

Parma Town Board meeting held on Tuesday, October 16, 2018 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

ATTENDANCE

	Supervisor	Jack Barton	FILED TOWN CLERK'S OFFICE 11/9/2018 TOWN OF PARMA
	Councilperson	Gary Comardo	
	Councilperson	James Roose	
	Councilperson	Linda Judd	
Excused	Councilperson	Blake Keller	
	Town Clerk	Carrie Fracassi	
	Highway Supt.	Brian Speer	
	Building and Development Coordinator	Dennis Scibetta	
	Dir. of Parks and Recreation	Tom Venniro	

OTHERS IN ATTENDANCE

Jack Street, Taylor Eccleston, Victoria Bisciotti, Alan Lawson, Will Czebatol, Gavin Moore, Brooklyn Schneider, Bradley Carr, Laura Rodriguez, Jeanne Rodriguez, Ryan Butts, Dan Butts, Sam Messura, Kevin Brongo, 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 – OCTOBER 2, 2018

RESOLUTION NO. 252-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to accept the Minutes of the Regular meeting of the Parma Town Board as presented held on October 2, 2018.

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

TOWN CLERK REPORT

The Town Clerk reported that the VFW report for September has been submitted to the Supervisors Office. The Installment surrender for taxes has been sent to Monroe County and all three school districts.

The Town Clerk is hoping to make changes to the Peddling/Soliciting section of the code regarding the fees and hours before 2019 in order to begin the New Year with the changes. Renewal by Anderson will be receiving a Peddler Permit that will allow them to solicit until the end of this year and they have already indicated they would like to solicit yearly beginning next year.

Notice was received from Monroe County Department of Transportation that Burritt Road will be closed between Hill Road and Hilton Parma Corners Road beginning on November 1, 2018 and

lasting for approximately 1 month. The Town Clerk has notified Hilton Central School District, Monroe County Ambulance, Monroe County Sheriff's Department, Hilton Fire Department and the Hilton Post Office.

At the Town Clerk Association meeting there was discussion about late fees being charged on dog licenses that are not renewed timely. The Town Clerk explained the Town's current process which is sending a Renewal Letter, followed by a Delinquent Letter, after which time a report is ran and given to the Dog Warden to write tickets for Court. Those tickets are not being sent so those dogs are falling off the radar and not being licensed. The Clerk's office could continue to send notices to those dog owners and charge a late fee for the time, and cost associated with the added work. Supervisor Barton said that we would look at this.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that he has been contacted by the Boy Scouts for their yearly Christmas Tree Fundraiser. They would like to put a sign at the corner of Manitou Road and Ridge Road this year. In the past the Board has approved to waive the fee for the sign permit. Supervisor Barton stated that his concern would be if the sign is placed in the right of way at this corner.

Mr. Scibetta reported that he has the name of the owner of the house with the tree limbs overhanging the library; however, it is an LLC. He has not been able to make contact yet. There has been more discussion about the lights that will have to be replaced after the roof replacement. This expense was not part of the project and will have to come out of the library budget. It will have no impact on the grant money but will have to be removed before they start work on the roof.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that the Parks and Recreation Budget Reports are accurate through October, 2018 and will be available the first week of November.

Make a Difference Day and the Halloween Celebration will be held on October 27th. This is a large community day with many groups volunteering on many different projects plus the Halloween Celebration with free lunch for all. If anyone would like to be involved and help out they can contact Mr. Venniro and he will be sending an email to the Board with any opportunities available.

They continue to hold interviews to hire staff to allow them to operate at an optimal level. He is working on the Annual Football Field Report but with the limited staff this has been delayed.

The County Wide Cross Country Meet will be in the park on October 27th. They are in the process of getting the park cleaned up and ready for this event as well as looking into some pre-winter projects that need to be completed in the park.

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. Supervisor Barton stated that because of the large amount of

students in the audience he would leave this open until the end of the meeting to allow them time to ask questions.

BUSINESS ITEMS

INTERMUNICIPAL AGREEMENT WITH THE VILLAGE

Supervisor Barton explained that the Village owns the building on Henry Street and the Town's Recreation Department pays rent to have use of offices, storage, and some of the facilities on the Henry Street property. The agreement looks good except for the way it is worded, and it has probably been this way, they expect the Town to carry all of the insurance and hold the Village harmless on any claims and typically that runs both ways. He would like to have the Town Attorney review the contract and give feedback before signing to make sure both sides are covered.

SEXUAL HARASSMENT POLICY

Supervisor Barton explained that there are new requirements coming from NYS and one of them is that all municipalities are to adopt the new Sexual Harassment Policy. The Town had a policy in place already but this one will bring that policy up to new requirement standards established at State and Federal levels. Also required will be that all employees, including elected officials and Board members, will have to take training before October 2019. He is hoping to provide the training next month to have it done as soon as possible. It will have to be documented who takes the training and if you have taken it as part of another job then with documentation you will not be required to take it again.

RESOLUTION NO. 253-2018 Motion by Councilperson Comardo, seconded by Councilperson Judd, to adopt the Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace Policy and make it part of the Town of Parma Handbook.

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

RECREATION LEADER TO RECREATION ASSISTANT

Tom Venniro explained that the Board approved for him to advertise for a Recreation Leader and a Recreation Assistant. They have received 15 applications for the Recreation Assistant position and have canvassed the list of candidates available for the Recreation Leader position. They called the top candidate for the Recreation Leader position who after thinking about it decided she was not interested as she had just started a job at another Town, he did not feel the next couple of people on this list would be a good fit. After interviewing for the Recreation Assistant position they had three more candidates that he feels would really be an asset to the Department and would like to hire another Recreation Assistant instead of hiring a Recreation Leader. The difference in job description and responsibilities is very minimal between the two jobs. The consensus of the Board was that he can hire two Recreation Assistants and no action needs to be taken by the Town Board at this point.

INFORMATIONAL ITEMS

None.

LIAISON REPORTS

**Councilperson Comardo reported that HPDICE met last week. They had a float in the Homecoming Parade and he marched with them. They had some lengthy discussion pertaining to the Social Host Law. That law spells out what happens if there is an event held and alcohol is served to minors a parent can be legally liable if anything happens to the parties attendees. They will be having their bowling fundraiser if anyone is interested in attending.

**Councilperson Roose had no report.

**Councilperson Judd reported that the Planning Board had discussions about the possibility of handicap accessible Town Homes on Wilder Road and a solar farm on Curtis Road. There is some concern about noise from the rotating panels and the landscaping around the solar farm. They would also like to plant wildflowers and bees to promote pollination. There is concern with the herbicides the farmers use. Commercial Site plan approval was given to 4645 Ridge Road.

The final paperwork and closing was held on Zarpentine Farms. The Farmland and Open Space Committee is looking to erect a sign similar to the one for Martin Farms on Burritt Road. They are also in the process of contacting other farmers to see if they are interested for the next round.

Councilperson Judd explained the function of the Farmland and Open Space committee and its importance of keeping land in Parma preserved for farming. Supervisor Baron explained that the Town and Genesee Land Trust pay the farmer to keep the land for farming in the future instead of selling the developmental rights to a builder.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that the Department is getting ready for winter and has been working on a storm sewer on Ferguson Drive. Brush pick up officially begins on Monday, October 22nd but the Department is already collecting brush. Supervisor Barton asked if the Tractor had been delivered yet. Supt. Speer stated that when he gets the check from Finance he will get it to Bentley and Bentley will deliver the tractor. A voucher can be submitted to the Finance Office and a prepaid check can be written so that it can be done before next month.

Supt. Speer said that he did not end up buying anything at auction.

Councilperson Roose stated that it looks like Mr. Lacagnina's issue has been fixed and he has seen him out there cleaning up the yard and laying seed.

PUBLIC HEARING
REZONING OF 1241 HILTON PARMA CORNERS ROAD

Supervisor Barton opened the Public Hearing at 7:15 p.m. He stated that the legal notice was published in the Suburban News on September 30, 2018 and also on the website. Supervisor Barton read the following Legal Notice.

Legal Notice
Town of Parma
Public Hearing
Request to Rezone 1241 Hilton Parma Corners Road

PLEASE TAKE NOTICE that the Town of Parma will hold a Public Hearing on October 16, 2018 at 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York for the Parma Town Board to consider the request to rezone 1241 Hilton Parma Corners Road from Agricultural Conservation to General Commercial.

DESCRIPTION OF TAX PARCEL NO. 043.03-1-1.113
REQUESTED TO BE REZONED

All that tract or parcel of land situate in the Town of Parma, County of Monroe and State of New York, being premises known as Tax Account No.043.03-1-1.113 located at 1241 Hilton Parma Corners Road, and formerly assessed to Macnaughton Family Trust.

The said premises are more particularly bounded and described in Schedule "A" herewith and contains 1.51 acres, more or less.

Schedule "A"

All that Tract or Parcel of Land situate in the Town of Parma, County of Monroe and State of New York, being part of Lot No. 5 in the Fifth (5th) Range of lots in the south section of the Braddocks Bay Township in said Town of Parma and more particularly described as follows:

Commencing at a point 311.00 feet southerly of the point of intersection of the center lines of Parma Center Road and Parma Center-Hilton Road;

Thence (1) westerly at an interior angle of 87°33'40" a distance of 214.53 feet to an iron pin;

Thence (2) northerly at an interior angle of 272°26'20" a distance of 56.90 feet to an iron pin;

Thence (3) westerly at an interior angle of 87°33'40" a distance of 108.50 feet to an iron pin;

Thence (4) southerly at an interior angle of 92°26'20" a distance of 261.90 feet to an iron pin;

Thence (5) easterly at an interior angle of 87°33'40" a distance of 323.02 feet to a point in the center line of Parma Center-Hilton Road;

Thence (6) northerly at an interior angle of 92°26'20" along the center line of Parma Center-Hilton Road a distance of 205.00 feet to the point and place of beginning.

All in accordance with a Boundary Survey dated November 17, 1972, prepared by James K. Glogowski, Professional Land Surveyor.

Dated: September 25, 2018
Carrie Fracassi, Town Clerk
Town of Parma

Kevin Brongo, owner said he purchased the currently vacant property from the County and would like to rezone this to General Commercial fix up this property. He feels that this is a good location for General Commercial being that it is the center of Town. Supervisor Barton stated that the property to the North is Highway Commercial which can have vehicle sales/car repairs. General Commercial would be a good buffer between the Highway Commercial and Residential properties and felt that this follows the Comprehensive Plan. Dennis Scibetta read the comments from the Town of Parma Planning Board. During a Planning Board meeting for the Town of Parma held on May 4, 2017, they had discussion about this property and agreed that they would recommend rezoning this parcel to General Commercial. They felt that this would create a buffer between the Highway Commercial (more intense) and Agricultural Conservation (less intense) zones.

It was asked what General Commercial can be used for. Supervisor Barton stated that it can be used for retail, professional offices, and/or service industry. The biggest difference between the Highway Commercial and General Commercial is there can be no outside display.

There were no further comments from the public and the public hearing was closed at 7:25 p.m.

Part 2 of SEQR was reviewed and will be made a part of the minutes.

SEQR DETERMINATION
REQUEST TO REZONE 1241 HILTON PARMA CORNERS ROAD
AGRICULTURAL CONSERVATION TO GENERAL COMMERCIAL

RESOLUTION NO. 256-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, after reviewing the Short Environmental Assessment Form and other relevant information for the request to rezone 1241 Hilton Parma Corners Road from Agricultural Conservation to General Commercial; the Town Board of the Town of Parma determines that the proposed rezoning will have no significant impact on the area.

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

RESOLUTION TO REZONE 1241 HILTON PARMA CORNERS
ROAD FROM AGRICULTURAL CONSERVATION TO GENERAL
COMMERCIAL

RESOLUTION NO. 257-2018 Motion by Councilperson Comardo, seconded by Councilperson Judd, to approve the rezoning of 1241 Hilton Parma Corners Road from Agricultural Conservation to General Commercial.

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

WARRANT

RESOLUTION NO. 258-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of AOO General Fund bills, in the amount of \$48,500.49.

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

RESOLUTION NO. 259-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve payment of BOO Part Town Fund bills, in the amount of \$4,393.01.

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

RESOLUTION NO. 260-2018 Motion by Councilperson Judd, seconded by Councilperson Comardo, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$534.18.

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

RESOLUTION NO. 261-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$59,480.71.

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

RESOLUTION NO. 262-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$7,978.07.

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

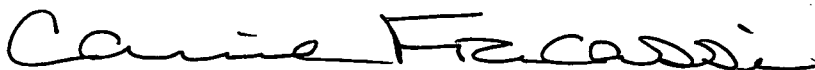
RESOLUTION NO. 263-2018 Motion by Councilperson Judd, seconded by Councilperson Comardo, to approve payment of TAO Trust and Agency Fund bills, in the amount of \$367.71.

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

The total to be paid is \$121,254.17.

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

Project: _____

Date: _____

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

Project:	
Date:	

Short Environmental Assessment Form
Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input checked="" type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
<u>Parma Town Board</u>	<u>10/16/2018</u>
Name of Lead Agency	Date
<u>Jack Barton</u>	<u>Supervisor</u>
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
<u>Jack D. Barton</u>	
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM