

Parma Town Board meeting held on Tuesday, March 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  
Mark Acker

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

Carrie Fracassi  
Mark Lenzi  
Tom Venniro  
Jim Christ

FILED  
TOWN CLERK'S OFFICE  
4/5/2023  
TOWN OF PARMA

## **OTHERS IN ATTENDANCE**

Debra Hebing, Mike Weldon, Sr., Troy Green, John Lemcke, Don Sigler, Rick Nawrocki 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 – FEBRUARY 21, 2023**

**RESOLUTION No. 87-2023** Motion by Councilperson Brown, seconded by Councilperson Judd, to accept the Minutes of the regular meeting held on February 21, 2023, as presented.

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

## **TOWN CLERK REPORT**

The Town Clerk/Tax Receiver had no report.

## **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported the chipper approved for disposal sold for \$10,000. Over 500 individuals from Highway Departments around New York went to Albany to request an increase in Highway monies for CHIPS and extreme weather repairs. The Highway Department will be attending training for the grinder pumps (sewers) being installed along the lake.

## **PARKS AND RECREATION REPORT**

Tom Venniro reported revenue from January to current date as \$115,437.00. Winter programming is available online. Event highlights include: Dinner and Bingo with the Easter Bunny on Thursday, March 30<sup>th</sup> and Family Movie Night on Friday, April 14<sup>th</sup>. Summer Camp registration will begin on Tuesday, March 28<sup>th</sup>.

The 2023 National Disc Golf Tournament is being held at the park this year. Park users will notice a lot of work in the trail/meadow areas as the course is renovated and dead trees are removed. Groundwork is being completed as weather permits for the Dog Park. The Toddler Playroom Renovation has been completed and is open. Tom Venniro and Ryan Rockefeller attended a meeting regarding the Solar Eclipse of 2024.

## **BUILDING DEPARTMENT REPORT**

Mark Lenzi reported building permits are starting to come in. Rt. 259 between Peck Road and Unionville will be getting new gas lines; there may be some disruptions to traffic. The subdivision on Collamer Road is moving forward; the applicant had been doing some open burning and they have been told they cannot continue doing that. There will be staffing shortages coming up in the Department.

## **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.

Debra Hebing asked what the timeline is for the Master Plan. Supervisor Roose said the Board will be reviewing all applications over the next couple of weeks and hopes to have a committee in place next month.

## **BUSINESS ITEMS**

### **ACCEPTANCE OF JUSTICE COURT AUDIT**

Supervisor Roose said he and the Finance Director sat with the Court Clerk, and reviewed her process and records. This agenda item was tabled to the next meeting to allow the Board time to review the documents provided.

**RESIGNATION OF ROSS VLECK - HIGHWAY DEPARTMENT**

**RESOLUTION No. 88-2023** Motion by Councilperson Acker, seconded by Councilperson Brown, to accept the resignation of Ross Vleck from the Highway Department effective March 10, 2023.

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

**REAPPOINTMENT – JAMES KESSELRING – BOARD OF ASSESSMENT REVIEW**

**RESOLUTION No. 89-2023** Motion by Councilperson Judd and seconded by Councilperson Ciufu to reappoint James Kesselring to the Board of Assessment Review to a term ending September 30, 2027.

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

**RESIGNATION OF MARK LENZI – BUILDING DEPARTMENT**

**RESOLUTION No. 90-2023** Motion by Councilperson Acker, seconded by Councilperson Brown, to accept the resignation of Mark Lenzi from the Building Department effecting April 7, 2023.

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

The Board thanked Mark for his work at the Town and stated he did a great job coming and doing all he did with what he had. They concurred that this is a loss to the Town.

**HIRING OF ADAM SMITH – HIGHWAY DEPARTMENT**

**RESOLUTION No. 91-2023** Motion by Councilperson Ciufu, seconded by Councilperson Judd, to authorize the hiring of Adam Smith as an HMEO at a pay rate of \$26.49 pending drug and background check effective March 30, 2023.

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

**HIGHWAY DEPARTMENT – DISPOSAL OF SKID STEER**

**RESOLUTION No. 92-2023** Motion by Councilperson Brown, seconded by Councilperson Acker, to approve the disposal of the Bobcat Skid Steer through Auctions International.

DATE: 3/14/2023

DEPARTMENT: Highway

TAG #	DESCRIPTION/ MANUFACTURER	MODEL	SERIAL #	ACQUIRED		REMARKS	DATE	EQUIP/ VEH #
				FROM	COST			
	BOBCAT SKIDSTEER	BOBCAT			\$17,000.00	AUCTION INTL	Apr-23	14

PREPARED BY: Kim Ledtke  
NAME  
Secretary to the Superintendent of Highways  
TITLE

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

**JOHN DEERE GATOR PROCUREMENT**

Mr. Venniro is asking for a Town Board resolution to procure a 2023 John Deere Gator Utility Vehicle at a cost of \$24,113.53 under NYS Grounds Maintenance Equipment, Attachments and Accessories Contract PC69683. This will replace the 2017 John Deere Gator which will be disposed of with approval by the Town Board tonight. The purchase is a planned capital expense to be expended to the Parks Capital Equipment Line in the "A" fund. The intent is to add money back into the line after the old equipment is sold.

**RESOLUTION No. 93-2023** Motion by Councilperson Ciuffo, seconded by Councilperson Brown, to approve the purchase of a 2023 John Deere Gator Utility Vehicle XUV835M at a cost of \$24,113.53 under NYS Grounds Maintenance Equipment, Attachments and Accessories Contract PC69683. The purchase to be expended from the Parks Capital Equipment Line in the "A" fund.

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

**JOHN DEERE MOWER PROCUREMENT**

Mr. Venniro is seeking a Town Board resolution to procure a 72" John Deere ZTRAK Mower with accessories and attachments at a cost of \$22,301.24 under NYS Grounds Maintenance Equipment, Attachments and Accessories Contract PC69683. This is a replacement purchase for the 2018 72" mower currently owned by the Town and approved for disposal at the March 1, 2022 Town Board meeting. This purchase is a planned capital expense to be expended to the Parks Capital Equipment Line in the "A" fund. The intent is to add money back into the line after the old equipment is sold.

**RESOLUTION No. 94-2023** Motion by Councilperson Judd, seconded by Councilperson Brown, to approve the purchase the purchase of a 72" John Deere Z970R Ztrak Mower with accessories and attachments at a cost of \$22,301.24 under NYS Grounds Maintenance Equipment, Attachments and Accessories Contract PC69683. The purchase to be expended from the Parks Capital Equipment Line in the "A" fund.

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

**DISPOSAL OF FIXED ASSETS – PARKS & REC**

**RESOLUTION No. 95-2023** Motion by Councilperson Acker, seconded by Councilperson Ciufu, to approve the disposal of the following:

\*Actual acquisition cost should always be used when available. Estimated cost at time acquired may be used only if actual cost is unknown.  
 \*Disposal of items - please note if junked, donated etc. in "REMARKS" column

DATE: 3/21/2023 DEPARTMENT: Parks

TAG #	DESCRIPTION / MANUFACTURER	MODEL	SERIAL #	ACQUIRED FROM	COST	A-ACQUIRED D-DISPOSAL	DATE	REMARKS
	2017 John Deere Gator	5118M XUV825i		Deere & Company	\$12,240.60	D-DISPOSAL	TBD	Intent to procure new vehicle items to be sold via Auctions International.

PREPARED BY : Thomas Venniro  
NAME  
Parks and Recreation Director  
TITLE

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

**INTRODUCTORY LAW NO. 2-2023**

**A local law proposed to amend Chapter 149 of the Code of the Town of Parma (Vehicle and Traffic)**

**RESOLUTION No. 96-2023** Motion by Councilperson Brown, seconded by Councilperson Acker,

**WHEREAS**, the Town of Parma desires to protect the public health, safety and welfare of the Citizens of the Town of Parma by regulating parking on Town & County roads and regulating No Parking signs on Town roads; and

**WHEREAS**, it is necessary to hold and conduct a Public Hearing to consider the enactment of Introductory Law No. 2–2023;

**NOW, THEREFORE**, be it resolved by the Town Board of the Town of Parma, Monroe County, New York as follows:

**SECTION I:** The Town Board of the Town of Parma shall hold and conduct a Public Hearing on Introductory Local Law #2–2023, a local law proposing to amend Chapter 149 of the Code of Parma (Vehicle and Traffic) which Public Hearing shall be held and conducted at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY on the 18<sup>TH</sup> day of April, 2023, at 7:00 p.m. at which hearing all interested persons shall be heard concerning the subject matter thereof. The Local Law proposes to regulate parking on Town & County roads between the dates of November 15<sup>th</sup> and April 15<sup>th</sup> of each year and to establish No Parking signage on all roads that intersect the Town of Parma borders.

**SECTION II:** The complete text of such Local Law is presently on file at the Office of the Town Clerk where it may be examined by all interested persons during normal business hours.

**SECTION III:** That the Town Clerk shall give due Notice of such Public Hearing as required by law.

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

**PREPAIDS**

**RESOLUTION No. 97-2023** Motion by Councilperson Brown, seconded by Councilperson Judd, to approve Prepaids as presented in the amount of \$14,245.75.  
 Prepaids for Approval March 21, 2023

Date	Check #	Vendor	GL Expense	Amount	Check Total	Description	Bank
02/21/23	1506	petty cash	LOO 574.7410.410.00	12.60		stamps	
			LOO 574.7410.492.00	26.96	39.56	cookies & paint	Z99 1.110
02/23/23	1507	Kamco Supply	AOO 571.7110.425.00	614.24	614.24	drywall	Z99 1.110
02/28/23	1509	Brockport Custom Carpet	LOO 574.7410.211.00	1,696.50	1,696.50	carpet deposit	Z99 1.110
03/02/23	ACH	NYSLRS	TAO 2.018	3,322.46	3,322.46	February reporting	Z99 1.130
03/08/23	1510	Rochester Americans	AOO 570.7989.420.00	1,479.00	1,479.00	tickets 3/10	Z99 1.110
03/08/23	1511	Brockport Custom Carpets	AOO 576.7520.460.00	1,289.61	1,289.61	deposit-VFW carpet	Z99 1.110
03/20/23	1513	Dady Brothers Music	AOO 570.7610.494.04	150.00	150.00	March senior entertainment	Z99 1.110
03/20/23	1514	Haylor Freyer & Coon	AOO 516.1910.476.00	5,654.38	5,654.38	cyber liability	Z99 1.110
				14,245.75	14,245.75		

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

**BUDGET TRANSFERS**

**RESOLUTION No. 98-2023** Motion by Councilperson Brown, seconded by Councilperson Ciufio, to approve Budget Transfers as presented in the amount of \$550.00.

BUDGET TRANSFERS FOR 2023			March 21, 2023			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
DAO 550.5142.460.00	Contracted Services	350.00	DAO 550.5142.470.00	Tools	350.00	Christ
AOO 550.5132.460.00	Contracted Services	200.00	AOO 550.5132.430.00	Educational & Professional	200.00	Christ
		\$550.00			\$550.00	\$0.00

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

### **ADVERTISE FOR SEASONAL PARK LABORERS**

Mr. Venniro is looking for a resolution to advertise for Seasonal Part-Time Park Laborers (Park Attendants) per the Town Hiring Policy. The positions start as early as mid-April at a pay range of \$15.25-\$16.50. They are hoping to retain last year's crew but want to be prepared to hire if necessary. Advertising will be through Town bulletin, website, social media, and email with the Westside News as an option if needed.

**RESOLUTION No. 99-2023** Motion by Councilperson Ciufio, seconded by Councilperson Brown, to authorize advertising for Season Part-Time Park Laborers (Park Attendants) per the Town Hiring Policy for positions that start as early as mid-April at a pay rate of \$15.25-\$16.50.

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

### **ADVERTISE FOR SUMMER CAMP STAFF – SEASONAL PART TIME RECREATION ASSISTANTS**

Mr. Venniro is looking for a resolution to advertise for Seasonal Part-Time Summer Camp Staff. Applications have started coming in unsolicited and they want to be consistent with the Town hiring policies. The positions start as early as June 12, 2023, at a pay range of \$14.25-\$16.50. Advertising will be through Town bulletin, website, social media, and email with the Westside News as an option if needed.

**RESOLUTION No. 100-2023** Motion by Councilperson Judd, seconded by Councilperson Acker, to authorize advertising for Season Part-Time Recreation Assistant (Summer Camp Staff) per the Town Hiring Policy for positions that start as early as June 12, 2023, at a pay rate of \$14.25-\$16.50.

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

### **INFORMATIONAL ITEMS**

#### **MOUL ROAD WATER DISTRICT INFORMATIONAL MEETING 3-22-23**

Maureen Werner, Esq., reviewed the process of forming the Water District. She said JP Schepp from MRB Group will be reviewing information at the meeting tomorrow night. There will be a petition available for any residents that would like to sign to approve moving forward with the District. There would have to be a public hearing and because the amount is higher than the allowed threshold it will have to go to the State Comptroller for approval. The State Comptroller will have final approval.

### **LIAISON REPORTS**

\*\*Councilperson Acker reported the Planning Board meeting was very well attended for the Collamer Road project. The engineer did a good job providing information for the project.

\*\*Councilperson Brown reported Special Police has received six Narcan kits; four will be in the Special Police vehicles. The new Toddler Room opened at the Community Center.

\*\*Councilperson Judd reported library door counts are up; the new carpet has been installed and they have started a pre-school reading program.

\*\*Councilperson Ciufu reported the Zoning Board met last week and all items were approved.

**WARRANT**

**RESOLUTION No. 101-2023** Motion by Councilperson Acker, seconded by Councilperson Brown to approve payment of AOO General Fund bills, in the amount of \$60,645.00.

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

**RESOLUTION No. 102-2023** Motion by Councilperson Brown, seconded by Councilperson Judd to approve payment of BOO Part Town Fund bills, in the amount of \$1,525.37.

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

**RESOLUTION No. 103-2023** Motion by Councilperson Judd, seconded by Councilperson Ciufu to approve payment of DAO Highway Town Wide Fund bills, in the amount of \$96,030.46.

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

**RESOLUTION No. 104-2023** Motion by Councilperson Ciufu, seconded by Councilperson Acker to approve payment of DBO Highway Part Town Fund bills, in the amount of \$2,940.06.

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

**RESOLUTION No. 105-2023** Motion by Councilperson Acker, seconded by Councilperson Brown to approve payment of HRS Redi-Lakeshore Sanitary Fund bills, in the amount of \$1,335,465.21.

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



**RESOLUTION No. 106-2023** Motion by Councilperson Brown, seconded by Councilperson Judd to approve payment of HRT Redi-Lakeshore Storm Fund bills, in the amount of \$85.00.

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

**RESOLUTION No. 107-2023** Motion by Councilperson Judd, seconded by Councilperson Ciufio to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$275.00.

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

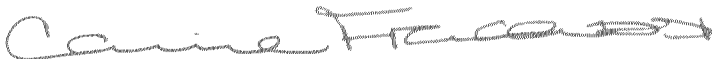
**RESOLUTION No. 108-2023** Motion by Councilperson Ciufio, seconded by Councilperson Acker to approve payment of TAO Trust & Agency Fund bills, in the amount of \$294.00.

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

**The total to be paid is \$1,497,260.10**

There was no further business before the Town Board, Councilperson Ciufio made a motion to adjourn the meeting at 7:15 p.m., seconded by Councilperson Brown and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk

