

Parma Town Board meeting held on Tuesday, May 7, 2019 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY

ATTENDANCE

FILED
TOWN CLERK'S OFFICE

MAY 28 2019

TOWN OF PARMA

Supervisor	Jack Barton
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd
Town Clerk	Carrie Fracassi
Building & Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniro
Absent	Highway Superintendent
	Brian Speer

OTHERS IN ATTENDANCE

Leslie Boedicker, Library Director, Steve Zajac, Jim Vinette, Lon Jacobs and other members of the Public.

CALL TO ORDER

Supervisor Barton called the meeting to order at 6:30 p.m. and lead 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 16, 2019

RESOLUTION No. 128-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose, to accept the Minutes of the regular meeting held on April 16, 2019.
Motion carried: Aye 4 (Comardo, Roose, Keller, Judd) Nay 0 Abstain 1 (Barton)

TOWN CLERK REPORT

The Town Clerk reported that the Town Clerk and VFW Reports for April have been submitted to the Supervisor's Office.

The Town Clerk attended a Records Management Class focusing on the legal aspects of records management. There is an upcoming class that will focus on the retention of emails and how to

know which emails to save and for how long. The Town will be sending four employees to this training and also someone from our IT Company will be attending.

The Town Clerk and Deputy Town Clerk attended today's session of the New York State Town Clerk Association meeting in Syracuse. The sessions we attended had to do with FOIL, Comptroller Fiscal Accountability, Audits, Open Government, and Department of Health.

Retirement Reporting logs are due by the end of May to allow time for the Resolution to be completed in June and for the Finance Director to report to the State. Everyone who needs to report should have received an email in January and a reminder in May with all the documents needed and instructions.

HIGHWAY DEPARTMENT REPORT

Supt. Speer was on vacation. There was no report.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that Building Permits have picked up in April. Country Village has less than 10 lots left to develop. The developer of the last section of All Season is working through how to handle the few remaining lots that have a pile of contaminated soil from the orchards on them. Pinewood Estates is currently on hold while the developer looks at where to go with this.

The Baptist Church on Ridge Road will be holding a Prayer Festival on June 8th-9th and he will be working with them on the details. It will be held completely on site and they will be shuttling people to and from the site. He will notify the Sherriff and Fire Department.

They have received a lot of drainage calls this year and not only from newer housing developments but from ones that have been in place for many years. The lake level is high; there are concerns about flooding again this year.

Mr. Scibetta noted that the Stormwater Coalition Report is due; he will be attending a Stormwater Coalition class next Wednesday to discuss preparing the report.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that the Recreation Budget Report is accurate through most of April 2019. The Parma Pizza Party was held on May 3rd. He thanked the participating pizzerias and the roughly 16 volunteers that were on hand.

The 2019 Spring Summer Experience Guide has been delivered to homes and dispersed electronically. This was launched in conjunction with use of new registration software. The last few weeks have been busy getting people acclimated to the new system. The new system has many great new features, offers thousands in annual savings and combines two software systems into one which will save customers time.

Park Update:

The park hours have opened up for the season and park attendants are working nights/weekends. Phil Smith started as Park Foreman on April 24th and is thriving in the position and a number of projects have been addressed in a very short time. The weather over the past several weeks has been problematic for outdoor work; the baseball/softball league start dates have been postponed. The annual 5K for FA was held in the Park on May 4th. By all reports it was a success however, the race route was changed from the trails to the paved areas due to the conditions. Hilton Teacher Care Day was held in the Park on May 4th. There were roughly 15 teachers working in the Park spreading a truck full of Playground Fiber and removing weeds and dead plants from the front of Town Hall. Pictures can be viewed on their Facebook Page.

LIBRARY REPORT

Leslie Boedicker reported that they received the grant to Brand the Library to help fund Causewave. The Library roof has been started but progress has been slow due to weather issues. She is looking into bathroom renovations at the Library and is checking to see if there are any available grants to help pay for this.

She will be attending the NYS Library Conference in November and has been asked to speak at the conference.

The new server at the Library was installed today. They need to update the rest of the computers before the Census comes out next year and she provided a list to the Supervisor of cost for next year's budget. The Government expects that 80% of the population will complete this online and the government has only budgeted to send the form out to 20% of Americans. The Government has specified that Library staff should not be helping patrons fill out their Census forms.

They purchased a cash register for the Library and she is looking to put in place a Cash Handling Policy and Procedure. The Town Clerk's Office does not have a cash register in their office.

Supervisor Barton asked what MRB is looking to come and present to the Board. Leslie said it would be a 15-20 minute presentation on how much space the Library needs, the proposed

dollar amount and their opinions and findings. It was decided this would be added to the Agenda for the third Tuesday in June.

PUBLIC FORUM

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

BUSINESS ITEMS

BUDGET TRANSFERS

RESOLUTION No. 129-2019 Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the Budget Transfers as presented in the amount of \$177,674.09.

BUDGET TRANSFER			MAY			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
DAO.550.5142.210.00	EQUIPMENT	\$120,000.00	DAO550.9710.400.00	INTEREST ON LOAN	\$523.42	GAVIGAN
			DAO.550.9710.401.00	PRINCIPAL ON LOAN	\$119,476.58	GAVIGAN
DAO.550.9060.810.00	MEDICAL INSURANCE	\$654.65	DAO.550.9040.810.00	WORKERS COMP	\$654.65	GAVIGAN
DBO.550.5130.210.00	EQUIPMENT	\$55,902.93	DBO.550.9710.100.00	INTEREST ON LOAN	\$224.32	GAVIGAN
			DBO.550.9710.401.00	PRINCIPAL ON LOAN	\$55,678.61	GAVIGAN
DBO.550.9060.810.00	MEDICAL INSURANCE	\$1,116.51	DBO.550.9040.810.00	WORKERS COMP	\$1,116.51	GAVIGAN
		177,674.09			177,674.09	

Supervisor Barton noted that a large amount of this was for the payment of Highway Equipment.

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

PREPAID CHECKS

RESOLUTION No. 130-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to authorize the payment of Prepaid Checks as presented.

VENDOR CODE	ACCOUNT CODE	DATE	APRIL			DESCRIPTION	TRANSACTION
			CASH CODE	CHECK NUMBER	AMOUNT		
CINEMARK	AOO.570.7310.493.02	04/11/19	Z991.110	1128	461.25	MOVIE TRIP	DONE
STRONG MUSEUM	AOO.570.7310.493.02	04/15/19	Z991.110	1130	896.00	RECESS TRIP	DONE
PAYCHEX	AOO.516.1430.462.00	04/23/19	Z991.110	1134	140.00	PAYCHEX BILL DEBIT	DONE
LINEAGE	AOO.516.1670.430.00	04/23/19	Z991.110	1135	16.52	FREIGHT	DONE

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

APPROVAL TO GO TO BID – TOWN CLERK’S OFFICE

Supervisor Barton said that he knows everyone has received the proposal for the Town Clerk’s Office, there was an email exchange this afternoon with some minor questions from the architect regarding paint colors and outlet placements.

RESOLUTION No. 131-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to authorize the Town Clerk to advertise for Bids for the Town Clerk Office Renovations with a Bid Opening on June 3, 2019 at 10:00 am at the Parma Town Hall.

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

**SPECIAL TOWN BOARD MEETING TO AWARD THE BID FOR RENOVATIONS
TO THE TOWN CLERK’S OFFICE**

RESOLUTION No. 132-2019 Motion by Councilperson Roose, seconded by Councilperson Keller to hold a Special Town Board meeting on June 4, 2019 at 6:30 p.m. at the Parma Town Hall for the purpose of awarding the bid for renovations to the Town Clerk’s Office.

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

BASEBALL FIELD FILL & RECONSTRUCTION

Tom Venniro asked that the Board table this Agenda Item while they do a little more research regarding costs, timeline etc. After talking to Phil Smith about this they felt they need to get the fields playable for this season and this would be a project for late summer/fall. He would like to do one field each year as routine maintenance for the next couple of years to bring the fields back into shape. The Board will look at this later in the year. Councilperson Roose asked if they use all of the baseball fields. Mr. Venniro said they have 260 kids in their baseball/softball/tee-ball programs and that they use approximately 9 fields a night including a field they make up for tee-ball. It is a testament to our program that we are able to maintain a large amount of kids in our programs when some programs have suffered because of the travel teams.

MISCELLANEOUS

**INTERMUNICIPAL AGREEMENT TO UTILIZE THE GREECE SPECIAL POLICE
FOR THE HILTON FIREMAN’S CARNIVAL**

Supervisor Barton said he received an Intermunicipal Agreement and emailed it to the Board for review to be signed allowing the Greece Special Police to help with traffic/parking at the

Hilton Fireman's Carnival this year. The Agreement would be between the Town of Parma, Village of Hilton, Hilton Fire Department, and the Town of Greece.

RESOLUTION No. 133-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to authorize the Supervisor to sign the Intermunicipal Agreement for Greece Special Police to help with traffic/parking during the 2019 Fireman's Carnival.

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

GREATER ROCHESTER DISC GOLF CLUB AGREEMENT

Tom Venniro emailed a Park Use Agreement between the Town of Parma and Greater Rochester Disc Golf Club. Mr. Venniro explained that they club is looking to add five holes to the course and to move some existing holes. The benefit would be the start and end of the course would now be in the park where you enter for the trails versus over at the VFW Lodge which causes parking issues when there is a rental going on at the Lodge. The club would purchase all materials needed and putting it in with very little help from the park staff. New maps will be provided.

RESOLUTION No. 134-2019 Motion by Councilperson Roose, seconded by Councilperson Judd to authorize the Supervisor to sign the Use Agreement for the month of May between the Town of Parma and Greater Rochester Disc Golf Club for the construction of new holes for the Disc Golf Course.

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

RESCIND MOTION #121-2019

Supervisor Barton noted that the Board needs to rescind Motion No. 121-2019 to hire Alexis Schlonski. Tom Venniro explained that while her interviews went well and they offered her the position things did not line up and she was unable to finish her paperwork. Since the school year is almost over they will finish up the year as they are and re-evaluate going forward.

RESOLUTION No. 135-2019 Motion by Councilperson Judd, seconded by Councilperson Roose to rescind Motion #121-2019 hiring Alexis Schlonski for the Before and After School Program.

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

HIGHWAY UNION GRIEVANCES

Supervisor Barton explained that there was a Grievance filed by the Highway Department Union Workers. The Grievance was based on non-union employees were working overtime and the

union employees were not offered the opportunity to work causing them to have lost wages. The amount of wages was determined to be \$6,804.19 to be divided among union employees that should have been called and were not.

RESOLUTION No. 136-2019 Motion by Councilperson Judd, seconded by Councilperson Comardo to approve the expenditure of \$6,804.19 out of Unappropriated B Fund to cover the Grievance filed by the Highway Department Union Workers.

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

Supervisor Barton said that this has been going on for a while now. The union had notified the Highway Supt. and there was a contentious discussion. They gave him some time which was spelled out and there was no response. It was then elevated to the Supervisor who also did not get a response that was going to help anything. Councilperson Roose asked if they continued to not offer this work to the Union Workers after they were made aware of this. Supervisor Barton said they did. Councilperson Roose asked if this could be considered Official Misconduct because the Highway Supt. knows this situation should be handled a certain way and he is not doing that and it is costing the Town thousands of dollars. This should be documented. Supervisor Barton said yes it should be documented.

Supervisor Barton said that he has been notified of another Grievance filed by the Highway Union Workers because non-union workers are operating equipment and doing jobs those union workers should be doing while union workers are doing jobs at the shop like sweeping floors. This is not a monetary grievance because everyone is being paid as they should be but the Union employees wanted this documented. Supervisor Barton said that he will make Supt. Speer aware that this is going on.

Councilperson Judd asked if the seasonal employees are done now. Supervisor Barton said that Joe Petricone is still working. The Town did not put a deadline on it when the pay was set in the fall; they have brought in a contractor to work also. They are doing jobs that our paid staff should be doing. The contractor worked for the Town in 2017 during the high water; however, he is not only working on the lake currently. He will be making Supt. Speer aware of this also.

Councilperson Roose hoped that with the Lake rising there is better accounting of what the Town has done so that the information can be submitted to the State or Federal Government if needed. Councilperson Judd asked when the contractor was hired since Supt. Speer is on vacation. Supervisor Barton said it was in the last week or so. Councilperson Judd asked if Highway employees are using the time clock now. Supervisor Barton said most of them are.

INFORMATIONAL ITEMS

Supervisor Barton stated that he has emailed our contact at Charter Communications hoping to get a status update and explanation as to why there are some residents who cannot get internet service.

Hon. Judge Payson has removed the requirements for the maintenance program, including signage, inspections and adding top dressing, for the football field. The field will be able to be used moving forward.

LIAISON REPORTS

** Councilperson Keller reported that he was unable to attend the Zoning Board Meeting. He still has concerns with the number and size of accessory structures that continue to come to the Board. There were three last month, 1 tabled, 1 approved and 1 denied. He felt the Zoning Board continues to make good decisions when going through the plans for each one.

** Councilperson Comardo reported that HPDICE has not met since the last Town Board meeting; however, they continue to be busy.

** Councilperson Roose reported that there is a Recreation Commission meeting coming up. The Pizza Event was great and everyone seemed to have a good time.

** Councilperson Judd reported that the Farmland and Open Space committee continues working on the sign for Zarpentine Farms. She attended the Library Board meeting today. There were three items on the Agenda for Planning Board. All were tabled for further information and the property merge on Crimson Woods Court will not be going forward.

Supervisor Barton asked Mr. Venniro if he had looked at the possibility of taking ownership of the small lot in All Seasons. The Developer has come to the Town to see if we would like to take ownership of a small park there. Mr. Venniro felt it was not the cost to maintain it that would be of concern but the ability of park staff to get over to the property enough to keep it up to standards with mowing that the neighbors would like. Mr. Venniro felt this was a wonderful place for the people who live there. Supervisor Barton said he would look further into creating a district to maintain that parcel. It would have to be a Board resolution to accept this if the Town was interested.

There have been some inquiries at Town Hall about the Town selling Bogus Point. Supervisor Barton stated that this is not something the Town is interested in doing.

ENTER INTO EXECUTIVE SESSION

RESOLUTION No. 137-2019 Motion by Councilperson Comardo, seconded by Councilperson Keller to enter into Executive Session to discuss the employment history of a particular individual. There will be no business conducted after the Executive Session.

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

Entered into Executive Session at 7:54 p.m.

EXIT OUT OF EXECUTIVE SESSION

RESOLUTION No. 138-2019 Motion by Councilperson Roose, seconded by Councilperson Judd to exit out of Executive Session and enter back into Regular Session at 9:08 p.m.

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

There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 9:09 p.m., seconded by Councilperson Comardo and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk