

Parma Town Board meeting held on Tuesday, October 2, 2018 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
Highway Supt.	Brian Speer
Town Clerk	Carrie Fracassi
Building and Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniro

OTHERS IN ATTENDANCE

Mike Weldon, 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.

LIBRARY ROOF BIDS

John Paul Schepp, MRB Group, the Town Engineer, explained that bids were opened up for the Library Roof Replacement and a bid tabulation sheet was provided to the Board by email.

After reviewing the bid information they would recommend accepting the lowest bid from Grove Roofing in the amount of \$73,860.00. There were two alternate options also. The first option was providing 2” of insulation and the second option was providing TPO roofing system. They would recommend the Board accept Alternate Option Number 2. The concern with accepting Alternate Option Number 1 is that in order to add insulation they would have to peel up a layer and they might find issues that might require additional alterations and it is not required by the code to do so. MRB checked the references of Grove Roofing and found them to be positive and well qualified for the job, which for them is a small job. He talked to them and they have no concerns with the project and are able to fit it into their schedule to complete before the snow falls.

Before they begin work the tree overhanging the roof needs to be cut back and they need to get some coordination with the church to use some of the parking spaces as a staging area. None of the parking is owned by the Library. Dennis Scibetta said he is waiting to hear from Mike Lissow for the name of the owner of the property with the tree in order to notify

them. Mr. Scibetta is also talking to Billitier Electric about removal of the conduit and lights and then the replacement of them.

Leslie Boedicker has met with the pastor of the church and they are hoping the amount of parking spaces affected will be kept to a minimum especially on the weekend.

There was discussion about the benefit of the TPO product. It is a product that is fused at the seams and not glued; they interlock together making it a tougher product. This will fully adhere to the roof.

Leslie Boedicker reported that at the Library Trustees meeting, the Trustees felt that the Town should decline Alternate No. 1 because of the rerunning of the gas, time of year and cost and would recommend accepting Alternate No. 2 with the bid.

RESOLUTION NO. 245-2018 Motion by Councilperson Judd, seconded by Councilperson Comardo, to award the Library Roof Replacement bid to Grove Roofing accepting Alternate No. 2 and declining Alternate No. 1 in the amount of \$75,550.00.

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

**Bid tabulation sheet attached at the end of the minutes.*

MEETING MINUTES – SEPTEMBER 18, 2018

RESOLUTION NO. 246-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to accept the Minutes of the Regular meeting of the Parma Town Board on September 18, 2018.

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

TOWN CLERK REPORT

The Town Clerk report for September has been completed and submitted to the Supervisor's Office. VFW Report will be submitted before the next meeting. The Installment Surrender to the County is almost ready to go.

The 2019 Tentative Budget has been provided to the Town Clerk from the Finance Director and has been posted on the website.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that the Highway Department has been busy with road work and brush. The official start of brush pick up will be October 22, 2018 and run through November 16, 2018. Supervisor Barton asked what is happening with Mr. Lacagnina's property. Supt. Speer said they are hoping to be there at the end of the week.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that they are finalizing September numbers; they are 6 permits and 6 new house permits ahead of last year. The road into Sandalwood should be in at the end of November and they hope to start building by the end of the year. There are two houses in at the Ferrante's subdivision. Wilder Estates will be coming to the Planning Board to discuss the idea for some Sr. type housing off of Marjorie Lane. Norburt Farms is also looking to develop part of their land.

Mr. Scibetta reported on some new business in the Town on Ridge Road. There is a business called Build Lab which is a place where you can build with Legos. They will have birthday parties along with free play. They are currently open and will be having a grand opening later this month. Additionally on Ridge Road there will be a new Barber Shop, an Antique Shop where Labs of Love used to be and two Bakery Shops.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported Registration is now open for Fall programs. The Before and After School Program is a couple weeks in and they were recently able to take more kids into the School Age morning session and the UPK session. There were 63 runners/walkers for the Merkel/Steve Strong 5 Mile Apple Derby Run.

October 27, 2018 will be Make a Difference Day and the Halloween Celebration which will consist of a Halloween Festival with free lunch, a blood drive, electronic recycling, paper shredding, clothing donation and a food drive to name a few. Councilperson Roose asked if Mr. Venniro could email the Board with some times and places they might need additional help if Board Members are able.

They have received many applications for the Recreation Assistant position and are going through the Civil Service List for the Recreation Leader position. They will be beginning interviews this week.

Mr. Venniro attended the National Parks and Recreation Conference from September 24-September 27. He plans on submitting a report to the Board on his experiences from the conference.

The football field is doing very well in the conditions and has a significant amount of grass growing; he will have a report generated in a few weeks. The Monroe County Athletic Council will be hosting their County Wide Cross Country Meet at the park on October 27th. The Parks Department will be working on some pre-winter projects such as bathroom floor repair, batting cage repair, and picnic table replacements.

LIBRARY REPORT

Leslie Boedicker reported that this will be the first year the Library will be involved with Make a Difference Day. The Friends of the Library Book Sale will be going on and they will be partnering with St. Leos for “Socktober” collecting socks which will be distributed to places like the Aurora’s House, Women’s Shelters, and Men’s Shelters. There will be between 8 and 12 volunteers provided to the Library that day that will be cleaning books, dusting shelves, disinfecting toys and anything that little kids might be touching or putting in their mouths.

The New York State Library Association Conference is going to be held in November in Rochester. Two of the three librarians will be attending the conference. The Board of Trustees will be paying the fee out of their Educational Fund.

There is legislation being proposed that Library Trustees will have to complete 3 credit hours of continuing education annually to continue on the Board of Trustees. There are some financial concerns from smaller librarians and what it will mean for their budgets. She felt it would not be as much of a burden on us because we only have 5 Trustees; some Libraries have 9 or 12.

The State of New York is stipulating that all Library Employees will have to have annual sexual harassment training. The first training must be completed in this calendar year. Any new hires would have to complete the training within 30 days of being hired in order to remain employed. The Town employees need to have this training also so possibly it can be coordinated. Her concern is the school age kids might not be able to get out of school to attend such training. There was discussion about the possibility of having them go online and take the training.

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

TENTATIVE BUDGET

Supervisor Barton reported that the Tentative Budget was delivered to the Town Clerk. The Village proposed tax rate is 2.552/thousand and the Town proposed tax rate is 2.669/thousand, which is a reduction from last year. He would like to schedule the Public Hearing for the Preliminary Budget.

RESOLUTION NO. 247-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to schedule a public hearing for the Preliminary

Budget for 2019 for November 7, 2018 at 7 p.m. at the Parma Town Hall,
1300 Hilton Parma Corners Road.

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

MOWER BIDS

Supervisor Barton stated that there was only one bid submitted in the amount of \$49,500. He also contacted two other vendors with no response.

RESOLUTION NO. 248-2018 Motion by Councilperson Judd, seconded by Councilperson Keller, to accept the Bid from Bentley Brothers in the amount of \$49,500 using funds from B Fund Unappropriated.

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

Supt. Speer thanked the Board. Supt. Speer relayed to the Board that he found a Prentice Loader and had two of the mechanics look at it to determine its condition. He would like to purchase this one for \$25,000. This also would have to go out for bid with the Boards authorization. This would be used for brush pick-up which is almost a year round thing. The vehicle they are currently using for this is not designed to be driving all over the roads and is going through tires at a high rate. The chipper can only pick up certain things that are not that big. Currently they take that brush to Clarkson and a company comes in and chips it for us. The cost to the Town is \$2500.

Also, Saturday is the County Municipal Auction. He would like to get permission from the Board to go and look for a sweeper and have the ability to spend up to \$5,000. We currently have to borrow one from another Town.

RESOLUTION NO. 249-2018 Motion by Councilperson Comardo, seconded by Councilperson Judd, to authorize the Highway Superintendent to advertise for bids for a Prentice Loader.

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

Supervisor Barton asked if he had this money in his budget for the sweeper. Supt. Speer said he did not. There was discussion that having a sweeper would be a plus for the Town when it comes to storm water reporting to show that we are meeting and exceeding the Federal Guidelines for water quality.

RESOLUTION NO. 250-2018 Motion by Councilperson Keller, seconded by Councilperson Judd, to authorize the Highway Supt. to go to the County Auction and spend up to \$5,000 to purchase a street sweeper attachment using funds out of B Unappropriated Funds.

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

PREPAID CHECKS

RESOLUTION NO. 251-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the prepaid checks as presented.

				SEPTEMBER			
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
SAMS	AOO.570.7140.492.01	08/29/18	Z991.110	1056	134.82	SUMMER CAMP	DONE
	AOO.570.7140.416.01	08/29/18	Z991.110	1056	119.92	SUMMER CAMP	DONE
GENERAL CODE	AOO.516.1410.460.00	09/27/18	Z991.110	1063	1,938.00	ANNUAL MAINTENANCE	DONE
CICER RANZENBACH	SD.585.8540.400.00	09/27/18	Z991.10	1062	21,600.00	BREAKWALL	DONE

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

INFORMATIONAL ITEMS

MISCELLANEOUS

Supervisor Barton relayed to Department Heads to pass along to employees that all employees will have to submit their choice for Health Care by October 15, 2018. The Plan will start in December and the first payments have to be made November 1st.

Supervisor Barton explained that the rent to Omega will be going up on the property that the Highway Department uses on Heinz Street. The rent will be going from \$100/month to \$200/month. It was felt that the new amount was still very reasonable for what the Town uses it for. The rent has been made current until the end of the year.

LIAISON REPORTS

**Supervisor Barton reported that he attended the Zoning Board meeting on Blake’s behalf who was unable to attend. Two applications were tabled at the request of the applicants. Two other applications were approved.

**Councilperson Keller had no report.

**Councilperson Comardo reported that HPDICE has not met since the last Town Board meeting. They will be marching in the Home Coming Parade this year. Supt. Speer asked if the group talks about vaping. Councilperson Comardo said they talk a lot about vaping

which is not illegal but teenagers have found a way to use those in ways the designers never intended they be used.

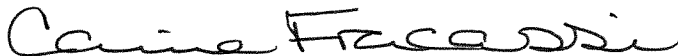
**Councilperson Roose reported that the Special Police were out during the AppleFest. The hope is with visibility more people will want to join. Supervisor Barton said that the Village Mayor sent a note of thanks to the Special Police.

**Councilperson Judd reported that the Farmland and Open Space Committee and Planning Board did not meet since the last meeting. The Library Roof was discussed earlier.

Supervisor Barton relayed to the Board that he and Councilperson Judd sat down with both Unions who provided proposed changes to the Union Contract. They will be going over the proposals and going back to the Union with a response.

There was no further business before the Town Board, Councilperson Roose made a motion to adjourn the meeting at 7:46 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carrie Fracassi".

Carrie Fracassi
Parma Town Clerk

Town of Parma
 Public Library Roof
 MRB No. 1637.18006
 September 2018

Bid Tabulation

Summary of Bids Received
 10/1/18
 10:00 AM

	Contractor #1	Contractor #2	Contractor #3	Contractor #4
	Grove Roofing	J&B Installations	Elmer Davis Roofing	Spring Sheet Metal
Base Bid:	\$ 68,860.00	\$ 72,800.00	\$ 73,900.00	\$ 80,600.00
Allowance:	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Total Base Bid & Allowance:	\$ 73,860.00	\$ 77,800.00	\$ 78,900.00	\$ 85,600.00

Alternate No. 1 (Add) Provide 2" of New Polyiso Insulation	\$ 9,986.00	\$ 12,000.00	\$ 18,000.00	\$ 16,100.00
Alternate No. 2 (Add) Provide TPO Roofing System	\$ 1,690.00	\$ (2,000.00)	\$ 5,000.00	\$ (1,000.00)