

Parma Town Board meeting held on Tuesday, January 21, 2020 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY

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

Mary Gavigan, Finance Director, John Huber, Jim Vinette, Mike Weldon, and other members of the Public.

CALL TO ORDER

Supervisor Barton called the meeting to order at 7:00 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 – January 7, 2020

RESOLUTION No. 52-2020 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the Minutes of the regular meeting held on January 7, 2020 as presented.

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

TOWN CLERK REPORT

The Town Clerk reported that she received from the Town of Sweden a draft of changes that they are making to their Code regarding Chapter 166 Telecommunications Facilities. It will be in my office if anyone is interested in viewing this.

The Town Clerk's office is up and running after our renovation. There are a couple loose ends to be finished but for the most part it is finished. The Town Clerk thanked the Parks Department for all of their work moving things back into the office and getting us up and going. It is very appreciated the amount of time they spent helping us.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported that he attended the Newly Elected Officials Conference for three days in January. It was very informative as to what to do and what not to do.

He is still waiting for a quote to come in for the new doors at the Highway Garage.

He received a statement from Zolax for the cost associated for them to come and grind the Town's brush that has accumulated during 2019; this brush is currently sitting on a site in Clarkson. The estimate is \$47,895.00. He is going to shop this with other companies and see if he can get a better estimate along with the Towns of Hamlin, Clarkson and Sweden. There was discussion about jointly purchasing a grinder, which can also be looked at; however, they are costly. While the Department chips the smaller brush anything over 12" cannot be done by us. The price to have this done by this company jumped a lot in the last year. In the past year because the Town collected brush year round there is a lot accumulated. The Department will not be doing year round brush pick-up. There will be two designated times for brush pick-up but now that they will be doing county work to bring money into the Town they will not have the free time to continue that.

The Department is currently doing county work on Clarkson Parma Town Line Road and there are more jobs lining up. The Department has not done this kind of work in four years.

He will be going to Albany as part of a contingency of Towns for Advocacy Days to try and get more money for Highway Departments across the State.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that the Department is still in its slower time; he met with a representative of the Greece Cobras to discuss what options they have with the land they own on Parma Center Road.

He attended a Stormwater Coalition Meeting last week. The Village of Hilton has already signed up for some training and he will be looking to have the Town also attend the training and then each municipality could do their individual inspections. Mr. Scibetta is looking to host a meeting mid to late this year also.

PARKS AND RECREATION **DEPARTMENT REPORT**

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

Registration for programs is available online and going very well for the Winter/Spring session. The first event of the year is the Winter Fest held at the Village Community Center on Saturday, February 1, 2020. The event is themed "Winter Day of Play" with indoor and outdoor (weather permitting) activities centered around play. Along with games and activities will be hot dogs, chili, hot chocolate and cupcakes by Rachel B's Cupcakes. They partner with the Hilton Sno-Flyers, Middle School, Lion's Club, Friends of HP Parks and Recreation, Brick Lab, local Karate Club, Library and Scouts for the event. They expect between 200-300 attendees.

The Family Sweetheart Dance will be held on Friday, February 7, 2020 at the Village Community Center. This event features refreshments, DJ, photos and more. This is a ticketed event and is limited. They expect to have roughly 130 attendees. All are welcome to come and witness this special event.

Park Update:

Snow removal is the Parks Departments major priority during the winter months. In between snow events the crews have been working on various projects including the Town Clerk's Renovation and vehicle maintenance for both Recreation and Parks.

Park Staff will be attending some local training in the upcoming weeks. The Park's truck is back up on live auction for the next two weeks. Project planning for 2020 is underway and they are looking into grants and alternative funding to use in addition to budgeted monies. He will have information regarding these in the upcoming meetings.

VFW Rental – He was contacted by Mr. Johnson, VFW member, who rented the facility for a funeral service for a Service Member. Mr. Johnson did not know at the time of renting it that per the contract with the Town that funeral services for Service Members are waived or exempt. It was felt there should be action by the Board to reverse out the transaction to waive the fee.

RESOLUTION NO. 53 -2020 Motion by Councilperson Zajac, seconded by Councilperson Judd, to authorize the Town Clerk to refund the \$100.00 rental fee to Mr. Johnson for the rental on February 8, 2020 for the funeral service of a Service Member recognizing that the VFW will open/close and clean the building after.

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

PUBLIC FORUM

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

John Huber asked Supt. Christ if he has noticed any changes to people he deals with in his duties since the change in office at the County level. Supt. Christ said that the two people he deals with have stayed the same as before.

Mr. Huber spoke about the Bail Reform and the negativity surrounding it. He stated that he is personally in favor of this and said that in the last six months there were on average 962 people in jail per day in Monroe County; since the reform that number has dropped to 714. He felt that from a tax payer perspective that is less people the jails are taking care of every day and is saving money. He noted that this is a poverty issue because if the people arrested had the money most of them would have been out of jail already on bail, it's because they don't have funds they have to stay in jail not necessarily the crime.

BUSINESS ITEMS

BUDGET TRANSFERS

RESOLUTION NO. 54-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve the Budget Transfers as presented in the amount of \$58,394.67.

TRANSFER			DEC			
FROM			TO			
ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	REQUESTED
LOO.574.7410.210.00	OFFICE EQUIPMENT	291.85	LOO.574.7410.415.00	JAN SUPPLIES	\$298.90	LIPOMI
LOO.574.7410.410.00	OFFICE SUPPLIES	1,381.72	LOO.574.7410.442.00	TELEPHONE	\$460.45	LIPOMI
LOO.574.7410.418.00	POSTAGE	281.31	LOO.574.7410.480.00	MISC EXPENSES	\$250.47	LIPOMI
LOO.574.7410.422.00	EQUIP RENTAL	725.10	LOO.574.7410.492.00	VAP	\$1,732.08	LIPOMI
LOO.574.7410.425.00	MAINT SUPPLIES	1,184.50	LOO.574.7410.460.00	CONTRACTED SERVICES	\$18,281.28	LIPOMI
LOO.574.7410.426.00	MECH REPAIRS	142.60				LIPOMI
LOO.574.7410.430.00	EDCUATIONAL	5.00				LIPOMI
LOO.574.7410.441.00	GAS AND ELECTRIC	1,633.34				LIPOMI
LOO.574.7410.444.00	WATER	81.97				LIPOMI
LOO.574.7410.450.00	PERSONAL CAR USE	195.45				LIPOMI
LOO.574.7410.490.00	BOOKS	1,794.15				LIPOMI
	FUND BALANCE	13,306.19				LIPOMI
LOO.574.710.050.00	PAGES	4,098.90	LOO.574.7410.110.00	LIBRARY DIRECTOR	\$215.72	LIPOMI
LOO.574.7410.170.00	LABORER	10.61	LOO.574.7410.120.00	LIBRARY 1	\$170.45	LIPOMI
LOO.574.7410.490.00	BOOKS	11.09	LOO.574.7410.140.00	LIB 1	\$217.07	LIPOMI
LOO.574.9030.810.00	SOCIAL SECURITY	229.13	LOO.574.7410.160.00	CLERKS	\$10,199.44	LIPOMI
	FUND BALANCE	12,076.76	LOO.574.7410.444.00	WATER	\$82.61	LIPOMI
			LOO.574.7410.492.00	VAP	\$17.65	LIPOMI
			LOO.574.9010.810.00	NYS RETIREMENT	\$3,294.66	LIPOMI
			LOO.574.9030.820.00	MEDICARE TAX	\$331.05	LIPOMI
			LOO.574.9040.810.00	WORKERS COMP	\$186.39	LIPOMI
			LOO.574.9060.810.00	MEDICAL INSURANCE	\$1,711.45	LIPOMI
AOO.510.1010.110.00	BOARD MEMBERS	60.00	AOO.510.1010.120.00	DEPUTY SUPERVISOR	\$60.00	GAVIGAN
AOO.514.1410.130.00	DEPUTY CLERK	67.00	AOO.514.1410.110.00	TOWN CLERK	\$67.00	GAVIGAN
AOO.515.1355.430.00	EDUCATIONAL	65.00	AOO.515.1355.410.00	OFFICE SUPPLIES	\$65.00	GAVIGAN
AOO.516.1420.474.00	LEGAL/TOWN	3,377.00	AOO.516.1620.110.00	LABOR/CLEANING	\$157.00	GAVIGAN
AOO.571.7110.451.00	GASOLINE	11.00	AOO.516.1430.460.00	CONTRACTED SERVICES	\$3,220.00	GAVIGAN
AOO.476.2657.00	VFW RENTAL	1,361.00	AOO.571.7110.410.00	OFFICE SUPPLIES	\$11.00	GAVIGAN
AOO.590.9040.810.00	WORKERS COMP	6,611.00	AOO.576.7520.480.00	MISC EXPENSES	\$515.00	GAVIGAN
BOO.482.2115.00	PLANNING BOARD FEES	1,583.00	AOO.576.7520.490.00	PROCEEDS	\$846.00	GAVIGAN
			AOO.590.9030.810.00	SOCIAL SECURITY	\$4,443.00	GAVIGAN
			AOO.590.9030.820.00	MEDICARE TAX	\$2,168.00	GAVIGAN
			BOO.582.8020.475.00	ENGINEERING	\$1,583.00	GAVIGAN
DAO.550.5142.460.00	CONTRACTED SERVICES	6,775.00	DAO.550.9060.810.00	MEDICAL INSURANCE	\$6,810.00	CHRIST
DAO.550.5142.480.00	MISC EXPENSE	1,035.00	DAO.550.9030.820.00	MEDICARE TAX	\$433.00	CHRIST
			DAO.550.5142.481.00	CLOTHING ALLOWANCE	\$567.00	CHRIST
		\$58,394.67			\$58,394.67	

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

TRANSFER

Supervisor Barton noted that this transfer is for salt usage. The Town spent \$397,000.00 on salt in 2019. In order to pay this expense a transfer has to happen from the AOO fund to the DAO fund. Councilperson Roose said that the news reported that Rochester, NY is #1 in the nation for snowfall this year. Supt. Christ noted that they are plowing and lying salt differently than in the past which should limit the overuse of salt.

RESOLUTION NO. 55-2020 Motion by Councilperson Judd, seconded by Councilperson Keller to approve the Budget Transfers as presented in the amount of \$64,000.00.

TRANSFER			DEC			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO.599.9901.910.00	INTERFUND TRANSFER	\$64,000.00	DAO.499.5031.00	INTERFUND TRANSFER REV	\$64,000.00	CHRIST
	SALT PURCHASE					
		64,000.00			64,000.00	

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

ASSESSMENT BOARD OF REVIEW APPOINTMENT

RESOLUTION NO. 56-2020 Motion by Councilperson Roose, seconded by Councilperson Keller, to reappoint Joe Reinschmidt to the Assessment Board of Review. The term will end on September 30, 2024.

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

FORKS PARK LIQUOR LICENSE – 30 DAY WAIVER

Supervisor Barton noted the Town received a request from the attorney for the owner of Forks Park to waive the 30 days that is required when making a change or modifying their liquor license. He would like to hold on this until an Inspection of the Property can be made with the owner by the Building Department. Information has been received that they are operating an event center without a permit and advertising for up to 120 people possibly requiring sprinklers. An inspection is scheduled tomorrow. Dennis Scibetta has spoken with the attorney and he agrees that this cannot be done this way.

WAVE ZONING BOARD FEE – FENCE VARIANCE REQUEST

Supervisor Barton said that this is being requested by the Parks Department for a fence on Town Property by the maintenance building. The request is for a 8' high vinyl fence to enclose an area for storage and security of equipment outside the building. Tom Venniro stated that the current outside storage could be a safety issue if someone were to be playing on or with the equipment being stored outside. Waiving the fee eliminates the Town paying the Town.

RESOLUTION NO. 57-2020 Motion by Councilperson Judd, seconded by Councilperson Zajac, to waive the Zoning Board fee to the Town of Parma by the Town of Parma Parks Department for a fence.

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

LIBRARY BOARD APPOINTMENTS

There was discussion about the application and interviewing process, whether the Town Board should be making appointments for a Board they don't have any say over and if Oaths should be administered. There was concern that the Library Board liaison was not involved in the interviewing process or made aware that they had chosen two people. The Board was not comfortable voting on this until they had more information.

RESOLUTION NO. 58-2020 Motion by Councilperson Zajac and seconded by Councilperson Keller, to table the Library Board appointments to a future meeting.

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

LOADER REPLACEMENT

Supt. Christ explained that Brian Speer purchased a 2019 Loader last June/July and it does not have the power needed to operate to the capacity the Department needs. Supt. Christ reached out to George & Swede to see about a trade in for a loader that does have the power needed to operate it properly. After discussions George & Swede agreed to let the Town do an even trade for a 2019 Loader with the higher power. Because the Town borrowed money for the Loader the bank would need to approve the trade.

RESOLUTION NO. 59-2020 Motion by Councilperson Roose, seconded by Councilperson Zajac to approve the trade in of the 2019 Loader for a new 2019 Loader from George & Swede pending bank approval.

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

SEASONAL RECREATION ASSISTANTS RATE APPROVAL

Tom Venni is looking to hire Jamie Verhey at the Board set rate of \$12.25 per hour and is seeking approval for said rate. Jamie is a Certified Teachers Assistant at Village Elementary since September 2016 with a degree in Social Work from the College at Brockport and is highly recommended. She would be able serve in a multitude of capacities as needed until we can find a second qualified applicant for the Before/After Care and UPK Program for the remainder of the 2020 School year.

RESOLUTION No. 60-2020 Motion by Councilperson Judd seconded by Councilperson Keller, to approve the hiring of Jamie Verhey for the Seasonal Recreation Assistant at a rate of \$12.25 per hour as set by the Board with a start date pending background check, drug test, and paperwork being completed.

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

ADVERTISE SEASONAL PARK LABORER – PARK ATTENDANTS

Mr. Venniro would like to start the process of advertising for Park Laborers (Park Attendants) per the Town Hiring Policy so that the Department is ready to start when the season begins in April. They have discussed the desired schedule for the upcoming season with some responsibility updates.

RESOLUTION NO. 61-2020 Motion by Councilperson Keller, seconded by Councilperson Judd to approve the Parks Department to advertise for Seasonal Park Laborer Park Attendants for 2020.

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

MISCELLANEOUS

TYLIN INTERNATIONAL

Supervisor Barton mentioned a letter that was sent to the various Board Members of the Town questioning some of the projects that went through the Building Department, Planning Board and Zoning Board regarding proper permits or variances to construct. He has reached out to TYLIN International which is an Engineering Firm to come in and evaluate the procedures and processes in the Building Department for the different Boards and Building Permits. He would like at least another Board Member to be in on the discussions with the company get more information and the cost associated with this evaluation.

Dennis Scibetta stated he has concerns and he is being harassed and followed everywhere he goes, taking pictures of him and then turning these in to the Town. The information in this last letter is information that can only be gathered from the inside. He feels like he has to worry about his safety and nothing is being done about it. These letters were sent by private mail and dropped off at approximately 16 people's mailboxes; they did not go through the post office as he has had a conversation with them about this. This keeps popping up but no one seems to know where the information is coming from and no one is concerned that they are following him. There are more than just the one letter that have been brought up to him, they are anonymous letters. He doesn't understand how anyone can think it is right he is being followed and nothing is being done about that.

Councilperson Judd stated she only knew of the one letter. Supervisor Barton said that there was another one that was anonymous that he did not do anything with that had pictures and no other information. This letter named specific properties and had questions. Supervisor Barton looked at those properties and he did not find any survey

maps in the files or applications for variances. He will ask Dennis to do research on these properties to see if the information is or isn't there. The letter questioned whether the RGE Project on Manitou Road had been approved, and it was. It had been to the Planning Board for approval. Councilperson Judd said they talked about the letter at the Planning Board meeting but they felt that the letter was not signed and just showed up so they gave it no merit. Supervisor Barton paraphrased that the letter stated that they were a contractor that had to go through certain procedures and questioned why these projects did not.

Councilperson Zajac feels there are two issues here. The Town should review the processes and if Mr. Scibetta is feeling harassed this is a safety issue that should be addressed. The Board agreed.

INFORMATIONAL ITEMS

Supervisor Barton shared an email that he received inviting them to the Lake Ontario Business Resiliency Program Workshop. They will be discussing grants available to businesses along lake. The Lighthouse would be the only business the Town has on the lake. The meeting is on January 28, 2020 if anyone is interested in attending.

At the last meeting there was discussion about the Disaster Plan that is outdated. Councilperson Zajac has reviewed the plan and will be the Liaison from the Town. Councilperson Zajac has a draft template he will be working on and hopes to have a good draft in the spring.

LIAISON REPORTS

**Councilperson Keller reported that he has to sit with Gary Comardo about HPDICE, which has not been active recently.

**Councilperson Zajac reached out to Gary Comardo on the GIS and he was told that this is not an active committee currently. He also met with Craig Burritt about the Special Police and he got a feel of where they stand today and where they see themselves in 10 years. John Huber asked if this was the same group that patrols for accidents. Councilperson Zajac said no that is the Fire Police who covers those, Special Police has about 10-12 events they cover each year.

**Councilperson Roose talked about the upcoming events through the Recreation Department and noted that the Planning Board is meeting once a month for January and February so he has not attended one yet.

**Councilperson Judd reported that the Zoning Board was short and they had Special Permits on the Agenda this month. There are concerns at the Zoning Board regarding letters not being followed up on for renewals.

The signs for Zarpentine Farms are finished and should be delivered to the Town soon and she stopped at the Library today and things are running smoothly there, all of the programs are continuing with Roz running things.

Councilperson Zajac stated that he also attended the Zoning Board meeting and that there needs to be a better procedure in place when it comes to Special Permit renewals. Letters seem to be going out to applicants haphazardly and one of the applicants at the meeting said they did not receive any letters notifying them to renew causing them to expire. There is a lot of frustration among the Board because this has been an ongoing problem. He would like a blanket letter sent to all holders of Special Permits stating that they should check their expiration dates because it is their responsibility to come in on time to renew with or without a letter from the Town.

WARRANT

RESOLUTION No. 62-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$94,033.05.

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

RESOLUTION No. 63-2020 Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$17,694.58.

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

RESOLUTION No. 64-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Townwide Fund bills, in the amount of \$36,624.32.

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

RESOLUTION No. 65 -2020 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$34,323.26.

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

RESOLUTION No. 66-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of S13 West Avenue Sewer Fund bills, in the amount of \$3,050.00.

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

RESOLUTION No. 67-2020 Motion by Councilperson Zajac , seconded by Councilperson Roose to approve payment of S22 North Avenue Sewer 1 Fund bills, in the amount of \$1,750.00.

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

RESOLUTION No. 68-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of TAO Trust and Agency Fund bills, in the amount of \$67.91.

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

The total to be paid is \$187,543.12

There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 8:32 p.m., seconded by Councilperson Zajac and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk