

Parma Town Board meeting held on Tuesday, January 7, 2020 at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

ATTENDANCE

Supervisor	Jack Barton
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd
Councilperson	Stephen Zajac
Town Clerk	Carrie Fracassi
Building & Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Jim Christ

OTHERS IN ATTENDANCE

John Huber, Emily Bishop, Thomas Bishop, Nathan Goudici, Dylan Boprey, Taylor Legler, Mike Weldon, Sr., Art Fritz, Dog Control Officer, Jim Vinette 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 – DECEMBER 17, 2019

RESOLUTION NO. 41-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to accept the Minutes of the regular meeting held on December 17, 2019 as presented.

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

YEAR END MEETING MINUTES – DECEMBER 30, 2019

RESOLUTION NO. 42-2020 Motion by Councilperson Keller, seconded by Councilperson Judd to accept the Minutes of the year end meeting held on December 30, 2019 as presented.

Motion carried: Aye 3 (Barton, Keller, Judd) Nay 0 Abstain 2 (Roose, Zajac)

TOWN CLERK REPORT

The Town Clerk reported that the Town Clerk and VFW Reports for December have been completed and submitted to the Supervisors Office. The 2019 Year End report has also been submitted to the Supervisor's Office.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported that he has met with all the Towns to the west, including the Village. Some discussions centered on the Towns assisting each other when needed. He has touched base with the County and spoke to Mike Slattery about the Town's interest in obtaining County work this year. The Department has been doing some office work and maintenance in the building. The locks have been changed. He will be getting quotes to replace the outside doors completely.

After meeting with the neighboring Towns he would like to have further discussion about having Kim be at the Highway Department more and/or full time if possible. This situation of going between offices is difficult on both of them and would be very helpful to him during the transition period while he is learning things and getting up to speed. Supervisor Barton said that they should sit with the Finance Director to work out a better schedule for the offices.

Councilperson Zajac asked if there is an agreement in place between the Towns to assist each other. Supervisor Barton said there is an Intermunicipal Agreement in place among all of the Towns at the County level.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that they ended 2019 at 306 permits, which is a little lower than 2018. Mr. Scibetta gave updates for the subdivisions in the Town.

They are in the process of scheduling a time for the Heat Trace Tape to be installed, hopefully before the next round of bad weather comes through.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that the Parks and Recreation Budget Reports are accurate through the 2019 calendar year and will be available soon.

The Winter/Spring 2020 Experience Guide is complete and being printed. Many programs are already available online. In conjunction with the AARP appointments for tax preparation are being scheduled; there will be approximately 600 appointments before the end of the season. The services will start on February 4, 2020.

Parks Update:

The Parks Department has been doing a lot of work internally at Town Hall moving and setting up the Town Clerk's Office.

They received a second bid for the Parks truck in the amount of \$18,100.00. They are going to make a counteroffer and if rejected they will be looking for Board approval to advertise the sale of the truck via a bidding process.

PUBLIC FORUM

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

John Huber asked what Jim Christ's relationship was with the Town before he ran for office. Supt. Christ said he has worked for the Town since 2005. Prior to coming to the Town he did road work, plowing, and asphalt. When Supt. Speer decided to retire he asked Mr. Christ to run for the position.

Mr. Huber asked Mr. Venniro what is happening to the Trees around the park that are marked. Mr. Venniro said that they plan to take those down over a period of time during the winter when there is no snow to plow. Most of the trees are diseased; some are a hazard.

BUSINESS ITEMS

SCOUTS KLONDIKE DERBY LICENSE AGREEMENT

Tom Venniro reported that the Boys Scouts are requesting to host their annual Klondike Event at the VFW Lodge and within the Parma Town Park on January 24-26, 2020. The event consists of teaching scouts natural survival skills in the winter. The primary use of Town facilities will be in the VFW yard and Park Trails. The Lodge will be reserved but only used as a warming hut/zone on a limited basis. The troop will provide a portable bathroom and will not be using the facilities unless necessary. He is recommending we permit the use of facilities free of charge as we have before but still collect a security deposit. The VFW members have agreed to do the same. There was discussion about the insurance provided to the Town.

RESOLUTION NO. 43-2020 Motion by Councilperson Zajac, seconded by Councilperson Judd, to authorize the Supervisor to sign the Agreement for Use of the Parma Town Park by the Boy Scouts of America for the 2020 Boy Scouts of America Klondike Event, this includes use of the VFW.

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

RESOLUTION NO. 44-2020 Motion by Councilperson Judd, seconded by Councilperson Roose, to waive the fee for the VFW use during the 2020 Boy Scouts of America Klondike Event.

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

BEFORE AND AFTER SCHOOL/SEASONAL RECREATION ASSISTANT

The Recreation Department is seeking approval to advertise for Before/After Care and UPK Program Staff for the remainder of the 2020 school year per the Town Hiring Policy. They are losing a staff member who is moving out of state and they are looking for a floater due to illness/injury in the program allowing them to maintain their ratios. These positions have a set pay rate schedule and would be appointed seasonally with an end date of June 26, 2020. There would be no impact on the budget with these positions as they are all hourly.

Mr. Venniro would like to revisit the discussion had during 2019 about him having blanket approval to advertise and hire if needed for certain positions that require certain levels of staffing. There was discussion about completing interviews with previous applicants without advertising. Supervisor Barton is not comfortable advertising for positions without Board approval but did not see why the Department could not look at previous applicants and interview them. The concern from the Board is the ability to maintain the proper ratios for these programs.

RESOLUTION NO. 45-2020 Motion by Councilperson Keller, seconded by Councilperson Judd, to authorize the Recreation Department to advertise for part-time Before/After School Seasonal Recreation Assistants.

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

PRE-PAIDS CHECKS – DECEMBER 2019

RESOLUTION NO. 46-2020 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the prepaid checks as presented.

				DEC			
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
BRAEMAR	AOO.516.1430.460.00	12/24/19	Z991.110	1204	673.50	EMPLOYEE TRAINING	DONE
GOLDEN MEMORIES	AOO570.7310.490.42	01/04/20	Z991.110	1209	6,600.00	SKI CLUB	DONE

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

BUDGET TRANSFERS - 2019

RESOLUTION NO. 47-2020 Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the budget transfers as presented in the amount of \$94,692.17.

TRANSFER			DEC			
ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	REQUESTED
AOO.411.2610.00	FINES AND FEES	39,500.00	AOO.511.1110.490.00	DISTRIBUTION OF FINES	\$39,500.00	PINZON
AOO.511.1110.130.00	OFFICE CLERK IV	3,500.00	AOO.511.1110.120.00	COURT CLERK	\$2,500.00	PINZON
			AOO.511.1110.110.00	JUSTICES	\$1,000.00	PINZON
AOO.510.1010.410.00	OFFICE SUPPLIES	398.00	AOO.510.1010.110.00	BOARD MEMBERS	\$650.00	GAVIGAN
AOO.510.1010.430.00	EDUCATIONAL PROF	280.00	AOO.510.1010.120.00	DEPUTY SUPERVISOR	\$240.00	GAVIGAN
AOO.510.1010.210.00	EQUIPMENT	232.00	AOO.512.1220.110.00	SUPERVISOR	\$400.00	GAVIGAN
AOO.512.1220.210.00	EQUIPMENT	700.00	AOO.513.1310.110.00	DIRECTOR OF FINANCE	\$500.00	GAVIGAN
AOO.513.1310.450.00	PERSONAL CAR	300.00	AOO.513.1310.130.00	ASST FINANCE	\$100.00	GAVIGAN
AOO.514.1410.430.00	EDUCATIONAL	400.00	AOO.514.1330.110.00	RECEIVER OF TAXES	\$200.00	FRACASSI
AOO.514.1410.410.00	OFFICE SUPPLIES	350.00	AOO.514.1410.110.00	TOWN CLERK	\$200.00	FRACASSI
			AOO.514.1410.120.00	DEPUTY CLERK/RECEIVER	\$350.00	FRACASSI
AOO.515.1355.490.00	ASSESSMENT/REVAL	\$866.00	AOO.515.1355.110.00	ASSESSOR	\$500.00	WELLS
			AOO.515.1355.120.00	ASST ASSESSOR	\$350.00	WELLS
			AOO.515.1355.210.00	OFFICE EQUIPMENT	\$16.00	WELLS
AOO.570.7020.430.00	EDUCATIONAL & PROFESSIO	\$250.00	AOO.570.7140.150.01	SCHOOL BEAR STAFF	\$370.74	VENNIRO
AOO.570.7610.490.04	TRIPS	\$14.00	AOO.570.7310.120.02	VACATION CLUB STAFF	\$425.70	VENNIRO
AOO.570.7610.494.04	SR ENTERTAINMENT/EVENIN	\$94.00	AOO.570.7610.110.04	VAN DRIVER	\$87.75	VENNIRO
AOO.571.7110.210.00	EQUIPMENT	\$5,967.70	AOO.570.7020.451.00	GASOLINE	\$17.00	VENNIRO
AOO.571.7110.410.00	OFFICE SUPPLIES	\$22.47	AOO.570.7310.489.42	HOLIDAY PROGRAM EXPENSE	\$35.00	VENNIRO
AOO.516.1420.474.00	LEGAL	\$5,746.00	AOO.570.7315.493.03	BASKETBALL - YOUTH TEAM	\$11.98	VENNIRO
			AOO.570.989.490.06	NUTRITION	\$400.00	VENNIRO
			AOO.570.7020.110.00	RECREATION DIRECTOR	\$200.00	VENNIRO
			AOO.570.7020.120.00	RECREATION SUPERVISOR	\$2,620.00	VENNIRO
			AOO.570.7020.140.00	RECREATION SUPERVISOR	\$2,620.00	VENNIRO
			AOO.571.7110.120.00	ASST FOREMAN	\$4,050.00	VENNIRO
			AOO.571.7110.140.00	GROUNDSPERSON	\$950.00	VENNIRO
			AOO.571.7110.150.00	SEASONAL LABOR	\$306.00	VENNIRO
AOO.575.7520.441.00	GAS & ELECTRIC	65.00	AOO.575.7510.110.00	HISTORIAN	\$35.00	GAVIGAN
AOO.576.7520.441.00	GAS & ELECTRIC	5.00	AOO.575.7510.120.00	CURATOR	\$30.00	GAVIGAN
AOO.590.9030.810.00	SOCIAL SECURITY	2,300.00	AOO.576.7520.442.00	TELEPHONE	\$5.00	GAVIGAN
AOO.590.9030.820.00	MEDICARE	600.00	AOO.590.9060.810.00	MEDICAL INSURANCE	\$2,900.00	GAVIGAN
BOO.530.3410.460.00	CONTRACTED SERVICES	2,317.00	BOO.514.4020.110.00	REGISTRAR	\$30.00	GAVIGAN
			BOO.537.3620.110.00	BUILDING INSPECTOR	\$500.00	GAVIGAN
			BOO.537.3620.130.00	ZONING	\$80.00	GAVIGAN
			BOO.537.3620.140.00	SECRETARY ZONING	\$350.00	GAVIGAN
			BOO.580.8010.110.00	EXEC/ZONING	\$30.00	GAVIGAN
			BOO.580.8020.110.00	EXEC/PLANNING	\$30.00	GAVIGAN
			BOO.582.8020.130.00	PLANNING BOARD	\$1.00	GAVIGAN
			BOO.590.9030.810.00	SOCIAL SECURITY	\$600.00	GAVIGAN
			BOO.590.9030.820.00	MEDICARE	\$200.00	GAVIGAN
			BOO.530.3410.431.00	BOOKS & SUBSCRIPTIONS	\$496.00	GAVIGAN
DAO.550.5142.460.00	CONTRACTED SERVICES	3,300.00	DAO.550.5142.452.00	VEHICLE MAINTENANCE	3,300.00	CHRIST
DBO.550.5110.410.00	BLACK TOP REPAIRS	4,000.00	DBO.550.5130.452.00	VEHICLE MAINTENANCE	4,000.00	CHRIST
AOO.550.5132.425.00	MAINTENANCE SUPPLIES	1,150.00	AOO.550.5132.442.00	TELEPHONE	250.00	CHRIST
DAO.550.5142.110.00	FULL TIME	9,380.00	AOO.550.5010.110.00	HIGHWAY SUPERINTENDENT	820.00	CHRIST
DAO.550.9010.810.00	NYS RETIREMENT	450.00	AOO.550.5010.120.00	OFFICE CLERK III	80.00	CHRIST
DAO.550.5142.451.00	GASOLINE	4,000.00	DAO.550.5142.120.00	PART TIME	600.00	CHRIST
DAO.550.5142.453.00	DIESEL FUEL	5,000.00	DAO.550.5142.130.00	OVERTIME	19,905.00	CHRIST
DAO.450.2770.00	UNCLASSIFIED REVENUE	3,525.00	DAO.550.9030.810.00	SOCIAL SECURITY	1,400.00	CHRIST
			DAO.550.9030.820.00	MEDICARE	450.00	CHRIST
		94,692.17			94,692.17	

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

*Actual acquisition costs 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: 1/7/2020 DEPARTMENT: HIGHWAY

TAG #	DESCRIPTION / MANUFACTURER	MODEL	SERIAL #	ACQUIRED		A-ACQUIRED		DATE	REMARKS
				FROM	COST	D-DISPOSAL	D-DISPOSAL		
3488	3 DRAWER GRAY CABINET						D-DISPOSAL	1/3/2020	BROKEN
	OVERHEAD GRAY CABINET						D-DISPOSAL	1/3/2020	BROKEN
	TRUCK AXLE							1/7/2020	SELLING

PREPARED BY: KIM LEDTKE NAME _____
 SECRETARY _____ TITLE _____

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

LIBRARY BOARD RESIGNATIONS

An email was received from Linda Kirchgessner advising the Town that she is no longer a resident of the Town of Parma and that she resigned from the Library Board as of November 5, 2019.

A letter was received from Patricia O’Leary advising the Town that she is resigning her position from the Town of Parma Library Board as of December 4, 2019.

RESOLUTION No. 50-2020 Motion by Councilperson Judd seconded by Councilperson Keller, to accept the Resignation Letters with regrets from Linda Kirchgessner effective November 5, 2019 and Patricia O’Leary effective December 4, 2019 from the Town of Parma Library Board.

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

Councilperson Judd noted that they have received a couple applications for the openings on this Board and two people sat in on the last meeting. They are hoping to interview this week. These open Board positions were advertised on both the Town Website and Bulletin Boards and the Library Website.

LEASE AGREEMENT FOR KENNEL FACILITIES

Art Fritz, DCO, stated that this Agreement has been the same for the past 10 years. The fees have not gone up during that time. Parma is designated two kennels in the facility and Mr. Fritz has access to them at all times. Other Towns use this facility also. John Huber asked what the cost for this is. Mr. Fritz said it is \$2,000.00 per

year, that includes all food and care of the dogs and if necessary they facilitate adoptions of the dog to safe homes.

RESOLUTION NO. 51-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac, to authorize the Supervisor to sign the Lease Agreement for Kennel Services with Hamlin for the year 2020.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0
**Agreement attached at the end of the minutes.*

INFORMATIONAL ITEMS

Supervisor Barton noted that the Town Board approved closing the Town Offices on December 24, 2019 and December 30, 2019. As in past years, in order to get the paid time off, staff would have to be at work during the open hours. If you took vacation you had to take a full day vacation. This year a handful of people took a half day vacation and then the rest of the day as paid time off. For this year only he is willing to allow those employees to either take sick time, personal time, or vacation time to fill the gap but not paid time off. There was discussion about how to handle staff that has to work all day on those days. The Board will have to be clearer in the resolution going forward.

The Community Disaster Plan is very old and needs to be replaced. This committee is made up of representatives of the Town, the Village of Hilton, the Hilton Central School District and the Hilton Fire Department. They include notices to Brockport and Spencerport School Districts because they do have a number of properties in their districts. This should be updated this year and Supervisor Barton is hoping someone from the Board will be the Town representative.

Supervisor Barton has spoken with Dennis Scibetta and the Town Clerk about updating the fee schedule for Parma. Mr. Scibetta said he will look at the fees for the surrounding Towns. It was noted that any increase in the Recreation Fee can only be on new subdivisions and that a fee for Zoning Compliance Letters should be put in place.

Supervisor Barton would like to start the conversation again about the maintenance of Town Buildings. The Highway Department is the oldest Building in the Town and there were discussions with the previous Superintendent about adding a 1 story addition to the current building for offices and a pole barn for the storage of equipment. He would like to continue that conversation with Supt. Christ.

The Comprehensive Plan for the Town is from 1989 and is very outdated. Supervisor Barton would like to get quotes so the Town can move forward with this. The Town has put money aside to start updating this. It does not help the Town because the Plan is so old. Mr. Scibetta said that there might be some grants available for this.

LIAISON REPORTS

**Councilperson Keller had no report.

**Councilperson Zajac reported that he has been reaching out to people to get up to speed.

**Councilperson Roose reported that there were two items on the Agenda for Planning Board.

**Councilperson Judd reported that Farmland and Open Space has not met. Per the Contract between the Library and the company that some Library Books were sent to for sale, the Town had to forfeit all monies made because there was a minimum sale amount needed and that was not met. The Board will be looking at that contract to try and terminate it. Zoning Board meets in a couple of weeks.

There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 7:45 p.m., seconded by Councilperson Roose and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk

LEASE AGREEMENT FOR KENNEL FACILITIES

LEASE AGREEMENT, made this 7th day of January 17, 2020 by and between the TOWN OF PARMA, a municipal corporation in the State of New York, having its office and principal place of business at 1300 Hilton Parma Corners Road, Town of Parma, Monroe County, New York, hereinafter referred to as “Lessee”, and

TOWN OF HAMLIN, having an office and principal place of business at 1658 Lake Road, Hamlin, New York 14464, in the Town of Hamlin, County of Monroe and State of New York, hereinafter referred to as “Lessor”.

WITNESSETH:

WHEREAS, Lessor owns and operates boarding kennel facilities for stray dogs known as Town of Hamlin Boarding Facilities, located at 80 Railroad Avenue, in the Town of Hamlin, County of Monroe and State of New York and

WHEREAS, Lessee desires to rent kennel facilities so that it may maintain a pound or shelter for dogs pursuant to Section 115 of the Agriculture and Markets Law of the State of New York.

THE PARTIES AGREE AS FOLLOWS:

1. Lessor hereby leases to Lessee, for Lessee’s exclusive use, two dog kennels at Town of Hamlin Boarding Facilities.
2. Lessee, Town of Parma Dog Control Officer will use the leased facilities to provide and maintain a shelter or pound for all dogs seized by the Town of Parma in accordance with the provisions of section 115 of the Agriculture and Markets Law.
3. Lessee, Town of Parma Dog Control Officer shall have access to the leased facilities at all times to deliver and pick up seized dogs or redeem previously seized dogs. Lessee, Town of Parma Dog Control Officer in its use of facilities, agrees to adhere to the practices and policies of the Lessor.
4. Lessor shall provide a competent employee to care for the dogs in the leased facilities and shall provide food and water for such animals. Lessor agrees to provide all insurances, maintenance and repair as may be necessary, and shall keep the leased facilities in a clean condition.
5. Residents of lessor, Town of Parma, may surrender dogs to lessee, Town of Hamlin, at no cost to the lessor.
6. The parties agree to comply with all provisions of Article 7 of the Agriculture and Markets Law and with any rules and regulations promulgated pursuant thereto in relation to seizure, holding care and redemption of dogs.

7. The Town of Parma will be responsible for collecting all kenneling fees prior to the dog's release to the dog owner as well as providing a release form to the dog owner so they may redeem their dog from the Town of Hamlin.
8. The Town of Hamlin will be responsible for collecting all fees for veterinary costs, adoption, spayed and neutered fees from the dog owner.
9. If the dog is not adopted or cannot be placed in a foster home after the hold period, the Town of Hamlin will take the dog to Lollypop Farm. There will be a \$35.00 charge for transporting the dog to Lollypop Farm. The Town of Parma will be responsible for the admittance fee to Lollypop Farm.
10. Lessor agrees to provide to Lessee a monthly report of the number of "dog days" used by lessee during the preceding month. A "dog day" is defined as the use of one kennel by one dog for one day (e.g., one dog held in one kennel for three days equals three "dog days").
11. Lessee shall pay to Lessor the sum of \$2,000.00 in two payments, \$1,000.00 upon the signing of this contract, and the final payment of \$1,000.00 shall be payable on or about July 1, 2020 by voucher submitted to the Parma Town Board of the Lessee.
12. This agreement shall commence on the 7th day of January 2020 and shall continue through the 12th day of January 2021.
13. This agreement may be terminated by either party upon thirty days written notice to the other party, with monies due or overpaid prorated on a monthly basis to the termination date.

IN WITNESS WHEREOF, the parties have executed this agreement the day and date for above written.

WITNESS:

TOWN OF PARMA

By: _____

Jack Barton
Town Supervisor

WITNESS:

TOWN OF HAMLIN

By: _____

Eric Peters
Town Supervisor