/23	1596	Tom Venniro	AOO 570.7020.430.00	1,252.86	1,252.86	reimb conference expenses	Z99 1.110
10/20/23	1597	David Scheer	BOO 480.2110.00	300.00	300.00	refund zoning fee	Z99 1.110
10/30/23	1598	Geva Theater	AOO 570.7610.490.04	765.80	765.80	tickets 11/30/23	Z99 1.110
10/30/23	1599	Jenna Neri	AOO 476.2657.00	375.00	375.00	refund VFW fee	Z99 1.110
11/02/23	1457	Jack Barton	TAO 2.017	72.36	72.36	refund Nov medical prmt	Z99 1.130
11/02/23	1600	Blue Heron	HRS 582.8120.240.00	238,912.51	238,912.51	payment #10	Z99 1.110
11/07/23	ACH	NYSLRS	TAO 2.018	4,031.49	4,031.49	October reporting	Z99 1.130
11/08/23	1601	Amazon	AOO 570.7020.410.00	75.19		drop box/office supplies	
			DBO 550.5130.470.00	535.25		chainsaw	
			LOO 574.7410.210.00	26.91		office quipment	
			LOO 574.7410.211.00	52.39		office quipment	
			LOO 574.7410.410.00	50.43		Office supplies	
			LOO 574.7410.415.00	66.23		janitorial supplies	
			LOO 574.7410.490.00	57.92		books	
			LOO 574.7410.492.00	144.23	1,008.55	program supplies	Z99 1.110
11/10/23	1602	Daniel Henry	AOO 570.7610.494.04	150.00	150.00	entertainment 11/5	Z99 1.110
11/16/23	1459	Loretta Kirk	TAO 2.020	53.52	53.52	refund 12/2023 dental	Z99 1.130
11/20/23	1603	George & Swede	DAO 2.601	64,710.60			
			DBO 2.601	43,140.40	107,851.00	excavator	Z99 1.110
11/20/23	1604	petty cash - Library	LOO 574.7410.211.00	7.50		halloween decorations	
			LOO 574.7410.415.00	10.09		postage	
			LOO 574.7410.490.00	30.00	47.59	books	Z99 1.110
11/20/23	1460	Jason Randall	TAO 2.036	41,250.00	41,250.00	COO release-273 Dean Rd	Z99 1.130

**Motion carried: Aye 3 (Roose, Judd, Brown)
Nay 0
Excused 2 (Ciufu, Acker)**

BUDGET TRANSFER

RESOLUTION No. 289-2023 Motion by Councilperson Judd, seconded by Councilperson Brown, to approve Budget Transfer as presented in the amount of \$125,077.64.

TRANSFERS FOR 2023

November 21, 2023

Acct #	From Description	Amount	Acct #	Town Celebrations Description	Amount	Requested By
AOO 575.7510.480.00	Miscellaneous Expenses	200.00	AOO 575.7510.460.00	Contracted Services	660.00	Christodaro
AOO 575.7520.410.00	Office Supplies	100.00				Christodaro
AOO 575.7520.430.00	Educational & Professional	100.00				Christodaro
AOO 575.7520.431.00	Books/Subscriptions	100.00				Christodaro
AOO 575.7520.442.00	Telephone	160.00				Christodaro
AOO 535.3510.480.00	Misc Expense	185.00	AOO 535.351.461.00	Uniforms	685.00	Fritz
AOO 535.3510.410.00	Office Supplies	100.00				Fritz
AOO 535.3510.452.00	Vehicle Maintenance	400.00				Fritz
AOO 550.5132.460.00	Contracted Services	3,200.00	AOO 550.5132.415.00	Janitorial Supplies	200.00	Christ
			AOO 550.3120.425.00	Maintenence Supplies	2,000.00	Christ
			AOO 550.5132.444.00	Water	1,000.00	Christ
SAO 550.5110.410.00	Salt Purchase	1,600.00	DAO 550.5142.461.00	Uniforms	1,600.00	Christ
SDO 599.9901.900.00	Interfund Transfer	12,000.00	SDO 585.8540.400.00	Drainage	12,000.00	Christ
BOO 537.3620.210.00	Equipment	6,500.00	BOO 537.3620.460.00	Contracted Services	6,500.00	McGrath
AOO 516.1620.490.00	Town Hall Improvements	1,500.00	AOO 516.1620.415.00	Janitorial Supplies	1,500.00	Venniro
AOO 470.2019.32	Soccer Camp - Girls/Boys	775.50	AOO 516.7550.490.00	Town Celebrations	2,301.16	Venniro
AOO 470.2023.32	Basketball Camp	973.10	AOO 570.7020.422.00	Equipment Repairs/Rental	1,500.00	Venniro
AOO 470.2042.42	Special Events	2,301.16	AOO 570.7020.430.00	Educations & Professional	1,000.00	Venniro
AOO 470.2044.32	Running Youth	765.00	AOO 570.7020.480.00	Miscellaneous Expense	5,014.99	Venniro
AOO 470.2045.32	Track & Field Conditioning	256.00	AOO 570.7020.490.00	Office Rent	313.00	Venniro
AOO 470.2050.03	Baseball	462.00	AOO 570.7140.150.01	School BEAR Staff	20,000.00	Venniro
AOO 470.2051.03	Softball	3,125.00	AOO 570.7140.416.01	Playground Supplies	79.35	Venniro
AOO 470.2052.03	T-Ball	1,265.00	AOO 570.7310.487.32	Track & Field Conditioning	6.00	Venniro
AOO 470.2056.03	Flag Football	4,752.26	AOO 570.7310.488.32	Running Youth Expense	1,015.00	Venniro
AOO 470.2060.04	SR Trips	4,727.00	AOO 570.7310.489.42	Holiday Program Expense	3,000.00	Venniro
AOO 470.2064.04	SR Entertainment/Evening	1,118.00	AOO 570.7310.491.32	Soccer Camp Boys/Girls	885.30	Venniro
AOO 470.2067.04	SR Fitness	1,296.50	AOO 570.7310.494.02	Pre-school Expense	156.00	Venniro
AOO 470.2068.04	Van Charges	250.00	AOO 570.7310.497.32	Basketball Camp Expense	973.10	Venniro
AOO 470.2085.05	Other Programs	2,000.00	AOO 570.7315.490.03	Basketball Team Expense	2,326.83	Venniro
AOO 570.7020.130.00	Recreation Leader	10,000.00	AOO 570.7315.491.03	Siftball Team	2,242.87	Venniro
AOO 570.7020.411.00	Brochures	480.00	AOO 570.7315.492.03	T-ball Team	425.93	Venniro
AOO 570.7111.490.00	Special Events	857.62	AOO 570.7315.493.03	Basketball - Youth/Team	300.00	Venniro
AOO 570.7140.110.01	Summer Program Staff	6,893.99	AOO 570.7315.495.03	Floor Hockey - Youth	300.00	Venniro
AOO 570.7140.130.01	BEAR Staff	1,291.69	AOO 570.7315.496.03	Flag Football - Team	4,752.26	Venniro
AOO 570.7140.140.01	Nature Camp Staff	1,171.06	AOO 570.7610.110.04	Van Driver	1,200.00	Venniro
AOO 570.7140.491.01	Playground - Youth	2,167.66	AOO 570.7610.490.04	Trips	13,900.00	Venniro
AOO 570.7140.493.01	Nature Camp	3,387.57	AOO 570.7610.494.04	SR Entertainment/Evening	1,000.00	Venniro
AOO 570.7310.498.42	Other Programs	750.53	AOO 570.7610.497.04	SR Fitness	238.96	Venniro
AOO 570.7610.492.04	SR Crafts	100.00	AOO 570.7620.400.05	Other Programs - Adult	4,750.00	Venniro
AOO 570.7610.496.04	SR Other	650.00	AOO 570.7620.496.05	T-shirts	3,379.03	Venniro
AOO 570.7620.492.05	Mens Basketball	320.00	AOO 570.7989.490.06	Nutrition	1,500.00	Venniro
AOO 570.7989.110.06	Kitchen Help	1,500.00	AOO 571.7110.150.00	Laborer Seasonal	5,800.00	Venniro
AOO 571.7110.180.00	Laborer	3,603.47	AOO 571.7110.170.00	Park Attendant	5,200.00	Venniro
AOO 571.7110.210.00	Equipment	34,293.04	AOO 571.7110.422.00	Equipment Repairs/Rental	3,000.00	Venniro
AOO 571.7110.211.00	Office Equipment	4,000.00	AOO 571.7110.425.00	Maintenence Supplies	6,500.00	Venniro
AOO 571.7110.430.00	Educational/Professional	1,000.00	AOO 571.7110.451.00	Gasoline	5,000.00	Venniro
AOO 571.7110.490.00	Park Improvements	2,399.49	AOO 571.7110.452.00	Vehicle Maintenance	372.86	Venniro
			AOO 571.7110.461.00	Uniforms	500.00	Venniro
		\$125,077.64			\$125,077.64	

**Motion carried: Aye 3 (Roose, Judd, Brown)
Nay 0**

Excused 2 (Ciufu, Acker)

INFORMATIONAL ITEMS

Supervisor Roose said there will be two ambulance contracts on the agenda next month; one for Monroe Ambulance and one for Gates Ambulance.

LIAISON REPORTS

**Councilperson Acker was excused.

**Councilperson Brown reported there will be a Recreation meeting in December. Supervisor Roose is working on the purchase of radios for Special Police through the MOU Contract the Town has with the Monroe County Sheriff's Office.

**Councilperson Judd reported a Library Director has been selected and Amanda V. Dixon will be interim Library Director until the selected applicant can start.

**Councilperson Ciufu was excused.

WARRANT

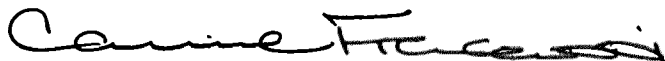
RESOLUTION No. 290-2023 Motion by Councilperson Brown, seconded by Councilperson Judd to approve payment of the following Fund Totals in the total amount of \$310,190.77.

	FUND TOTALS	
AOO	GENERAL FUND	\$125,129.34
BOO	PART TOWN	\$12,460.84
DAO	HIGHWAY, TOWNWIDE	\$90,545.72
DBO	HIGHWAY, PART TOWN	\$49,950.21
HRW	REDI-EAST WAUTOMA	\$20,785.18
SDO	TOWNWIDE DRAINAGE	\$11,069.48
TAO	TRUST & AGENCY	\$250.00
	GRAND TOTAL	\$310,190.77

Motion carried: Aye 3 (Roose, Judd, Brown)
Nay 0
Excused 2 (Ciufu, Acker)

There was no further business before the Town Board, Councilperson Brown made a motion to adjourn the meeting at 7:01 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk

