

Parma Town Board meeting held on Tuesday, December 17, 2019 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY

ATTENDANCE

	Supervisor	Jack Barton	FILED
	Councilperson	Gary Comardo	TOWN CLERK'S OFFICE
	Councilperson	James Roose	1/8/2020
	Councilperson	Blake Keller	TOWN OF PARMA
	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

Jim Crist, Steve Zajac, Zac Cooper, Cam Silloway, Ava Sitterly, Jen Sitterly, Desirae Kluth, Madelyn Hart, 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 – DECEMBER 3, 2019

RESOLUTION No. 305-2019 Motion by Councilperson Comardo, seconded by Councilperson Keller, to accept the Minutes of the regular meeting held on December 3, 2019 as presented.

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

TOWN CLERK REPORT

The Town Clerk reported that the Town Clerk's Office is in its final phase of remodeling and that the hope is to move back in the week of Christmas.

HIGHWAY DEPARTMENT REPORT

Supt. Speer was absent. Jim Christ noted that the Department is keeping busy with snow removal and also cutting trees down.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that he has received the Engineers report in regard to condemning two properties located at 406 Huffer Road and 556 Peck Road and they have been trying to get in contact with the owners of the properties. He will be contacting the Town Attorney to take the next steps to Supreme Court. A resolution will be needed for the Peck Road address.

PARKS AND RECREATION DEPARTMENT REPORT

Mr. Venniro reported that the Parks and Recreation Budget Reports are accurate through most of December 2019 and will be available in January 2020.

The annual Christmas Tree Lighting Ceremony was held on December 7, 2019 at the Village Community Center featuring cookies, a movie, kid's games, coloring, ornaments, the tree lighting, carols, wagon rides and visits with Santa. This was the largest crowd yet with some great new additions to the event.

The Winter/Spring 2020 Experience Guide will be out to the public after the New Year but some programs will go on-line before then.

Park Update:

The truck received a final bid of \$19,600.00. Per the recommendation of the Park Foreman, a counteroffer was made for \$23,000.00 and was not accepted by the bidder so it will be re-listed. If they are not happy with the next offer it was discussed this could go out for Public Bid which would need to be authorized by the Town Board. The Board felt the final offer was a decent bid at an auction.

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

HIGHWAY DEPARTMENT – MEO POSITION

Jim Christ said that he and Brian Speer interviewed and recommend David Williams be hired to fill this position. He is very qualified, he already holds a CDL License, has done

blacktop work and plowed city streets before; he seems to be compatible with the other employees and environment. Because of his experience he would like to bring him in at a Step 3.

RESOLUTION NO. 306-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd, to approve the hiring and set the pay for David Williams as an MEO at \$20.79 effective December 23, 2019 contingent on the background check and drug test results.

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

HIGHWAY DEPARTMENT – PART TIME SEASONAL LABORER

Seb Burritt worked for the Town a couple years ago but due to a conflict with the Deputy Highway Superintendent at that time he was let go. Mr. Crist would like to rehire him to work C shift on weekends until the end of the winter season only. He is very knowledgeable about this position. He may be filling in for a day or two to cover some vacation. The Union has looked into this and they are ok with that.

RESOLUTION NO. 307-2019 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the hiring and set the pay for Seb Burritt as a Highway Department Part time Seasonal Laborer at \$13.50 per hour.

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

RESOLUTION NO. 308-2019 Motion by Councilperson Comardo, seconded by Councilperson Keller, to recognize the Highway Department part-time seasonal laborer in place will be working until April 1, 2020.

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

There was discussion that if the winter season goes longer than anticipated the Highway Supt. can come to the Board to allow this position to extend past the April 1 deadline

HR HANDBOOK APPROVAL

Supervisor Barton noted that there were no major changes made just some clarifications. Clarification was made to the section about being punched in and ready to work at 8 am. The one section taken out had to do with sick days and the consequences if you were to take a sick day. It was felt that sick time is earned and a benefit but if they used it there were consequences and that was not right. The Library Handbook is separate from this Handbook and that should be coming in front of the Board soon.

RESOLUTION NO. 309-2019 Motion by Councilperson Keller, seconded by Councilperson Roose, to accept the changes to the Town of Parma HR Handbook effective immediately.

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

JUSTICE COURT AUDIT

For the most part the Audit went pretty well. There was a discussion about the bank deposits of Court monies being made quicker after a Court night and the Judges should be signing off on the deposits. The Court Clerk stated that they will make those changes.

RESOLUTION NO. 310-2019 Motion by Councilperson Comardo and seconded by Councilperson Judd, to acknowledge the receipt and reviewing of the Justice Court Clerk Review of NYS Recordkeeping Requirements recognizing there were no significant issues identified.

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

HEAT TRACE TAPE

It was noted that the Heat Trace tape has not been working in approximately 3 years and if it was it was sporadic. Three quotes have been secured. The quotes ranged from \$2,506.00 to \$11,110.00. Dennis Scibetta was comfortable with either of the two lowest quotes. He has worked with Billitier Electric before and they have done work here and are reliable. Mussumeci Electric came in as a referral and when meeting with them they seemed very reliable, followed up and asked questions. Supervisor Barton would like a little more detail from Mussumeci Electric as to the material they are going to use. Supervisor Barton explained that the need for this is because of the flat roof and a gutter running across it the water just sits there and freezes and causes leaks.

RESOLUTION NO. 311-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to accept the low bid of \$2,506.00 from Mussumeci Electric Inc.

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

*Quotes attached at the end of the minutes

BUDGET TRANSFERS

RESOLUTION NO. 312-2019 Motion by Councilperson Roose, seconded by Councilperson Keller to approve the Budget Transfers as presented in the amount of \$48,622.65.

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 Work Day (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)
Appointed Officials						
Planning Board Member	Robert Pelkey, JR.	7	01/01/2019–12/31/2021	N	.29	

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

STEP INCREASE FOR HIGHWAY EMPLOYEE

Jim Christ noted that Don Sigler is a very good worker. This increase will bring him to Step 5.

RESOLUTION NO. 314-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the MEO step increase for Don Sigler from the current rate of \$22.31 to \$23.83 effective December 1, 2019.

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

MISCELLANEOUS

TOWN CLERK/TAX RECIEVER BONDING

The Town Clerk explained that the Tax Receiver needs to be bonded in order to collect the Town and County taxes for the upcoming year. The insurance policy has been in place since September but the Resolution has to go to Monroe County.

RESOLUTION NO. 315-2019 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the surety form and the amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes as follows:

Type of Undertaking: Public Employee Dishonesty
 Insurance Policy: Travelers Insurance Company
 Amount: \$500,000.00

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

INFORMATIONAL ITEMS

Supervisor Barton thanked Councilperson Comardo for all of his years of work on the Town of Parma Town Board. The Board and Employees wish him well.

LIAISON REPORTS

**Councilperson Keller reported the Zoning Board meeting is this week and on the Agenda is a Special Permit Renewal.

**Councilperson Comardo reported that there has not been a HPDICE meeting.

**Councilperson Roose noted that the Tree Lighting Ceremony went well. He will be attending the next Recreation Commission meeting. He is impressed with some of the Senior Programs the Recreation Department has to offer.

**Councilperson Judd reported that there was one item on the Planning Board Agenda last night. There are some grants available for Farmland and Open Space but she has not heard of anyone interested in the Town. They are still trying to get the sign for Zarpentine Farms from the company.

There was discussion about holding a Joint meeting with the Village in January. The Supervisor will firm up the date with the Village and the Village will host this meeting at their offices. As it gets closer the Town Clerk will send an email to the Town Board and Department Heads for Agenda items to take back to the Village.

WARRANT

RESOLUTION No. 316-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo to approve payment of AOO General Fund bills, in the amount of \$54,124.56.

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

RESOLUTION No. 317-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$3,551.80.

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

RESOLUTION No. 318-2019 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Townwide Fund bills, in the amount of \$78,104.50.

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

RESOLUTION No. 319-2019 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$8,458.99.

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

RESOLUTION No. 320-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo to approve payment of LOO Library Fund bills, in the amount of \$660.00.

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

RESOLUTION No. 321-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose to approve payment of TAO Trust and Agency Fund bills, in the amount of \$67.91.

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

The total to be paid is \$144,967.76

ENTER INTO EXECUTIVE SESSION

RESOLUTION No. 322-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to enter into Executive Session to discuss proposed 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 7:20 p.m.

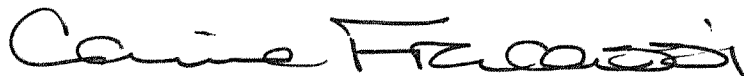
EXIT OUT OF EXECUTIVE SESSION

RESOLUTION No. 323-2019 Motion by Councilperson Keller, seconded by Councilperson Judd to exit out of Executive Session and enter back into Regular Session at 7:54 p.m.

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

There was no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 7:56 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk



750 Brooks Ave. Rochester, NY 14619
Telephone (585) 224-1111
Facsimile (585) 224-1110
www.billitierelectric.com

QUOTATION

To: TOWN OF PARMA	From: Matt Pfeffer
Attn: DENNIS SCIBETTA	Pages: 1
Fax:	Date: 10/25/2019
Re: HEAT TRACE	Quote #: MP-18-146 MP-19-146

Urgent For Review Please Comment Please Reply Please Recycle

We are pleased to submit a quotation for furnishing the necessary labor and material to complete the electrical requirements for the above referenced project.

~~*UPDATED PRICING FROM PREVIOUS QUOTE*~~

REVISED PRICING 10/25/19

Our work will **include** the following:

- Heat trace in rain gutter, and (3) downspouts, with 220V power originating from nearby mechanical room existing disconnect
- Thermostat in location where receptacles exist now on rear of building

Our work will **exclude** the following:

- Overtime/off-hours. If necessary, this portion can be tracked on a T&M basis

Our work can be completed for the sum of: \$ 6,720.00

THIS QUOTE IS VALID FOR (30) BUSINESS DAYS

PLEASE NOTE HEAT TRACE MATERIALS ARE APPROX. 2 WEEK LEAD TIME FROM DATE OF ORDER

Thank you for the opportunity to quote on this project. If you have any questions, please do not hesitate to contact me.

Sincerely,

Matt Pfeffer
Billitier Electric
(585) 413-5850
mpfeffer@billitierelectric.com
LEED®AP



1451 Harris Road
 Webster, NY 14580
 Cell 585-330-8883
 Office 585-280-5050
 Fax 585-872-4829
 mussumecielectric@gmail.com

Attn: Dennis Scibella
 building@parmany.org
 Job: 1300 Hilton Parma Rd. Hilton, NY 14468

Proposal

Date: 11/8/19

Town of Parma

Qty	Description	Line Total
	Supply and install	
	135' of 240V heat tape and 1 on/off sensor	

Grand Total \$2,506

Please call me at any time
 Respectfully submitted
 Michael Mussumeci/President

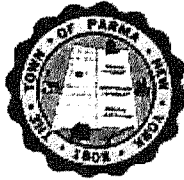
CUSTOMER APPROVAL SIGNATURE & DATE.....



Established 1966

6337 Dean Parkway ■ Ontario, NY 14519
Phone (585) 265-1810 ■ Fax (585) 265-3117

October 21, 2019



Attn: Dennis Scibetta
Building and Development Coordinator

Subject: Parma Town Hall – Gutter and Downspout De-icing
Quotation # 2019-1250

We appreciate the opportunity to provide a quote of **\$11,110.00** to complete the electrical work on this project.

Our scope of work for this project includes the following:

- Provide self-regulating heating cable in (3) downspouts and up to 80 feet of gutter.
- Heat tracing in PVC drain line is excluded.
- Provide (2) snow/temperature sensors.
- Provide (1) automatic snow/ice melting controller.
- Provide all branch wiring necessary for a working system.
- Provide circuit breaker in existing panel as needed.
- Proposal assumes that space is available in existing panelboard.
- All work is to be performed during normal working hours – A-shift.
- Tax is excluded.
- This quote is valid for 30 days.

Should you need further clarification, or have any questions regarding this quote, do not hesitate to contact me at 585.265.1810 or email c.bennett@connors-haas.com

Sincerely,

Chris Bennett
Estimator
Connors-Haas, Inc.

Licensed Electricians ■ Industrial ■ Commercial
Telecommunications ■ Fiber Optics ■ Service