

Parma Town Board meeting held on Tuesday, June 18, 2019 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY

ATTENDANCE

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

OTHERS IN ATTENDANCE

Leslie Boedicker, Library Director, Art Fritz, Zoning Enforcement Officer, Nicole Ryan, Freed Maxick, Gabriella Viavattene, John Huber, 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 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 – MAY 21, 2019

RESOLUTION No. 159-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd, to accept the Minutes of the regular meeting held on May 21, 2019.

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

SPECIAL MEETING MINUTES – JUNE 4, 2019

RESOLUTION No. 160-2019 Motion by Councilperson Roose, seconded by Councilperson Keller, to accept the Minutes of the special meeting held on June 4, 2019.

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 were submitted and filed in the Supervisor's Office. Town and County tax collection has been turned over to Monroe County. The final interest check has not been turned over to the Supervisor because of a returned check that occurred after the surrender and she is waiting for those funds to be returned to the Town from the County. She spoke to the County today and the request for the return of funds was submitted by them on Friday.

The primary election is next Tuesday; after talking to the Court Clerk they will be holding Court that night.

The Town Clerk is in receipt of the Spencerport Fire District Audit for 2018 and will be posted to our website.

HIGHWAY DEPARTMENT REPORT

Supt. Speer was absent. There was no report.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that they closed May strong and are up one permit and one new house from last year. He gave an update on the subdivisions in the Town. The last section of Fallwood is being completed now. Country Village, Ferrante Subdivision, James Moore Circle and Calebs Trail are close to completion.

They continue to have calls for drainage. The lake is at historic levels and they expect the levels to continue rising between now and the end of June. The lake is higher than it was in 2017 but the winds have not been as bad and the residents seem to be more prepared this time.

Septic System Update – MRB was at Town Hall and tested a couple spots for the best placement for the septic system, they have a report on the water usage at the Town and will be providing a report soon.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that the Parks and Recreation Budgets are accurate through most of May and was sent to the Board for their review. Summer registration and programming is well under way. The 2019 Parma Days Summer Smash will be held July 26, 2019 featuring food vendors,

music, bounce houses, a petting zoo, movie under the stars and fireworks. He would like the Town Board to have a table set up similar to last year.

A separate email to the Board contained individual reports from the Recreation Staff that attended the 2019 NYS Recreation and Parks Conference. He felt this was an amazing experience for the Department and each person that attended has begun to implement some of what they brought back with them.

Park Update:

They are still battling the weather which has created problematic conditions in the Park making this one of the most difficult springs in recent memory. They can hardly get mowers on the grounds to access areas. They will be looking to re-prioritize some capital spending for the year as our drainage is a very real problem compared to other parks and fields. Despite the conditions the Parks Department was able to get the fields in shape for the Hilton Heat Soccer Tournament and received many compliments.

LIBRARY REPORT

Leslie Boedicker reported that the Library roof is complete and she is in the process of finishing the paperwork for the grant.

She is working on getting the new No Smoking Signs to comply with the new State Law. It was recommended due to the location of the library to the church and other businesses that she send correspondence to neighboring businesses that fall within 100' of the Library notifying them that they will have to comply with the State Law and enforce it at their business. She received a draft letter from the State and they have mailed those letters out.

PUBLIC FORUM

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

Mike Weldon thanked Tom for getting the cemeteries mowed. He asked who was responsible to maintain the signs around the Town, ex. Martin Farm when they start to fade or peel. Supervisor Barton said they would look into it.

BUSINESS ITEMS
2018 AUDIT REVIEW

Nicole Ryan, Freed Maxick, presented the Audit Review for the year ending in 2018. The audit was conducted in accordance with generally accepted auditing standards and financial statements were prepared. There were no changes from the previous year. They did have to issue an adverse opinion about Governmental Activities due to the Capital Assets being omitted again this year, also not a change from last year. After the implementation of GASBY 75 the total liability showing on the books seems high because the Town is not able to fund anything to offset the liability. There are approximately 7.3 Million in Long Term Liabilities. As for the Town General Funds, the revenues exceeded expenditures. Both the Highway and Library Funds expenditures exceeded their revenues. The Town had to move funds to offset those balances. As for Special Districts all but the Lighting District's revenue exceeded expenditures.

They noted the material weakness due to the capital assets being omitted, a repeat finding from last year. There was one control deficiency regarding cash receipt documentation. After testing random samples, they noted that the Highway and Library are not providing enough documentation for their cash receipts. They are mentioning it so that this can be remedied before it becomes a significant issue. Supervisor Barton said they are already working with the Departments to provide supporting documentation.

RESOLUTION No. 161-2019 Motion by Councilperson Comardo seconded by Councilperson Judd to accept the 2018 Audit Report prepared by Freed Maxick.

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

SPECIAL POLICE APPOINTMENT

RESOLUTION No. 162-2019 Motion by Councilperson Roose seconded by Councilperson Comardo to appoint Michael Lonville to the Special Police Force effective immediately.

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

There are currently 5 individuals on the Special Police Force; the hope would be to have around 10. Supervisor Barton noted that he has been in contact with the Town of Greece to help with traffic control during the Applefest this year. They have agreed to provide 3 officers and cars at this event. They will also be providing services during the Fireman's Carnival.

RESOLUTION No. 163-2019 Motion by Councilperson Roose seconded by Councilperson Keller to accept Peter Colombo's resignation from the Special Police Force until he can complete the

training that was not offered during the one year period he had to take it by, once he has taken the training he can be reappointed.

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

John Huber asked the Board to explain what the Special Police is and what they do. It was explained that they are a volunteer group whose operating costs are funded equally between the Town, Village, School, and Fire Department to help with traffic control during Special Events. They are unarmed.

PROPERTY MAINTENANCE

Art Fritz, ZEO, stated that currently the Town has been using KPC Properties and 121 Groundskeeping to keep up with property maintenance until a contract for this year could be awarded.

KPC Properties was the lowest bid last year and was awarded the bid for property maintenance in 2018. The response time was slow and invoices were provided too late to put the cost of the maintenance on the tax bills for payment.

The quote from LC Property maintenance came in very low. Councilperson Roose asked if any references were checked for them. Mr. Fritz said he did not. All companies that put in a quote were provided the expectations of the contract. There were concerns with the LC Property quote because it was so much lower than the other bids.

Supervisor Barton asked if Mr. Fritz knew how many times a year these properties are cut. Mr. Fritz thought it to be approximately 4 to 5 times. Councilperson Roose felt that some of the biggest complaints are due to high grass and that the Town needs someone reliable who can get out there when it's needed. There was discussion about how this is billed to the owner and how it is paid. The price is determined by the Zoning District the property is in.

RESOLUTION NO. 164-2019 Motion by Councilperson Roose, seconded by Councilperson Judd, to award the bid to 121 Groundskeeping as proposed to perform the property maintenance for the Town in 2019. The Board believed this to be the best value quote.

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

RETIREMENT REPORTING RESOLUTION
ELECTED AND APPOINTED OFFICIALS STANDARD WORKDAY AND REPORTING

RESOLUTION No. 165-2019 Motion by Supervisor Barton seconded by Councilperson Comardo,

BE IT RESOLVED, that the Town of Parma hereby establishes the following as standard work days for the following elected and appointed officials and will report the officials to the New York State and Local Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Tier 1 Employee (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is 20)	Not submitted (Check only if official did not submit their Record of Activities)
Elected Officials						
Town Clerk	Carrie Fracassi	7	01/01/2018-12/31/2021	N	21.10	
Appointed Officials						
Dog Control Officer	Arthur Fritz	7	01/01/2019-12/31/2019	N	7.74	
Planning Board	Michael Ingham	7	01/01/2019-12/31/2023	N	.43	
Receiver of Taxes	Carrie Fracassi	7	01/01/2019-12/31/2019 See Town Clerk appointment is renewed annually	N	NA	
Zoning Board of Appeals	Dean Snyder	7	01/01/2019-12/31/2021	N		X
Zoning Board of Appeals	Tim Thomas	7	01/01/2019-12/31/2023	N	.72	
Zoning Board of Appeals Secretary	Carrie Fracassi	7	01/01/2019-12/31/2019	N	.70	
**the maximum number of days that can be reported to the New York State Retirement System is 20						

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

PREPAID CHECKS

RESOLUTION No. 166-2019 Motion by Councilperson Keller, seconded by Councilperson Roose to authorize the payment of Prepaid Checks as presented in amount of \$525.00.

		JUNE					
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
RIGNEY	AOO.570.7111.490.00	06/03/19	Z991.110	1143	525.00	DJ PARMA EXPEREINCE	

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

BUDGET TRANSFERS

RESOLUTION No. 167-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd, to approve the Budget Transfers as presented in the amount of \$5,465.99.

BUDGET TRANSFER			JUNE			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO.570.7610.491.04	SR GOLF	\$500.00	AOO.570.7610.494.04	SR ENTERTAINMENT/EVE	\$1,250.00	VENNIRO
AOO.570.7610.495.04	SR CREATIVE ARTS	\$250.00	AOO.571.7110.211.00	OFFICE SUPPLIES	\$215.99	VENNIRO
AOO.570.7610.496.04	SR OTHER	\$250.00				
AOO.570.7610.497.04	SR FITNESS	\$250.00				
AOO.571.7110.451.00	GASOLINE	\$215.99				
AOO.550.5132.425.00	MAINT SUPPLIES	\$4,000.00	AOO.550.5132.460.00	CONTRACTED SERVICES.	\$4,000.00	SPEER
		5,465.99			5,465.99	

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

MRB – LIBRARY PRESENTATION

Scott Bova, MRB, gave a presentation on the Library and the options and assessment needs moving forward for a new library. They Library completed surveys and collected information from the community that was used to put the presentation together. The existing Library was built in 1977 and is 8,100 sq. ft. The entrance is on West Avenue and they have a shared parking lot with the neighbor. There is no room to expand this building to create additional space. After studying the needs it was determined that libraries in general provide more services than before and based on the Town’s need they would need twice as much space as they currently have. Libraries now hold classes, meetings and community events and need space to hold those. The study focused on four sites in or near the Village and close to the schools including St. Leos Church site (which has since sold), a site on West Avenue, outside the Village, and the North and South side of Old Hojak Lane (all of which are currently not for sale). Depending on the site chosen the Town might need to consider the development costs of building on undeveloped property.

The current building has been well maintained and this project is more about the need for more space not the condition of the current building. The one available meeting space in the Library is usually booked all day and night. The Town of Parma Library is above average for NYS for the

amount of cardholders in an area. He felt it would be beneficial to have more community and Town input when moving forward. They will keep all of the information gathered for use in the future too. He also suggested going to other libraries and talking to people there. Councilperson Roose asked if he has designed other libraries. Mr. Bova said that most of the libraries he has designed have been down state. He would have information on those libraries if anyone wanted to see them. Leslie Boedicker said that for them it is not book space they need it is space in order to have space for tutoring, computers, and classes. The Town of Parma has over 9,000 card holders which is above average for communities and we hold more programs than a lot of libraries but we need the space to continue that.

SEASONAL PARK ATTENDANT REHIRE

Tom Venniro explained that during the busy season they traditionally have 4 to 5 park attendants on staff and two park attendants on hand each weeknight or event day to keep up with the amount of traffic and cleaning in the park and for safety reasons. They only retained three park attendants from 2018 and after attempting to only have one park attendant on during the park hours they have concluded it is in the best interest of the park to add a fourth. A former Park Attendant is interested in the position and he would like to offer this to him. This position is budgeted for and within the budgeted amount.

RESOLUTION No. 168-2019 Motion by Councilperson Roose, seconded by Councilperson Judd to re-hire Robert Avel as a Seasonal Park Attendant at a rate of \$12.25 per hour until October 31, 2019. An updated background and drug test came back negative.

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

ADVERTISE FOR SEASONAL PARK LABORER

Due to a variety of factors the Park is very behind in maintenance. Mr. Venniro would like to hire a Seasonal Park Laborer to assist on getting park operations back on track. He would suggest paying a rate appropriate to the level of skill/experience the candidate can offer. This position is in the budget so there will be no financial burden to the town as very little of that line has been expended. This position would be advertised on the website, the Town Hall Board, and other electronic needs.

Mr. Venniro would like to discuss the hiring procedure going forward with regards to certain seasonal positions. After talking to some Towns they give discretion to their Department Heads to hire certain positions as needed and maybe needed quicker than the current process allows. Those pay rates could be set by the Town Board at the Organizational Meeting.

RESOLUTION No. 169-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo to authorize the Recreation Department to advertise for a Seasonal Park Laborer at a rate between \$12.50 and \$17.00 based on experience. This person will be determined by the Department Head with final approval from the Supervisor.

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

SEASONAL RECREATION ASSISTANT PAY RATES

Mr. Venniro is seeking approval of the proposed pay rates (attached) for both returning and new staff for the Summer Camp with a start date of June 17, 2019.

RESOLUTION No. 170-2019 Motion by Councilperson Comardo, seconded by Councilperson Keller to approve the two rates of pay for returning and new Summer Camp Staff for 2019.

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

INFORMATIONAL ITEMS

Supervisor Barton reported that the Parks Department Trailer is in pretty rough shape and they are looking to purchase a new one that is enclosed. Three quotes were secured and one was under \$5,000. Supervisor Barton and Mr. Venniro have decided to accept the quote that was under \$5,000 which does not require Board Approval but he wanted to update the Board with the information.

LIAISON REPORTS

** Councilperson Keller reported there is a Zoning Board meeting on Thursday.

** Councilperson Comardo reported that HPDICE had an end of season Celebration. They will be starting back up at the end of August beginning of September.

** Supervisor Barton reported he filled in for Councilperson Judd at the Planning Board meeting. They had two applications; a conditional final was approved for All Seasons and Pine Hill Estates received preliminary approval.

** Councilperson Roose noted that July 16, 2019 is the next Town Board meeting and that the Board should discuss what they would like to do at the Summer Smash being held on July 26, 2019.

** Councilperson Judd reported that the Library Board and Farmland and Open Space will not meet again until July. The Sign for Zarpentine Farms has been ordered.

WARRANT

RESOLUTION No. 171-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo to approve payment of AOO General Fund bills, in the amount of \$43,401.66.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 172-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$2,237.11.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 173-2019 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Townwide Fund bills, in the amount of \$282.82.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 174-2019 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$17,335.31.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 175-2019 Motion by Councilperson Keller, seconded by Councilperson Comardo to approve payment of S23 King Hamlin Sewer Fund bills, in the amount of \$403.71.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 176-2019 Motion by Councilperson Comardo, seconded by Councilperson Roose to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$11,336.67.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

RESOLUTION No. 177-2019 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of TAO Trust and Agency Fund bills, in the amount of \$750.00.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0
The total to be paid is \$75,747.28

ENTER INTO EXECUTIVE SESSION

RESOLUTION No. 178-2019 Motion by Councilperson Comardo, seconded by Councilperson Judd to enter into Executive Session to discuss proposed, pending or current litigation. There will be no business conducted after the Executive Session.
Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

Entered into Executive Session at 9:10 p.m.

EXIT OUT OF EXECUTIVE SESSION

RESOLUTION No. 179-2019 Motion by Councilperson Comardo, seconded by Councilperson Keller to exit out of Executive Session and enter back into Regular Session at 9:35 p.m.

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

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 9:36 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk