

Parma Town Board meeting held on Tuesday, February 19, 2019 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

ATTENDANCE

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

FILED
TOWN CLERK'S OFFICE
3/7/2019
TOWN OF PARMA

OTHERS IN ATTENDANCE

John Huber, Mike Weldon, Jim Vinette 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 – FEBRUARY 5, 2019

RESOLUTION NO. 73-2019 Motion by Councilperson Judd, seconded by Councilperson Comardo, to accept the Minutes of the regular meeting on February 5, 2019.

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

TOWN CLERK REPORT

The Town Clerk reported that all the items she has are under Business Items.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported the Department has been busy plowing and salting. They had to order more salt which will put him over the budget. They go through more salt when it is raining and icy vs. when it is snowing. Supervisor Barton asked if he filled out the Agreement for Expenditure of Highway Monies. Supt. Speer said he is working on that.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported it has been quiet. The electric was fixed in the Foyer of Town Hall. He will be attending a Storm Water meeting next Wednesday which will be about designing wet and dry storm water ponds.

Mr. Scibetta got contact information for two companies to come in and do an electrical survey of the building from the Town Engineer. That will tie in with looking at getting a generator for the building. It was asked by someone in the audience if that was for this building. Mr. Scibetta stated it was.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that he will report on the Parks and Recreation Budget Report for 2018 in March.

The Family Sweetheart Dance was held on February 8th at the Village Community Center. The event featured refreshments, a DJ, photos and more. This was a ticketed event and they hosted 145 people which is the most attendees in the past five years.

The Department has made over 400 appointments to date for Tax Preparations with AARP. They anticipate almost 600 returns completed this year.

PUBLIC FORUM

Supervisor Barton asked if there was any other citizen who would like to address the Town Board with any concerns. There was no response.

BUSINESS ITEMS

PREPAIDS

RESOLUTION NO. 74-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the prepaid check in the amount of \$325.00 for the Sweetheart dance as presented.

FEBRUARY							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
TONES ENTERTAINMENT	AOO.570.7310.489.42	02/06/19	Z991.110	1105	325.00	SWEATHEART DANCE	DONE

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

VENDOR FEES

Supervisor Barton explained that he and the Town Clerk sat down and looked at other Town's fees for Vendor Peddler permits and would like to adjust the Town's fees. It was discussed last year to adjust these before the season begins this year. He would propose adjusting the annual fee from \$250 plus \$10 per person to \$600 plus \$25.00 per person. The \$25 per person fee covers the processing of the applications for each person applying. The Town Clerk noted if a company has 12 people in the Town peddling each one gets their own permit to carry and a copy of the Town Code with the rules. We are also proposing to keep the monthly fee at \$100 per month; however, increase the per person fee to \$25 to cover the processing of the applications.

Supervisor Barton noted that currently a background check is provided by each applicant in the municipality in which they reside, but we are looking to have the Town run the background check so that search can be expanded.

Supervisor Barton stated that when we look at making changes to the code one of the areas we look at will be the hours. Currently the acceptable hours for soliciting are 9a.m. to 9p.m every day. We would propose the Town look at changing those to 9a.m. to 7p.m. Monday through Saturday and no peddling on Sunday.

The Village charges \$50 per day to solicit in the Village. The Town Clerk said that many solicitors call and when they find out the Village fees they get their permits in the Town but not the Village. We explain to them when they get the permit from the Town that does not include the Village and they cannot solicit there.

The Town Clerk noted that her office has had the website updated to include a listing of who has obtained a Peddler's Permit in the Town, the company they are working for, how long it is good for, and if it is revoked for any reason that would be noted there too. Residents can access this at all times to see what permits are issued and to whom. The other item that will be going up on the website tomorrow will be a Complaint Form that can be filled out sent to my office so we can track and have paperwork on file if there is an issue with a certain peddler. This gives the Town the back up to either revoke the permit and refuse them in the future. Currently there is one active permit in the Town. Councilperson Judd asked how we keep track of the per person cost. The Town Clerk stated that when bigger companies come in they always come with a couple people and each person submits an application we process and give permits to.

Supt. Speer asked if people should ask for a permit when they come to the house. The Town Clerk said that residents should always ask to see their permit. Councilperson Roose asked what options the resident has if they do not have a permit. The Town Clerk said residents should call 911. The complaint form states right at the top that if a resident feels unsafe or endangered in any way when

dealing with a solicitor (permitted or not), they should close the door immediately and call 911. The resident always has that option. These changes came up because of past experiences.

It was clarified that at this time the hours will remain the same because those changes have to happen with a change to the local law. The only change at this time will be to the fees.

RESOLUTION NO. 75-2019 Motion by Councilperson Keller, seconded by Councilperson Roose, to approve the changes in the fees for Vendor/Peddler permits specifically to reflect an annual fee of \$600 plus \$25 per person and a monthly fee of \$100 plus \$25 per person.

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

RECREATION ASSISTANT PT – BEFORE/AFTER SCHOOL

Tom Venniro explained that one of the current After School Staff is now student teaching so she is only working one day a week. To continue meeting the optimal staff to participant ratio they would like to find someone to fill the spot for roughly 9-12 hours per week. They plan to advertise via Town bulletin, website and email.

He would like to discuss at some point the ability of the Department to advertise when needed for these types of positions instead of having to get approval each time from the Board.

RESOLUTION NO. 76-2019 Motion by Councilperson Judd, seconded by Councilperson Roose, to authorize the Recreation Department to advertise for a Recreation Assistant PT for the Before/After School Program at the pre-approved pay range set up at the beginning of the school year.

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

Councilperson Roose felt that it made sense to allow the Recreation Department to advertise when needed for these positions to avoid the delay of having to wait to come to the Town Board. Mr. Venniro stated that whether there is a delay or not depends on how much notice they are given by the employee. This program has a waiting list and the Town needs to keep the staffing up to allow as many participants as possible.

RECREATION ASSISTANT PT – SUMMER CAMP

Mr. Venniro is looking to begin advertising for this year's part-time summer camp counselors. This program has approximately 300 kids that participate. The Town does not normally have to advertise for these positions because it is a well-known

and established program and college/high school students come back year after year or come in and apply.

RESOLUTION NO. 77-2019 Motion by Councilperson Roose, seconded by Councilperson Keller, to authorize the Recreation Department to advertise for Recreation Assistants PT for the Summer Camp program at the same range of pay as the Before and After School Program.

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

RECREATION OVERNIGHT/MULTI DAY STATE CONFERENCE

Mr. Venniro is looking for approval to send the full-time Recreation employees to the 2019 NYSRPS Annual Conference in Lake Placid, NY on the dates of April 7-9. He has budgeted for this expense in his 2019 budget. Ryan Rockefeller received a full paid scholarship to attend the conference meaning the Town will only need to pay for four attendees. Due to the time of the conference they will be able to keep the office staffed and running while they are out.

RESOLUTION NO. 78-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd, to approve the request to send the 5 full-time employees to the NYS Conference in Lake Placid, NY from April 7-9th in an amount not to exceed \$1800.

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

Councilperson Comardo feels these professional conferences are a good investment and are important. They enhance the professionalism of the people who attend. Some of the grants the Town has received have come from these conferences.

John Huber asked if most Monroe County Towns will attend. Mr. Venniro responded that the Genesee Valley Parks Society usually sends between three and five organizations and some organizations send their commissioners or elected officials.

INFORMATIONAL ITEMS

Supt. Speer reported that he has three quotes for the Diagnostic Tester he would like to buy and has talked to Mike McHenry at the Village DPW who said the Village has put money in their budget to pay half of the Tester. He said the Village and the Town have an Inter-Municipal Agreement in place regarding equipment. The three quotes were:

1. Fleet Pride - \$8,965.00 plus \$2,100 per year for license renewal and updates.

2. Mac Tools - \$8,845.00
3. Snap On Tools - \$12,137.66

Supt. Speer felt that the Fleet Pride 2019 Jaltest Software would be the best way to go. This would help diagnose issues with trucks and equipment instead of taking them somewhere. He would like the Town Board to approve the purchase of this one. Supervisor Barton asked if the Village would also split the yearly renewal fee. Supt. Speer stated they would.

Councilperson Roose asked if the Town of Greece has something similar to this with their large fleet of trucks. Supt. Speer stated he was not sure. Supervisor Barton asked if he had the money to pay for it. Supt. Speer stated he had the money before and now the price is cut in half because the Village is paying half so he still does. Supervisor Barton asked if he has money in a miscellaneous account. Supt. Speer stated he doesn't think he has it all in there but he can find places to pull it from.

Supt. Speer also noted that he would like to purchase a clam for the Prentice Loader using the money from the Equipment Reserve Account which he said has \$20,000 in it. This would be used for brush pick up mostly. The two prices he has so far are \$8,900 and \$8,000 but he would look more into it if this was something the Board would allow him to buy. Supervisor Barton said he would have to look at the process of using that Reserve Account before the next meeting and email everyone.

RESOLUTION NO. 79-2019 Motion by Councilperson Judd, seconded by Councilperson Comardo, to approve the purchase of the 2019 Jaltest Software in the amount of \$8,965, the cost to be shared 50/50 with the Village of Hilton with an annual renewal fee of \$2,100, that cost also to be shared with the Village of Hilton.

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

Supervisor Barton noted that MRB is ready to start the process to replace the Septic System at the Town Hall this summer.

Supervisor Barton will be attending the Spencerport Chamber of Commerce Banquet in March and tomorrow will be attending the State of the Towns Luncheon and giving an update on Parma.

Supervisor Barton reminded all Town Board members to check their tablets on a daily basis as all emails will go directly to the tablets.

The Joint Meeting with the Village of Hilton is being moved to April 2, 2019 at 5:30 before our Town Board meeting at the Parma Town Hall. Mr. Huber asked if that would be a public meeting. Supervisor Barton stated it is and it will be advertised.

Supervisor Barton discussed with the Board the Town Clerk's Office Conceptual Plan created by an Architect and Interior Designer. The plan would be to have two windows open out into the lobby versus the current counter to increase security in the building. This will also create an office for the Town Clerk so she can have privacy when preparing Marriage Licenses so couples are not giving personal information out in the office in front of everyone. The doors that access the rest of the building will have to be addressed when moving forward with this. The service counters will be a pass-through vs. a counter. Councilperson Comardo stated that there have been some incidents in the Town Hall that necessitate this. Councilperson Judd stated that Churchville did this and modified their offices. People can still talk to whoever they would like but it is more secure.

Supervisor Barton stated that if the Board is ok with this design he will go to the Engineers and have them present the costs to create a plan and go out for bid. Supervisor Barton will talk to Department Heads about the access door. The Town Board concurred with this.

LIAISON REPORTS

**Councilperson Keller reported that there is a Zoning Board meeting this Thursday and he will be in attendance.

**Councilperson Comardo reported HPDICE met last week. They are working with the school district on the sobriety pledge for prom and ball with prizes for students who participate. They held a NARCAN Training. The County Sheriff's Office offers a FAIR program which has officers that go to places of business that serve alcohol to train the servers on Fake ID's and when to know when someone is too intoxicated to continue serving them. He gave the information to Dennis to share with any new business in Parma that might be selling alcohol.

**Councilperson Roose reported the Recreation Commission meeting will be next week and he will attend.

**Councilperson Judd reported there was no Planning Board this week because of the Holiday and they will be talking about the Budget at the next Library Board meeting.

She received a phone call from a resident about the RTS bus situation. RTS is holding a meeting in Brockport and the resident wanted to know if someone from the Town can go represent Parma because she will be unable to get to the meeting due to the time. Supervisor Barton asked if that meeting was for Route 104 or Route 106 because he talked to Maggie Brooks and she said this meeting was for Route 104 not 106 at this time. Ms. Brooks said that she would try and keep the Supervisors and Village updated. Councilperson Judd was going to follow up and see if this meeting affected the bus through Parma and she would

go to represent Parma if so. It was felt that any meetings regarding the busing situation should be held when riders of the bus are able to attend.

WARRANT

RESOLUTION NO. 80-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$73,475.75.

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

RESOLUTION NO. 81-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$2,777.18.

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

RESOLUTION NO. 82-2019 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$149,576.46.

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

RESOLUTION NO. 83-2019 Motion by Councilperson Judd, seconded by Councilperson Keller, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$1,859.92.

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

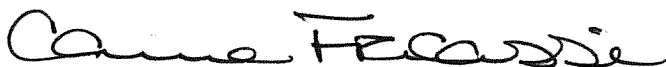
RESOLUTION NO. 84-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve payment of TAO Trust and Agency Fund bills, in the amount of \$1,690,751.34. This amount is due to the payments to the Fire Districts from Taxes.

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

The total to be paid is \$1,918,440.65.

There was no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 7:40 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk