

Parma Town Board meeting held on Tuesday, March 17, 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
Excused	Building & Development Coordinator	Dennis Scibetta
Excused	Dir. of Parks and Recreation	Tom Venniro
	Highway Supt.	Jim Christ

OTHERS IN ATTENDANCE

Rosalind Lipomi, Kay Melvin 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 – MARCH 3, 2020

RESOLUTION No. 102-2020 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the Minutes of the regular meeting held on March 3, 2020 as presented.

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

TOWN CLERK REPORT

The Town Clerk noted that with the Department has had to change the way it does business in the current situation and are mainly processing mail and things coming in through the drop box, very limited by appointment visits at this time; however those appointments may have to end soon.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported that the Town along with Hamlin, Clarkson and Sweden share a sweeper and have done so for 11 years. A new Agreement is being signed for the next five years, but the four Towns should start planning to get a new one. This year alone

the cost to get the sweeper ready for use was \$11,000.00, split by the four towns. This machine gets a lot of use. Supervisor Barton said that this could be part of the discussions this year as we go through the Budget process.

Supt. Christ noted that during the COVID 19 outbreak some Towns have decided to shut down their operations. He has decided to split the crew into two groups that would alternate weeks so they can keep working. The work groups would not cross with each other eliminating the possibility of cross-contamination.

BUILDING DEPARTMENT REPORT

Mr. Scibetta was excused from the meeting. There was no report.

PARKS AND RECREATION DEPARTMENT REPORT

Mr. Venniro was excused from the meeting. He provided a report to the Board and Town Clerk.

Program and Service update - All recreation programs, services, events and registrations are canceled, suspended or postponed until further notice.

Parks Staff - The team has done extensive research to understand what kind of sanitation supplies are effective and have been diligent in getting those supplies.

Recreation Staff – All full time administrative staff are operating and doing a lot of work with regards to cancellations, suspensions and postponements of services all while preparing for late spring and summer programs. All part-time staff associated with programs are no longer working.

Communication with the Public – Given all of the adjustments and changes, Mr. Venniro has been in constant communication with the Public through Facebook, website, email and phone since Thursday of last week. He along with the Supervisor, other Department Heads, and other local agencies have worked together to make decisions in the best interest of the residents, employees and the community. Decisions going forward on hours, programs and events will be reviewed on a weekly if not daily basis to determine the steps needed going forward.

Park Update:

Parma Town Park gates will remain open for now. We ask that park users practice proper hygiene and social distancing. Park bathrooms will remain closed.

LIBRARY REPORT

Rosalind Lipomi noted that the Library is closed. All of the employees are currently coming in during the day. There is enough work to keep everyone busy. Monroe County has extended all due dates for books until May 18, 2020. The drop boxes are still open to return books at the Parma Library.

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

STREET RENAMING

Supervisor Barton noted that 911 approved changing the street name of White Face Circle to Whiteface Mountain Circle. Supt. Christ will order a new street sign.

RESOLUTION NO. 103-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac to rename White Face Circle to Whiteface Mountain Circle.

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

TOWN PARK AGREEMENTS

Supervisor Barton noted that the three Park Agreements up for approval are all agreements that have been approved in past years. Mr. Venniro has added a Coronavirus Stipulation to read "the Town shall determine the appropriateness of the Licensed Area for use based on societal or health concerns, such as the Coronavirus, COVID-19. Should the Town impose any kind of social distancing mandate program, service, event and/or facility use cancellation, suspension or postponement that results in a modification to such dates, the Town shall notify the organization as soon as possible in writing via email".

RESOLUTION NO. 104-2020 Motion by Councilperson Judd, seconded by Councilperson Roose to authorize the Supervisor to sign the three Town Park Agreements with Hilton Central School District Modified Baseball, Hilton Heat Soccer, and Team Valle Baseball.

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

SEPTIC SYSTEM REFERENDUM

Supervisor Barton explained that he heard back from the Town Attorney and they provided the legal notice and resolution to take money out of the Septic System Reserve Fund.

RESOLUTION NO. 105-2020 Motion by Councilperson Roose, seconded by Councilperson Judd,

WHEREAS, the Town Board of the Town of Parma did heretofore and by Resolution #462-2017 establish a Capital Reserve Account for the purposes of needed repair or replacement of the existing septic facilities servicing the Town Hall Building, Utility Building, Warming Hut Building, and Historical Building of the Town; and

WHEREAS, the Town of Parma has now, pursuant to the provisions of General Municipal Law, secured and awarded a bid to perform such work; and

WHEREAS, the Town Board wishes to now withdraw from the Capital Reserve Account the sum of \$151,205.30 from the Capital Reserve Account heretofore established so as to pay for the costs of such repair or replacement; and

WHEREAS, the withdrawals of such funds from the Capital Reserve Account can only be authorized by a further Resolution of this Board;

NOW, THEREFORE, be it resolved by the Town Board of the Town of Parma, Monroe County, New York, as follows:

Section 1. That by adoption of this Resolution, the Town Board of the Town of Parma does hereby authorize the withdrawal of the sum of \$151,205.30 from the Capital Reserve Account above referenced so as to pay for the costs of the repair or replacement of the existing septic facilities for which such Capital Reserve Account was previously established.

Section 2. That the adoption of this Resolution is subject to Permissive Referendum, as required by law.

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

HIGHWAY DEPARTMENT – LABORER AND SEASONAL LABORER

Supt. Christ noted that with the current situation he would like to hold on any action for this Agenda Item until a future meeting.

CLERK TO THE TOWN JUSTICE

RESOLUTION NO. 106-2020 Motion by Councilperson Zajac, seconded by Councilperson Judd, to hire Crystal Amo as Deputy Clerk to the Town Justice at a pay rate of \$16.00 effective March 25, 2020.

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

HIGHWAY DEPARTMENT – VOLVO PRENTICE

Supt. Christ noted that the Department purchased a Volvo Prentice Loader in the fall of 2018 with the idea that the Department would be doing brush year round; however, the Department will be doing other work, including County work, and will not be able to do brush year round. The Department has not used the equipment to date but has put money into repairs. The purchase price was \$24,0000 with another \$10,0000 in repairs since then. He would like authorization to sell it at auction; he will not take anything less than \$40,000.00 so that the Town can recoup the money.

RESOLUTION NO. 107-2020 Motion by Councilperson Judd, seconded by Councilperson Keller, to identify the Volvo Prentice as surplus and authorize the Highway Department to dispose of it by way of Auctions International with a minimum bid of \$40,000.00.

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

**HIGHWAY DEPARTMENT PURCHASE
 NEW/USED CHIPPER**

Supt. Christ noted that the chipper the Department has is a 1999. They have put in a couple thousand dollars in repairs this year to get it up and running. He would like to discuss purchasing a new one during the budget process this year. Supervisor Barton said to get more information and pricing and that can be discussed at that time.

HIGHWAY DEPARTMENT SKID STEER TRADE

Supt. Christ said that the previous Highway Supt. purchased a Skid Steer in 2019 that is too big and can only be used to mow. He would like to trade it in for another one which will be able to use accessories making it more functional for the Town. Supervisor Barton asked that Supt. Christ get more details because the Bank holding the loan will need to be involved in any trade.

BUDGET TRANSFERS

RESOLUTION NO. 108-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac, to approve the Budget Transfers as presented.

BUDGET TRANSFER			MARCH			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO.515.1355.490.00	ASSESSMENT/REVAL	\$1,248.00	AOO.515.1355.210.00	OFFICE EQUIPMENT	\$1,248.00	WELLS
AOO.570.7989.110.06	KITCHEN HELP	\$5,108.50	AOO.570.7310.490.42	SKI CLUB EXPENSE	\$5,108.50	VENNIRO
AOO.571.7710.490.00	PARK IMPROVEMENTS	\$305.00	AOO.571.7110.430.00	EDUCATIONAL	\$305.00	VENNIRO
		6,661.50			6,661.50	

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

MRB AGREEMENT

Supervisor Barton explained that he has to turn more paperwork into the REDI Commission before the contract for services with MRB can be approved. The first step for MRB is to complete an aerial survey of the lakefront. He would like to give the engineer approval to move forward with this step. The Board was in agreement to allow this step to proceed.

MISCELLANEOUS

2011 CHEVY PICK UP TRUCK – PARKS DEPT.

A bid opening was held on Monday with one bid received from Paul Neefe in the amount of \$18,025.00.

RESOLUTION NO. 109-2020 Motion by Councilperson Roose, seconded by Councilperson Judd, to accept the bid from Paul Neefe for the 2011 Chevy Pick Up Truck with Plow in the amount of \$18,025.00.

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

SUPERVISOR AUTHORITY TO CANCEL TOWN BOARD MEETINGS

Based on an email received from the Association of Towns and because we do not have a policy in place as far as the cancellation of Town Board meetings. Normally you can only add or cancel a Town Board meeting by resolution but in the case of an emergency, such as now, a meeting might have to be cancelled without a resolution being passed. It was recommended that a resolution be passed giving the Supervisor the authority to cancel a meeting in an emergency, if necessary. The Board felt that the Town should look at putting a policy in place going forward.

RESOLUTION NO. 110-2020 Motion by Councilperson Judd, seconded by Councilperson Keller, to authorize the Supervisor to cancel a Town Board meeting if necessary without a Town Board resolution during the current COVID-19 pandemic and County State of Emergency to include the current policies for posting of the cancellation.

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

PAGE DEDICATION – IN MEMORY OF DR. DEAN SNYDER

Supervisor Barton let the Board know that Dean Snyder passed away over the weekend. Dr. Snyder was a long time member of the Parma Zoning Board with the ability to craft motions that many times protected the Town in court when challenges arose. He was a pillar in society and will be missed.

RESOLUTION NO. 111-2020 Motion by Supervisor Barton, seconded by Councilperson Judd, to dedicate a blank page in the minutes in memory of Dr. Dean Snyder for his contributions over the years to the Town, the residents and his community.

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

LIAISON REPORTS

**Councilperson Keller reported that HPDICE is currently not active.

**Councilperson Zajac is looking into grants for the ballistic vests for Special Police Officers with Craig Burritt. They are also still evaluating options for a Special Police vehicle.

**Councilperson Roose had no report.

**Councilperson Judd reported that the Farmland and Open Space Committee has not met but has discussed the Zarpentine sign through email. They have decided to use the same company as before but with a timeframe to finish this time. It would be more expensive to use a different company because the current company already has the logo.

She attended the Jewish Community Luncheon which was very informative. They are looking to educate communities about the destruction and hate that exists against the temple.

**Supervisor Barton noted that he will be on vacation beginning on April 2, 2020 through the following week. He was contacted by the Methodist Church about grant money available to make the church accessible with an elevator or lift. He knows there is money available for homeowners but not sure about this. Councilperson Roose said he would look into this.

The informational meeting scheduled for March 24, 2020 regarding the lakefront at the Hilton High School will be postponed because the schools are closed due to COVID-19. Postcards will be mailed notifying residents and when the school opens up we will work with the school to reschedule.

The Zoning Board meeting scheduled for March 19, 2020 has been postponed due to the COVID-19 virus. Items on the Agenda will be discussed at a later meeting.

WARRANT

RESOLUTION No. 112-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$138,024.86.

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

RESOLUTION No. 113-2020 Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$28,645.20.

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

RESOLUTION No. 114-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Townwide Fund bills, in the amount of \$70,708.50.

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

RESOLUTION No. 115-2020 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$2,740.00.

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

RESOLUTION No. 116-2020 Motion by Councilperson Zajac seconded by Councilperson Keller to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$6,328.41.

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

RESOLUTION No. 117-2020 Motion by Councilperson Keller, seconded by Councilperson Roose to approve payment of TAO Trust and Agency Fund bills, in the amount of \$855.18.

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

The total to be paid is \$247,302.15

Town of Parma Town Board
March 17, 2020

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There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 7:38 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carrie Fracassi". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Carrie Fracassi
Parma Town Clerk

IN MEMORY OF DR. DEAN SNYDER

Dean Snyder