

Parma Town Board meeting held on Tuesday, February 18, 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
Absent	Dir. of Parks and Recreation	Tom Venniro
	Highway Supt.	Jim Christ

OTHERS IN ATTENDANCE

Tim Thomas, Mike Weldon, Steve Shelley 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 – February 4, 2020

RESOLUTION No. 76-2020 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the Minutes of the regular meeting held on February 4, 2020 as presented.

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

TOWN CLERK REPORT

The Town Clerk noted that she has received a letter from Wendy Pinzon, Court Clerk, advising that she will be retiring on March 31, 2020.

RETIREMENT OF WENDY PINZON – COURT CLERK

RESOLUTION No. 77-2020 Motion by Councilperson Zajac, seconded by Councilperson Keller to accept with regrets the retirement of Wendy Pinzon as Court Clerk effective March 31, 2020.

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

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported that he attended a Stormwater meeting last week for training. Supt. Christ and Mr. Eichas both learned a lot during the training. He also attended the GLAM meeting in Greece with the Supervisor to help prepare for the spring and possible flooding on the shoreline. He met with Senator Robach and Peter Lawrence about Advocacy Day.

Supt. Christ ordered an additional 1000 tons of salt bringing the total on hand 4000 tons of salt and hopes this will carry the Town through the year without any more salt purchases.

He revisited the discussion from a past meeting regarding his part-time secretary. The surrounding Towns have 1, 2 or even three secretaries, many of them full time working in their Highway Departments. Kim is the backbone of the Department. While he knows Highway stuff she knows computers. It is hard to do his job without her in the office. He would like her to be in his office on Monday, Wednesday, and Friday at a minimum if not full time. The Town has not done County work in a long time and there is additional paperwork that will be her responsibility once that begins, it would be helpful for her to be down there to get all of the messages from the weekend on Monday so that the guys can be working not getting messages or residents waiting until Tuesday for a response.

Supervisor Barton suggested that Supt. Christ meet with Mary and figure out a schedule that will work for them both. Kim is available by phone whether she is in the Highway Office or the Finance Office and while at Finance she is able to complete Highway Department work, while assisting Finance. The Board discussed Kim documenting her time as far as how much work she is doing for each Department to determine if an additional person is needed to make sure that both Departments are getting the support they need. Councilperson Zajac asked if she could do Finance work from the Highway Office since she works on Highway work from the Finance Office.

Supt. Christ stated that he is down to 8 employees and he will be looking to bring in 1 or 2 additional people before the end of March so he has proper staff for the summer. He would like authorization to advertise for one person now. He would like someone who has a CDL or at a minimum a permit. This would be a full-time position.

RESOLUTION NO. 78-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to authorize the Highway Department to advertise for a MEO position. The pay range to be determined by the Union Contract.

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

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that the Department is starting to pick up with applications. There was discussion about the Zarpentine sign. There have been Inquiries about possible new subdivisions.

Councilperson Zajac asked if the Heat Trace Tape is working in the Court Office. Mr. Scibetta said he will follow up with the company; the material should be in but it has not been installed yet.

PARKS AND RECREATION DEPARTMENT REPORT

Mr. Venniro was absent but submitted a report to the Town Clerk. He reported that the Parks and Recreation Budget Reports are accurate through 2019 and will be available soon.

The Family Sweetheart Dance scheduled for Friday, February 7, 2020 was cancelled due to the winter weather advisory. The event has been rescheduled for February 21st at the Village Community Center. They continue to schedule appointments for Tax Preparations; most of March is booked.

Park Update:

Capital Project Planning and Funding – 2020 project planning is underway and they are seeking grants and alternative funding in addition to budgeted monies.

PUBLIC FORUM

Supervisor Barton asked if there was any other citizen who would like to address the Town Board with any concerns. There were none.

BUSINESS ITEMS

ZONING BOARD – SPECIAL PERMITS

Tim Thomas, Zoning Board Member, came to discuss an on-going issue with Special Permits at the Zoning Board. Special Permits are coming to the Board for renewal that have been expired for a period of 6 months to a year, if not longer. This has been going on for over two years and feels the renewal process is broken. Sometimes the fault lies with the applicant but he thinks at least 75% of the time it has fallen on the Town. This puts the Zoning Board in a bad position trying to determine who is at fault, when they were supposed to renew, and setting the next renewal date. This is embarrassing to the

Board and Town and this should be a fairly seamless process that has gone off the tracks. The Zoning Board feels that the applicant should be held more accountable for these renewals.

Steve Shelley said if you look at the renewal letters the Board sees when the applicant is renewing they are dated after the Special Permit has expired and inspections for these are being completed the day before or of the meeting. There was discussion about sending the letters certified to put more of the onus on the applicant and prove that the letters went out on time. Mr. Thomas' concern is that if the Special Permit lapses and something happens the Town could be pulled into litigation.

Dennis Scibetta stated that the office is trying to implement some changes. Special Permits are popping up in the Building Software to alert that a Special Permit is due and when an inspection is due. The Department meets every Wednesday when they are at full staff and discuss if there are any Special Permits coming up. Tim Thomas stated that he would come in and help get a process together if they would like. Councilperson Keller asked if Mr. Scibetta felt the process changes made will be sufficient. It was felt they would know in the next couple months if it is working. Tim Thomas felt that this will help but there may need to be some other adjustments made.

There was further discussion about sending a letter to all Special Permit holders alerting them of their expiration dates and letting them know it is their responsibility to come in and renew on time.

Councilperson Roose asked what the penalty is if they do not come in to renew. Mr. Scibetta said that the applicant will lose the Special Permit and will have to begin the process all over again. Councilperson Roose asked if the Town has done that. Mr. Scibetta said they have in one instance; however, until they can determine who's at fault for the lapse they have not in any other matters. They have been renewing them for a shorter period of time.

Councilperson Judd noted that these issues are good reasons to have an attorney present at the Zoning Board meetings. Dennis Scibetta said that he is waiting to get a quote from the attorney.

HIGHWAY DEPARTMENT - SURPLUS MINI EXCAVATOR

Supt. Christ would like to sell a 20 year old case excavator by way of on-line auction. The Department has a newer one they use more often. They are hoping to be able to get at a minimum \$10,000.00 but he thinks they can get more.

RESOLUTION NO. 79-2020 Motion by Councilperson Keller, seconded by Councilperson Judd to authorize the Highway Department to advertise the surplus case excavator by way of on-line auction with a minimum bid amount of \$10,000.00.

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

PARKS DEPARTMENT – SURPLUS PICK-UP TRUCK

After several attempts to sell the Parks Department Chevy Pick-Up Truck on Auctions International, the bids have declined since the original bid of \$19,000.00. At this point, Mr. Venniro is recommending the Town advertise this for a closed bid sale advertising through the Suburban News, Facebook and Criagslist with a minimum bid of \$18,000.00. Advertising in the Suburban News will begin on March 1, 2020 with the bid opening on April 7, 2020; however after speaking to the Park Foreman he would like the bid opening sooner before the weather breaks for the winter.

RESOLUTION NO. 80-2020 Motion by Councilperson Judd, seconded by Councilperson Roose, to advertise the 2011 Chevy Pick-up truck for a closed bid sale with a minimum bid of \$18,000.00. This will be advertised in the Suburban News, Facebook and Craigslist beginning on Sunday, March 1, 2020. The bid opening will be on March 16th at 10:00 am. at the Parma Town Hall.

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

ADVERTISE FOR SUMMER CAMP SEASONAL RECREATION ASSISTANTS

The Recreation Department is looking to advertise for part-time seasonal camp counselors. These are annual positions so with Board approval he would like to begin advertising via Town Bulletin, website and email. The wages have already been set and approved for this year.

RESOLUTION NO. 81 -2020 Motion by Councilperson Roose, seconded by Councilperson Keller, to advertise for Summer Camp Seasonal Recreation Assistants for the summer camp program.

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

TYLIN INTERNATIONAL

Supervisor Barton noted that he received the proposal from TYLIN International to come into the Building Department to review the processes. The company will come in and sit down with all of the staff and take a look at what everyone is doing and then give suggestions.

RESOLUTION NO. 82-2020 Motion by Councilperson Zajac, seconded by Councilperson Keller, to allow the Supervisor to sign the proposal with TYLIN International for professional services in an amount not to exceed \$5,900.00.

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

Dennis Scibetta asked if he would be able to advertise for the part-time employee that was put in the budget this year. He feels that understaffing is causing some of these issues on the intake side of things. He was told he had to wait at least six months before he can hire someone. Supervisor Barton agrees that understaffing is an issue and felt that the company is going to come back to the Town recommending the need for more staff. Councilperson Roose felt that this conversation is interesting because we have the understaffing going on in the Highway Department and now the Building Department, is there the possibility of hiring someone else and that person be trained in a couple different Departments. TYLIN International coming back with the suggestion for more manpower will give the Board justification to hire more staff and can be included in the Budget.

MISCELLANEOUS

TOWN OF PARMA – LAKESHORE SEWER DISTRICT PROJECT

SEQR RESOLUTION DECLARING THE INTENT TO BE LEAD AGENCY

RESOLUTION NO. 83-2020 Motion by Councilperson Roose, seconded by Councilperson Judd,

WHEREAS, the Town of Parma Town Board of Trustees (hereinafter referred to as Town Board) has reviewed the SEQR Full Environmental Assessment Form (EAF) Part 1, prepared by the MRB Group (hereinafter referred to as Town Engineer) on the above referenced Town of Parma Lakeshore Sewer District Project (hereinafter referred to as Action); and

WHEREAS, the Town Board determines that said Action is classified as a Type I Action under the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board determines that said Action is also subject to review and approval by other involved agencies under SEQR Regulations; and

WHEREAS, the Town Board determines that it is the most appropriate agency to insure the coordination of this Action and will provide written notifications to involved agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby declare its intent to be designated as the lead agency for the Action.

BE IT FURTHER RESOLVED, that the Town Engineer is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing on or before noon on **Tuesday, March 24**.

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

**TOWN OF PARMA – SHORELINE ROADS STORM
SEWERS PROJECT**

**SEQR RESOLUTION
DECLARING THE INTENT TO BE LEAD AGENCY**

RESOLUTION NO. 84-2020 Motion by Councilperson Judd, seconded by
Councilperson Keller,

WHEREAS, the Town of Parma Town Board of Trustees (hereinafter referred to as Town Board) has reviewed the SEQR Full Environmental Assessment Form (EAF) Part 1, prepared by the MRB Group (hereinafter referred to as Town Engineer) on the above referenced Town of Parma Shoreline Roads Storm Sewers Project (hereinafter referred to as Action); and

WHEREAS, the Town Board determines that said Action is classified as an Unlisted Action under the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board determines that said Action is also subject to review and approval by other involved agencies under SEQR Regulations; and

WHEREAS, the Town Board determines that it is the most appropriate agency to insure the coordination of this Action and will provide written notifications to involved agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby declare its intent to be designated as the lead agency for the Action.

BE IT FURTHER RESOLVED, that the Town Engineer is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing on or before noon on **Tuesday, March 24**.

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

**TOWN OF PARMA – EAST WAUTOMA BEACH SHORELINE
PROTECTION PROJECT**

**SEQR RESOLUTION
DECLARING THE INTENT TO BE LEAD AGENCY**

RESOLUTION NO. 85-2020 Motion by Councilperson Keller, seconded by
Councilperson Zajac,

WHEREAS, the Town of Parma Town Board of Trustees (hereinafter referred to as Town Board) has reviewed the SEQR Full Environmental Assessment Form (EAF) Part 1, prepared by the MRB Group (hereinafter referred to as Town Engineer) on the above

referenced Town of Parma East Wautoma Beach Shoreline Protection Project (hereinafter referred to as Action); and

WHEREAS, the Town Board determines that said Action is classified as a Type I Action under the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board determines that said Action is also subject to review and approval by other involved agencies under SEQR Regulations; and

WHEREAS, the Town Board determines that it is the most appropriate agency to insure the coordination of this Action and will provide written notifications to involved agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby declare its intent to be designated as the lead agency for the Action.

BE IT FURTHER RESOLVED, that the Town Engineer is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing on or before noon on **Tuesday, March 24**.

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

INFORMATIONAL ITEMS

LIAISON REPORTS

**Councilperson Keller had no report.

**Councilperson Zajac reported that he has received emails regarding the Special Police from the coordinator and will attend any meetings when they are scheduled.

**Councilperson Roose attended the Planning Board meeting and reported about an application for property on Ridge Road West that is looking to expand the winery, salon, and adding an additional business. There is an application for property on Hilton Parma Corners Road that is looking to erect a building to house two businesses and 1 or 2 apartments. He noted that the Sweetheart Dance was cancelled and moved to this Friday.

**Councilperson Judd reported that there will be a Zoning Board meeting on Thursday and a Library Board meeting next week. She updated the Board about the Zarpentine sign. After the last meeting and discussion about the Zarpentine sign, it was stolen off the pole it was on. A police report has been filed, but they were not too hopeful it would be found. The invoice has not even been paid yet. There will be a Farmland and Open

Space Committee meeting in March to discuss where to get the funds to replace the sign and possibly using a different company; hopefully we can get this one sooner.

WARRANT

RESOLUTION No. 86-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$92,510.99.

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

RESOLUTION No. 87-2020 Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$12,621.45.

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

RESOLUTION No. 88-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Townwide Fund bills, in the amount of \$85,349.44.

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

RESOLUTION No. 89 -2020 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$3,653.50.

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

RESOLUTION No. 90-2020 Motion by Councilperson Zajac seconded by Councilperson Keller to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$225.00.

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

RESOLUTION No. 91-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of TAO Trust and Agency Fund bills, in the amount of \$1,710,313.02. This included payments to the three fire districts for taxes collected.

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

The total to be paid is \$1,904,673.40

ENTER INTO EXECUTIVE SESSION

RESOLUTION No. 92 -2020 Motion by Councilperson Keller, seconded by Councilperson Judd to enter into Executive Session to discuss the employment history of a particular person. There will be no business conducted after the Executive Session.

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

Entered into Executive Session at 7:56 p.m.

EXIT OUT OF EXECUTIVE SESSION

RESOLUTION No. 93-2020 Motion by Councilperson Judd, seconded by Councilperson Keller to exit out of Executive Session and enter back into Regular Session at 8:54 p.m.

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

There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 8:55 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk