

Parma Town Board meeting held on Tuesday, April 20, 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.

FILED
TOWN CLERK'S OFFICE
5/13/2021
TOWN OF PARMA

ATTENDANCE

Supervisor	Jack Barton
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd
Councilperson	Stephen Zajac
Town Clerk	Carrie Fracassi
Building Department	Mark Lenzi
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Jim Christ (excused)

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 – APRIL 6, 2021

RESOLUTION No. 119-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the Minutes of the regular meeting held on April 6, 2021 as presented.

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

TOWN CLERK REPORT

There was no report.

HIGHWAY DEPARTMENT REPORT

There was no report.

BUILDING DEPARTMENT REPORT

Mark Lenzi said he is working on learning the Zoning Code for Parma. There are a lot of permit requests coming in. He is working with Braemar regarding the request approved at last months meeting.

PARKS AND RECREATION REPORT

Tom Venniro reported most in-person Recreation programs, services and events are operational and running under a reopening safety plan.

Recreation Program Update:

The winter programming schedule is wrapping up. With HCSD's announcement to go back to school five days a week at the elementary school level, the school program has transitioned back to a before and after school program. They are working on summer programming.

AARP Tax Preparation:

The Tax season has ended. Mr. Venniro thanked all the volunteer preparers for an extraordinary job well done given the circumstances.

NYS Award Winner!

The Parks and Recreation Department received NYS recognition and was awarded the 2021 Multimedia award for the 2020 Virtual Program Experience Guide.

Parks Update:

The old playground structure has been removed and the base is being prepared. They continue to get park facilities and fields ready for the season.

Library Grant Award Received –

They have received preliminary notice of receiving a Community Block Grant for \$75,000 to perform much needed upgrades in the Library. They will plan accordingly for these repairs in the 2022 budget.

Town Hall Maintenance Update/Capital Projects –

There are many projects in progress or in the planning phase including the following: Town Hall Building Drainage and Downspouts, Town Landscape (South End of the Building), Town Hall Thermostats, Town Board Room Work, Town Hall Security and Fire System Upgrade, and Meeting House Rehabilitation.

Hard floors in the Town Hall were cleaned and buffed last weekend. The Court/Town Board floors will be done at a future date.

LIBRARY REPORT

The Library Director reported more and more people are coming back to the library. In person events are starting in May. Friends of the Library just ended their book sale. The community analysis will be starting soon.

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 was none.

BUSINESS ITEMS

BOARD OF ASSESSMENT REVIEW APPOINTMENT – MARILYN DEMEYER

RESOLUTION No. 120-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the reappointment of Marilyn DeMeyer to the Board of Assessment Review effective October 1, 2020 through September 30, 2025.

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

PREPAID CHECKS

RESOLUTION NO. 121-2021 Motion by Councilperson Keller, seconded by Councilperson Zajac, to approve the prepaid check as presented.

APRIL							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
NYSTCA	AOO.514.1410.430.00	04/05/21	Z991.110	1316	125.00	CONFERENCE	DONE

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

PROPERTY MAINTENANCE

Three quotes were received for property maintenance. KPC is the company with the lowest bid and the Town used them in the past. There were issues with turn around time getting the properties mowed and invoices submitted late causing issues with the Town adding the

fees to the tax bills for collection. The other two bids average out to be the same. The Town has worked with TK Services in the past with no issues and Patriot has been around for a couple years, but the Town has never worked with them.

COMPANY	AGRICULTURAL	RURAL RESIDENTIAL	MED. DENISTY RESIDENTIAL	HIGH DENSITY RESIDENTIAL	WATERFRONT
KPC	\$300.00	\$275.00	\$200.00	\$175.00	\$125.00
Patriot	\$375.00	\$325.00	\$225.00	\$185.00	\$130.00
TK Service	\$390.00	\$325.00	\$225.00	\$180.00	\$120.00

RESOLUTION NO. 122-2021 Motion by Councilperson Zajac, seconded by Councilperson Keller, to hire TK Service at the quoted rate for Property Maintenance in the Town of Parma for 2021.

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

BUDGET TRANSFER

BUDGET TRANSFER

APRIL

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO.570.7310.498.42	OTHER PROGRAMS	\$1,200.00	AOO.570.7310.498.02	BOWLING EXPENSE	\$1,200.00	VENNIRO

RESOLUTION NO. 123-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the budget transfers presented in the amount of \$1,200.00.

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

DUSTIN YOUNG LETTER OF RESIGNATION

RESOLUTION No. 124-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the resignation of Dustin Young effective April 22, 2021 with regrets.

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

MISCELLANEOUS

SPECIAL POLICE

Supervisor Barton noted that in 2017 the Special Police was disbanded by resolution. After they were reinstated, there was no resolution to that effect and should be done.

RESOLUTION No. 125-2021 Motion by Councilperson Roose, seconded by Councilperson Zajac, to reestablish the Town of Parma Special Police Road Unit.

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

ZONING BOARD OF APPEALS

The Zoning Board of Appeals will be losing two members in the coming months that will need to be advertised for.

RESOLUTION No. 126-2021 Motion by Councilperson Zajac, seconded by Councilperson Keller, to advertise for future openings on the Zoning Board of Appeals.

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

There was discussion about why applications continue to be tabled by the Board and how to keep those at a minimum, so the Zoning Board Agendas are not so lengthy. Mr. Lenzi stated he does not think the Building Department has the staff to go through all the applications coming to the Department in depth and to meet with the applicants before the meeting to try and make the meetings go smoother. It was discussed that applications missing information should not be accepted and placed on the Agenda until they are complete, thereby avoiding tabling applications for further information.

INFORMATIONAL ITEMS

LAKESHORE PROJECTS

Supervisor Barton noted that the Sewer project start time is approximately 4 months out, which is a couple months behind schedule. There will be a meeting next week to work out the details for the project on East Wautoma (Delavergne), which will begin shortly. The Highway Department will be doing a lot of the work.

LIAISON REPORTS

**Councilperson Keller reported there is a lengthy Zoning Board meeting tomorrow night.

**Councilperson Zajac reported the oversight committee has met. The Special Police will be able to carry handcuffs. They will be working to define the committee and duties in future meetings and meetings will be documented; they have not been in the past. They continue to investigate insurance that will allow Officers to carry tasers/batons. The municipalities that carry that type of insurance are those that have police departments, and their Special Police Officers are covered under that insurance.

**Councilperson Roose reported that there was a Planning Board meeting last night. A storage facility on Manitou Road and a Day Care on Hilton Parma Corners Road have received preliminary approvals. There was discussion about the Fairfield project; the

developer has found a way to get sewers to the project so they will be bringing their project to the Planning Board.

**Councilperson Judd reported things are coming together in the Assessor's Office. It was noted that there will be a full reassessment completed next year.

WARRANT

RESOLUTION No. 127-2021 Motion by Councilperson Keller, seconded by Zajac
Councilperson Zajac to approve payment of AOO General Fund bills, in the amount
of \$64,740.18.

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

RESOLUTION No. 128-2021 Motion by Councilperson Zajac, seconded by
Councilperson Judd to approve payment of BOO Part Town Fund bills, in the amount
of \$31,543.84.

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

RESOLUTION No. 129-2021 Motion by Councilperson Judd, seconded by
Councilperson Roose to approve payment of DAO Highway Town Wide Fund bills, in
the amount of \$128,079.51.

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

RESOLUTION No. 130-2021 Motion by Councilperson Roose, seconded by
Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in
the amount of \$76,240.89.

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

RESOLUTION No. 131-2021 Motion by Councilperson Keller, seconded by
Councilperson Zajac to approve payment of SDO Townwide Drainage Fund bills, in
the amount of \$17,653.22.

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

RESOLUTION No. 132-2021 Motion by Councilperson Zajac, seconded by
Councilperson Judd to approve payment of TAO Trust and Agency Fund bills, in the
amount of \$379.09.

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

The total to be paid is \$318,636.73

Supervisor Barton said the Town has been notified that through the Cares Act any unemployment payments paid during COVID will be reimbursed to the Town.

Town of Parma Town Board
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There was no further business before the Town Board, Councilperson Roose made a motion to adjourn the meeting at 7:38 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,

Carrie Fracassi
Parma Town Clerk