

Parma Town Board meeting held on Wednesday, November 6, 2019 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY

### ATTENDANCE

	Supervisor	Jack Barton
	Councilperson	Gary Comardo
	Councilperson	James Roose
Absent	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  
11/20/2019  
TOWN OF PARMA

### OTHERS IN ATTENDANCE

Leslie Boedicker, Library Director, Jim Christ, Mary Gavigan, Finance Director, Brady Mullen 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 – OCTOBER 16, 2019

**RESOLUTION No. 269-2019** Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the Minutes of the regular meeting held on October 16, 2019 as presented. Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

### TOWN CLERK REPORT

The Town Clerk reported that the Town Clerk and VFW Reports for October have been submitted to the Supervisor's Office. The School Tax Surrender to the County is being finalized.

The Town Clerk received a request from the Hilton Central School District to use wall space during the month of March, which is Youth Art Month, to feature art work from all of the Hilton Schools. There will be several "galleries" around the Town. The Town Clerk spoke with Mr. Smith and felt that they could use space in two of our glass cabinets in the hallway, which he seemed happy about.

The Town Clerk received information for the Newly Elected Officials 2020 Training School that will be held on January 8-10<sup>th</sup> at the RIT Inn and Conference Center. If anyone is interested in attending the information is in the Town Clerk's Office.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer was absent. There was no report.

### **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported that for the month of October they are down 7 permits from last year. This time of year does slow down a little bit. County Village and All Seasons are entering the last phase of their subdivisions.

He has three quotes coming for the Heat Trace Tape and he is working on securing an additional quote for the security doors in the corridor.

The Court Room had leaking during the heavy rain last week because of a back-up in the gutters. He spoke with Phil Smith and made him aware of this.

The Drop Box has been installed and completed in the Town Clerk's Office. The sign will be ordered and the box will have to be checked daily. There was discussion about moving the little library over and making it accessible during the winter months.

### **PARKS AND RECREATION DEPARTMENT REPORT**

Mr. Venniro reported that there are some projects, mainly the Town Clerk Office renovation, coming up that will require the assistance of the part-time seasonal laborers. He would like approval to allow two seasonal park employees, Aaron Ashbery and Mike Dool, to work on this project as needed into the month of November to be paid out of the A Fund -Shared Services budget line. The Town Clerk noted that the move back into the office will hopefully happen the week of Christmas or the week after.

**RESOLUTION No. 270-2019** Motion by Councilperson Comardo, seconded by Councilperson Judd, to extend the seasonal part time staff through January 10, 2019 specifically to help with the Town Clerk Office project.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

The Parks and Recreation Budget Reports are accurate through most of October 2019. Registration numbers are very solid for the Fall 2019 programming.

The 2019 Halloween Celebration and Make a Difference Day was held on Saturday, October 26<sup>th</sup>. The Halloween event was a major success and featured a costume parade, face painting, gym games, treats, pumpkin painting, hay rides, trunk or treating, a petting zoo, and horseback rides. Make A Difference Day included food shelf donations, electronic recycling, paper shredding, a blood drive, sock drive, clothing drive, pet shelter drive, and cleanup around the Town/Village. There is estimated to have been over 250 volunteers that assisted in these efforts.

The 2019 Tree Lighting Ceremony will be held on Saturday, December 7<sup>th</sup> at the Village Community Center. The event will feature treats, a movie, games, the tree lighting, carols, wagon rides and a visit with Santa.

*Park Update:*

The baseball field project is now complete. They are pleased with the results and the great work and communication with RM Landscape. They final costs actually came in under the amount approved for this project.

The Gaga Pit donated by a local Girl Scout Troop is officially in place. The surfacing needs to be completed.

## **LIBRARY REPORT**

Leslie Boedicker reported that the Warranty Inspection on the roof was completed. She is waiting on final numbers to finish the final paperwork. There was a leak with the heavy rain last week.

The historical digitized newspaper is up and posted on the NY State Historic Newspapers website and can be viewed. They have been receiving emails at the Library from people who have viewed it. You can get to this website from the Town of Parma Library website.

The Monroe County Library Board has decided to boycott all titles represented by McMillen in digital format because the publisher is not allowing libraries to buy the e-book until they have been on the market for more than 8 weeks. The library will continue to get the actual books.

## **PUBLIC FORUM**

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

## **BUSINESS ITEMS**

### **SPECIAL POLICE APPOINTMENT**

**RESOLUTION No. 271-2019** Motion by Councilperson Roose seconded by Councilperson Judd, to appoint Nedzad Hasanbegovic to the Special Police effective immediately.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

### **RESIGNATION OF DAVE TRESOHLAVY – LABORER/COURIER**

**RESOLUTION No. 272-2019** Motion by Councilperson Comardo, seconded by Councilperson Roose to accept with regrets the resignation of Dave Tresohlavy as Laborer/Courier effective immediately.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

### **APPOINTMENT OF DEBORAH LEE – LABORER/COURIER**

Deborah Lee has been interviewed for the position of Laborer/Courier for the Town of Parma. All of her paperwork has been turned in and she will be bonded with the insurance company. Supervisor Barton would like to appoint her to start in the position effective immediately.

**RESOLUTION No. 273-2019** Motion by Councilperson Comardo, seconded by Councilperson Judd to appoint Deborah Lee as Laborer/Courier for the Town of Parma effective immediately.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

### **SET PUBLIC HEARING FOR SANDALWOOD LIGHTING DISTRICT - DECEMBER 3, 2019**

This will become an Agenda Item at meeting at a later date after we receive the required information.

### **DISPOSAL OF FIXED ASSETS**

**RESOLUTION No. 274-2019** Motion by Councilperson Comardo, seconded by Councilperson Judd to recognize the below list as surplus equipment and to approve the disposal of these items.

\*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: 10/31/2019 DEPARTMENT: ALL

TAG #	DESCRIPTION / MANUFACTURER	MODEL	SERIAL #	ACQUIRED FROM	COST	A-ACQUIRED D-DISPOSAL	DATE	REMARKS
2804	5 Draw er Cog Cabinet (outside TC Office)	NA				D-DISPOSAL	11/6/2019	DDO cleaned out and other depts
317	Computer Chair	NA				D-DISPOSAL	11/6/2019	Old Chair, is not used anymore.
	Computer Chair	NA				D-DISPOSAL	11/6/2019	Old Chair, Broken
	Epson Printer	R300				D-DISPOSAL	11/6/2019	Broken
	Hp Deskjet Printer	6122				D-DISPOSAL	11/6/2019	Broken
	Old Eastern Printer	NA				D-DISPOSAL	11/6/2019	Broken/Old
	2 NEC Headphone sets	NA				D-DISPOSAL	11/6/2019	Obsolete
	HP Photosmart	7525				D-DISPOSAL	11/6/2019	Broken
	Casio Calculator	DR-250TM				D-DISPOSAL	11/6/2019	Broken
	Fellow s Shedder	P579C				D-DISPOSAL	11/6/2019	Broken
	HP Compaq Tower	NA				D-DISPOSAL	11/6/2019	Obsolete
3262	APC Battery Back up	NA				D-DISPOSAL	11/6/2019	Broken
	2 HP Tower	NA				D-DISPOSAL	11/6/2019	Broken
	2 Computer Monitors	NA				D-DISPOSAL	11/6/2019	Broken
	3 Key Boards	NA				D-DISPOSAL	11/6/2019	Broken
	HP Laptop	NA				D-DISPOSAL	11/6/2019	Broken
	Samsung - UHDTV	6500 - Series 6				D-DISPOSAL	11/6/2019	Broken

There was discussion that the electronics will be picked up by Sun King and that all computers will be wiped clean before going.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

Supervisor Barton said that he was going to hold off on discussions about the Library Fixed Assets until after he meets and discusses the list with the Library Director.

## PUBLIC HEARING

### 2020 BUDGET AND SPECIAL DISTRICTS

Supervisor Barton read the following Legal Notice that was published in the North and South Editions of the Suburban News. This was also posted on the Town website and billboard.

**Legal Notice  
Town of Parma  
Public Hearing for the 2020 Budget and Special Districts**

PLEASE TAKE NOTICE that a Public Hearing for the 2020 Budget and Special Districts for the Town of Parma will be held on Wednesday, November 6, 2019 at 7:00 p.m., at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York. This meeting is open to all interested persons. Copies of the budget are available for viewing at the Town Clerk's office and will be posted on the Town's website at [www.parmany.org](http://www.parmany.org).

The proposed salaries for the following Town Elected Officials for 2020 are:

Supervisor	\$27,714.00
Councilperson/Deputy Supervisor	\$ 9,108.00
3 Councilpersons (\$7,811.00 each)	\$23,434.00

Town Clerk	\$39,261.00
Highway Superintendent	\$70,000.00
2 Town Justices (\$16,063.00 each)	\$32,127.00

Dated: October 16, 2019  
Carrie Fracassi  
Parma Town Clerk

Supervisor Barton opened the public hearing at 7:03 p.m. and opened it up for public comment. Brady Mullen asked if these positions are held secondary to other jobs outside of the Town. It was explained that outside of the Highway Superintendent and Town Clerk most of the other employees have jobs outside of the Town positions. The public hearing was closed at 7:06 p.m.

## **APPROVAL OF 2020 TOWN BUDGET AND SPECIAL DISTRICTS**

**RESOLUTION NO. 275-2018** Motion by Councilperson Comardo, seconded by Councilperson Judd, to approve the 2020 Town Budget and Special Districts.  
Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

## **WAIVING LOCAL PORTION OF MARRIAGE LICENSE FEE FOR ACTIVE DUTY MEMBERS OF THE ARMED FORCES**

Supervisor Barton noted that the background information on this was discussed at the last meeting.

**RESOLUTION No. 276-2019** Motion by Councilperson Judd, seconded by Councilperson Roose,

**WHEREAS**, on August 20, 2019 the Governor passed a law waiving the State Fee on Marriage Licenses for active duty members of the Armed Forces; and

**WHEREAS**, that Domestic Relations Law Section 15, Subdivision 4 states that the Town may elect to waive the portion of the fee to which the Town is entitled; and

**WHEREAS**, that Domestic Relations Law Section 14-a, Subdivision 3 states that a Town may elect to waive the fee for any certificate when either party making application for any certificate required by the Veterans Administration or by the division of Veterans' Affairs of the State of New York to be used in determining the eligibility of any person to participate in the benefits made available by the Veterans Administration or by the State of New York, is an active duty member of the Armed Forces of the United States; and

**WHEREAS**, the Town of Parma desires to waive the portion of the marriage license fee to which the Town is entitled and the certificate fee for those active duty members of the Armed Forces of the United States for the purpose contained herein.

**NOW, THEREFORE BE IT RESOLVED:**

**Sec. 1** That the Town Board of the Town of Parma hereby waives the portion of the marriage license fee, to which the Town is entitled, for active duty members of the Armed Forces of the United States.

**Sec. 2** That the Town Board of the Town of Parma hereby waives the certificate fee for members of the Armed Forces of the United States on active duty when the certificate is required by the Veterans Administration or by the division of Veterans' Affairs of the State of New York to be used in determining the eligibility of any person to participate in the benefits made available by the Veterans Administration or by the State of New York.

**Sec. 3.** That this resolution shall take effect immediately.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

**PECK ROAD**

**RESOLUTION No. 277-2019** Motion by Councilperson Comardo, seconded by Councilperson Roose

**WHEREAS** Richard Bonter has raised claims against the Town arguing that the Town improperly issued a building permit to a general contractor to perform work at his residence and that he has sustained damages as a result, and

**WHEREAS** the Town without admitting any liability has agreed to settle these claims for the amount of \$12,000 in order to avoid further legal expense and defense costs in exchange for an acceptable general release from Mr. Bonter;

**THEREFORE** be it resolved that the Town Board hereby approves the settlement as described above and authorizes the Supervisor to complete the settlement.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

The Funds for this will come out of Legal Part B. After talking to the attorney it was determined that this would be cheaper than defending the action. The money will sit in escrow until it is settled.

**MISCELLANEOUS**

**BUDGET TRANSFERS**

**RESOLUTION No. 278-2019** Motion by Councilperson Judd, seconded by Councilperson Roose to approve the Budget Transfers as presented in the amount of \$13,879.70.

TRANSFER			Nov			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO.416.2665.00	SALE OF EQUIPMENT	\$13,879.70	AOO.571.7110.210.00	EQUIPMENT	\$13,879.70	GAVIGAN
		13,879.70			13,879.70	

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

### HIGHWAY DEPARTMENT – SALT REQUEST

The Highway Superintendent has put in a request for money to purchase 1,000 ton of salt in the amount of \$60,000.00. Based on the amount of salt in the shed there is a need to purchase more.

**RESOLUTION No. 279-2019** Motion by Councilperson Comardo, seconded by Councilperson Roose to approve the transfer of \$60,000.00 from A Fund to DA Fund for the purchase of 1,000 ton of salt.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

### TOWN CLERK OFFICE RENOVATION – PROJECT MANAGER - MRB

The Town received a quote for MRB to act as Construction Manager on the Town Clerk Office Renovation in the amount of \$7,200.00. Supervisor Barton did discuss with Dennis Scibetta about making him the Project Manager and was not in favor of this due to the short staffing in the office during this time. Mr. Scibetta felt that it would be putting him in a tough position. Supervisor Barton felt that if the Engineer is acting as project manager there is insurance in place if something happens. Supervisor Barton noted that the Project Manager does more than just inspections of the job, which Dennis can do. It also involves paperwork, change orders, approving draws for money and making sure that the Contractor is following the contract and plans.

**RESOLUTION No. 280-2019** Motion by Supervisor Barton, seconded by Councilperson Comardo to award and approve the Supervisor to sign the Contract for Construction Administrative Services to MRB in an amount not to exceed \$7,200.00 from Town Hall Improvements.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)



## **INFORMATIONAL ITEMS**

### **REDI-COMMISSION – NEWS RELEASE**

In the fall there was discussion about proposals that were sent to the State from the Town discussing what the Town thought would be helpful with any future flooding at the Lake. The Town sent three ideas to the State and they have approved two of the three proposals. The proposals accepted were installing sanitary sewers and shut off valves. The amount awarded was for \$5.7 million dollars, the total cost to the Town will be 5% of the cost. MRB sent over a proposal in the amount of \$29,400.00 to start the project, including providing an Engineers Report, filling out SEQR Documents, probably a Type 1 action because it will impact the wetlands. A sewer district will have to be formed and individual homeowners will have to pay to tie into the district.

There will be a meeting held in Albany on November 20, 2019 with further information. MRB will be attending this meeting.

**RESOLUTION No. 281-2019** Motion by Councilperson Roose, seconded by Councilperson Judd to award and approve the Supervisor to sign the Contract with MRB to provide the Engineering Services for the REDI Grant in an amount not to exceed \$29,400.00. The funds are to come from B Fund Engineering.

Motion carried: Aye 4 (Barton, Comardo, Roose, Judd) Nay 0 Absent 1 (Keller)

Supervisor Barton was contacted by the Governor's Office to join in on a lawsuit against the IJC. The concerns are what would the financial obligation to the Town be and what the chances are for a positive outcome.

## **LIAISON REPORTS**

\*\* Councilperson Keller was absent. There was no report.

\*\* Councilperson Comardo reported that HPDICE has not met.

\*\* Councilperson Roose had no report.

\*\* Councilperson Judd reported that Planning Board is tomorrow night. At the Library Board meeting there was discussion about the books leaving the library and where they are going. Farmland and Open Space has not met.

**ENTER INTO EXECUTIVE SESSION**

**RESOLUTION No. 282-2019** Motion by Councilperson Comardo, seconded by Councilperson Judd 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, Comardo, Roose, Keller, Judd) Nay 0

Entered into Executive Session at 7:48 p.m.

**EXIT OUT OF EXECUTIVE SESSION**

**RESOLUTION No. 283-2019** Motion by Councilperson Judd, seconded by Councilperson Comardo to exit out of Executive Session and enter back into Regular Session at 8:20 p.m. Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 8:21 p.m., seconded by Councilperson Comardo and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk