

JUN 20 2018

Parma Town Board meeting held on Tuesday, May 15, 2018 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

TOWN OF PARMA

ATTENDANCE

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

OTHERS IN ATTENDANCE

Mary Gavigan, Finance Director, Leslie Boedicker, Library Director, Art Fritz, Zoning Enforcement Officer, Mike Weldon Sr., Laurie LeBlanc, John Chart, Peter Lacagnina, 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.

MEETING MINUTES – MAY 1, 2018

RESOLUTION NO. 131-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to accept the Minutes of the Regular meeting of the Parma Town Board as amended held on May 1, 2018.

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

JOINT MEETING MINUTES – APRIL 24, 2018

RESOLUTION NO. 132-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to accept the Minutes of the Joint meeting of the Village Board and Parma Town Board held on April 24, 2018.

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 April have been submitted to the Supervisors Office.

Tax Collection is slowing down and we are getting ready to surrender the unpaid taxes to Monroe County; that will happen in the first week of June.

The Town Clerk is still waiting on a couple Retirement Reporting logs from employees.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that they are fixing damaged lawns from plowing and are continuing brush pickup around the Town.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that there will be a pre-construction meeting on Thursday for Sandalwood subdivision and Country Village is coming in next week for the final phase of the subdivision. They are looking at the buffer zone next to Sandalwood and the ability of this property being made available to the neighbors on Edward Lane and Loretta Drive.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that as part of Hilton Teachers Care Day approximately 20 teachers, 10 cub scouts and families, and 5 VFW members assisted in a volunteer effort to perform maintenance at the VFW Lodge. The day was a success and the group was able to complete tasks such as, leaf and branch removal, table/chair/window and gutter cleaning, screen replacements, bathroom floor molding replacement and landscaping. We are very thankful to all that helped out.

The 2018 Community Garage Sale is this Friday and Saturday. There are over 100 registered addresses in the area. This has been advertised in the Brochure, through email, Facebook and the Suburban News. There is an interactive Google map with all of the addresses listed to help navigate with the use of smart phone devices.

Parks Update – We are awaiting the start date for the Tennis Court Reconstruction and various different sport organizations have started using the park and fields on a daily basis.

LIBRARY REPORT

Leslie Boedicker reported that on Hilton Teachers Care Day there were 15 teachers and some of their kids that came to the Library and disinfect the children's toys and books. They also helped to install a corkboard wall in the front window display.

They are continuing work on the roof replacement and working with contractors for what it might cost. She is in the process of writing a grant in hopes of getting it 50%-75% paid for. She has also been working with the Village and Town Historians and is looking at getting grant money to help pay for digitizing the Hilton Record Newspaper. Some of the papers are so fragile that they cannot be opened up at this point.

She is in the process of doing a needs assessment for the Library to determine the best way to procure a new building. They are in need of more space because of all of the programs and meetings they hold. The current space is too small for the community that continues to grow.

FINANCE REPORT

Mary Gavigan reported that she attended the Association of Towns Finance School last week. They discussed topics on Shared Services and the importance of having a fixed Asset Policy and a Fund Balance Policy in place; she is going to be getting samples on these. Her office is working on getting a listing of all assets in the Town. There was also discussion about having 5 year Capital Asset Plans and felt that there should be a needs assessment done on Town as a whole and all of the Town buildings. She felt that the Board should do workshops to discuss these topics and the budget.

Supervisor Barton stated that he would like to have workshops with the Town Board on the first Tuesday of the months that currently are only scheduled for 1 Town Board meeting.

PUBLIC FORUM

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

John Chart wanted to discuss the game day football field in reference to a previous lawsuit, the required amount of topping that is supposed to be put on the field and the date by which it is supposed to be done every year. He stated that he did not feel the Town is in compliance, that there is not enough topping being put on the field per the court order and that it is not being done by the June 30th deadline. He is asking the Town to comply with the Agreement. His feeling is that the level of arsenic in the soil exceeds the limit allowed by the EPA. Councilperson Judd asked when the soil was tested last. Mr. Chart stated it has not been tested since the lawsuit. Tom Venniro stated that all of the soil placed on the field yearly is tested. Last year the topping was placed in two separate applications because he was told that if it is all put down at one time it would hinder the growth. Supervisor Barton said they will have a conversation with the Town Engineer.

Laurie LeBlanc lives on the corner of North Avenue and Curtis Road. She has some concerns with the safety of living at that corner. Her house and property have been damaged several times due to car accidents and while she is hopeful that the new signage will help deter this she is looking to rezone the property commercial so that people will not be living there. Supervisor Barton suggested she meet with the Building Department to get more specifics on what would be involved and whether or not it would meet the size and setbacks for general commercial. While legally it can be rezoned, there would be costs associated with a rezone and if granted it would cease to be able to be used as a residential property for someone to live at. The Board would have to see what the plan would be for the property in order to approve. Other considerations would be because it is on both County and State roads they would have to be involved in the

process. There may be other options available to her to make her house safer, however both the State and County would have to be involved.

Peter Lacagnina explained that he was at a prior Town Board meeting and was told that the Highway Department would be out by the end of May to look at his drainage ditch and to finish repairs, he wanted to check and see if that is still on target. Supt. Speer said yes it was.

BUSINESS ITEMS

PROPERTY MAINTENANCE

Art Fritz provided the Board with the bid specs and a cover letter explaining that he has contacted five companies about providing quotes to perform property maintenance for the Town. He only heard back from and received quotes from two companies. He has 5 or 6 properties that are going to need cutting very shortly. It was noted that Cody Kelly from 121 Groundskeeping was with TK Properties who performed the same work for the Town before the Town kept it in-house. The cost of the property maintenance is put on the tax bill of the homeowners if they do not pay for it when billed so the Town is reimbursed through the tax payment. There was discussion about making sure that grass clippings are not dumped in areas they should not be. Art Fritz said that the specs do not specify what happens with the clippings and if that is something we want we can add that to the specs next year that may increase the cost to the Town. There was discussion about accepting the lower bid vs. the higher bid and without good reason the Board should go with the lower. Both companies received the same bid specs so the Board can only assume they are going to perform the job similarly and to the Towns satisfaction.

RESOLUTION NO. 133-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to award the bid to the lowest quote by KPC Properties to perform the property maintenance for the Town in 2018 given they meet all of the specifications and insurance requirements and that the Town should be given notice if that insurance is cancelled.

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

*Quotes at the end of the minutes

PREPAID CHECKS

RESOLUTION NO. 134-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to authorize payment of the prepaid checks as listed.

MAY							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
UPSTATE WORKER COMP	AOO.590.9040.810.00	05/01/18	Z991.110	1025	10,497.00	DEFICIT CALCULATION	DONE
G/FLRPC	AOO.512.1220.430.0	05/01/18	Z991.110	1026	75.00	BARTON CLASS	DONE
POLICEONE.COM	AOO.511.1110.461.00	04/20/18	Z991.110	1019	435.00	MCLAEN TASER TRAINING	DONE
POLICEONE.COM	AOO.511.1110.461.00	04/20/18	Z991.110	1022	225.00	EDENHOFER TASER	DONE
POLICEONE.COM	AOO.511.1110.461.00	05/09/18	Z991.110	1030	660.00	BUTLER AND JOE SILIVESTRO	DONE
					11,892.00		

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

ELECTRONIC DOOR QUOTES

Supervisor Barton said the Town is waiting for more quotes so this will be tabled to another meeting.

EXTENSION OF SNOW AND ICE AGREEMENT

RESOLUTION NO. 135-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to authorize the Supervisor to sign the agreement to extend the Indexed Lump Sum Municipal Snow and Ice Agreement with the State of New York which will change the amount that the Town will be reimbursed to \$200,509.72 for the 2017/2018 season; and extend the contract through June 30, 2020.

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

LOCAL LAW #1-2018 **A LOCAL LAW PROVIDING FOR ALTERNATE BOARD MEMBERS FOR THE ZONING BOARD OF APPEALS AND PLANNING BOARD OF THE TOWN OF PARMA**

RESOLUTION NO. 136-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo,

WHEREAS, it is important for the proper functioning of the Planning Board and Zoning Board of Appeals of the Town of Parma that the Board consist of a full complement of Board Members who are available to act upon applications made to each of such Boards; and

WHEREAS, on occasion due to conflicts of interests or absence, one or more of the Board has had less than a full membership at public meeting; and

WHEREAS, the Town Board of the Town of Parma wishes to provide for the appointment of Alternate Board Members for the Planning Board and Zoning Board of Appeals such that in the event of a conflict of interest or absence, such Alternate Board Members may sit on such Boards and may act upon applications presently pending before such Boards; and

WHEREAS, it is necessary to adopt a Local Law to provide for the appointments of such Alternate Board Members;

NOW, THEREFORE, be it resolved by the Town Board of the Town of Parma, Monroe County, New York, as follows:

Section 1. That the Town Board of the Town of Parma shall hold and conduct a Public Hearing to consider the enactment of Introductory Local Law #1-2018 which Public Hearing will be held at the Town of Parma Offices, 1300 Hilton Parma Corners Road, Hilton, NY 14468 on the 19th of June, 2018 at 7:00 p.m. and at which hearing all interested persons shall be heard concerning the subject matter thereof.

Section 2. That the Town Clerk shall give duly legal notice of such Public Hearing, as required by law.

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

This will give the Boards the ability to use an alternate member in instances of absences not only for conflict of interest cases.

DISPOSAL OF PARK FIXED ASSET

Tom Venniro explained that he would like the Town to dispose of the two oldest eXmark 72" mowers used in the Park, the oldest of which has already been replaced. Two years ago the oldest of the three mowers, a 2003, was replaced because it was in need of several costly repairs. At that time the plan was to replace the next two oldest mowers. As predicted the 2006 mower needed many repairs in 2017 which were costly to the Town. Neither of the old mowers have been officially approved for disposal. He is suggesting that we dispose of them both through an online municipal auction.

RESOLUTION NO. 137-2018 Motion by Councilperson Judd, seconded by Councilperson Roose, to dispose of the 2003 and 2006 eXmark mowers through Municibid.

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

PROCUREMENT OF EXMARK ZERO TURN MOWER

Tom Venniro explained that they are seeking approval to purchase an eXmark Lazer X Series 72” Mower. This would replace the 2006 mower that starting having costly repairs last year. There is currently a state bid in place to purchase this mower. There is money in the Parks Equipment Budget line to make this purchase.

RESOLUTION NO. 138-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to purchase the eXmark Lazer X Series 72” mower for the amount of \$11,990 under NJPA (National Joint Purchasing Alliance) Contract #062117-EXM and the New York State Piggyback Law –GML 103 out of the Parks Equipment Budget Line.

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

MICELLANEOUS BUSINESS

Supervisor Barton explained that they are going to change the Liaison Appointment for the Farmland and Open Space Committee from Councilperson Comardo to Councilperson Judd, who sits on that Committee.

MARRIAGE OFFICER APPOINTMENT

Supervisor Barton explained that he has been approached by the Court to discuss appointing a marriage officer to help perform wedding ceremonies. In the past the Town Clerk was also appointed to that position to run with her term of office.

RESOLUTION NO. 139-2018 Motion by Supervisor Barton, seconded by Councilperson Comardo, to appoint Carrie Webster, Town Clerk as Marriage Officer of the Town of Parma to run with her term of office through 2021.

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

INFORMATIONAL ITEMS

RESERVE FUNDS

There was discussion about Notice having to be put in the paper and posted when purchasing equipment out of a capital reserve account and also when creating a reserve account. This gives the public 30 days if they would like to petition the action. This will be done for the purchase of the Ball Groomer and also for the creation of the Reserve Account for the Septic System at Town Hall.

RESOLUTION NO. 140-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to post/publish for the expenditure out of the Parks Capital Equipment Reserve and also for the establishment of the Capital Reserve Fund for the septic replacement.

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

EMPLOYEE STEP APPROVAL

There was discussion about an employee at Recreation that did not receive a raise when everyone else received theirs and now is eligible for her raise retroactive to her anniversary date; she has completed all of the steps under the contract available to her. This raise would be for .50 cents. Beginning in January of each year she will receive the same raise as everyone else going forward.

RESOLUTION NO. 141-2018 Motion by Supervisor Barton, seconded by Councilperson Roose, to authorize a .50 cent raise to Kelly Bartell based on her being out of the step program and not receiving a raise in January. This will be effective retroactively to her anniversary date.

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

EMPLOYEE STEP APPROVAL

There is a Highway Department employee's classification has changed from laborer to an MEO and based on her experience she should be moved up to step 3 MEO and her pay should be adjusted to receive half of the increase. Supt. Speer stated that Samantha Jock has learned a lot and works hard with a very positive attitude.

RESOLUTION NO. 142-2018 Motion by Supervisor Barton, seconded by Councilperson Comardo, to authorize Samantha Jock to be moved to a Step 3 MEO and she will receive half the increase towards the Step 3 MEO in her pay effective in payroll 11.

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

MAY 5, 2018 VFW RENTAL

Tom Venniro explained that the VFW was rented to Adam Keller on May 5, 2018. Our cleaner reported that Mr. Keller did not fulfill his responsibilities to the rental agreement in terms of what time he was supposed to be ready to leave the building at the end of his event. Renters are also required to leave the building in the same condition in which they receive the building and in this case that did not happen. There tables and chairs were not washed down, food and water were left everywhere and the rug was stained. All of the windows were left open upon leaving. The cleaner had to clean for an additional hour the night of the event and then came back to

finish on Sunday, which Mr. Venniro feels she should be compensated for. He is asking the Board to not return his deposit and to also ban him from any future rentals in the future.

RESOLUTION NO. 143-2018 Motion by Supervisor Barton, seconded by Councilperson Judd, to not refund Mr. Adam Keller his deposit for his VFW rental on May 5, 2018 due to the conditions the building was left in. This building will not be an option for him to rent in the future.

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

LIAISON REPORTS

**Councilperson Keller reported that there is a Zoning Board meeting on Thursday; however, he will not be able to attend.

**Councilperson Comardo reported that HPDICE had some activities related to the Jr. Prom and Sr. Ball. They went to business community and got donations of prizes from various places and offered a sobriety pledge, students who signed the pledge were put into a drawing to win the prizes. One couple was selected to get a ride to the event in a show car.

**Councilperson Roose had nothing to report.

**Councilperson Judd reported that Sandalwood Subdivision and West Hill Estates came back to the Planning Board about their lots and approval. A property on Hill Road was tabled for further questions about a previous split/merge.

WARRANT

RESOLUTION NO. 144-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$54,033.39.

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

RESOLUTION NO. 145-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$10,686.60.

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

RESOLUTION NO. 146-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$5,629.65.

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

RESOLUTION NO. 147-2018 Motion by Councilperson Judd, seconded by Councilperson Keller, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$10,288.35.

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

RESOLUTION NO. 148-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$1,508.00.

RESOLUTION NO. 149-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of TAO Trust and Agency Fund bills, in the amount of \$633.25.

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

The total to be paid is \$82,779.24.

There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 8:25 p.m., seconded by Councilperson Comardo and all were in favor.

Respectfully submitted,



Carrie Webster
Parma Town Clerk



121 GROUNDSKEEPING

Lawn Mowing Contract: 2018 Season

This contract is an agreement between **121 Grounds Keeping**. Referred to as the contractor **Town of Parma** referred to as the client. The client agrees to pay the charges specified, the contractor agrees to provide the services listed below.

Services provided

- Lawn Mowing
- Brush hogging
- Weed Whacking
- Blowing off of any debris

Property Pricing

AC- 350 x 300= \$360
 RR- 300 x 260= \$335
 MD-175 x 100= \$235
 HD- 125 x 85 = \$130 / WF-120 x 85=\$130

Term of Service 2018 season

All sums due are to be paid within thirty (30) days of the completion of work. Any remaining balance thereafter will be subject to a finance charge of one and one-half percent per month until paid in full. Customers agrees to pay all of contractors cost and expenses including reasonable attorney's fees incurred in collecting unpaid sums due.

I HAVE READ FULLY THE ABOVE TERMS AND CONDITIONS AND AGREE TO BE BOUND BY THEM.

Client _____ Date _____

Contractor Cody R. Kelly Date 03/6/2018

CUSTOMER BILLING INFORMATION: (billing is on a Monthly basis)

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

(PLEASE SIGN AND FILL OUT INFORMATION AND MAIL BACK TO 44 Hill RD Hilton, NY, 14468)