

Parma Town Board meeting held on Tuesday, June 15, 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
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  
7/22/2021  
TOWN OF PARMA

### **OTHERS IN ATTENDANCE**

Don Wells, Assessor; Amy Hogue, Library Director; Mary Gavigan, Finance Director; Diana Christodaro; Nicole Ryan, Kyle McDonald, 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 – MAY 18, 2021**

**RESOLUTION No. 157-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to accept the Minutes of the regular meeting held on May 18, 2021, as presented.

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

### **TOWN CLERK REPORT**

The Town Clerk reported the Town Clerk and VFW Reports for May have been submitted to the Supervisors Office. Town and County Tax Collection for 2021 has been turned over to the County.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported the new truck has been delivered. The Department finished two small county jobs yesterday and has started the Hill Road project.

## **BUILDING DEPARTMENT REPORT**

Mark Lenzi reported they are busy. He had a conversation with Veronica Robillard about Zoning Board meetings; ideas were discussed to help the Board be more efficient and to help applicants through the process.

208 Collamer Road – He received a report from the Hilton Fire Department. They stated that this location is a safety hazard and should be looked at by the Town. There have been three fires in three years, and they look suspicious. The roof is now collapsed into the basement. This is a hazard to the Fire Department and anyone who may become trapped in the structure. Mr. Lenzi recommends the Board declare this an unsafe structure which would allow the process to begin to have the structure removed. Any costs would go onto the tax bill of the owner.

**RESOLUTION NO. 158-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac, to authorize the Building Department to notify the owner about the unsafe structure and go through the process and deem the structure at 208 Collamer as unsafe.

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

## **PARKS AND RECREATION REPORT**

Tom Venniro reported the Department is in the middle of the playground installation with the help of staff and many volunteers pitching in. The structure itself should be completed by the end of the week and then there are things the Parks Department will need to do, and the base will need to be installed.

### **Recreation Program Update:**

Summer Camp is almost at max for capacity and summer programming is getting ready to start. This week senior programs started back in person.

### **VFW:**

Restrictions on capacity at the VFW can be lifted and capacity can go back to 99 people.

### **6' Fences:**

Mr. Venniro said there have been 385 responses to date. He will provide a summary for Board Members to review.

## **LIBRARY REPORT**

Amy Hogue, Library Director, provided handouts to the Board that will be available to the public highlighting upcoming reading programs. Merchandise sales have started and summer programs in the pavilions will start soon. The Library Board has voted to waive all late fines for young kids and teens so they can continue to have access to the library. Saturday hours will remain 10 am to 1pm.

**MISCELLANEOUS REPORTS**

**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**

**FREED MAXICK AUDIT**

Nicole Ryan, Freed Maxick CPA’s, reviewed the 2020 Town of Parma Audit with the Town Board. She noted there was an adverse opinion due to the capital assets not being provided but overall, the Town is in good fiscal shape. Despite the pandemic revenues exceeded expenditures. The Highway revenues had a great turnaround since 2019.

**RESOLUTION NO. 159-2021** Motion by Councilperson Judd, seconded by Councilperson Roose, to acknowledge and accept the 2020 Financial Audit for the Town of Parma.

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

**BUDGET TRANSFER**

**RESOLUTION No. 160-2021** Motion by Councilperson Zajac, seconded by Councilperson Judd, to approve the Budget Transfers as presented in the amount of \$140,796.48.

BUDGET TRANSFER			JUNE			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
	UNAPPROPRIATED FUND	\$82,751.48	AOO.516.1620.490.00	MAINTENANCE SUPPLIES	\$3,000.00	VENNIRO
	BALANCE					
AOO.516.1620.490.00	TOWN HALL					
	IMPROVEMENTS	3,000.00	AOO.570.7315.490.03	BASEBALL TEAM EXPENSE	2,000.00	VENNIRO
AOO.516.1990.400.00	MISC CONTINGENCY	50,000.00	AOO.570.7315.491.03	SOFTBALL TEAM	2,600.00	VENNIRO
AOO.570.7315.492.03	T BALL TEAM	600.00	AOO.571.7110.210.00	EQUIPMENT	132,751.48	VENNIRO
AOO.570.7989.490.06	NUTRITION	4,000.00				
LOO.474.2705.00	GIFTS	300.00	AOO.574.7410.492.00	VAP	\$300.00	HOGUE
AOO.511.1110.431.00	BOOKS	145.00	AOO.511.110.430.00	EDUCATIONAL	\$145.00	DISHONG
		140,796.48			140,796.48	

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

**BUILDING INPSECTOR SALARY**

**RESOLUTION NO. 161-2021** Motion by Councilperson Roose, seconded by Councilperson Keller, to move Mark Lenzi from an hourly employee to a salaried employee and appointment him as the Department Head.

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

**RETIREMENT REPORTING RESOLUTION**  
**ELECTED AND APPOINTED OFFICIALS' STANDARD WORKDAY AND REPORTING**

**RESOLUTION NO. 162-2021** Motion by Councilperson Judd, seconded by Councilperson Roose,

BE IT RESOLVED that the Town of Parma hereby establishes the following as standard workdays for the following elected and appointed officials and will report the officials to the New York State and Local Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Workday (Hrs/day)	Term Begins/Ends	Tier 1 Employee (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is 20)	Not submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>						
<b>Appointed Officials</b>						
Dog Control Officer	Arthur Fritz	7	01/01/2021–12/31/2021	N	11.39	
Receiver of Taxes	Carrie Fracassi	7	01/01/2021 –12/31/2021 *timeclock reporting	N	21	
Zoning Board of Appeals Secretary	Carrie Fracassi	7	01/01/2021–12/31/2021	N	.95	
Zoning Board Member	Gregory J. Colavecchia	7	01/01/2021–12/31/2021	N	.48	
**the maximum number of days that can be reported to the New York State Retirement System is 20						

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

**INTERACTIVE MAPPING**

Supervisor Barton said that the Zoning Map has not been updated in several years and the colors used in the latest version are confusing. The Town Clerk went to a training and looked at MapLink through General Code and sent information to all members. Supervisor Barton said he went through the information and found this would be useful to Town Employees and Residents. The user can click on the property they are looking at and it will populate the zoning, what uses are allowed, setbacks for the property and can include overlays for flood zones, etc. Mark Lenzi said he looked at the information and found it to be easy to use and agrees it would be helpful, his department would probably use this daily. The Zoning and Planning Boards and Highway Department would be able to use also.

**RESOLUTION NO. 163-2021** Motion by Councilperson Zajac, seconded by Councilperson Keller, to authorize the Supervisor to sign the Contract with General Code to

create MapLink for the Town of Parma.

Councilperson Zajac said he went through the information and felt that it was very easy to use and would be helpful but this also sheds light on the fact that our zoning needs to be updated.

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

**PREPAID CHECKS**

**RESOLUTION No. 164-2021** Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the prepaid checks listed below.

MAY							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
CONCAL	TAO2.036	05/26/21	Z991.130	1288	1,500.00	ESCROW RELEASE	DONE
TRACTOR SUPPLY	DAO.550.5142.481.00	05/26/21	Z991.110	1326	104.98	WAHL CLOTHING	DONE

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

**DISPOSAL OF HIGHWAY PRINTER**

**RESOLUTION No. 165-2021** Motion by Councilperson Zajac, seconded by Councilperson Roose, to identify the Highway Printer as surplus equipment and authorize the disposal.

\*Actual acquisition cost should always be used when available. Estimated cost at time acquired may be used only if actual cost is unknown.  
\*Disposal of items - please note if junked, donated etc. in "REMARKS" column

DATE: 5/17/21 DEPARTMENT: Highway

TAG #	DESCRIPTION / MANUFACTURER	MODEL	SERIAL #	ACQUIRED		A-ACQUIRED		DATE	REMARKS
				FROM	COST	D-DISPOSAL			
3489	HP OFFICEJET PRO	HP	TH8221ROP2		\$132.00	D-DISPOSAL		May-20	

PREPARED BY : Kim Ledtke  
NAME  
Secretary  
TITLE

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

**CHERYL COLLINS DOOL RETIREMENT**

**RESOLUTION No. 166-2021** Motion by Councilperson Judd, seconded by Councilperson Roose, to accept with regrets the Retirement of Cheryl Collins Dool effective June 30, 2021.

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

### **MARY GAVIGAN RETIREMENT**

**RESOLUTION No. 167-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac, to accept with regrets the Retirement of Mary Gavigan effective June 12, 2021.

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

### **APPOINTMENT OF DIANA CHRISTODARO**

Supervisor Barton said he appointed Diana Christodaro as Finance Director. He has asked Mary Gavigan to stay on part-time for a while to help with the transition and is looking for a resolution to set Ms. Christodaro's pay.

**RESOLUTION No. 168-2021** Motion by Councilperson Zajac, seconded by Councilperson Keller, to set the salary for Diana Christodaro as Finance Director at \$68,000.00 with a 6-month review. With a positive 6-month review there will be an increase to \$72,000.00.

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

### **AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONIES 2021**

**RESOLUTION No. 169-2020** Motion by Councilperson Roose, seconded by Councilperson Judd;

AGREEMENT between the Town Highway Superintendent of the Town of Parma, Monroe County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. **GENERAL REPAIRS.** The sum of \$53,000 shall be set aside to be expended for primary work and general repairs upon 21.80 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof. Specific work as follows:

Pavement markings, Drainage Culverts, General Asphalt Repairs

2. **PERMANENT IMPROVEMENTS.** The following sum of \$180,000 shall be set aside to be expended for the permanent improvements of town highways:

N. Hill Road	Crimson Woods Court
Walnut Hill Drive	Carefree Lane
Orchard Hills Drive	Twin Ponds Drive

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

### **HIGHWAY EMPLOYEE STEP**

Supervisor Barton said since the May meeting, he talked to the Union and Town Attorney and a Memorandum of Understanding has been drawn up specific to Kyle McDonald and the Union Contract. Union negotiations will start again in the fall.

**RESOLUTION NO. 170-2021** Motion by Councilperson Judd, seconded by Councilperson Keller, to approve the step increase for Kyle McDonald. The increase will be retroactive to April 27, 2021.

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

### **MRB BID PACKAGE FOR MEETING HOUSE REPAIRS**

Mr. Venniro and Phil Smith met with MRB to discuss the need to prepare bid documents for the project at the Parma Center Road Meetinghouse and Historical Museum. He received the proposal from MRB late this afternoon for bid documents in an amount of \$6,400.00. This project being bid out will address roof, gutters, siding, the parking area, and entry way to the building. There was discussion about building engineering costs into future projects.

**RESOLUTION NO. 171-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac, to approve the Contract with MRB in an amount not to exceed \$6,400.00 to provide services for the project at 462 Parma Center Road.

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

### **STANLEY SECURITY**

Supervisor Barton noted that he has talked to the Regional Director, Joe Silvestro; he felt there was confusion on both sides. He recommends splitting the extra costs with Stanley Security; the Town will be benefitting from the additional equipment. There will be no action taken tonight.

### **FULL-TIME RECREATION ASSISTANT PAY RATE APPROVAL**

Tom Venniro said he hired Joseph Battaglia to fill the vacant position of full-time Recreation Assistant. He comes with roughly 10 years' experience in recreation, the last five in the Town of Irondequoit. After a negative drug test and background screening, Joe started on Monday. He is

seeking Board approval of the pay rate of \$15.90 per hour. With a positive review in 6 months, he would like to adjust the rate to a more appropriate level given his experience.

**RESOLUTION NO. 172-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the pay rate of \$15.90 for Joseph Battaglia as a full-time Recreation Assistant.

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

**PART-TIME SUMMER RECREATION STAFF APPOINTMENTS/  
RATE APPROVALS**

Mr. Venniro is seeking approval to appoint three new hires and ten returning staff for the 2021 Summer Camp season at the rates indicated below with a start date for June 21, 2021.

**RESOLUTION NO. 173-2021** Motion by Councilperson Judd, seconded by Councilperson Zajac, to authorize the pay rates as indicated below for part-time Summer Recreation staff.

**Recreation New Hires**

<u>Full Name</u>	<u>POSITION</u>	<u>START DATE</u>	<u>RATE</u>
Chuck Barker	Rec. Assistant - Counselor	21-Jun-21	12.75
Audrey Foos	Rec. Assistant - Counselor	21-Jun-21	12.75
Genna Maneti	Rec. Assistant - Counselor	21-Jun-21	12.75

**Recreation Returning Staff**

<u>First Name</u>	<u>POSITION</u>	<u>START DATE</u>	<u>RATE</u>
Ryan Butts	Rec. Assistant - Counselor	21-Jun-21	13.25
John Fichter	Rec. Assistant - Director	21-Jun-21	14.75
Brenden Howell	Rec. Assistant - Counselor	21-Jun-21	13.25
Ian Insley	Rec. Assistant - Director	21-Jun-21	14.25
Aliya Leshner	Rec. Assistant - Counselor	21-Jun-21	13.75
Ryan McNair	Rec. Assistant - Counselor	21-Jun-21	13.25
Tyler McNair	Rec. Assistant - Director	21-Jun-21	14.25
Aubrey Metzger	Rec. Assistant - Counselor	21-Jun-21	13.25
Megan Richardson	Rec. Assistant - Counselor	21-Jun-21	13.25
Ally Williams	Rec. Assistant - Counselor	21-Jun-21	13.75

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



**ADVERTISING FOR PART-TIME SEASONAL RECREATION ASSISTANTS – BEAR PROGRAM**

Tom Venniro is seeking Board approval to advertise for part-time Seasonal Recreation Assistants for the Before and After School Program for 2021 with a pay range between \$12.50-\$15.00 per hour.

**RESOLUTION NO. 174-2021** Motion by Councilperson Roose, seconded by Councilperson Keller, to authorize the Recreation Department to advertise for part-time Seasonal Recreation Assistants for the 2021 Before and After School Program at a pay range between \$12.50-\$15.00 per hour.

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

**PART-TIME APPOINTMENT – CHERYL COLLINS DOOL**

Mr. Venniro said he would like to appoint Cheryl Collins Dool in a part-time capacity for no more than 16 hours a week. Given the current workload the Department is stretched thin, and the intention is to utilize Ms. Dool as they have but in a lesser capacity. He does not think they will be able to hire someone immediately to fill the full-time position and he is not looking to carry both positions. This will allow Park Staff to focus on the playground install and other projects around the park and Town Hall until someone can be hired full-time. She would be paid an hourly rate of \$22.90.

There was discussion about the need to bring her back, and how long Mr. Venniro thought he would need her to stay. Mr. Venniro was not sure, but the Park Attendants are on staff until the end of October. The Board felt it was important to put an end date on this even if that date must be adjusted. Don Wells, Assessor, stated that he was denied a very similar request when Kathy Muller left his office with only two weeks' notice; he said he knows every case might be different, but he was denied initially.

**RESOLUTION NO. 175-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac, to approve the part-time appointment of Cheryl Collins Dool at her current rate until no later than October 31, 2021, and sooner if a full-time parks employee is hired.

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

**ADVERTISE FOR FULL-TIME PARKS POSITION**

Mr. Venniro explained that he is looking to advertise for a full-time Head Grounds Equipment Operator. With the current workload, they will not be able to dedicate the time required to do so immediately, so it will likely be advertised in late summer.

**RESOLUTION NO. 176-2021** Motion by Councilperson Judd, seconded by Councilperson Roose, to authorize the Recreation Department to advertise for a full-time Head Grounds Equipment Operator at a rate to be determined at a later date.

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

### **SMOKING IN THE PARK**

Mr. Venniro explained that some time ago the Town adopted a no smoking policy taken on by Monroe County. In December 2014, the Village of Hilton adopted their own for its public facilities. That policy prohibits smoking on the grounds of the Community Center and the DPW. He is seeking to have the Town Board adopt a similar policy. They currently find butts all over the facility and presents a health and safety hazard concern. If the Town agrees, he will have signs made and posted prominently in public places.

**RESOLUTION NO. 177-2021** Motion by Councilperson Zajac, seconded by Councilperson Keller, to enact a policy of no smoking on all Town of Parma municipal properties. The Parks Department will install signs as deemed appropriate.

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

### **MISCELLANEOUS**

Zoom Meetings – Supervisor Barton noted that the State is opening. This will be the last month of Zoom Meetings for the Town.

Open Board Positions – Councilperson Zajac asked if any applications have been received for Zoning Board. The Town Clerk noted that there has been one received for any open Board seats. The open Zoning Board positions have been advertised in the Suburban News twice with no results. There was discussion about other ways to advertise the open seats and trying some of those. Tom Venniro will push it back out through their Facebook page.

### **INFORMATIONAL ITEMS**

#### **LAKESHORE PROJECTS**

Supervisor Barton said he has a meeting tomorrow about the progress of the Lakefront Sewers.

#### **LIAISON REPORTS**

\*\*Councilperson Keller reported there is a Zoning Board meeting tomorrow night. The Code Enforcement Officer is coming back to work tomorrow.

\*\*Councilperson Zajac reported there is a Special Police meeting this week with the oversight committee.

\*\*Councilperson Roose reported a food truck will be in the park tomorrow.

\*\*Councilperson Judd reported there was a meeting with Mr. and Mrs. Crumb and Genesee Land Trust about the options available to them to keep their property farming in the future. They took an application and will discuss this with their family. She spoke with Don Wells, Assessor, about new assessments next year. Those assessments could be driven up by the inflated prices people are paying for houses.

## **WARRANT**

**RESOLUTION No. 178-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$278,541.96.

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

**RESOLUTION No. 179-2021** Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$36,215.07.

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

**RESOLUTION No. 180-2021** Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Town Wide Fund bills, in the amount of \$741.24.

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

**RESOLUTION No. 181-2021** Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$13,041.78.

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

**RESOLUTION No. 182-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of SDO Town Wide Drainage Fund bills, in the amount of \$9,295.57.

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

**RESOLUTION No. 183-2021** Motion by Councilperson Zajac, seconded by Councilperson Roose 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 \$338,214.71**

**ENTER INTO EXECUTIVE SESSION**

**RESOLUTION No. 184-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac to enter into Executive Session to discuss the employment history of a particular person. There will be no business conducted after the Executive Session.

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

Entered into Executive Session at 8:35 p.m.

**EXIT OUT OF EXECUTIVE SESSION**

**RESOLUTION No. 185-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac to exit out of Executive Session and enter back into Regular Session at 9:57 p.m.

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

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 9:57 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,

Carrie Fracassi  
Parma Town Clerk