

Parma Town Board meeting held on Tuesday, March 19, 2024, at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY.

ATTENDANCE

Supervisor	James Roose
Councilperson	Linda Judd
Councilperson	Tina Brown
Councilperson	Dave Ciufu
Councilperson	Mark Acker
Town Clerk	Carrie Fracassi
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Jim Christ
Building Department	Luke McGrath
Town Attorney	Mauren Werner, Esq.

OTHERS IN ATTENDANCE

Deputy Highway Supt. Don Sigler, Deb Hebing, Janet McGavern, Tim McGavern, Sharon Campbell, Mike Weldon, Sr., Daryl Maslanka, Tim Jobes.

CALL TO ORDER

Supervisor Roose 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 – MARCH 5, 2024

RESOLUTION No. 89-2024 Motion by Councilperson Judd, seconded by Councilperson Brown, to accept the Minutes of the regular meeting held on March 5, 2024, as presented.

Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)
Nay 0

TOWN CLERK REPORT

The Town Clerk/Tax Receiver had no report.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported the Governor was planning on cutting funding to the Highway Departments across the State in the upcoming budget but after Advocacy Day in Albany, it sounds like she will be adding that funding back in.

PARKS AND RECREATION REPORT

Tom Venniro reported emailed a copy of his report to the Board. Final Parks and Recreation revenue numbers for 2023 will be presented to the Board soon. Online catalog available at www.hprecreation.org. Event highlights include:

- Dinner with the Easter Bunny; Thursday, March 28th.

- Solar Eclipse; Monday, April 8th.

Senior Tax-Aid through AARP – All 424 original appointment slots were filled as of February. Several have been added since and preparations are underway.

Comprehensive Plan – The last meeting focused on the Zoning for Parma and those discussions will continue at the next meeting.

Summer planning is underway and with restoration needed (grass, etc.) the plan is to officially open in early spring 2024.

BUILDING DEPARTMENT REPORT

Luke McGrath reported that with the good weather, building permits have started coming in.

Wilder Estates Phase 10 – This project will be moving forward. They will not be adding town homes; the plan is for 17 single family houses.

Davidson Beach – The applicant needs a fill permit from the Planning Board.

LIBRARY REPORT

There was no report.

PUBLIC FORUM

Supervisor Roose asked if there were any citizens who would like to address the Town Board with any concerns.

Tim McGavern, Parma Center Road, is concerned with the flooding in front of his house that goes across the road due to a culvert pipe under the road. This is a State Road, and the State has not been working to fix the issue. He is further concerned that as new houses are built the flooding will become worse. He is hoping the Town can help him. Supt. Christ said he will reach out to Josh Jenson about getting the pipe repaired. The Highway Department can do the repair, but NYS has to give approval for it to be completed as they are responsible to pay for it.

Tim Jobes, Collamer Road, is concerned with unsafe speeding on Collamer Road. He would like to see a three-way stop at Old Hojack and Collamer and a double yellow line down Collamer. Supt. Christ said a double yellow stripe can be done easily; but any changes to speed and the addition of signs requires a law.

BUSINESS ITEMS

APPOINT LIBRARY BOARD MEMBER – DEBRA HEBING

RESOLUTION No. 90-2024 Motion by Councilperson Judd, seconded by Councilperson Ciufu, to appoint Debra Hebing to the Library Board effective March 19, 2024.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)
Nay 0**

LIBRARY RENOVATION ADVERTISEMENT TO BID AND BID OPENING DATE

Tom Venniro is looking for a resolution to approve the advertisement, posting and set a bid opening for April 24, 2024, at 10:00 a.m. at the Parma Town Hall for the Community Development Block Grant to fund library renovations. The renovation will address entry/exit doors and a restroom facility upgrade.

RESOLUTION No. 91-2024 Motion by Councilperson Brown, seconded by Councilperson Acker, to advertise for Library Renovation bids, post and set the bid opening for April 24, 2024, at 10:00 a.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY 14468.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)
Nay 0**

SENIOR TRANSPORT VEHICLE NYS DOT 5310 GRANT AGREEMENT

Mr. Venniro is seeking Town Board approval authorizing the Supervisor to execute a NYS DOT Section 5310 Contract between the Town of Parma and New York State. The Section 5310 Program provides transportation services, in this case, a transport vehicle. The Town applied and was awarded a grant later in 2023 which will cover 80% of a new vehicle.

RESOLUTION No. 92-2024 Motion by Councilperson Ciufu and seconded by Councilperson Brown authorize the Supervisor to execute a NYS DOT Section 5310 Contract between the Town of Parma and New York State.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)
Nay 0**

PART TIME RECREATION CLERK

Tom Venniro is seeking a resolution to accept the hiring of Michelle Williams with the title of part-time Recreation Clerk at a starting pay of \$18.25/hour. The earliest start date is March 28, 2024, subject to a negative drug and background screening. Ms. Williams comes with vast experience in customer service and software operations.

RESOLUTION No. 93-2024 Motion by Councilperson Brown, seconded by Councilperson Acker, to approve the hiring of Michelle Williams with the title of part-time Recreation Clerk at a starting pay of \$18.25/hour and a start date of March 28, 2024, subject to a negative drug and background screening.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)
Nay 0**

FIXED ASSET DISPOSAL

The Recreation Department is looking for Town Board approval to dispose of the items described below, which includes two computers that are obsolete and have already been replaced and will be disposed of through our IT service providers at Deeley.

RESOLUTION No. 94-2024 Motion by Councilperson Judd, seconded by Councilperson Ciufio, to authorize the disposal of the fixed assets listed below:

*Actual acquisition cost should always be used when available. Estimated cost at time acquired may be used only if actual cost is unknown.
*Disposal of items - please note if junked, donated etc. in "REMARKS" column

DATE: 3/19/2024 DEPARTMENT: Recreation

TAG #	DESCRIPTION / MANUFACTURER	MODEL	SERIAL #	ACQUIRED FROM	COST	A-ACQUIRED D-DISPOSAL	DATE	REMARKS
	Dell Recreation Department Programmer Computer	NA	CDZ_IP22	NA	NA	D-DISPOSAL	TBD	Obsolete Disposal by Deeley IT
	Dell Recreation Department Front Desk Computer	OptiPlex 3050	GQBDNU2	NA	NA	D-DISPOSAL	TBD	Obsolete Disposal by Deeley IT

PREPARED BY: Thomas Venniro
NAME
Parks and Recreation Director
TITLE

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufo, Acker)
Nay 0**

PARKS AND RECREATION COMMISSIONER APPOINTMENT

Mr. Venniro is seeking to have the Town Board appoint Kyle Menges to the Parks and Recreation Commission. One of the commissioners resigned in 2023. Mr. Menges would serve a four-year term in 2024 with an end date of December 31, 2027. He is a new resident of the Town and currently serves on the Comprehensive Plan Steering Committee.

RESOLUTION No. 95-2024 Motion by Councilperson Brown, seconded by Councilperson Acker, to approve the appointment of Kyle Menges to the Parks and Recreation Commission with a start date of March 19, 2024, and an end date of December 31, 2027.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufo, Acker)
Nay 0**

HIGHWAY AGREEMENT EXPENDITURES OF HIGHWAY MONEY

RESOLUTION NO. 96-2023 Motion by Councilperson Judd, seconded by Councilperson Brown, to authorize the Parma Town Board to sign the Agreement for the 2024 Expenditure of Highway Monies between the Highway Department and the Town Board for general repairs to pavement markings, drainage culverts, general asphalt repairs and permanent improvements to Town Highways to include road repairs on Old Hojack Lane, E. Wautoma (Delavergne) Beach Road, and Lakeside Boulevard and Striping of Spencer Road, Old Hojack Lane, Bailey Road, Collamer Road and Hill Road.

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufo, Acker)
Nay 0**

BUDGET TRANSFERS

RESOLUTION No. 97-2024 Motion by Councilperson Brown, seconded by Councilperson Acker, to approve Budget Transfers as presented in the amount of \$1,100.00.

BUDGET TRANSFERS FOR 2024

March 19, 2024

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
DAO 550.5110.410.00	Salt Purchase	500.00	DAO 550.5142.470.00	Tools	500.00	Christ
AOO 550.5132.460.00	Contracted Services	600.00	AOO 550.5132.430.00	Educational & Professional	600.00	Christ
		\$1,100.00			\$1,100.00	

\$0.00

Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)
Nay 0

PREPAIDS

RESOLUTION No. 98-2024 Motion by Councilperson Acker, seconded by Councilperson Ciufu, to approve Prepaids as presented in the amount of \$18,961.36.

Prepaids for Approval March 19, 2024

Date	Check #	Vendor	GL Expense	Amount	Check Total	Description	Bank
01/18/24	ACH	CNB	AOO 590.9060.810.00	375.00			
			BOO 590.9060.810.00	750.00			
			DAO 550.9060.810.00	375.00	1,500.00	HSA 1st qtr contributions	Z99 1.110
02/27/24	1621	JPR Trailer Sales	AOO 571.7110.210.00	11,266.00	11,266.00	parks enclosed trailer	Z99 1.110
02/27/24	ACH	CNB	DAO 550.9060.810.00	250.00	250.00	HSA 1st qtr contributions	Z99 1.110
03/05/24	ACH	NYSLRS	TAO 2.018	4,600.45	4,600.45	February reporting	Z99 1.130
03/12/24	1622	petty cash	LOO 574.7410.492.00	52.35			
			LOO 574.7410.210.00	10.00			
			LOO 574.7410.418.00	35.36	97.71	supplies/postage	Z99 1.110
03/12/24	1623	Oliver's Candies	AOO 570.7610.490.04	116.20	116.20	March trip	Z99 1.110
03/12/24	1624	Rochester Americans	AOO 570.7989.420.00	831.00	831.00	tickets	Z99 1.110
03/12/24	16+25	Whitehall Mansion	AOO 570.7610.494.04	300.00	300.00	5/22 trip	Z99 1.110
				18,961.36	18,961.36		

Motion carried: Aye 5 (Roose, Judd, Brown, Ciufu, Acker)
Nay 0

INFORMATIONAL ITEMS

The Supervisor had a meeting with the Town Attorney and MRB about getting water on roads in the Town that do not have it. The Town has started the process to create the water district and apply for grant money from the State which has a deadline in early June. Letters will be mailed to residents to let them know they will need to come in and sign a Petition at Town Hall if they would like to proceed. This water district will service Curtis, Moul, Collamer and Bennett Roads.

LIAISON REPORTS

**Councilperson Acker had no report.

**Councilperson Brown reported the next Recreation Commission meeting is next week. Special Police have received the radios from the County, and they will hopefully be programmed in time for the Eclipse. The maintenance costs for parts will be split between the Village, School, Town and Fire Department with the Town of Parma and Village of Hilton doing the work for any maintenance and repairs.

**Councilperson Judd reported there is a library trainee starting this week.

**Councilperson Ciufu reported the Zoning Board will meeting tomorrow night.

WARRANT

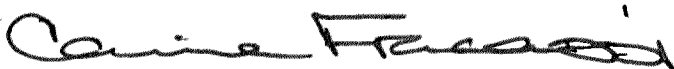
RESOLUTION No. 99-2024 Motion by Councilperson Ciufo, seconded by Councilperson Judd to approve payment of the following Fund Totals in the total amount of \$288,333.77.

	FUND TOTALS	
AOO	GENERAL FUND	\$80,629.42
BOO	PART TOWN	\$6,279.80
DAO	HIGHWAY, TOWNWIDE	\$82,192.57
HRS	REDI-LAKESHORE SANITARY	\$115,573.98
SDO	TOWN WIDE DRAINAGE	\$2,908.00
TAO	TRUST & AGENCY	\$750.00
	GRAND TOTAL	\$288,333.77

**Motion carried: Aye 5 (Roose, Judd, Brown, Ciufo, Acker)
Nay 0**

There was no further business before the Town Board, Councilperson Ciufo made a motion to adjourn the meeting at 7:04 p.m., seconded by Councilperson Brown and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk