

Parma Town Board meeting held on Tuesday, March 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

### **OTHERS IN ATTENDANCE**

John Huber, Neil Hauser, Mike Weldon, Steve Zajac 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 – FEBRUARY 19, 2019**

**RESOLUTION NO. 85-2019** Motion by Councilperson Roose, 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 report for February has been completed and submitted to the Supervisors Office. The VFW report will be submitted by the next meeting.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that the Department has been busy plowing and salting. He had to order another 1000 ton of salt. The mines have started restricting the amount of salt that can be ordered at a time.

Supt. Speer reported that the motor blew in the loader they were going to trade in for the new loader. That has caused the amount of the trade in to go from \$20,000

to \$12,000. The Town will have to come up with an additional \$8,000 to purchase the loader which is scheduled to be delivered tomorrow. Supervisor Barton asked what will happen if the Board does not figure out the money tonight. Supt. Speer stated nothing it can be done at the next meeting. There was discussion about the importance of having delivery dates to Mary, Finance Director, because the bank needs 30 day-notice to get the funds set. Supervisor Barton will be look into funding of the additional \$8000 before the next meeting.

Supervisor Barton noted that the Town needs written quotes from each company for the Diagnostic Tester for auditing purposes. Supt. Speer said he has those and will get them to the Board he also noted that the Town will pay half of the invoice and the Village will pay half of the invoice. Supervisor Barton said he will be talking to the Village to amend the Intermunicipal Agreement for Equipment to include purchasing of equipment between the two municipalities. The current agreement does not address that.

John Huber asked what the \$511,000 is for. Supt. Speer said it is for general equipment, two pick-up trucks, a loader, a ten-wheeler, and a skid steer. Mr. Huber asked if the Town normally borrows from the bank to purchase equipment. Supervisor Barton explained that this is something the Town has been doing for a little while and through this program it allows the Town takes 3 or 5 years to pay it back. The Town has needed to replace this equipment for a while.

### **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported that building permits are down probably due to weather but new house permits are up.

Mr. Scibetta noted that there will be a training class for Planning, Zoning and Town Boards along with the Village Boards to be held at the Town on May 18, 2019. This will give each member who takes it 4 credits towards their required training. They will include in the meeting the updated SEQR rules and discuss 278 Cluster Developments. It is going to be a nice opportunity for all Board to interact and discuss topics at the same time.

The Uniform Code and Energy Code Administration and Enforcement Report for 2018 and Form 1203 have been filed with the State. The Monroe County Land Use Survey has been finished.

Supt. Speer asked who wants the Town to plow Sandalwood Estates. It was the Realtor. The Builder had initially asked the Town and Supervisor Barton sent him the part in the code that states until the road is dedicated or there is a house there the Town will not plow and he has not heard anything about it since. Supt. Speer stated that the Town will not plow it until the road is dedicated or there is a house built.

## **RECREATION DEPARTMENT REPORT**

Mr. Venniro reported that Animal Adventure Night was held on March 1, 2019. The family event featured an exotic animal show highlighted by the showing of a wolf. There were 145 people there and a waiting list of 20.

AARP Tax Preparation Services continue with over 500 appointments scheduled to date booking into April.

Parks Update:

The park operating hours are 9 a.m. to 6:00 p.m. Park staff has been working to keep the grounds clear during inclement weather.

## **PUBLIC FORUM**

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

John Huber inquired as to where the TV has been that was at a meeting last month and will it be used going forward. Supervisor Barton said that the TV was broken and not repairable and it will be replaced; they are looking at their options.

Neil Houser asked where the money comes from when the Town is over budget on salt. Supervisor Barton said it comes out of unappropriated funds and the Budget will have to be amended. This is a savings account and will not affect the taxes on residents.

John Huber asked if the Board had talked to the resident that wanted to donate the half acre of land to the Town. Supervisor Barton said he had not. He needs to have Parks and Recreation included in the conversation. He is not sure we are equipped to take care of this small piece of land, and they have to look at the cost to maintain it. The other option would be to create a special district and then the residents of the neighborhood would pay to cover the costs of maintaining the parcel.

## **BUSINESS ITEMS**

### **PARKS/RECREATION/BUILDING UNION CONTRACT**

Supervisor Barton said the Union members voted and approved the Union Contract for Parks, Recreation and Building.

**RESOLUTION NO. 86-2019** Motion by Councilperson Judd, seconded by Councilperson Keller, to authorize the Supervisor to sign the Parks/Recreation/Building Union Contract which is for 3 years.

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

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

Supervisor Barton read the following Legal Notice for Local Law #1-2019 and stated this was advertised as required by law in the Suburban News, the website and Bulletin Board at Town Hall.

**Town of Parma Legal Notice**  
**Local Law #1-2019**  
**A local law to amend Chapter 135 of the Parma Town Code**  
**(Senior Citizen Exemption)**

PLEASE TAKE NOTICE that the Town Board of the Town of Parma will hold and conduct a public hearing upon Introductory Local Law No. 1-2019 at the Parma Town Hall, 1300 Hilton Parma Corners Road, New York on the 5th day of March, 2019 at 7:00 p.m. at which hearing all interested persons shall be heard concerning the subject matter thereof.

Such proposed Local Law proposes to amend Chapter 135 of the Code of the Town of Parma (Parma Senior Citizen Exemption), in accordance with New York State Real Property Tax Law §467. The income sliding scale is as follow:

TOWN AND COUNTY			
\$0	To	\$29,000	50%
\$29,001	To	\$30,000	45%
\$30,001	To	\$31,000	40%
\$31,001	To	\$32,000	35%
\$32,001	To	\$32,900	30%
\$32,901	To	\$33,800	25%
\$32,801	To	\$34,700	20%
\$34,701	To	\$35,600	15%
\$35,601	To	\$36,500	10%
\$36,501	To	\$37,400	5%

A full and complete text of such proposed Local Law is presently on file at the Town Clerk's Office where it may be examined by all interested persons during normal business hours.

By order of the Town Board of the Town of Parma.

Dated: February 11, 2019  
Carrie Fracassi, Town Clerk  
Town of Parma

Supervisor Barton opened the Public Hearing for comment at 7:05 p.m. There was no one in the audience to speak about this matter. Supervisor Barton closed the Public Hearing at 7:06 p.m.

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

**RESOLUTION NO. 87-2019** Motion by Councilperson Comardo, seconded  
by Councilperson Roose

**WHEREAS**, the Town Board of the Town of Parma did adopt a resolution at a regular Town Board meeting calling for a public hearing to consider the enactment of Introductory Local Law #1-2019 of the Town of Parma, Monroe County, New York; and

**WHEREAS**, pursuant to such resolution duly adopted, the Town Clerk did give due legal notice of such public hearing as required by law; and

**WHEREAS**, at such public hearing, held and conducted by the Town Board of the Town of Parma at Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY on the 5<sup>th</sup> day of March, 2019, all interested persons were heard concerning the subject matter thereof; and

**WHEREAS**, the Town Board has reviewed such proposed Local Law and believes that it is in the best interest of the Town to enact the same at this time;

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

*Section 1.* By the adoption of this local law, the Town Board does hereby enact Introductory Local Law #1-2019 of the Town of Parma, Monroe County, New York, which local law amends Section 135-4 Exemption Scale of the Town Code.

*Section 2.* That the Town Clerk shall give due notice of the enactment of this local law filing of the same with the Secretary of State as provided by Statute.

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

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

Supervisor Barton read the following Legal Notice for Local Law #2-2019 and stated this was advertised as required by law in the Suburban News, the website and Bulletin Board at Town Hall.

Town of Parma Legal Notice  
Local Law #2-2019  
A local law to amend Chapter 135 of the Parma Town Code  
(Exemption for Persons with Disabilities and Low Income)

PLEASE TAKE NOTICE that the Town Board of the Town of Parma will hold and conduct a public hearing upon Introductory Local Law No. 2-2019 at the Parma Town Hall, 1300 Hilton Parma Corners Road, New York on the

5<sup>th</sup> day of March, 2019 at 7:00 p.m. at which hearing all interested persons shall be heard concerning the subject matter thereof.

Such proposed Local Law proposes to amend Chapter 135 of the Code of the Town of Parma (Exemption for Persons with Disabilities and Low Income), in accordance with New York State Real Property Tax Law §467. The income sliding scale is as follow:

<b>TOWN AND COUNTY</b>			
\$0	To	\$29,000	50%
\$29,001	To	\$30,000	45%
\$30,001	To	\$31,000	40%
\$31,001	To	\$32,000	35%
\$32,001	To	\$32,900	30%
\$32,901	To	\$33,800	25%
\$33,801	To	\$34,700	20%
\$34,701	To	\$35,600	15%
\$35,601	To	\$36,500	10%
\$36,501	To	\$37,400	5%

A full and complete text of such proposed Local Law is presently on file at the Town Clerk's Office where it may be examined by all interested persons during normal business hours.

By order of the Town Board of the Town of Parma.

Dated: February 11, 2019  
 Carrie Fracassi, Town Clerk  
 Town of Parma

Supervisor Barton opened the Public Hearing for comment at 7:09 p.m. There was no one in the audience to speak about this matter. Supervisor Barton closed the Public Hearing at 7:11 p.m.

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

**RESOLUTION NO. 88-2019** Motion by Councilperson Comardo, seconded  
 by Councilperson Judd

**WHEREAS**, the Town Board of the Town of Parma did adopt a resolution at a regular Town Board meeting calling for a public hearing to consider the enactment of Introductory Local Law #2-2019 of the Town of Parma, Monroe County, New York; and

**WHEREAS**, pursuant to such resolution duly adopted, the Town Clerk did give due legal notice of such public hearing as required by law; and

**WHEREAS**, at such public hearing, held and conducted by the Town Board of the Town of Parma at Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY

on the 5<sup>th</sup> day of March, 2019, all interested persons were heard concerning the subject matter thereof; and

**WHEREAS**, the Town Board has reviewed such proposed Local Law and believes that it is in the best interest of the Town to enact the same at this time;

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

*Section 1.* By the adoption of this local law, the Town Board does hereby enact Introductory Local Law #2-2019 of the Town of Parma, Monroe County, New York, which local law amends Section 135-11 Exemption Scale of the Town Code.

*Section 2.* That the Town Clerk shall give due notice of the enactment of this local law filing of the same with the Secretary of State as provided by Statute.

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

**PRE-PAIDS**

**RESOLUTION NO. 89-2019** Motion by Councilperson Comardo, seconded by Councilperson Keller, to approve the prepaid checks as presented.

			MARCH				
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
GENESEE STAMP	AOO.510.1010.410.00	02/22/19	Z991.110	1108	35.50	NAME PLATE	DONE
	BOO.582.8010.410.00	02/22/19	Z991.110	1108	35.50	NAME PLATE	DONE
	BOO582.8020.410.00	02/22/19	Z991.110	1108	17.75	NAME PLATE	DONE
UPSTATE WORKER COMP	AOO.590.9040.810.00	02/26/19	Z991.110	1109	21,806.68	2019 PAYMENT	DONE
	BOO.590.840.810.00	02/26/19	Z991.110	1109	10,645.77	2019 PAYMENT	DONE
	DAO.550.9040.810.00	02/26/19	Z991.110	1109	28,654.65	2019 PAYMENT	DONE
	DBO.550.9040.810.0	02/26/19	Z991.110	1109	40,116.51	2019 PAYMENT	DONE
	LOO.574.9040.810.00	2/26/19	Z991.110	1109	1,986.39	2019 PAYMENT	DONE
FOOD LINK	AOO.570.7989.490.06	02/27/19	Z991.110	1112	125.00	TRAINING	DONE
MINI ARK	AOO.570.7111.490.00	02/27/19	Z991.110	1111	500.00	ADVENTURE NIGHT	DONE
GEVA	AOO.570.7610.490.04	02/27/19	Z991.110	1110	547.40	SENIOR TRIP	DONE

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

John Huber asked what prepaids were. Supervisor Barton said they are things that have to be paid before a bill pay session or by a certain date depending on the rules of each vendor. These come out of lines that have already been approved in the budget. Mr. Huber asked that the Supervisor read each name of the vendor

that was prepaid. Anything that has to be paid between bill pay sessions which happen monthly have to be approved by the Board.

### **PARK FOREMAN POSITION – ADVERTISEMENT EXTENSION**

Mr. Venniro explained that he would like to continue advertising for the Park Foreman Position and remove the application deadline, advertising until the position has been filled. He and Supervisor Barton conducted a handful of interviews and although there are several candidates that might be a good fit he felt they did not receive as many applications as they could have given the position. He plans to re-advertise through other means that would not be expending money, but on Facebook, Twitter and through the New York State and Genesee Valley Recreation and Park Society Members.

John Huber asked how long the Town has been without this position. Mr. Venniro said it has been throughout the entire winter season after the last Park Foreman retired at the end of summer.

**RESOLUTION NO. 90-2019** Motion by Councilperson Judd, seconded by Councilperson Roose, to authorize the Recreation Director to re-advertise the position of Park Foreman through electronic advertising until the position is filled.

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

### **PROCUREMENT OF FIREWORKS FOR 2019 PARMA DAYS SUMMER SMASH**

Mr. Venniro explained that the Recreation Department will be holding their Parma Days Summer Smash on July 26, 2019. In 2018 they hosted 5,000 people and offered food vendors, community groups, bouncies, music, ice cream, a movie and Fireworks provided by Young Explosives. He would like to offer the Fireworks again this year. He is seeking approval to procure the services of Young Explosives again and they provided a proposal of \$7,500. He has requested a donation from Wegmans again who last year sponsored \$5,000 of the show. There is money budgeted for this expense.

He would like to accept this proposal without getting the three quotes required in our Procurement Policy based on the exception in the Policy as this company is the only local and reputable provider in the area that has worked with the Town in the past. They have the required licenses and liability insurance.

**RESOLUTION NO. 91-2019** Motion by Councilperson Keller, seconded by Councilperson Roose, to enter into a contract with Young Explosives for the 2019 Summer Celebration for an amount not to exceed



\$7,500 recognizing them as a sole source provider in the area and this is an exception in our Procurement Policy.

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

### **EXTENSION OF NYS SNOW AND ICE AGREEMENT**

**RESOLUTION NO. 92-2019** Motion by Councilperson Roose, seconded by Councilperson Comardo, 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 \$200,380.17 for the 2018/19 season; and extend the contract through June 30, 2021.

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

### **NYS COMPTROLLERS AUDIT – ASSESSOR**

The final Audit Report has been filed with the Town Clerk for the Board to acknowledge before the Town Clerk puts a legal in the newspaper stating it is on file.

**RESOLUTION NO. 93-2019** Motion by Councilperson Roose, seconded by Councilperson Judd, to acknowledge receipt and review of the Assessor Office Audit conducted by the NYS Comptroller's Office.

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

Don Wells said that they are going across the state but we were the first in Monroe County to be audited. He was disappointed in some of the findings but stated that they stated that they did not find anything out of the ordinary of what they have found in other offices. The corrective action that the Department will be putting in place should take care of some of the issues and felt that the scanning taking place in the office will help with some of the other deficiencies; however, the scanning process will take time. Supervisor Barton said that the public hearings held tonight fixed incorrect local laws from previous years.

Mr. Wells felt the state did a good job and their review sessions went well but that the auditors did not clarify their statements when doing the report. Mike Weldon asked if there were any other issues. Mr. Wells said they want the value of farmland to be equal to residential land; there are other Towns that calculate it the way Parma does. Residents will have to fill out new paperwork each time they move, they will not be able to transfer paperwork from address to address and all exemptions will be removed each time there is a sale.

Councilperson Roose asked if the assessment on farmland might go up. Mr. Wells said there will be an increase for fairness. He explained that some of the things

they said were errors were suggestions from them. From these audits the state is trying to determine where more training is needed.

Steve Zajac asked if there are current procedures in place and if staffing is an issue. Mr. Wells said that there were not procedures in place and staffing is an issue. The office will begin double checking each exemption and every exemption will be reviewed by Mr. Wells going forward. It was noted that the Town's response to the report has already been completed and is attached to the final report from the Comptroller's Office.

## **INFORMATIONAL ITEMS**

### **2018 PARKS AND RECREATION ANNUAL REPORT**

Mr. Venniro said he emailed the report to all members of the Board and that it paints a picture of the operations of the Parks and Recreation Department for 2018.

### **ZARPENTINE FARMS**

Dennis Scibetta read an article that will appear in the Suburban News. There will be a celebration held on March 16, 2019 to celebrate the permanent protection of 98 acres of land at Zarpentine Farms which will remain farmland and will not be able to be subdivided and sold as building lots. A lot of work went into this project by members of the Farmland and Open Space Committee members, past and present, including Scott Copey, Linda Judd, Pat Buskey, Marilyn DeMeyer, and Tiffany Petranik. They would like to invite any members of the Town Board available to come and help celebrate.

## **LIAISON REPORTS**

\*\*Councilperson Keller reported he attended the Zoning Board meeting and Dan Melville chaired the meeting and did a great job. They approved three applications and tabled one.

\*\*Councilperson Comardo reported that HPDICE did not meet since the last Town Board meeting. He noted there will need to be discussions about who will take over the Bio Hazard Pod when he leaves the Board, which is currently in maintenance mode.

\*\*Councilperson Roose wanted to thank Don Wells for his work throughout the audit, making adjustments but also being able to push back when needed. The Recreation Commission meeting was canceled.

\*\*Councilperson Judd attended the Library meeting today. They reviewed their budget and the changes necessary so they don't go over it again next year. She mentioned at a previous board meeting the library would like to get additional

computers because they were going to help prepare taxes but she said she relayed to staff that short of helping individuals get to the website they could not advise or help them prepare their taxes, if they need that kind of help they could contact the Recreation Department to schedule an appointment for free tax assistance. She attended the RTS meeting in Clarkson which was very discouraging. They discussed mostly Route 104 and it was said they are not legally bound to come our way leaving Hilton, North Greece, Hamlin and Kendall out of the discussion.

She has been working on the sign and article for Zarpentine Farms. They are trying to get the word out about the celebration and also put to rest the discussion that the Town is funding these Open Space Projects. Most of the money is funded by the federal government and in this case Mr. Zarpentine picked up the Town portion and the Town invested very little money.

### **ENTER INTO EXECUTIVE SESSION**

**RESOLUTION NO. 94-2019** Motion by Councilperson Comardo, seconded by Councilperson Judd, to enter into executive session to discuss a legal matter. There will not be any business conducted after the Board comes out of Executive Session.

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

The Board entered into executive session at 8:08 p.m.

### **CLOSE EXECUTIVE SESSION**

**RESOLUTION NO. 95-2019** Motion by Councilperson Judd, seconded by Councilperson Keller, to close the executive session at 8:53 p.m. and return to regular session.

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

There was no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 8:54 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk