

Parma Town Board meeting held on Tuesday, July 16, 2019 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY

ATTENDANCE

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

FILED
TOWN CLERK'S OFFICE
8/22/2019
TOWN OF PARMA

OTHERS IN ATTENDANCE

Mike Weldon, Peter Lacagnina, Steve Zajac 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 – JUNE 18, 2019

RESOLUTION No. 180-2019 Motion by Councilperson Comardo, seconded by Councilperson Keller, to accept the Minutes of the regular meeting held on June 18, 2019.

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

TOWN CLERK REPORT

The Town Clerk reported that the Town Clerk Report and VFW Report for June were submitted and filed in the Supervisor's Office. The final interest check for 2019 Town and County taxes has been turned over to the Supervisor closing out the tax cycle.

HIGHWAY DEPARTMENT REPORT

Supt. Speer was absent. There was no report.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that for the month of June they are 7 permits behind 2018; however, they are up 2 from last year for new house permits.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that the Parks and Recreation Department Budget Reports are accurate through most of June 2019. Summer registration and programming is well under way.

2019 Parma Days Summer Smash will be held on July 26, 2019. The evening will include civic group food vendors, ice cream, music, bounce houses, a petting zoo, a movie under the stars and fireworks. There will be a table for the Board members. He has some reusable shopping bags to hand out with the Recreation Logo and Website. Also members could help during the event at other locations. The signs at the football field will be officially removed opening it up for usage.

Park Update:

They are working on the remaining Capital Projects for the year including researching the possibility of a dog park and baseball field reconstruction. He is hoping to have the information gathered to be an action item at the next meeting. In addition to Town Funds, they are pursuing funding opportunities.

The main tournament season has come to a close which is allowing them to focus more time on Park Amenities as opposed to mostly field maintenance.

An internal assessment of the playgrounds has been completed and there are some concerns. Mr. Venniro would like to receive an external assessment and explore funding opportunities for the next budget year to supplement possible replacements or repairs.

The Allardice Pavilion will be getting some upgrades shortly in a joint effort between the Park Staff and Lions Club. Jim Allardice has sadly passed away and the Lions Club has purchased a grill and another bench. A horseshoe shaped cement pad will extend off the North end of the pavilion along with some landscaping.

PUBLIC FORUM

Supervisor Barton asked if there was any other citizen who would like to address the Town Board with any concerns.

Peter Lacagnina, 1395 Hilton Parma Corners Road, was looking to see if Supt. Speer would be returning to finish the project that was started late last year on his property. He was hoping that he would be able to bring in some fill dirt to level out the property where the trees were taken out and remove the rocks and add some topsoil on his property. While he has not contacted Brian about this because of flooding at the lake, he was hoping that this could be addressed this year. Supervisor Barton said he would pass the information along to Supt. Speer.

Mike Weldon asked if the Board was going to address the paint job at the Historical Building on Parma Center Road. Supervisor Barton said he was going to bring this up later in the meeting.

Jim Roose asked if there has been a lot of activity in the Highway Department and if they have done any road work. Supervisor Barton stated he is not aware of any and the Lake has started to recede.

BUSINESS ITEMS

5416 RIDGE ROAD WEST – AUTHORIZE SUPREME COURT ACTION

Supervisor Barton noted that the Town Board had approved this action a couple of years ago but then the Town tried working with the property owner and so the action was never started. There was an inspection at the property last Friday with the Building Department and the DEC and the property is still in violation, with very few improvements. It was noted that these violations have been going on for almost 20 years and that they have sent him many notices to bring the property into compliance. Since the inspection, the property owner has called and asked for more time to bring this into compliance. At this point the Town is willing to give him another three weeks with an inspection scheduled for next week to check the progress. He would like to have a resolution in place so that at the end of the 3 weeks they can move forward with court action without further delay. Dennis Scibetta noted that the DEC noticed some leakage of certain things on the ground that they are following up with and they have told the property owner that they would help him any way they can.

RESOLUTION No. 181-2019 Motion by Councilperson Comardo seconded by Councilperson Judd to authorize the attorney for the Town, Lara Badain, to initiate action in Supreme Court for code violations under Article 10 of the Town Code for the property at 5416 Ridge Road in the Town of Parma.

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

SEASONAL PARK LABORER RATE AND DATES

A handful of applications were received since advertising for this position. They have hired Mike Dool who has completed all necessary paperwork and passed all required screenings and tests. Mr. Dool's experience and skills match what the Town was looking for. Based on Mr. Dool's thirty years of construction experience he would like to set the pay at \$17.00/hour for the remainder of the Park Season at the end of October. This rate is at the top of the approved scale. Not only will Mr. Dool help with normal park routines he possess the skills to tackle some projects that might ordinarily have been outsourced. Such projects include: replacing/fixing the bridges, replacing pavilion and building roofs, rebuilding broken benches and broken/twisted picnic table wood, replacing broken fences and building new picnic tables. Supervisor Barton stated that Mr. Dool's experience would be a benefit to the Town. His understanding was that he would not be working straight through until the end of October but would be available when the Town called to come in and help and or work on projects.

RESOLUTION No. 182-2019 Motion by Councilperson Roose seconded by Councilperson Judd to acknowledge the hiring of Mike Dool at a rate of \$17.00/hour for the remainder of the season up through the end of October 2019.

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

SEASONAL RECREATION ASSISTANT RATE – SUMMER CAMP

After the last meeting a returning staff member took another opportunity so they have brought on Stephanie Dickerson from the applicants interviewed to meet needed summer staff ratios. He would recommend the pay rate to be \$11.10/hour.

RESOLUTION NO. 183-2019 Motion by Councilperson Keller seconded by Councilperson Comardo to appoint Stephanie Dickerson as a Summer Camp Recreation Assistant at a rate of \$11.10/hour.

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

2019 FIELD USE AGREEMENT – HILTON JR. CADETS FOOTBALL AND CHEERLEADING

This is a yearly agreement with this organization for use of part of the storage building for their equipment, practice space in the park and the use of the Football Field with the removal of the restrictions.

RESOLUTION NO. 184-2019 Motion by Councilperson Judd seconded by Councilperson Roose to authorize the Supervisor to sign the 2019 Field Use Agreement with the Hilton Jr. Cadets Football and Cheerleading organization.

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

EXPAND THE TOWN HALL SECURITY SYSTEM

Supervisor Barton explained that the employee door and front doors have already been updated with the new system. The current control panel is already full and the Town needs to expand the system to include the wooden doors to the business office end of the building and the door to the back of the building where prisoners from the County Jail are brought in the building for Court. This step would need to be taken in order to collect the keys. He hopes to have an estimate for the next meeting.

QUOTES FOR FILLING CRACKS, SEALING AND STRIPING THE PARKING LOT AT TOWN HALL

The last time this was completed was 4 years ago. In order to preserve roadways and lots preventing major damage through wear and tear it is recommended that this is done every 3 to 5 years. The hope is to have this done over the weekend while employees are not around allowing the proper time for the work to be completed with as little disruption as possible and before the Summer Smash on July 26th. The job would cover the two entrance ways into the Town Hall area and the path between them as well as the north, central and south parking areas around Town Hall.

He obtained four quotes as the job will cost between \$5,000 and \$10,000. Mr. Venniro is recommending that the job be awarded to Patriot Sealcoating and Property Management who came in with the lowest estimate of \$5,372.00. The project will be done this weekend between Friday and Sunday so as not to interfere with day to day business.

RESOLUTION No. 185-2019 Motion by Councilperson Comardo seconded by Councilperson Keller, to contract with Patriot Sealcoating and Property Management for parking lot seal/coat/stripping in an amount not to exceed \$5,372.00.

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

PREPAID CHECKS

RESOLUTION No. 186-2019 Motion by Councilperson Roose, seconded by Councilperson Judd to authorize the payment of Prepaid Checks as presented in amount of \$5,050.00.

JULY							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
STONY BROOK STATE	AOO.570.7140.493.01	06/27/49	Z991.110	1149	60.00	SHELTER RENTAL	DONE
BARRY'S AUTO CENTER	AOO.571.7110.210.00	06/28/19	Z991.110	1150	4,990.00	PARK TRAILER	DONE

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

TRANSFERS

RESOLUTION No. 187-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd, to approve the Transfer as presented in the amount of \$22,000.00.

TRANSFER			JULY			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
BOO.599.9901.911.00	INTERFUND TRANSFER	\$22,000.00	DBO.450.5031.01	BRUSH REVENUE	\$22,000.00	SPEER
	BRUSH					
		22,000.00			22,000.00	

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

BUDGET TRANSFERS

RESOLUTION No. 188-2019 Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the Budget Transfers as presented in the amount of \$32,261.56.

TRANSFER			JULY			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO.570.7020.410.00	OFFICE SUPPLIES	\$200.00	AOO.570.7020.422.00	EQUIPMENT REPAIR/RENTA	\$867.08	VENNIRO
AOO.570.7020.452.00	VEHICLE MAINTENANCE	\$700.00	AOO.570.7310.493.02	VACATION CLUB EXPENSE	\$454.63	VENNIRO
AOO.570.7020.490.00	OFFICE RENT	\$167.08	AOO.570.7310.497.32	BASKETBALL CAMP EXPENS	\$202.37	VENNIRO
AOO.570.7310.495.42	THEATER EXPENSE	\$165.00	AOO.570.7610.497.04	SR FITNESS	\$75.00	VENNIRO
AOO.570.7310.496.32	CHEERLEADING CAMP	\$367.00				VENNIRO
BOO.590.9060.810.00	MEDICAL	1,646.00	BOO.590.9040.810.00	WORKERS COMP	1,646.00	GAVIGAN
BOO.537.3620.480.00	MISC	675.00	BOO.589.8090.460.00	CONTACTED SERVICES	675.00	GAVIGAN
BOO.550.8510.490.00	SPRING PICK UP	3,000.00	BOO.537.3620.491.00	PROPERTY MAINT	3,000.00	GAVIGAN
AOO.575.7510.210.00	OFFICE EQUIPMENT	600.00	AOO.575.7520.460.00	CONTRACTED SERVICES	600.00	GAVIGAN
AOO.516.8989.480.00	MISC	13.27	AOO.516.8989.402.00	COMIDA TAX BILLS	13.27	GAVIGAN
AOO.513.1310.210.00	EQUIPMENT	750.00	AOO.513.1310.460.00	CONTRACTED SERVICES	333.51	GAVIGAN
AOO.513.1310.410.00	OFFICE SUPPLIES	208.21	AOO.513.1320.471.00	AUDITORS	624.70	GAVIGAN
AOO.512.1220.410.00	OFFICE SUPPLIES	15.00	AOO.512.1220.430.00	EDUCATIONAL	15.00	GAVIGAN
AOO.516.8989.480.00	MISC REIMBURSEMENT	\$1,000.00	AOO.516.1989.460.00	CONTRACTED SERVICES	1,000.00	GAVIGAN
BOO.537.3620.451.00	GASOLINE	\$600.00	BOO.537.3620.430.00	EDUCATIONAL	\$600.00	SCIBETTA
AOO.516.1990.400.00	MISC CONTINGENCY	\$22,155.00	AOO.516.1620.460.00	CONTRACTED SERVICES	11,155.00	GAVIGAN
			AOO.516.1440.475.00	ENGINEERING	5,000.00	GAVIGAN
			AOO.516.1620.490.00	TOWN HALL IMPROVEMENT	6,000.00	GAVIGAN
		32,261.56			32,261.56	

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

INFORMATIONAL ITEMS

Supervisor Barton shared a letter that he received from Unionville Station Condominium clarifying that all communications between the Town of Parma and Unionville Station Condominium (USC) should be through Shannon Zabelny, a member of USC's Board of Managers and the liaison to the Town.

On July 10, 2019 Supervisor Barton attended a meeting with representatives from Monroe County, the DEC, Joe Robach and Supervisor's along to lake to meet and discuss the lake levels. They discussed the Resiliency Plan that the Governor is trying to put in place. They are looking for different ideas to create protection along the lake. Some ideas were to run sewers along the lake because the septic systems are failing due to the flooding; possible berms between the wetlands from the south side of the properties. There were also discussions about rock islands and retaining walls, which would help with erosion.

PAGE DEDICATION – IN MEMORY OF JAMES A. MULLEN

James A. Mullen, former Fire Marshal and Building Inspector in the Town of Parma passed away on June 29, 2019. Jim Mullen started working in 1984 as the Town's Fire Marshal and continued on to also become the Assistant Building and Plumbing Inspector. Jim stepped back from construction inspections in 1989 and left the Fire Marshal position in early 1990.

During that time, Jim performed many inspections and took extra steps to educate businesses in the Town the importance of fire safety.

Supervisor Barton started working in the Building Department in 1989 and he benefitted from Jim's knowledge of codes during the short time they worked together. Even after he left Town employment, he continued to be an invaluable source of knowledge and was always available to answer questions.

James A. Mullen was in Fire Service with the Hilton Fire Department since the 60's and held the position of Fire Chief at one point.

RESOLUTION No. 189-2019 Motion by Councilperson Judd seconded by Councilperson Comardo, to dedicate a blank page as part of this meeting's minutes in memory of James A. Mullen.

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

Supervisor Barton said that he talked to Dave Crumb who mentioned to him that the exterior condition of the Parma Center Road museum needs to be painted and there are shingles missing from the roof. Supervisor Barton will get quotes for the needed repairs.

Supervisor Barton noted that there will be another PILOT Program for the property at 1682 Hilton Parma Corners Road. There will be a development with 17 – 2 unit buildings. They hope to power them with solar. It will have the same conditions as the original agreement.

RESOLUTION No. 190-2019 Motion by Councilperson Comardo seconded by Councilperson Roose, to authorize the Supervisor to enter into a PILOT Agreement with Norbut Farm LLC for the property at 1682 Hilton Parma Corners Road.

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

Supervisor Barton noted that he has talked to a Mason to give us an estimate on the brickwork in the front of the building and the step at the employee door. This was part of the assessment done at the Town Hall with these two items being of high priority.

There is a drainage issue at the North end of the park which is dumping water onto the neighbor to the East side of the access into the Park. Supervisor Barton asked MRB to take a look at what needs to be done and they will be sending a quote for proposed engineer services. He has talked to the neighbor and also spoke to Jim Christ who says it might be something that can be done next year in early spring. Mr. Christ did not think that would be an issue and the neighbor is ok with that timeframe also.

LIAISON REPORTS

**Councilperson Keller reported that there was a Zoning Board meeting last June which was pretty standard. There were two accessory structures on the Agenda again. These continue to be an issue of concern and he would like to sit down and review data and discuss the need to consider a new formula for these structures. These requests have been enormous with high walls and doors. The applications become very involved; and contentious and take up a long period of time at a meeting. Supervisor Barton asked Mr. Scibetta to work on the data for these so discussions can begin. There will be no Zoning Board meeting this month.

**Councilperson Comardo reported HPDICE is on hiatus until the end of August starting back up in conjunction with the start of the school year.

**Councilperson Roose reported he was unable to make the Recreation Commission Meeting. He was able to observe the Parma Special Police working in conjunction with the Greece Special Police during the Fireman's Carnival.

**Councilperson Judd reported that she attended the Library Board meeting and they are reviewing policies. There are some concerns with the Budget and staffing at the Library. The

Library Board still looking at a new Library but is leaning towards putting it at the Town Hall property.

Tod Ferguson was unable to attend the Planning Board meeting at the last minute; they held open the Public Hearing for a Solar Farm at 392 Curtis Road until the next meeting so he can be there.

The Farmland and Open Space has not met.

Dennis Scibetta noted that the applicants for 5107 Ridge Road West will be coming to the Zoning Board and Planning Board with a new plan which will be reducing the size of the requested building. They will be at the next Planning and Zoning Board meeting.

**Supervisor Barton noted that he and Steve Zajac will be attending POD training in Alabama August 25th through the 31st.

Mike Weldon asked if the prentice loader was running and being used. Supervisor Barton said it is still being worked on and not being used.

WARRANT

RESOLUTION No. 191-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo to approve payment of AOO General Fund bills, in the amount of \$110,972.91.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 192-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$3,325.24.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 193-2019 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Townwide Fund bills, in the amount of \$489.95.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 194-2019 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$16,609.03.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 195-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$14,806.55.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 196-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose to approve payment of TAO Trust and Agency Fund bills, in the amount of \$2,367.71.

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

The total to be paid is \$148,571.39

ENTER INTO EXECUTIVE SESSION

RESOLUTION No. 197-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to enter into Executive Session to discuss pending litigation. 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 7:40 p.m.

EXIT OUT OF EXECUTIVE SESSION

RESOLUTION No. 198-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to exit out of Executive Session and enter back into Regular Session at 8:46 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 8:47 p.m., seconded by Councilperson Comardo and all were in favor.

Respectfully submitted,

Carrie Fracassi
Parma Town Clerk

IN MEMORY OF JAMES A. MULLEN