

Parma Town Board meeting held on Tuesday, May 18, 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

Supervisor	Jack Barton (excused)
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

FILED
TOWN CLERK'S OFFICE
6/22/2021
TOWN OF PARMA

OTHERS IN ATTENDANCE

Don Wells, Assessor; Amy Hogue, Library Director; Andrew Fowler; Kyle McDonald and other unidentified members of the public.

CALL TO ORDER

Deputy Supervisor Zajac 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 – MAY 4, 2021

RESOLUTION No. 142-2021 Motion by Councilperson Judd, seconded by Councilperson Keller, to accept the Minutes of the regular meeting held on May 4, 2021 as presented.

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

TOWN CLERK REPORT

The Town Clerk reported she attended an Interactive Mapping webinar through General Code today. She highlighted some of the things the software will be able to do for residents and employees. General Code will be sending additional information and she will forward the information to Board members for review. She would like to have further discussion at the next meeting with the goal of moving forward.

Councilperson Keller asked if Fox Pest had been to the Town Offices to fill out paperwork to peddle. The Clerk stated they had not, Southwest Books was in to get an application but at this time no peddler permits have been issued and if they are out 911 should be contacted.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported that he extended brush pick up for one week and that will be ending this Thursday, they have been able to get more drainage issues resolved. He picked up a couple small county jobs in the last week and the East Wautoma (Delavergne) Project is estimated to begin in September.

Supt. Christ stated he has sent information to the Board regarding Kyle McDonald, including pages of the contract that pertains to the situation. He would like the Board to approve the raise Mr. McDonald should have received on his anniversary date on April 27, 2021. The Finance Director states his anniversary date is August 27, 2021 because that is when he became an MEO. He said the Contract does not specify that your hire date moves as you are promoted; it also says the Department Head can ask the Board to increase an employee's pay if he can justify the pay increase. He feels he can justify the increase because Mr. McDonald is a great employee and hard worker that has moved up quickly, he knows every aspect of the job. He is confident in his abilities, allowing Supt. Christ to use him in many different roles. Supt. Christ does not want to lose him because there is a difference in interpretation of the Contract. If a grievance is filed that will cost the Town additional money in legal fees. Moving him to the next step takes him from \$19.27 to \$20.79/hour. Supt. Christ said he has the money in his budget to cover the increase. He asked the Board to decide tonight. Deputy Supervisor Zajac said when he spoke with Supervisor Barton today his understanding was nothing was to happen at tonight's meeting on this matter and the Town is waiting for the MOU (Memorandum of Understanding) for this matter from the Union.

Councilperson Judd has concerns that if a department has money in the budget and a Department Head wants to promote a good employee why are they told they cannot and is it worth risking the loss of good employees. She thinks the Town should be more supportive of their Department Heads. The Board concurs that the Union Contract should be cleared up and they back Kyle and will do what they can for him, but they need to wait to hear from the Union. Supt. Christ hopes the Board will have an answer in June. Depending on the finding's payment would be retroactive which protects Mr. McDonald.

BUILDING DEPARTMENT REPORT

Mark Lenzi asked the Board for approval to advertise for a PT Assistant Building Inspector with a max pay rate of \$18.30/hour. The position would help with inspections and issuing building permits.

RESOLUTION No. 143-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to allow the Building Department to advertise for a PT Building Inspector to work approximately 21 hours a week at a maximum rate of \$18.30 per hour.

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

Mr. Lenzi reported that 208 Collamer Road has been posted as Do Not Occupy since February 2013. There was another fire at the property last week. The owner thinks kids might be starting them. Mr. Lenzi is waiting for a report from the Fire Department as far as how many fires/calls the Department has had for this property. The structure is boarded up, at the owner's expense, but he feels this is very close to being a public safety hazard and the Town should look at taking further action before someone gets hurt. He provided pictures of the structure to the Board.

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:

Baseball and Softball leagues began this week with over 240 players. Summer camp registration is open and going well. Planning for Summer programs are underway. This Friday and Saturday is the Town wide Garage Sale with over 115 addresses registered.

Parks Update:

Many of the fields are open and in use.

Town Hall Maintenance Update/Capital Projects –

Town Hall Building drainage and downspouts repairs are finished and are in the restoration phase of the project. Many projects are in progress or in the planning phase including: 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.

COVID 19 Update:

New Guidelines are being sent by the State. The Town is reviewing and will have updated procedures for Town employees and visitors shortly.

6' Fences:

Mr. Venniro will create the survey for Town residents to provide input about 6' fences in the next week.

LIBRARY REPORT

Amy Hogue, Library Director, said the Friends of the Library finished their book sale. There have been over 1500 responses to the Community Survey released at the beginning of the month. They are getting a credit card machine for patrons based on high demand. The in-person programming is going well, and Summer Reading Program begins next month. The Library can sell merchandise if public funds are not used to purchase the items; they will start with tote bags and travel mugs and see how that goes.

MISCELLANEOUS REPORTS

Acting Supervisor Zajac shared an update on 442 Trimmer Road. They have contacted the Town Attorney; she needs to meet with Art Fritz to get a history and gather information and that will happen when Mr. Fritz comes back to work in July.

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

BUDGET TRANSFER

RESOLUTION No. 144-2021 Motion by Councilperson Keller, seconded by Councilperson Roose, to approve the Budget Transfers as presented in the amount of \$24,755.00.

ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	REQUESTED
AOO.511.1110.430.00	EDUCATIONAL	1,755.00	AOO.511.1110.480.00	MISC	1,755.00	DISHONG
	B UNAPPROPRIATED	23,000.00	BOO.550.8510.490.00	SPRING PICK UP	23,000.00	CHRIST
		24,755.00			24,755.00	

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

BRUSH TRANSFER

RESOLUTION NO. 145-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to approve the Interfund Transfer for Brush as presented in the amount of \$30,000.00.

TRANSFER			MAY			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
BOO.599.9901.911.00	INTERFUND TRANSFER	\$30,000.00	DBO.450.5031.01	BRUSH REVENUE	\$30,000.00	CHRIST
	BRUSH					

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

PREPAID CHECKS

RESOLUTION NO. 146-2021 Motion by Councilperson Keller, seconded by Councilperson Roose, to approve the prepaid checks as presented in the amount of \$80.00.

MAY							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
CHILD CARE COUNCIL	AOO.570.7140.494.01	05/13/21	Z991.110	1324	80.00	LASKEY CLASS	DONE

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

RESCIND RESOLUTION No. 141-2021

Deputy Supervisor Zajac noted that at the last meeting the Board approved Res. No 141-2021 to increase Elaine Begy's pay and the motion had the wrong amount for listed for the pay. The resolution should state the pay at \$26.50 per hour.

RESOLUTION NO. 147-2021 Motion by Councilperson Judd, seconded by Councilperson Keller, to rescind Resolution No. 141-2021.

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

ELAINE BEGY - PAY INCREASE

RESOLUTION No. 148-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to increase Elaine Begy's pay, temporarily, to \$26.50 per hour effective May 3, 2021 and ending December 31, 2021.

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

MEETING HOUSE PROJECT

Tom Venniro noted that at the last meeting, the project was awarded \$54,000.00 CBDG Funding in 2020. The project is set to address the roof, gutters, siding, parking area and entry way at the Parma Meetinghouse and Historical Museum on Parma Center Road. Following CBDG guidelines, any contractors must adhere to federal bidding guidelines. After discussion with the Project manager and Shari Pearce at the Village, the Town needs some information or perhaps engineer guidance prior to moving forward with a Legal Notice and Bid Documents. While there is a timeline to finish the project, these projects have been given extensions. This will be discussed at a future meeting.

FULL-TIME RECREATION ASSISTANT

Mr. Venniro explained that the Department has held interviews and have several strong candidates. They would like to conduct a second interview and for that reason do not have a candidate ready to be named at tonight's meeting. Given the date of the next Board Meeting (June 15) and a desired start time in relation to programming/training he hopes to have an offer accepted and checks/tests conducted prior to the next meeting where the Board can officially recognize the hire.

RESOLUTION No. 149-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to authorize the Director of Parks and Recreation to hire the Full Time Recreation Assistant at the advertised range pending successful background check and drug screen. Final rate will be determined at the June meeting.

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

STANLEY SECURITY

Mr. Venniro updated the Board after the discussion at the last meeting. They have received some code regulations from Stanley and are still waiting for engineer certification and explanation. He was in contact with the representative from Stanley who said they should have something sent our way sometime soon. There has been no payment provided by the Town to date and all other aspects of the project are moving forward. After information is received from Stanley this will be discussed further.

INCLUSIVE PLAYGROUND PROJECT

The Playground equipment has been delivered and there is a tentative construction date of June 8, 2021. They were able to raise over \$44,000.00 thanks to the many supporters and major contributors including Wegmans and the Hilton Rotary Club. The Board approved a project total cost of \$22,000.00. The original design includes inclusive elements throughout, but due to budget constraints they were unable to make it truly inclusive with a rubber pour in place surface. This would allow all individuals to access all parts of the play structure. This surface is highly durable, permeable, slip resistant and provides cushioning. It will not move or shift and will require much less maintenance. The typical lifetime of a pour in place surface ranges up to 10 years or more before needing any maintenance.

Mr. Venniro is seeking a resolution for approval to procure the upgraded safety surfacing. There is money in the A fund, Miscellaneous Contingency, that would be available to the project. Any other shortfall from here will be covered through additional fundraising and from the Parks/Recreation budget lines.

RESOLUTION No. 150-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the expenditure of \$91,716.00 to procure the upgraded pour in place rubber safety surfacing for the Playground project.
Motion carried: Aye 4 (Roose, Keller, Judd, Zajac) Nay 0 Excused 1 (Barton)

MISCELLANEOUS

INFORMATIONAL ITEMS

LAKESHORE PROJECTS

Acting Supervisor Zajac said Supervisor Barton has signed off on some County Permits needed for the Sewer projects.

LIAISON REPORTS

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

**Councilperson Zajac reported he had a meeting with Jack Barton and Dan Carlson. Mr. Carlson is going to help get the DCGS system updated since it has lapsed at the Town level. It will be easier to resolve this for the Court Attendants because they have paystubs to prove employment. General Orders continue to be worked on for Special Police. He is creating a draft of policies and procedures for the Special Police Oversight Committee. Councilperson Roose asked how many people are on the Special Police. Councilperson Zajac said they have nine and three more graduated the academy bringing the total to 12. Councilperson Roose asked if they are recruiting anymore. Councilperson Zajac said Mike Lonville said he had a couple people interested and was going to get them applications. 15 has been the number talked about. Councilperson Roose mentioned that there is a hiring freeze for Special Police because of the cost associated. Steve Zajac said he has talked to Mike Lonville about being more proactive with their budget and costs.

**Councilperson Roose reported a proposal for self-storage units on Collamer Road received final approval from the Planning Board last night. The Recreation Commission is looking for members.

**Councilperson Judd had no report.

WARRANT

RESOLUTION No. 151-2021 Motion by Councilperson Keller, seconded by Councilperson Roose to approve payment of AOO General Fund bills, in the amount of \$49,608.38.

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

RESOLUTION No. 152-2021 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of BOO Part Town Fund bills, in the amount of \$22,781.50.

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

RESOLUTION No. 153-2021 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DAO Highway Town Wide Fund bills, in the amount of \$1,210.77.

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

RESOLUTION No. 154-2021 Motion by Councilperson Keller, seconded by Councilperson Roose to approve payment of DBO Highway Part Town Fund bills, in the amount of \$12,685.48.

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

RESOLUTION No. 155-2021 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of SDO Town Wide Drainage Fund bills, in the amount of \$3,847.00.

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

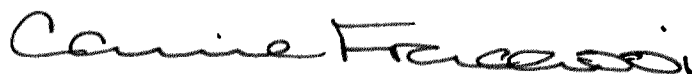
RESOLUTION No. 156-2021 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of TAO Trust and Agency Fund bills, in the amount of \$879.09.

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

The total to be paid is \$91,012.22

There was no further business before the Town Board, Councilperson Roose made a motion to adjourn the meeting at 8:25 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk