

Parma Town Board meeting held on Tuesday, October 19, 2021, at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY.

### **ATTENDANCE**

Supervisor	Jack Barton
Councilperson	James Roose
Councilperson	Lina Judd
Councilperson	Tina Brown
Councilperson	David Ciufu
Town Clerk	Carrie Fracassi
Building Department	Mark Lenzi
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Jim Christ

FILED  
TOWN CLERK'S OFFICE  
12/13/2021  
TOWN OF PARMA

### **OTHERS IN ATTENDANCE**

Mike Weldon and other unidentified 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 – OCTOBER 5, 2021**

**RESOLUTION No. 269-2021** Motion by Councilperson Ciufu, seconded by Councilperson Judd, to accept the Minutes of the regular meeting held on October 5, 2021, as presented.

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

### **SPECIAL MEETING MINUTES – OCTOBER 14, 2021**

**RESOLUTION No. 270-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to accept the Minutes of the Special Meeting held on October 5, 2021, as presented.

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

### **TOWN CLERK REPORT**

The Town Clerk had no report.

## **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported brush pickup continues. There are some smaller jobs to be done for the County that the Department will complete through the winter.

Supt. Christ submitted a letter to the Board about his need for a full-time secretary. He has spoken with the Monroe County Manager who said that Parma is the only Town without a FT secretary and stressed the importance of having her FT. This is difficult on his department and makes it hard for them to work together when she is in another location. He would like to address this situation sooner than later. Supervisor Barton noted that he spoke to Kim, and she relayed there is an increase in the amount of work that needs to be done since Jim took office. The work is getting tougher to do when she is in the office only PT. The workload, computer work, and paperwork have all increased. Sixteen years ago, when the workload was less there were people in the office FT.

Supervisor Barton said he understands and can see this happening, but there would have to be a transition period with a new finance director, and he cannot give a timeframe. Councilperson Judd asked if she could be down in Highway unless she is needed in Finance for something and if they are looking to bring in a backup person to Diana maybe they could look at splitting that position to a Finance person and HR person. There was discussion about sharing a person between Finance and the Town Clerk Office. It was never fully understood why the Town Clerk and Assessor Office shared a person when both offices are busy at the same time. There was discussion about budgeting for another person for Finance. Councilperson Judd feels that Human Resources should be separate from the Finance Director position. The Board will be looking at this through the Budget process.

## **BUILDING DEPARTMENT REPORT**

Mark Lenzi reported the office is preparing for the new employee to start. He continues to work on a draft new fence code, which would allow a 6' fence in the rear yard only with no setback in High Density and Medium Residential Density zoning areas. The remaining parts of the code would remain the same.

## **PARKS AND RECREATION REPORT**

Tom Venniro reported the Parks and Recreation Revenue from January to current date is \$471,068.00 (includes playground fundraising of \$50,000).

Most in-person Recreation programs, services and events are operational and running under a reopening safety plan. The fall programming schedule has been released on-line and registration is open. Remaining featured events include our Halloween Celebration on

October 30, 2021, and Holiday Tree Lighting Event on December 4, 2021. All programs and details can be viewed digitally on the website.

This weekend features Make a Difference Day. Schools, businesses, churches, and civic organizations in the area will be hosting volunteer projects and drives on Friday and Saturday. There will be over 20 projects and will partner with all involved groups and Assemblyman Josh Jenson this year.

**Parks Update:**

The ball fields are being treated and there are many groups still utilizing the park and fields for practices and tournaments. As the month ends, some facilities will be winterized in November and Park Attendants will no longer be present in the park.

Kyle McDonald started with the Department on October 18, 2021. Both Phil Smith and Kyle McDonald will be attending a Certified Safety Inspector Course on October 20-22. This will allow us to identify any concerns and lesson Town liability more easily.

**Town Maintenance Updates:**

The Department is continuing to work on projects around the Town including Town Landscaping (South End of Building), Town Hall Thermostats, Town Board Room Work Meeting House Rehabilitation.

**LIBRARY REPORT**

Amy Hogue, Library Director, said a Library Board Member is resigning. They will be accepting applications for the open seat. One of the staff members at the library will be retiring next month. The Book Sale will be starting tomorrow and running through Saturday. They received a \$500.00 grant from the Lions Club and will be purchasing a Large Print Children's section. They are collecting hats, gloves, socks, and scarfs for the Veterans Outreach.

**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.

Mike Weldon, Dunbar Road, asked why there is no cover plate on the light switch and if that was dangerous. Mark Lenzi said it is because the room is undergoing some renovations.

## **BUSINESS ITEMS**

### **APPROVE 2022 PRELIMINARY BUDGET**

Supervisor Barton noted there are some changes from the Tentative to the Preliminary Budget. There was a decrease in Retirement and an increase in Liability Insurance, and a wage increase. The Town stayed below the tax cap and the property tax rate will remain flat. Once the preliminary budget is passed it cannot be increased. There was further discussion about where the pay would come for an additional employee. Adding a PT person would not change the amount of taxes to be raised. Union negotiations are being finalized.

**RESOLUTION No. 271-2021** Motion by Councilperson Brown, seconded by Councilperson Roose, to adopt the Preliminary Budget for 2022 as presented.

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

### **TOWN CLERK - PART TIME POSITION**

The Town Clerk said she and Teresa held interviews for possible candidates for the open part time position in the office. She would like to appoint Carolyn Butler for the position, with a pay of \$16.50 and an increase of .50 cents after a positive six-month review. In her previous jobs, Carolyn reviewed escrow accounts and is familiar with tax information and dates and has her notary. Her start date will be November 1, 2021, pending the background check and drug screen.

**RESOLUTION No. 272-2021** Motion by Councilperson Ciufu, seconded by Councilperson Judd, to approve the appointment of Carolyn Butler to the open office position in the Town Clerk Office with a pay rate of \$16.50 per hour and an increase of .50 cents after a positive six-month review pending a background check and drug screen with a start date of November 1, 2021.

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

### **PAY RATE INCREASE - TERESA CUMMINGS**

Supervisor Barton noted that the Town has been trying to bring wages more in line with other Town's over the last three years and when reviewing employees this year, the Deputy Town Clerk pay is very low; to bring that more in line they would like to give Teresa Cummings an increase of .50 cents now. With this increase and the increase in the new year she will be closer to where she should be. The Town Clerk stated that Teresa is a valuable employee, she has taken the lead on all scanning projects in the Town Clerk Office and Building Department including using the large plotter to scan bigger items. She will be taking more tasks over since Ann has left and will be largely in charge of training our new employee.

**RESOLUTION No. 273-2021** Motion by Councilperson Judd, seconded by

Councilperson Brown, to approve a .50 cent pay rate increase for Teresa Cummings to \$20.50 per hour effective October 25, 2021.

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

### **SEASONAL RECREATION ASSISTANT APPOINTMENTS/ RATE APPROVALS**

Tom Venniro is looking for approval to hire the following individuals to work the school-age wrap around program pending background and drug testing results.

Name	Position	Start Date	Rate
Haylee Jock	Seasonal Recreation Asst.	10/27/21	\$13.25
Kathryn Hogan	Seasonal Recreation Asst.	10/27/21	\$13.25

This will give the program 3-4 PT employees to supplement the program that typically has 5-6 PT employees. The office staff has been rotating shifts to cover the openings.

**RESOLUTION NO. 274-2021** Motion by Councilperson Roose, seconded by Councilperson Ciufu, to approve the hiring of Haylee Jock and Kathryn Hogan as Seasonal Recreation Assistants at a rate of \$13.25 with a start date of October 27, 2021.

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

### **DISPOSAL OF PARKS EQUIPMENT - 2021 JOHN DEERE TRACTOR**

The Parks Department is looking to get approval to dispose of the John Deere Tractor procured in 2021. The tractor is a very nice machine that has served a purpose in the park. With new responsibilities, projects and research had led them to determine that a track loader would better serve the Department and the Town of Parma. For the past summer the Department had to borrow the Highway Department equipment which they appreciate; however, this does create a strain on both departments. A track loader would better serve the property they maintain. With the disposal of this equipment, they would look to purchase a track loader with the money. He would like to dispose of it through Auctions International. Given the age and condition, he feels he can get more money for it than if they traded it in.

**RESOLUTION No. 275-2021** Motion by Councilperson Brown, seconded by Councilperson Ciufu, to authorize the Parks Department to dispose of the 2021 John Deere Tractor along with attachments through Auctions International.

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

**BUDGET TRANSFERS**

**RESOLUTION NO. 276 -2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the Budget Transfers for as presented in the amount of \$12,596.00.

**BUDGET TRANSFERS**

**October 2021**

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
DBO 550.5130.425.00	Maintenance Supplies	3,000.00	DBO 550.5130.452.00	Vehicle Maintenance	2,000.00	Christ
			DBO 550.5130.480.00	Miscellaneous Expense	1,000.00	Christ
SDO 485.2776.00	Miscellaneous Income	100.00	SDO 585.8540.400.00	Drainage Expense	100.00	Christ
AOO 516.1620.415.00	Janitorial Supplies	1,087.00	AOO 516.7550.490.00	Town Celebrations	187.00	Venniro
AOO 570.7111.490.00	Special Events	1,500.00	AOO 570.7310.489.42	Holiday Program Expense	750.00	Venniro
AOO 570.7310.490.42	Ski Club Expense	3,000.00	AOO 570.7310.490.22	Swimming Expense	900.00	Venniro
AOO 570.7620.400.05	Other Programs-Adult	709.00	AOO 570.7310.494.02	Pre-School Expense	150.00	Venniro
			AOO 570.7310.496.02	Science Expense	562.50	Venniro
			AOO 570.7310.496.32	Cheerleading Camp Expense	0.50	Venniro
			AOO 570.7310.498.02	Bowling Expense	1,500.00	Venniro
			AOO 570.7315.496.03	Flag Football Team	1,346.00	Venniro
			AOO 571.7110.425.00	Maintenance Supplies	900.00	Venniro
AOO 571.7110.210.00	Equipment	3,200.00	AOO 571.7110.490.00	Park Improvements	3,200.00	Venniro
		\$12,596.00			\$12,596.00	

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

**PREPAID CHECKS**

**RESOLUTION NO. 277-2021** Motion by Councilperson Judd, seconded by Councilperson Ciufu, to approve the prepaid check as presented.

**OCTOBER PREPAIDS**

DATE	CHECK NUMBER	CASH CODE	VENDOR	ACCOUNT CODE	AMOUNT	CHECK AMOUNT	DESCRIPTION
10/04/21	1354	Z99 1.110	GEVA Theater	AOO 570.7610.490.04	908.50	908.50	senior trip 10/20
10/04/21	1355	Z99 1.110	CVS	AOO 570.7140.416.01	19.59		summer camp photos/balloons
			Hamlin Beach State Park	AOO 570.7140.493.01	44.00	63.59	park admission and parking
10/04/21	1356	Z99 1.110	Aldi	LOO 574.7410.415.00	3.49		handsoap
			Dollar Tree	LOO 574.7410.492.00	2.00		clothespins
			Amy Hogue	LOO 574.7410.460.00	29.98	35.47	zoom monthly
10/04/21	1328	Z99 1.130	Ernest Hartter	TAO 2.036	975.00	975.00	return conditional COO
10/06/21	ACH	Z99 1.130	NYS Retirement	TAO 2.018	2,336.41	2,336.41	September reporting
10/08/21	1357	Z99 1.110	NYS DEC	HRS 582.8020.475	200.00	200.00	Lakeshore sanitary permit fee
10/08/21	1358	Z99 1.110	Town of Clarkson	SW1 583.9710.600.00	1,658.54		
				SW1 583.9710.700.00	6,793.78	8,452.32	annual debt payment
10/08/21	1359	Z99 1.110	Westside News	AOO 513.1310.460.00	114.00	114.00	employment posting
10/15/21	ACH	Z99 1.110	CNB	AOO.590.9060.810.00	4,248.00		
				DAO.550.9060.810.00	1,008.75	5,256.75	HSA October-December
					TOTAL	18,342.04	

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

**MISCELLANEOUS**

**LIBRARY BOARD RESIGNATION – MARY JANE SKARZYNSKI**

Supervisor Barton noted that Mary Jane Skarzynski is resigned from the Library Board effective October 12, 2021.

**RESOLUTION No. 278-2021** Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the resignation of Mary Jane Skarzynski effective October 12, 2021 with regrets.

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

## **INFORMATIONAL ITEMS**

### **LAKESHORE**

Supervisor Barton noted that the Notice of Complete Application was advertised, and Affidavits of Posting issued as required. There are some notes to be added to the plans by the Engineer; the Town is closer to being able to go to bid for the Lakeshore Sewers.

Materials have been ordered for the East Wautoma (Delavergne) project. Weather pending the Highway Department could work on this project through the Winter.

### **MISCELLANEOUS**

#### **MARIJUANA DISPENSARIES**

Supervisor Barton noted that the Board needs to decide whether to allow Marijuana Dispensaries in the Town of Parma. He will send information to the Board so they can have a discussion at a future meeting. The benefit would be revenue to the Town but once you opt in you cannot opt out, the Town could opt in if they decided to later. The deadline to opt out would be by the end of the year; no public hearing is necessary. The consensus by the Board was that they would like more information before deciding. There could be a need for zoning changes if they were allowed.

### **LIAISON REPORTS**

\*\*Councilperson Brown had no report. The Special Police meeting was canceled.

\*\*Councilperson Roose reported there was one item on the Planning Board Agenda for a property on Ridge Road for an after-school program at the Brick Lab. The Planning Board does not have an issue with the application.

\*\*Councilperson Judd had no report.

\*\*Councilperson Ciufu reported the Zoning Board meeting is tomorrow and he will be able to report on that during the next meeting.

\*\*Supervisor Barton reported that he had a conversation with Dave Crumb, Town Historian, about several Historical Markers that they would like to repair and, in some cases, need replacing. Currently they are looking to replace a Historical Marker at Route



259 and Parma Center Road that was lost or stolen years ago. This marker notes the historical site of the first Methodist Church west of the Genesee River built of brick in 1830. It was placed in 1959 and some years later during a repair of gas lines it was removed temporarily and disappeared. The cost for this replacement is around \$1300.00. Supervisor Barton noted that the Historical Society has the money in their budget for the replacement of the marker and the Town has allotted money in the budget for the next couple years so they can continue to replace/repair historical marker.

## **WARRANT**

**RESOLUTION No. 279-2021** Motion by Councilperson Brown, seconded by Councilperson Roose to approve payment of AOO General Fund bills, in the amount of \$64,333.39.

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

**RESOLUTION No. 280-2021** Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of BOO Part Town Fund bills, in the amount of \$35,011.96.

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

**RESOLUTION No. 281-2021** Motion by Councilperson Judd seconded by Councilperson Ciufu to approve payment of DAO Highway Townwide Fund bills, in the amount of \$1,275.52.

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

**RESOLUTION No. 282-2021** Motion by Councilperson Ciufu, seconded by Councilperson Brown to approve payment of DBO Highway Part Town Fund bills, in the amount of \$34,157.69.

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

**RESOLUTION No. 283-2021** Motion by Councilperson Brown, seconded by Councilperson Roose to approve payment of SDO Town wide Drainage Fund bills, in the amount of \$156.00.

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

**RESOLUTION No. 284-2021** Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of TAO Trust and Agency Fund bills, in the amount of \$629.09.

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

**The total to be paid is \$135,563.65**

**ENTER INTO EXECUTIVE SESSION**

**RESOLUTION No. 285-2021** Motion by Councilperson Roose, seconded by Councilperson Ciufio to enter into Executive Session to discuss a real estate transaction. There will be no business conducted after the Executive Session.

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

Entered into Executive Session at 8:02 p.m.

**EXIT OUT OF EXECUTIVE SESSION**

**RESOLUTION No. 286-2021** Motion by Councilperson Judd, seconded by Councilperson Ciufio to exit out of Executive Session and enter back into Regular Session at 8:27 p.m.

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

There was no further business before the Town Board, Councilperson Brown made a motion to adjourn the meeting at 8:28 p.m., seconded by Councilperson Ciufio and all were in favor.

Respectfully submitted,

Carrie Fracassi  
Parma Town Clerk