

Parma Town Board meeting held on Tuesday, February 4, 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
Absent	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

Mike Weldon, Jim Vinette, Ken Sixt, Lon Jacobs 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 – JANUARY 21, 2020

**RESOLUTION NO. 69-2020** Motion by Councilperson Roose, seconded by Councilperson Judd to accept the Minutes of the regular meeting held on January 21, 2020 as presented.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Absent 1 (Zajac)

### TOWN CLERK REPORT

The Town Clerk reported that Town Clerk and VFW Reports for January are complete and have been submitted to the Supervisor.

The Town Clerk received notice from the Town of Greece regarding changes they are making to their Comprehensive Plan and Zoning Ordinances and Map. They will be holding Public Hearings to discuss this matter on February 25, 2020 if anyone is interested. The Building Department has the information if anyone would like to review it.

The Town Clerk noted that the Clerk's Office will be open on Saturday, February 8<sup>th</sup> from 9 am to Noon to collect taxes ahead of the cutoff date of February 10<sup>th</sup>.

## **TIME WARNER CABLE TAX PAYMENTS**

Per the Franchise Agreement with the Town, the Town pays the Town portion of the following four tax bills while Time Warner pays the remaining portion of five tax bills. Time Warner has paid their portion of the amount of \$9,421.91 leaving the Town portion to be paid in the amount of \$1,384.60.

264001 500.00-0-258./HILT	\$273.72
264089 500.00-2-580./BKPT	\$ 66.65
264089 500.00-2-580./HILT	\$755.40
264089 500.00-2-580./SPEN	\$288.83

**RESOLUTION NO. 70-2020** Motion by Councilperson Keller, seconded by Councilperson Judd to accept \$9,421.91 from Charter Communications and \$1,384.60 from the Town of Parma for full payment of the 2020 Town and County tax bills for Time Warner Cable.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Absent 1 (Zajac)

## **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported that he is waiting on quotes for the doors. The Department finished County work this morning. A couple of the guys are helping in Clarkson this week. Advocacy Day in Albany is March 3<sup>rd</sup> and 4<sup>th</sup>. He will be attending with other area Highway Superintendents to try and get more funding for roads and bridges in our area.

## **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported that they have more clarity on the Forks Park site. The owners are looking to discontinue using the property for softball events and the building as a bar/restaurant. Currently their liquor license allows them to serve beer and wine in a bar/restaurant setting. They are looking to change to an event center with the ability to serve beer/liquor and wine; however, they would only be serving to the event attendees only, they would not be open to the public. The Building Department is working with the owners, they have done an inspection of the premises, the electrical inspection has been completed, and a fire inspection is being completed. Based on the area of the building the occupancy will be 99 people, eliminating the requirement for sprinklers. The owners may explore using a tent during the nicer weather. The property is zoned General Commercial which allows this use. There is a permit on file to install a gas fireplace, but they may need some small permits going forward and the owner understands they will have to go to the Planning Board for review.

The Building Department has been collecting data from surrounding Towns and will be putting a spreadsheet together to compare Building Fees. The Town Clerk has

received emails from many of the Monroe County Clerk's for the fee charged for Zoning Compliance Letters.

The boilers on Town properties have been re-inspected and passed. The boiler at the VFW has been decommissioned; the gas has been hooked up correctly and has passed inspection.

The 1203 Report is almost complete and will be ready and filed by the due date in March. Mr. Scibetta and Supt. Christ will be doing Pond and IDDE Training on February 11<sup>th</sup>. This training is important for them to do for EPA and DEC inspections.

### **RECREATION DEPARTMENT REPORT**

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

Registration for the Winter/Spring Session is open and going very well. Winterfest was held on February 1<sup>st</sup> with indoor activities centered on play. Food, drinks and snacks were available to the approximate 250-300 attendees.

The Family Sweetheart Dance will be held on February 7, 2020. This is a ticketed event with an expected 130 attendees. All are invited to come by and witness this special event. They do encourage somewhat formal wear for this event.

Appointments continue to be made for the Tax Preparation, they are now booked completely into March.

#### **Parks Update:**

The truck is on live auction online currently, that concludes today. After the final bids come in they will decide whether to accept the bid or how to move forward. They continue to work on Project Planning for 2020. The septic system improvements at Town Hall have begun.

### **PUBLIC FORUM**

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

David Lattuca, Ferguson Drive, asked for an update on the sewers along the lakefront. Supervisor Barton explained that they are in the design phase now. Preliminary designs have to be to the State by February 14, 2020. It will be a force main system, the Town will own the grinder pumps and be responsible to maintain and repair them. The property owners will have to provide the power to the pumps and will also have to abandon their septic systems and tie into the system and pay a company to install that portion. The Town expects this project to begin in the spring of 2021. Mr. Lattuca asked if property owners will be mandated to tie into the system.

Supervisor Barton said that the Health Department will mandate it. The State will be paying 95% of the cost and the homeowners will be responsible for 5% of the cost. The Town will create a Sanitary Sewer District.

Ken Sixt, Ferguson Drive, asked if the Town is taking ownership of the grinder pumps. Supervisor Barton said yes that is what is being proposed. It was clarified that all properties will have access.

Mr. Lattuca is concerned with the drainage issues for the upcoming year and asked what the Town was going to do for that this year. Supervisor Barton explained that the Town cannot operate or work on private property unless there is an access easement.

Jim Vinette, Huffer Road, asked if the Plow Truck's dispensing units have been calibrated since it seems like the Town used a significant amount of salt last year and had to purchase extra, as discussed at a prior meeting. Supt. Christ said that the trucks are calibrated once a year.

## **BUSINESS ITEMS**

### **LIBRARY BOARD APPOINTMENTS**

Councilperson Judd noted that since the last meeting she has talked to the Library Board and she is comfortable with these appointments after those discussions. Councilperson Keller asked if it was clarified that the Town Board should be making these appointments. Supervisor Barton said that the Board does and has historically.

**RESOLUTION NO. 71-2020** Motion by Councilperson Roose, seconded by Councilperson Judd, on the recommendation of the Library Board to appoint Doreen Hoy to fill one of the vacancies on the Library Board. This appointment will expire on December 31, 2020.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Absent 1 (Zajac)

**RESOLUTION NO. 72-2020** Motion by Councilperson Keller, seconded by Councilperson Judd, on the recommendation of the Library Board to appoint Jenna Jollie to fill one of the vacancies on the Library Board. This appointment will expire on December 31, 2022.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Absent 1 (Zajac)

### **SKI CLUB CHARTER PROCUREMENT**

About two weeks ago the Ski Club Charter the Town had procured for transportation lost its ability to operate based on expired insurance. Because

of this Ski Club had to be cancelled one week because they were unable to secure transportation on short notice. In light of the situation they have decided to request a refund and find alternative service. They have secured service for the last trip and for Friday through Star Travel and Tours but need to secure travel for three more dates. Star Travel and Tours can accommodate two of the dates but are unable to do the third. Mr. Venniro secured three quotes and Star Travel and Tours is the least expensive rate. He is seeking approval to secure those two dates with them. He will find an alternative company for the final date and will come back to the Board with that at that time.

Councilperson Judd asked if we looked into the school providing transportation. Mr. Venniro said that the school used to transport the kids; however, because of storage, weather concerns and the fact that drivers are still finishing up bus routes when they would need to be leaving for these trips they decided to stop transporting them and do not wish to start again.

**RESOLUTION NO. 73-2020** Motion by Councilperson Judd, seconded by Councilperson Roose, to procure Star Travel and Tours to provide transportation services for the Ski Club in an amount not to exceed \$1,450.00 for the February 14<sup>th</sup> and 28<sup>th</sup> dates.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Absent 1 (Zajac)  
\*quotes are at the end of the minutes

## **INFORMATIONAL ITEMS**

### **COURT CLERK**

Supervisor Barton noted that the Court Clerk will be retiring at the end of March. The Deputy Court Clerk will be transitioning into the Court Clerk role; she has been with the Town for two years but has several years in the Court System with Hamlin. The Town needs to advertise for a Deputy Court Clerk. The office would like to bring this person in soon to help with the transition.

**RESOLUTION NO. 74-2020** Motion by Councilperson Judd, seconded by Councilperson Keller, to authorize the advertising for a Deputy Court Clerk with a pay range of \$15.00-\$16.75 per hour based on experience.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Absent 1 (Zajac)

### **BAS SOFTWARE**

Supervisor Barton explained that this is the Town's permitting software. This software is used in the Building Department, Town Clerk's Office, and by the Dog Warden. The software has not been updated in a couple of years in the Building Department;

however one of the computers that need to access the software needs to be replaced and the software needs to be put on the new computer. He has reached out to BAS and they have explained that to bring the Software up to date, move it to the new computer and for 6 hours of training the cost will be \$7,300.00. The Town Clerk questioned if this is to bring all of the BAS systems up to date and training or just the Building BAS. The Town Clerk has maintained both her BAS System and Dog BAS System so there should not be any fees associated with those two systems. She would like to make sure that this amount does not include upgrading or training on Town Clerk/Online Dog systems. The Supervisor and Town Clerk will look into this with BAS. Mr. Scibetta would like to clarify with BAS that they even did updates that they missed.

### **336 PECK ROAD**

Supervisor Barton noted that the final inspection is coming up on 336 Peck Road for the garage and the renovations. There have been questions from Mr. Bonter about some outstanding building permit fees that have not been paid to extend the original Building Permits that had expired. Mr. Bonter would like the Town to waive the \$320.00 in extension fees owed to the Town. Supervisor Barton noted that it is the responsibility of the owner to renew the Building Permit if the work is not completed in six months regardless of the contractor or whether work is being done until the permit is closed out. It was noted that there was work being done during the time the permit had expired. This will wrap up this matter.

**RESOLUTION NO. 75-2020** Motion by Councilperson Roose, seconded by Councilperson Keller, to waive the Building Permit fees in the amount \$320.00 for the property at 336 Peck Road.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Absent 1 (Zajac)

### **R-OPTIONS**

Supervisor Barton explained that R-Options offers a maintenance program that covers maintenance of the doors and computer software updates. The fee is \$699.00 per year. Dennis Scibetta asked if it includes maintenance on the camera at the back building. Supervisor Barton will get more information.

### **TYLIN INTERNATIONAL**

Supervisor Barton noted that Councilpersons Judd and Zajac met with Scott Copp from the company to discuss what services they offer. He explained that they would evaluate the Building Department procedures thoroughly and make sure they comply with State procedures. None of this would be punitive but they will give recommendations. Supervisor Barton is going to ask them for a proposal. Dennis Scibetta asked that the Board consider having attorneys present at Zoning Board

meetings to give legal advice and to review the applications prior to the meetings. Mr. Scibetta will contact Lara Badain for the cost.

### REDI-COMMISSION

Supervisor Barton noted that the Town will have to have a Sewer Ordinance in place for the project at the lakefront. He has a sample he is reviewing.

Supervisor Barton thanked the Highway Department for coming through Town Hall property and plowing the front. It is a huge help.

### LIAISON REPORTS

\*\*Councilperson Keller had no report.

\*\*Councilperson Zajac was absent. There was no report.

\*\*Councilperson Roose reported that there will be a Planning Board meeting this Thursday.

\*\*Councilperson Judd reported that the Library Board is working on their budget and looking into additional grants with funding for libraries is drying up. Mr. Huber reached out to Councilperson Judd about helping to secure funding for the library if he can. The Zoning Board has not met yet this month. The sign for Zarpentine Farms has been delivered and installed. There was discussion about repainting the sign and the Martin Farms sign to match. There was also discussion about using a different vendor for these signs in the future.

Mike Weldon asked who is responsible to paint Historical signs. Councilperson Judd noted she will look into this.

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 7:46 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk