

Parma Town Board meeting held on Wednesday, February 5, 2019 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
Town Clerk	Carrie Fracassi
Building and Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Brian Speer

FILED  
TOWN CLERK'S OFFICE  
2/22/2019  
TOWN OF PARMA

### OTHERS IN ATTENDANCE

John Huber, Neil Hauser, Jim Vinette, Debra Hebing, Mike Weldon 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.

### REGULAR MEETING MINUTES – JANUARY 15, 2019

RESOLUTION NO. 61-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to accept the Minutes of the regular meeting held on January 15, 2019.

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

### TOWN CLERK REPORT

The Town Clerk reported that the Town Clerk and VFW Reports for January have been completed and submitted to the Supervisors Office.

The Town Clerk will be meeting with Tom to discuss setting up a Town Hall Facebook page similar to the Recreation Department; however, we are looking to set it up as an information page only. The option to comment will not be available.

The Town Clerk noted she will be open this Saturday from 9-noon to collect taxes since the due date is Sunday. We will need access to the building if there is a weather event.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that when the power goes out at Town Hall the phone system at the Highway garage also goes down. It concerns him that if someone was trying to contact them they would not be able to. Councilperson Roose asked if the Town should look at getting a generator. Supervisor Barton said that they can look at options that would allow the phone system at Highway to work and investigate the possibility of a generator at Town Hall.

### **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported that they completed 11 building permits and 2 new house permits in January.

Mr. Scibetta noted he and Art Fritz will be attending the FLBOA Conference in March. Mike Lissow will be covering for them when they are out.

Councilperson Roose asked Dennis if he was aware of any activity happening on a vacant lot to the west of his property. Dennis said he is aware that they are doing some perc tests but nothing has come into the Town for that parcel.

### **RECREATION DEPARTMENT REPORT**

Mr. Venniro reported that the Parks and Recreation Budget Report is accurate through the entire year of 2018.

Winterfest was held on January 26, 2019 and was centered on indoor and outdoor activities and refreshments. There were between 200-300 attendees and they partnered with the Hilton Sno-Flyers, the Middle School, Lion's Club, Friends of HP Parks & Rec, area Mascots, Library and the Scouts.

The Family Sweetheart Dance will be held this Friday at the Village Community Center. This will feature refreshments, a DJ, and photos. This is a ticketed event and they plan on 130 attendees. He invited Board members to stop by for this evening.

Sherry Farrell will be representing the Town at the HPDICE event being held tonight focusing on vaping.

The have partnered with AARP to offer tax preparation to senior citizens from February – April. There are 300 scheduled appointments so far and preparations started today. This free service usually completes 500-550 preparations annually.

He had a call from a gentleman about a .5 acre parcel of land in All Seasons subdivision that is being used as a park. The owner is looking to donate it to the Town. Supervisor Barton said this matter will eventually be in front of the Town

Board. Currently the neighbors are maintaining it. There are some concerns from the Town as far as liability and maintenance of the parcel.

**Parks Update:**

The park operating hours are 9 a.m. to 6:00 p.m. Park staff came in over the weekend and Monday during our snow storm to keep the Town Hall grounds clear of snow for when it re-opened on Tuesday after the Martin Luther King Jr. Holiday and they have worked hard to keep the surfaces safe during the extreme cold we have had. Recently the park staff has painted the Recreation Department and the VFW Lodge.

**PUBLIC FORUM**

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

Debra Hebing, resident of the Village is concerned about the RTS bus changes that are happening that will affect Route 106 that services Greece, Parma, Hamlin and Clarkson. She feels this service is very important to the community even if it is small. Many people take this but to get to work and to classes at local colleges. She is hoping to get support from the Towns affected. Supervisor Barton stated that approximately 6 months ago he and other Supervisors attended a meeting with RTS about this. They were assured that this would not happen quickly and that they had more studies to do. Supervisor Barton said he would follow up with RTS to see if there are any updates since they last met.

**BUSINESS ITEMS**

**MONROE COUNTY SNOW AND ICE CONTRACT**

Supt. Speer noted that this is the same Snow and Ice Agreement with no changes that have been in place for many years.

**RESOLUTION NO. 62-2019** Motion by Councilperson Comardo, seconded by Councilperson Roose, to accept the Snow and Ice Agreement with Monroe County for the 2018-2019 season with annual renewals.

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

**PRE-PAIDS**

**RESOLUTION NO. 63-2019** Motion by Councilperson Judd, seconded by Councilperson Comardo, to approve the prepaid checks as presented.

VENDOR CODE	ACCOUNT CODE	DATE	JANUARY		AMOUNT	DESCRIPTION	TRANSACTION
			CASH CODE	CHECK NUMBER			
BRAEMAR	AOO.510.1010.430.00	12/24/18	Z991.110	1090	473.12	TRAINING	DONE
JASON CRAWFORD	AOO.570.7020.490.00	01/22/19	Z991.110	1100	800.00	RECREATION FLOORING	DONE
MONROE COUNTY PARKS	AOO.570.7310.493.02	01/29/19	Z991.110	1103	50.00	BLACK CREEK PARK	DONE

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

**TRANSFERS**

**RESOLUTION NO. 64-2019** Motion by Councilperson Roose, seconded by Councilperson Comardo, to approve the transfers as presented.

DEC TRANSFERS						
ACCT #	FROM		ACCT #	TO		REQUESTED
	DESCRIPTION	AMT.		DESCRIPTION	AMT.	
	B UNAPPROPRIATED	\$49,500.00	DBO.550.5130.210.00	EQUIPMENT	\$49,500.00	GAVIGAN
	B UNAPPROPRIATED	\$25,000.00	DBO.550.5130.210.00	EQUIPMENT	\$25,000.00	GAVIGAN
	A UNAPPROPRIATED	\$50,000.00	DAO.550.5110.410.00	SALT	\$50,000.00	GAVIGAN
		124,500.00			124,500.00	

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

**BUDGET TRANSFERS**

**RESOLUTION NO. 65-2019** Motion by Councilperson Comardo, seconded by Councilperson Judd, to approve the budget transfers as presented.

DEC BUDGET TRANSFERS

FROM			TO			
ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	REQUESTED
AOO.5111.110.110.00	JUSTICES	341.00	AOO.511.1110.150.00	BALIFF	341.00	GAVIGAN
AOO.570.7020.451.00	GASOLINE	229.82	AOO.570.7020.422.00	EQUIPMENT REPAIR	596.31	GAVIGAN
AOO.571.7110.120.00	PARKS FOREMAN ASSIST	342.40				
AOO.571.7110.140.00	PARKS LABORER	24.09				
DAO.550.5142.110.00	FULL TIME	12,665.00	DAO.550.5110.410.00	SALT PURCHASE	4,098.54	
DAO.550.5142.130.00	PART TIME	3,449.00	DAO.550.5142.452.00	VEHICLE MAINT	15,095.95	
DAO.550.5142.120.00	OVERTIME	6,354.00	DAO.550.5142.453.00	DIESEL FUEL	0.20	
DAO.550.5142.461.00	UNIFORMS	115.00	DAO.550.5142.460.00	CONTRACTED SERVICES	307.11	
DAO.550.9030.810.00	SOCIAL SECURITY	1,932.00	DAO.550.5142.480.00	MISC EXPENSES	6,249.09	
DAO.550.9030.820.00	MEDICARE TAX	432.00	DAO.550.5142.481.00	CLOTHING ALLOWANCE	514.79	
DAO.450.2300.00	SERVICES OTHER GOVT	13,938.45	DAO.550.9010.810.00	NYS RETIREMENT	1,611.00	
			DAO.550.9060.810.00	MEDICAL INSURANCE	4,509.40	
			DAO.550.5142.210.00	EQUIPMENT	6,499.37	
LOO.574.7410.415.00	Janitorial Supplies	12.27	LOO.574.7410.210.00	Office Equipment	16,393.98	BOEDICKER
LOO.574.7410.410.00	Postage	223.14	LOO.574.7410.415.00	Office Supplies	724.71	BOEDICKER
LOO.574.7410.422.00	Equip Repair/Rental	2,000.00	LOO.574.7410.426.00	Mechanical Repairs	8,874.33	BOEDICKER
LOO.574.7410.425.00	Maintenance Supplies	164.71	LOO.574.7410.430.00	Ed & Prof Expences	144.42	BOEDICKER
LOO.574.7410.442.00	Telephone	518.45	LOO.574.7410.441.00	Gas and Electric	1,369.71	BOEDICKER
LOO.574.7410.444.00	Water	80.47	LOO.574.7410.450.00	Personal Car Use	59.41	BOEDICKER
LOO.574.7410.480.00	Misc Expences	165.46	LOO.574.7410.460.00	Contracted Services	12,293.73	BOEDICKER
LOO.574.7410.150.00	Pages	2,532.80	LOO.574.7410.490.00	Books	3,451.81	BOEDICKER
LOO.574.9030.810.00	Social Security	399.05	LOO.574.7410.492.00	Visiting Artists	2,129.52	BOEDICKER
LOO.574.9030.820.00	Medicare tax	80.92	LOO.574.7410.160.00	Clerks	5,940.62	BOEDICKER
LOO.574.9040.810.00	Workers comp	0.14	LOO.574.7410.170.00	Laborer	2,205.58	BOEDICKER
	Unappropriated fund balance	74,843.83	LOO.574.9010.810.00	NYS retirement	1,126.10	BOEDICKER
			LOO.574.9060.810.00	Medical Ins	25,715.59	BOEDICKER
			LOO.574.7410.110.00	Library Director	211.42	BOEDICKER
			LOO.574.7410.120.00	Librarian 1	167.18	BOEDICKER
			LOO.574.7410.140.00	Librarian 1	213.13	BOEDICKER
DBO.550.5130.120.00	PART TIME HIGHWAY	3,224.00	DBO.550.5130.110.00	FULL TIME HIGHWAY	14,230.29	
DBO.550.9030.810.00	SOCIAL SECURITY	291.00	DBO.550.5130.130.00	OVERTIME	1,254.20	
DBO.450.3897.00	GRANTS	64,207.65	DBO.550.5130.210.00	EQUIPMENT	280.57	
			DBO.550.5110.410.00	BLACK TOP REPAIR	39,249.07	
			DBO.550.5130.452.00	VEHICLE MAINT	5,415.17	
			DBO.550.9010.810.00	RETIREMENT	1,279.82	
			DBO.550.9030.820.00	MEDICARE	43.01	
			DBO.550.9060.810.00	MEDICAL INSURANCE	5,970.52	
SDO.485.3897.00	GRANTS	\$48,242.07	SDO.5858540.400.00	DRAINAGE EXPENSES	\$48,242.07	
		236,808.72			236,808.72	

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

**SET PUBLIC HEARING FOR LOCAL LAW #1-2019**  
**AMEND CHAPTER 135 OF THE PARMA TOWN CODE (SENIOR**  
**CITIZEN EXEMPTION)**

Supervisor Barton explained that the following two resolutions have to do with changes to Local Laws created in 2007 for tax exemptions for Senior Citizens, Disabilities and Low Income. The change is needed to meet the requirements of the Comptroller's Office that was found during an Audit of the Assessor by the State. It was asked if this was going to change the calculations on tax bills. Supervisor Barton said that the calculations the Assessor was using was correct but the local law as previously set out was not being followed.

**RESOLUTION NO. 66-2019** Motion by Councilperson Judd, seconded by Councilperson Keller, to set a Public Hearing for Local Law #1-2019 to amend Chapter 135 of the Parma Town Code (Senior Citizen

Exemption) for March 5, 2019 at 7:00 p.m. at the Parma Town Hall,  
1300 Hilton Parma Corners Road.

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

**SET PUBLIC HEARING FOR LOCAL LAW #2-2019**  
**AMEND CHAPTER 135 OF THE PARMA TOWN CODE**  
**(EXEMPTION FOR PERSONS WITH DISABILITIES AND LOW**  
**INCOME)**

**RESOLUTION NO. 67-2019** Motion by Councilperson Roose, seconded by  
Councilperson Comardo, to set a Public Hearing for Local Law #2-  
2019 to amend Chapter 135 of the Parma Town Code (Exemption  
for Persons with Disabilities and Low Income) for March 5, 2019 at  
7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road.

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

**ENGINEERING PROPOSAL FOR REPLACEMENT OF**  
**TOWN HALL SEPTIC**

Supervisor Barton explained that this proposal is for the replacement of the Town  
Hall Septic System. The Town has put money aside for the replacement. This  
proposal from the Town Engineer in the amount of \$29,600 would take care of all  
aspects, designing and approvals through the County of the project from start to  
finish.

**RESOLUTION NO. 68-2019** Motion by Councilperson Comardo seconded by  
Councilperson Judd, to authorize the Supervisor to sign and accept  
the Engineering Proposal with MRB Group for the Town Hall Septic  
System in the amount of \$29,600.00.

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

**TIME WARNER CABLE TAX PAYMENT**

The Town Clerk explained that the Town has a Franchise Agreement with Time  
Warner and Time Warner pays the Town a Franchise Fee every year. Because of  
that fee they do not pay the Town portion of the Town and County Tax Bills, the  
Town pays the Town portion.

**RESOLUTION NO. 69-2019** Motion by Councilperson Roose seconded by  
Councilperson Keller, to accept \$4,954.32 from Time Warner Cable  
and \$1,210.98 from the Town of Parma for the full payment of the  
2019 Town and County tax bills for Time Warner Cable.

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

### **RATE STEP HIGHWAY EMPLOYEE**

Supervisor Barton explained that Thomas Best is due to receive his step increase effective as of his anniversary date.

**RESOLUTION NO. 70-2019** Motion by Councilperson Judd, seconded by Councilperson Roose, to approve the step increase for Thomas Best to \$17.67 effective as of his anniversary date of January 20, 2019.

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

### **EMPLOYEE CONTRIBUTION FOR HEALTH CARE**

Supervisor Barton noted that per the Employee Handbook the Town is required to give the employees 60 day notice before changing the contribution for Health Care. While the Town did give the notice at that time the contribution amount by the Town was going to be 90% and after negotiations with the Unions it will be 95%. The Board needs to recognize this rate for the employees that were hired before January 2012 for Highway Employees and September 2008 for Town Hall Employees.

**RESOLUTION NO. 71-2019** Motion by Councilperson Comardo, seconded by Councilperson Keller, to approve the rate for the employees hired before January 2012 for Highway Employees and September 2008 for Town Hall Employees to be 95%.

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

### **FULL TIME PARKS DEPT. POSITION**

Tom Venniro explained that the Park Foreman retired in August 2018 and due to the busy season coming to an end they did not fill the position immediately allowing the Department time to analyze the situation and needs. The Department has determined there is a need for the Foreman position. He would like the Board to approve the advertising of the position this week with an application deadline of Friday, February 22, 2019 with the hopes of having the position filled by mid-March for the start of the busy season. Supervisor Barton asked if the advertisement would include the need for a Pesticide License. Mr. Venniro said he would include that.

**RESOLUTION NO. 72-2019** Motion by Councilperson Judd, seconded by Councilperson Roose, to approve the advertisement for a Full time Parks Dept. position.

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

### INFORMATIONAL ITEMS

Supervisor Barton noted that he sent an email with relevant documentation to the Town Attorney to begin the process of settling the Court Matter with regards to the Football Field.

Supervisor Barton said that he and the Assessor met with the Auditors last week to discuss their findings. They are in the process of responding to that audit and have 30 days to respond.

Supt. Speer said that he would like to purchase a software unit that would plug into the equipment to test and see what codes are coming up to keep up with the maintenance. The price to cover this is \$8,965 which he has in the budget. This price includes training and support for the software. Supervisor Barton stated that per the Procurement Policy he would need to secure 3 quotes.

### LIAISON REPORTS

\*\*Councilperson Keller reported that there were three applications before the Zoning Board and two items were tabled. One of the applications was for an area variance in a Waterfront District which had already been built. This was tabled for further information.

\*\*Councilperson Comardo reported that HPDICE will meet next Monday at 5:30. That meeting will include Narcan Training. Tonight in conjunction with the school they are holding a meeting about the dangers of vaping.

\*\*Councilperson Roose missed the last Recreation Commission meeting.

\*\*Councilperson Judd missed the last Library meeting and there was no Planning Board meeting

\*\*Supervisor Barton reminded the Board about the Joint meeting with the Village at 6:30 next Tuesday at the Community Center.

There was no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 7:35 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk