

Parma Town Board meeting held on Tuesday, March 2, 2021 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York
Due to COVID-19 this meeting will also be held via ZOOM.

FILED
TOWN CLERK'S OFFICE
3/25/2021
TOWN OF PARMA

ATTENDANCE

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

OTHERS IN ATTENDANCE

Don Wells, Assessor; Kris Schultz and other members of the public.

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 16, 2021

RESOLUTION NO. 77-2021 Motion by Councilperson Judd, seconded by Councilperson Keller to accept the Minutes of the regular meeting held on January 19, 2021 as presented.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Abstain 1 (Zajac)

TOWN CLERK REPORT

The Town Clerk reported the office has been very busy. Due to staff being out the Town Clerk will be bringing in someone to help.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported the Department has been working on drainage issues. Supt. Christ is working with the County for upcoming summer work and should know next month what projects the Town will have this year. He did not think it would be as much as last year.

BUILDING DEPARTMENT REPORT

There was no report.

RECREATION DEPARTMENT REPORT

Mr. Venniro noted 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 us to use facilities for select programming. The winter programming schedule is up and running smoothly. Programs can be viewed on-line.

Appointments began on February 9, 2021 and all available appointments are full for Tax Preparation Services. They have scheduled or been in contact with over 600 individuals/couples.

Town Hall Maintenance:

Completed projects include Court Room Work, Town Hall Water Treatment, and Town Hall Security Doors. Projects in progress or in planning stages include Town Landscaping (South End of the Building), Town Hall Thermostats, Town Board Room Work, Town Hall Security and Fire System Upgrade, and Meeting House Rehabilitation.

The Town Hall Building was closed on Monday for professional deep cleaning; the company was great to work with, they were contacted on Sunday evening and were able to come in on Monday afternoon.

Stanley Security will be in the building on Thursday to start the switch over to the new security and fire systems.

LIBRARY REPORT

There was no report.

PUBLIC FORUM

Supervisor Barton asked if there was any other citizen who would like to address the Town Board with any questions or concerns. There was none.

BUSINESS ITEMS

INTERMUNICIPAL AGREEMENT FOR DOG SERVICES

Councilperson Keller said he talked to Art Fritz about the Agreements and was told that there were no changes in these from last year.

RESOLUTION NO. 78-2021 Motion by Councilperson Keller, seconded by Councilperson Zajac to authorize the Supervisor to sign the Intermunicipal Agreement with the Town of Hamlin for Dog Services.

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

CLERK TO THE JUSTICE HIRE

Samantha Testa was interviewed by both Justices and Katherine and they recommend that she fill the open position. They recommended \$16.50/hour; Supervisor Barton would like the starting rate to be \$16.00/hour with a .50 cent raise after a 6-month review.

RESOLUTION NO. 79-2021 Motion by Councilperson Roose, seconded by Councilperson Judd to approve the hiring of Samantha Testa at a rate of \$16.00 as Clerk to the Justice with a review at 6 months and an increase of .50 cents after that review.

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

HIGHWAY EQUIPMENT PURCHASE

Supt. Christ explained that he would like to purchase another truck and that with the approval of this purchase he will dispose of the two oldest trucks in the fleet. The interest rate will drop from 3.8% to 1.55% when pooled with the other truck purchase. Funding for this is in his budget. Adding a new truck will eliminate the need for repairs and breakdowns outside of normal wear and tear. They will not need to buy a plow, a salter or a wing, the current ones can be used on the new truck. It will take about 8-9 months to build the truck to spec.

RESOLUTION NO. 80-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to authorize the Highway Department to purchase a 2021 International 10-wheel dump truck in an amount not to exceed \$208,307.48 under State Contract.

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

ZONING BOARD POSITION CHANGES

Supervisor Barton noted that Corinne Zajac has submitted her resignation of her position on the Zoning Board effective July 31, 2021. With that Sup. Barton spoke with Corinne Zajac and the alternate Greg Colavecchia about switching positions on the Board and both agreed. Corinne Zajac will be switching to the alternate position and Mr. Colavecchia will be taking the permanent seat on the Board.

RESOLUTION NO. 81-2021 Motion by Councilperson Keller, seconded by Councilperson Roose, to approve switching Corinne Zajac to the alternate position and Greg Colavecchia to the seated member on the Zoning Board of Appeals effect March 2, 2021.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Abstain 1 (Zajac)

The Town Clerk noted that they will need to come in and sign new oaths for the positions.

REAPPOINTMENT OF RETURNING SEASONAL PARK LABORERS

Mr. Venniro is looking for a motion to reappoint the following 2020 Seasonal employees, all are eligible for rehire as Seasonal Park Laborers with an earliest start date of March 15, 2021 and the latest season end date of November 7, 2021.

RESOLUTION NO. 82-2021 Motion by Councilperson Judd, seconded by Councilperson Zajac to reappoint Mike Dool at a rate of \$18.50, James Billington at a rate of \$14.25 and Marc Liess at a rate of \$13.75 as Seasonal Park Laborers for the 2021 season.

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

ADVERTISE FOR SEASONAL PART-TIME PARK LABORERS

Mr. Venniro is seeking approval to advertise for Season Part-time Park Laborers (Park Attendants and Ballfield Laborer) per the Town Hiring Policy. The positions would start as early as April 12, 2021. These will be advertised for via Town Bulletin, website, social media, email, and Westside News.

RESOLUTION NO. 83-2021 Motion by Councilperson Zajac, seconded by Councilperson Keller to authorize the advertising of 1-2 Seasonal Part-Time Park Laborers for the 2021 season at a pay range between \$13.00-\$14.50 per hour and for 1 Part-Time Ballfield Laborer at a pay range between \$14.50-\$16.00 per hour.

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

ADVERTISE FOR SUMMER CAMP STAFF- SEASONAL RECREATION ASSISTANTS

Mr. Venniro is seeking approval to advertise for Season Part-Time Summer Camp Counselors. The positions would start as early as June 14, 2021 at varying pay rates based on a positional scale. These will be advertised for via Town Bulletin, website, social media, and email.

RESOLUTION NO. 84-2021 Motion by Councilperson Roose, seconded by Councilperson Judd to authorize the advertising for Summer Camp Staff - Seasonal Recreation Assistants for the 2021 summer camp season at a pay range between \$12:50-\$15.00 per hour.

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

DISPOSAL OF JOHN DEERE TRACTOR

Mr. Venniro is seeking Town Board approval to dispose of this asset via a trade-in with John Deere/Land Pro. The trade in value is \$28,600 which he believes to be fair given the age and condition of the equipment. This piece is the oldest vehicle in the Parks Department fleet and is scheduled for replacement this year. This vehicle has over 1,857 hours and requires a lot of maintenance at this point. Currently it needs six tires, a maintenance tune-up and fluid changes. It has numerous broken components including steering, bucket control lever, front grill, and mirrors.

RESOLUTION NO. 85-2021 Motion by Councilperson Keller, seconded by Councilperson Zajac to authorize the disposal of the Park's Department 2008 John Deere Tractor through a trade in in an amount not less than \$28,600.00.

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

PROCUREMENT OF JOHN DEERE TRACTOR

Mr. Venniro is seeking Town Board approval to procure a 2021 John Deere Tractor for a cost after trade-in not to exceed \$40,334.95 under NYS Ag Tractors and Implements Contract PC67140. Without the trade-in, the tractor would cost an amount of \$68,934.95. The cost includes the unit itself, as well as accompanying bucket and loader. This was a planned purchase for 2021 and the funds were allocated and are available in the Parks Capital Equipment Budget Line.

RESOLUTION NO. 86-2021 Motion by Councilperson Judd, seconded by Councilperson Roose to authorize the purchase of a 2021 John Deere Tractor at a cost after trade-in not to exceed \$40,334.95 under NYS Ag Tractors and Implements Contract PC67140.

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

PARK USE AGREEMENT FORMS

Mr. Venniro is seeking Town Board approval of the attached proposed Park Use Request and Agreement and Regulations and Fees Forms for outside group use of park amenities for 2021. Due to the Pandemic, this was created and used during the last year. The document captures all stipulations set forth in the traditional Park Use Agreements (including added language for COVID-19). This does not include pavilion use; those still must be rented.

Supervisor Barton asked that the background check be within 6 months and not 1 year and to have the refund/cancellation language looked at.

RESOLUTION NO. 87-2021 Motion by Councilperson Zajac seconded by Councilperson Keller to approve the Park User Agreement Fee structure.

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

MISCELLANEOUS

MIKE INGHAM – PAGE DEDICATION

Supervisor Barton noted that Mike Ingham passed away recently. Mike was a dedicated employee to the Town, always helpful to everyone. He was a member of the Planning Board and Conservation Board and worked in the Parks Department. Supervisor Barton would like to dedicate a page in Mike's memory for all his years of service and dedication to the Town of Parma.

RESOLUTION NO. 88-2021 Motion by Councilperson Keller, seconded by Councilperson Zajac to dedicate a blank page in the minutes for his many years of service and dedication to the Town of Parma.

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

PROPERTY MAINTENANCE

Supervisor Barton noted that usually Art Fritz sends letters to prospective and past companies to see if they would like to bid on property maintenance for the Town; this year he would like approval for this service to be advertised.

RESOLUTION NO. 89-2021 Motion by Councilperson Judd, seconded by Councilperson Roose to approve the advertising for bids for property maintenance in the Town of Parma for 2021.

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

TOWN CLERK STAFFING

Jack Barton stated that Doreen Johnson will be helping in the Clerk's Office while staff is out. He suggested the pay rate be \$15.00/hour.

RESOLUTION NO. 90-2021 Motion by Councilperson Zajac, seconded by Councilperson Judd, to authorize \$15.00 per hour for Doreen Johnson to help in the Town Clerk's Office while current staff is out. The money to come out of the Town Clerk Miscellaneous budget line.

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

INFORMATIONAL ITEMS

LAKESHORE

Supervisor Barton noted that the East Wautoma (Delavergne Drive) is completely designed with a tentative start date in April. The Dormitory Authority through

discussions has said that the money has not yet been approved to reimburse Towns for lakefront projects.

VETERANS CEMETARY

The State is looking to establish New York's First State-Owned Veterans Cemetery and is reaching out to see if any Towns have a location for this. Any interested Towns are encouraged to apply; the deadline is March 18, 2021. The Board loves the idea and will investigate the possibility. It will be hard to make the deadline and meet the requirements because of the short notice.

LIAISON REPORTS

**Councilperson Keller reported there were six applications at the Zoning Board meeting, three were tabled.

**Councilperson Zajac reported that the Special Police are still reviewing the General Orders. He noted that the Police Academy requires that reference checks be done before new officers start training. They have found that NYS has no certifications records of two Court Officers, he will be working with NYS Police and Albany to get this figured out and/or get them recertified.

**Councilperson Roose had no report.

**Councilperson Judd reported that the Library Board is looking for possible grants to perform upgrades at the Library. Mr. Smith has been very helpful with maintenance and at the building. There are still concerns with grant money that has been included in their budget but may not be available anymore and how to cover that gap. Tom Venniro has submitted a grant on their behalf There has been a lot of movement of books between Libraries. She has been emailing back and forth with Genesee Land Trust regarding the DeMeyer/Adams application for Conservation Easement. Councilperson Judd noted that Don Wells in the Assessor's Office is also short staffed at this time due to staff being out.

LEASE AGREEMENT FOR KENNEL FACILITIES

RESOLUTION NO. 91-2021 Motion by Councilperson Keller, seconded by Councilperson Judd to authorize the Supervisor to sign the Lease Agreement with Hamlin for Kennel Facilities.

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

EMERGENCY PLAN

Councilperson Judd has some questions regarding the Emergency Plan they will be voting on before April. She wondered if each Department Head had been brought into the discussions about the plan, who would oversee what and maybe it should not be so

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general. Supervisor Barton stated he thought this should be general and then a procedure should be put into place that is more specific. It was decided to send questions through email to review.

There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 8:01 p.m., seconded by Councilperson Roose 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 initial "C".

Carrie Fracassi
Parma Town Clerk

IN MEMORY OF MIKE INGHAM