

Parma Town Board meeting held on Tuesday, December 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.
Building Department

Carrie Fracassi
Tom Venniro
Jim Christ (excused)
Luke McGrath

FILED
TOWN CLERK'S OFFICE
1/3/2024
TOWN OF PARMA

OTHERS IN ATTENDANCE

Don Sigler, James R. Gray, Daniel DiSalvo, Debra Hebing, Tim Jobes.

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 – DECEMBER 5, 2023

RESOLUTION No. 294-2023 Motion by Councilperson Judd, seconded by Councilperson Brown, to accept the Minutes of the regular meeting held on December 5, 2023, as presented.

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

TOWN CLERK REPORT

The Town Clerk/Tax Receiver reminded the Board that the final bill pay for 2023 will be held on December 29th at 9:00 a.m. Town and County tax bills for 2024 are being produced now and will go out right around the beginning of January.

HIGHWAY DEPARTMENT REPORT

There was no report.

PARKS AND RECREATION REPORT

Tom Venniro reported program registrations for 2023 are 10,635 up from 8,286 registration for 2022. The online catalog is available at www.hprecreation.org. The Winter Spring brochure will be available soon.

Comprehensive Plan – the Committee met this week and talked with residents from the Farming community and Recreation/Sports programs. The next meeting will include discussions with business owners.

BUILDING DEPARTMENT REPORT

Luke McGrath said the Department has been slower due to the time of year. Fire Inspections are being completed by Empire Code and turned in to the Department. Ricky Grizzanti has completed his training and is certified through NYS allowing him to sign off on things. The Planning Board meeting was cancelled last night due to members being unable to attend.

LIBRARY REPORT

Supervisor Roose said Becky Tantillo is serving as interim Library Director.

PUBLIC FORUM

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

Tim Jobs asked about permits and who handles complaints. He said a fence was placed behind his property and is falling apart and was not constructed with new materials. Luke McGrath said the Code does not set out the type of material that can be used; but if the fence is truly in disrepair, that would be a code enforcement issue and suggested he contact the Building Department directly.

BUSINESS ITEMS

GATES AMBULANCE DISTRICT CONTRACT

Jim Gray and Dan DiSalvo were in attendance to answer any questions the Board might have. Dan DiSalvo said the contract being considered here tonight does not have a monetary value in the contract. The contract sets out the terms for Gates Ambulance and the emergency services they will provide in the Town. As for the financial aspect of the Ambulance District, Gates Ambulance will provide a budget and request for an increase to the Town prior to September 1st so the Town will have the information during budget time.

RESOLUTION No. 295-2023 Motion by Councilperson Brown, seconded by Councilperson Acker, to authorize the Supervisor to sign the Contract with Gates Ambulance for services in the Town of Parma within the Spencerport Fire District Boundary Line for the term beginning on January 1, 2024, and ending December 31, 2027.

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

RESIGNATION OF MARILYN DEMEYER FROM THE BOARD OF ASSESSMENT REVIEW

RESOLUTION No. 296-2023 Motion by Councilperson Judd, seconded by Councilperson Ciufu, to accept the resignation of Marilyn DeMeyer from the Board of Assessment Review effective December 12, 2023.

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

Nay 0

APPOINTMENT OF MARY GAVIGAN TO THE BOARD OF ASSESSMENT REVIEW

RESOLUTION No. 297-2023 Motion by Councilperson Ciufio and seconded by Councilperson Acker to appoint Mary Gavigan to the Board of Assessment Review effective December 19, 2023, for a term ending September 30, 2025.

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

APPOINTMENT OF MARY PETTINE, ALTERNATE TO THE BOARD OF ASSESSMENT REVIEW

RESOLUTION No. 298-2023 Motion by Councilperson Judd, seconded by Councilperson Brown, to appoint Mary Pettine as alternate to the Board of Assessment Review effective December 19, 2023, for a term ending September 30, 2024, and authorizes Mary Pettine to sit on the Board and make decisions in the event a permanent member is unable to attend.

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

FIXED ASSET DISPOSAL

RESOLUTION No. 299-2023 Motion by Councilperson Ciufio, seconded by Councilperson Acker, to authorize the disposal of the fixed assets listed below:

- 3- AED machines (tag nos. 3010, 3008, 0917)
- Adding machine (tag no. 2110)
- HP Pro computer (tag #3464)

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

JAKE MAIER TITLE CHANGE MEO TO HMEO

RESOLUTION No. 300-2023 Motion by Councilperson Judd, seconded by Councilperson Brown, to change the title of Jake Maier from an MEO to an HMEO effective December 20, 2023.

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

HIGHWAY PURCHASE OF 40-FOOT STORAGE CONTAINER

This agenda item will be discussed at a future meeting.

HIRING OF MEO – RUSSELL JOANNIS

RESOLUTION No. 301-2023 Motion by Councilperson Brown, seconded by Councilperson Acker, to hire Russell Joannis as an MEO effective on January 2, 2024, at a pay rate of \$25.74/hour pending drug test and background check.

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

VACATION CARRYOVER REQUEST

There is a request from the Senior Recreation Supervisor to carry over 2-3 days of 2023 vacation to 2024 in addition to the 10 days one is allowed to carry per the Town Employee Handbook. Due to the office being shorthanded it was challenging for the vacation time to be used during the year. They are asking for leniency with the expectation that this will not be permitted again, and every effort will be made to rectify the situation going forward.

Dave Ciufu asked if this would continue carrying over from year to year. Mr. Venniro said it would not.

RESOLUTION No. 302-2023 Motion by Councilperson Brown, seconded by Councilperson Ciufu, to approve a one-time carryover of up to 3 days of vacation for Sherry Farrell due to short staffing and programming.

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

PREPAIDS

RESOLUTION No. 303-2023 Motion by Councilperson Judd, seconded by Councilperson Acker, to approve Prepaids as presented in the amount of \$606,320.72.

Prepays for Approval December 19, 2023

Date	Check #	Vendor	GL Expense	Amount	Check Total	Description	Bank
11/22/23	1605	Blue Heron	HRS 582.8120.240.00	343,559.19	343,559.19	pay app #11	Z99 1.110
11/22/23	1606	Brook House	AOO 570.7610.490.04	700.00	700.00	dinner 11/30	Z99 1.110
11/28/23	1607	Schiappa Wings	AOO 570.7610.490.04	250.01	250.01	shop & sip trip 12/1	Z99 1.110
12/07/23	ACH	NYSLRS	TAO 2.018	3,900.85	3,900.85	November reporting	Z99 1.130
12/08/23	1608	Allen Schultz	AOO 570.7310.489.42	300.00	300.00	holdlay event	Z99 1.110
12/08/23	1609	RGE	HRS 582.8120.250.00	1,564.67	1,564.67	service order	Z99 1.110
12/08/23	1610	NYSLRS	AOO 590.9010.810.00	108,325.00			
			BOO 590.9010.810.00	14,121.00			
			DAO 550.9010.810.00	20,323.00			
			DBO 550.9010.810.00	28,452.00			
			LOO 574.9010.810.00	20,813.00			
			AOO 1.480	36,109.00			
			BOO 1.480	4,707.00			
			DAO 1.480	6,774.00			
			DBO 1.480	9,484.00			
			LOO 1.480	6,938.00	256,046.00	2023-2024 annual bill	Z99 1.110

606,320.72 606,320.72

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

BUDGET TRANSFERS

RESOLUTION No. 304-2023 Motion by Councilperson Ciufu, seconded by Councilperson Brown, to approve Budget Transfers as presented in the amount of \$44,763.17.

TRANSFERS FOR 2023

December 19, 2023

Acct #	From Description	Amount	Acct #	Town Celebrations Description	Amount	Requested By
AOO 510.1010.410.00	Office Supplies	205.00	AOO 510.1010.210.00	Office Equipment	205.00	Christodaro
AOO 576.7520.490.00	Proceeds	75.00	AOO 576.7520.444.00	Water	75.00	Christodaro
AOO 590.9060.810.00	Medical Insurance	10,000.00	AOO 590.9050.810.00	Unemployment Insrance	10,000.00	Christodaro
BOO 530.3410.430.00	Educational & Professional	600.00	BOO 530.3410.460.00	Contracted Services	2,000.00	Christodaro
BOO 530.3410.431.00	Books & Subscriptions	400.00				Christodaro
BOO 530.3410.443.00	Cell Phones	500.00				Christodaro
BOO 530.3410.461.00	Uniforms	500.00				Christodaro
LOO 574.7410.410.00	Office Supplies	321.00	LOO 574.7410.490.00	Books	321.00	Hogue
AOO 550.5132.425.00	Maintenace Supplies	400.00	AOO 550.5132.415.00	Janitorial Supplies	400.00	Christ
DAO 550.5110.410.00	Salt Purchase	11,000.00	DAO 550.5142.452.00	Vehicle Maintenance	8,620.00	Christ
			DAO 550.5142.460.00	Contracted Services	720.00	Christ
			DAO 550.5142.480.00	Miscellaneous Expense	1,300.00	Christ
			DAO 550.5142.481.00	Clothing Allowance	360.00	Christ
DBO 550.5110.410.00	Black Top Repairs	3,600.00	DBO 550.5130.452.00	Vehicle Maintenance	3,600.00	Christ
AOO 516.1620.422.00	Equipment Repair/Rental	1,000.00	AOO 516.1620.444.00	Water	1,000.00	Venniro
AOO 516.1620.469.00	Town Hall Cleaning	2,000.00	AOO 516.1620.460.00	Contracted Services-Oper	1,500.00	Venniro
			AOO 516.1620.480.00	Misc Expense-Operations	500.00	Venniro
AOO 570.7310.490.22	Swimming	3,046.63	AOO 570.7020.422.00	Equipment Repair/Rental	1,000.00	Venniro
AOO 570.7310.492.02	Horseback Ridling	1,230.00	AOO 570.7020.430.00	Educational & Professional	351.36	Venniro
AOO 570.7310.492.32	Baseball Camp	572.50	AOO 570.7020.480.00	Misc Expense	4,035.02	Venniro
AOO 570.731.493.42	Intro to Sports	809.07	AOO 570.7140.494.01	School BEAR	200.00	Venniro
AOO 570.7310.494.32	Volleyball Camp	814.80	AOO 570.7510.489.42	Holiday Program	1,800.00	Venniro
AOO 570.7310.498.02	Bowling	396.40	AOO 570.7310.498.42	Other Programs	500.00	Venniro
AOO 570.7310.498.32	Tennis	371.00	AOO 570.7315.496.03	Flag Football	267.90	Venniro
AOO 570.7310.4909.02	Karate	1,041.25	AOO 570.7610.497.04	Sr Fitness	482.41	Venniro
AOO 570.7620.400.05	Other Programs-Adult	600.00	AOO 570.7620.493.05	Crafts	244.96	Venniro
AOO 571.7110.210.00	Equipment	5,280.52	AOO 571.7110.150.00	Laborer Seasonal	4,000.00	Venniro
			AOO 571.7110.170.00	Park Attendent	779.52	Venniro
			AOO 571.7110.452.00	Vehicle Maintenance	1.00	Venniro
			AOO 571.7110.460.00	Contracted Services	500.00	Venniro
		\$44,763.17			\$44,763.17	

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

INFORMATIONAL ITEMS

BOY SCOUT KLONDIKE DERBY

The Boy Scouts are hosting their annual Klondike Event at the VFW Lodge/Town of Parma Park on January 26-28, 2024. In previous years the Town has approved the group to use the VFW building with a charge of cleaning/opening fees and a returnable security deposit only. The Lodge will be reserved but only used as a warming hut/zone on a limited basis. The troop will provide a portable bathroom. Mr. Venniro is recommending the Board permit the use of the facilities as approved in past years.

Supervisor Roose asked if the Board has to approve this every year or if a blanket approval can be done for future use.

RESOLUTION NO. 305-2023 Motion by Councilperson Brown, seconded by Councilperson Acker, to allow the Boy Scouts to utilize the VFW and Park facilities on January 26-28, 2024, for the 2024 Klondike Derby at no cost except for the cleaning/opening fees along with a returnable security deposit. Maureen Werner, attorney feels the approval should be done yearly.

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

Supervisor Roose said there was a meeting with the Village, Fire Department and Monroe Ambulance about ambulance service. There were no complaints from any of the entities at the meeting. He stated there will be continued discussions in the future. The Town Clerk said that the Village and Town have not had a Joint Meeting in a couple years and the Town should look at scheduling one. Supervisor Roose said he will contact the Village.

LIAISON REPORTS

**Councilperson Acker had no report.

**Councilperson Brown said the Recreation Department did a great job with the Holiday Event, which was very well attended.

**Councilperson Judd reported the library door count was over 6000 this past month. The next Library Board meeting will be in January.

**Councilperson Ciufu reported the Zoning Board meeting is tomorrow, with one agenda item.

WARRANT

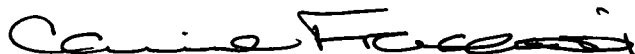
RESOLUTION No. 306-2023 Motion by Councilperson Brown, seconded by Councilperson Ciufu to approve payment of the following Fund Totals in the total amount of \$468,403.90.

	FUND TOTALS	
AOO	GENERAL FUND	\$180,040.62
BOO	PART TOWN	\$3,094.57
DAO	HIGHWAY, TOWNWIDE	\$10,047.76
DBO	HIGHWAY, PART TOWN	\$18,000.44
HRW	REDI-LAKESHORE SANITARY	\$256,116.51
SDO	TOWNWIDE DRAINAGE	\$1,104.00
	GRAND TOTAL	\$468,403.90

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

There was no further business before the Town Board, Councilperson Acker made a motion to adjourn the meeting at 7:22 p.m., seconded by Councilperson Ciufu and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk

