

Parma Town Board meeting held on Tuesday, February 16, 2021 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY.  
Due to COVID-19 this meeting will also be held via ZOOM.

## **ATTENDANCE**

FILED  
TOWN CLERK'S OFFICE  
3/17/2021  
TOWN OF PARMA

Supervisor	Jack Barton
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd
Councilperson	Stephen Zajac (via Zoom)
Town Clerk	Carrie Fracassi
Building & Development Coordinator	Dennis Scibetta (Excused)
Dir. of Parks and Recreation	Tom Venniro (via Zoom)
Highway Supt.	Jim Christ

## **OTHERS IN ATTENDANCE**

Don Wells, Assessor.

## **CALL TO ORDER**

Supervisor Barton 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 2, 2021**

**RESOLUTION No. 67-2021** Motion by Councilperson Judd, seconded by Councilperson Keller, to accept the Minutes of the regular meeting held on February 2, 2021 as presented.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

## **TOWN CLERK REPORT**

The Town Clerk reported the office has been busy at the counter with taxes. The Town has been paid their portion of the Town and County Tax Collection.

## **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported the Department has been busy plowing; they should be good on salt for the year. Supervisor Barton and Supt. Christ are meeting with companies for sewer pumps along the lake. There was discussion regarding the need to set up a Sewer Ordinance and possibly a Sewer Department in the future. There may be a need for more staffing in the Department.

## **BUILDING DEPARTMENT REPORT**

There was no report.

## **PARKS AND RECREATION REPORT**

Tom Venniro reported that many in-person Recreation programs, services and events are operational and running under a reopening safety plan. The Village Community Center is only open for programming and the Hilton Central School District has allowed use of their facilities for select programming.

### **Recreation Program Update:**

The winter programming schedule has been finalized and released. Many programs have started or will be starting soon and can be viewed online. The programming features a mixture of in-person and virtual/remote options.

### **AARP Tax Preparation:**

On February 9, 2021 appointments started for tax preparation and continue to be scheduled. The phones are ringing at a very high rate and they have been in contact or scheduled appointments for over 500 couples or individuals. The process is different this year and requires people to come out on three separate occasions.

### **Parks Update:**

The crew has been working on snow removal when needed.

### **Town Hall Maintenance Update/Capital Projects -**

There are many projects in progress or in the planning phase. The Court Room and Town Hall Water Treatment Projects have been completed.

## **LIBRARY REPORT**

Supervisor Barton noted that the Library has NYS Income Tax Forms and Instructions. The Library is printing Federal Forms for patrons at no cost.

## **MISCELLANEOUS REPORTS**

There was none.

## **PUBLIC FORUM**

Supervisor Barton asked if there were any citizens who would like to address the Town Board with any concerns. There were none.

## **BUSINESS ITEMS**

### **BUILDING PERMIT FEE - 447 MANITOU ROAD**

Supervisor Barton noted that the owner of 447 Manitou Road came in for a Building Permit to add a small addition onto the kitchen. Through that process it was determined no permits were issued for past renovations inside the Building. The owner was told they would need to pull a permit for them also. Supervisor Barton would like to charge a reduced fee for that permit because at the time the owner was told he did not need a permit and the Building Department gave the owner a letter stating that there were no open permits, the property was in compliance and that the change of use from a Sports Park, restaurant to a party house/banquet center still falls under A-2 occupancy under the Code. While Supervisor Barton understands why the Department felt since there was no change in the occupancy, they were still compliant with the code, which they were; however, they still needed a permit for the renovations. The permit fee for the current renovations is \$150.00 and he would like to charge \$150.00 for a permit for the past renovations, the actual charge should have been \$750.00. It was clarified that any change made to a structure requires a permit. The owner emailed the Town requesting that the fee be waived. He provided the history of the project and interactions with the Town. Councilperson Zajac asked if the file was pulled to make sure the inspections were or were not done for the renovations or is the Town assuming they were not done based on the letter.

**RESOLUTION NO. 68-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to reduce the permit fees for a past renovation made to the structure to \$150.00 based upon information provided in the letter dated June 1, 2020 from the Building Department and an email dated February 16, 2021 from the owner.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **HIGHWAY EMPLOYEE ½ STEP INCREASE**

**RESOLUTION NO. 69-2021** Motion by Councilperson Judd, seconded by Councilperson Zajac, to approve the ½ step increase for Kyle McDonald from \$18.31 to \$19.27 effective February 22, 2021.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **5100 RIDGE ROAD WEST REZONING – SEQR DETERMINATION**

Supervisor Barton noted that this is regarding the Public Hearing coming up in March. When looking at SEQR this will not fall under a Type 1 action but an unlisted action because the building is going to be over 4,000 sq. foot and will include a rezoning. He believes this can be an uncoordinated review and no other agencies would be involved.

**RESOLUTION NO. 70-2021** Motion by Councilperson Keller, seconded by Councilperson Roose, to recognize this as an unlisted action under SEQR and there will be an uncoordinated review.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

## **MISCELLANEOUS**

### **SPECIAL POLICE APPOINTMENT**

Supervisor Barton said that the Special Police Review Committee held an interview and recommended the appointment of Sean Brown to the Special Police.

**RESOLUTION NO. 71-2021** Motion by Councilperson Judd, seconded by Councilperson Roose, to appoint Sean Brown as a volunteer in the Special Police Department pending a positive background check.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **PUBLIC HEALTH EMERGENCY PLANS**

Supervisor Barton said he emailed the plan to the Board for review. The Board must adopt one by April 1, 2021 per the State. This plan is for public employees and identifies employees who would need to be in the Building during an emergency and employees that could work from home. There was discussion about the ability to implement the plan if needed and to do tabletop exercises use the plan.

## **INFORMATIONAL ITEMS**

### **LAKESHORE**

The Town has plans showing where the Sanitary Sewers and Storm Sewers will be going and the elevation plan for Delavergne Drive for the Lakefront projects. The plans can be viewed by appointment.

### **LIAISON REPORTS**

\*\*Councilperson Keller noted there is a Zoning Board meeting tomorrow night. He received a copy of a letter from the attorney regarding Special Permits and Lean-to's. There is an updated list setting out the deadlines for due dates to be put on the Agenda for Zoning Board and the deadline for information to be submitted to the Building Department for tabled items.

\*\*Councilperson Zajac continues to work on the Special Police General Orders with Mike Lonville.

**\*\*Councilperson Roose noted there is a Parks and Recreation Commission meeting next week.**

**\*\*Councilperson Judd reported there is a Library Board meeting coming up. The DeMeyer/Adams application for land on Parma Center and Butcher Road has been accepted by the Genesee Land Trust. Don Wells sent her information to review regarding Assessments.**

## **WARRANT**

**RESOLUTION No. 72-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$37,791.17.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RESOLUTION No. 73-2021** Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$2,520.08.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RESOLUTION No. 74-2021** Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Town Wide Fund bills, in the amount of \$90,554.15.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RESOLUTION No. 75-2021** Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$1,910.32.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RESOLUTION No. 76-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of TAO Trust and Agency Fund bills, in the amount of \$1,803,110.90.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0


**The total to be paid is \$1,935,886.62**

Town of Parma Town Board  
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There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 7:35 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carrie Fracassi". The signature is written in a cursive style with a large, stylized initial "C".

Carrie Fracassi  
Parma Town Clerk