

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

Due to COVID-19 and the State of Emergency in both New York State and Monroe
County this meeting was held via ZOOM.

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

Amy Hogue, Rosiland Lipomi, Acting Library Director, Don Wells, Kris Schultz, Renay Sarnowski, Sherry Farrell, 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 – APRIL 7, 2020

RESOLUTION No. 133-2020 Motion by Councilperson Roose, seconded by Councilperson Judd, to accept the Minutes of the regular meeting held on April 7, 2020 as presented.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

TOWN CLERK REPORT

The Town Clerk noted that the Department continues to operate as we have since the State of Emergency went into effect. There has been discussion among the Town Clerk's about issuing Marriage Licenses and ceremonies. Governor Cuomo has given the authority to provide this service over Zoom; however, the Clerks in Monroe County have found a more reasonable way to provide the service and to confidently verify documents and we will be starting to issue licenses at the end of the week. I am not comfortable performing a wedding ceremony over Zoom so I will not be providing that service until after this passes.

The 3% interest rate for taxes will continue through May per the updated Executive Order signed by the County Executive. Any tax payments received for over the amount due will be returned to the property owner. The \$2.00 notice fee will be waived for the month of May also. Tax Collection will be turned over to the County in June.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported that the Department will be going back to working with a full crew on Friday. The Department will continue having one person per vehicle, disinfecting of vehicles at the beginning and end of the day, continue with social distancing and wearing masks if they are unable to maintain six feet apart.

The Department has been working on drainage, ditches and driveway restoration and topsoil repair. Most of the vehicles are ready for summer use, and they are working on delivering sandbags to residents on the lake. It has been very helpful having Kim at the office so those bags can be distributed timely. Brush pick-up began this week and will continue for the next three weeks and not any longer than that. Projected County Work was sent out yesterday and the projected revenue for Parma will be approximately \$400,000.00. There is a lot of work to be done this summer and the Department will need to be ready to go.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported it has been very busy, lots of phone calls and questions. The crews that are working are practicing social distancing and they are hoping with regional openings that soon people will be able to move forward with construction. Golf courses have been given the ok to reopen with rules in place, things change every day.

May 7, 2020 will be the first Planning Board meeting and the hope is to have everything worked out so they can hold a Public Hearing at the second meeting of May.

Building permits to contractors have been issued but they are aware that they cannot start building yet.

Councilperson Zajac asked when the Heat Trace Tape was installed, he noticed payment was included in this bill pay. Mr. Scibetta stated it was approximately three weeks ago. The Town will not know how effective it will be until next winter.

PARKS AND RECREATION **DEPARTMENT REPORT**

Mr. Venniro reported that all recreation programs, services, events and registrations are canceled, suspended or postponed through May 15 or until further notice.

Survey - Monday, April 20, 2020 a brief survey was released to the community via email lists and social media accounts asking a few questions regarding interest in services and park use. He hopes to have a solid amount of responses to analyze and present in the next few weeks.

Budget and Spending – All non-essential spending is suspended at this point as the Department analyzes the budget now that April bills/vouchers have been processed.

Parks/Cleaning Staff – Masks have been secured for staff who work in areas where others are. Also, four no-touch thermometers will be available at each Town Facility so employees can self-monitor their temperatures upon entering and throughout the workday as they desire. He will be sending an email to all employees notifying them.

Recreation Staff – All full-time/administrative staff are operating and are busy with cancellations, suspensions and postponements of services. The Department is planning for late spring/summer programs and have been meeting virtually on a weekly basis, completing work from home and taking shifts to cover the office.

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 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. The Park staff

will begin working as a full crew and while practicing social distancing will be getting the park ready for the nicer weather and moving ahead with park projects.

LIBRARY REPORT

Rosalind Lipomi noted that there are only three employees working right now. There is a Library meeting with Monroe County tomorrow over Zoom that she will be attending and hopes to get more clarity as to how it will look when the Library System is able to open back up, will it be a gradual opening, how to effectively and safely use the space to allow for social distancing, will patrons have to wear masks. Tom Venniro will provide the Library staff with masks and a thermometer.

Amy Hogue is still doing story times and different programs on-line over Facebook and YouTube.

BUSINESS ITEMS

PAGE DEDICATION – IN MEMORY OF DAVE TRESHOHLAVY

Supervisor Barton noted that Dave Treshohlavy, Town Courier, passed away recently. Anyone who knew Dave knows that he volunteered for everything in the community. He sat on the Recreation Commission and was very helpful at many events they held for both the Town and the Community.

RESOLUTION NO. 134-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac, to dedicate a blank page in the minutes in memory of Dave Treshohlavy for his contributions over the years to the Town, the residents and his community.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

MOWER PURCHASE - KUBOTA VENTRAC UTILITY VEHICLE

Supervisor Barton noted that the Board approved the purchase of the Kubota Ventrac Utility vehicle at the last Town Board meeting with a Lease. Since then the Finance Director has found that the Town has the money to purchase this outright and eliminating the spending extra money for interest.

RESOLUTION NO. 135-2020 Motion by Councilperson Zajac, seconded by Councilperson Keller to rescind Resolution #124-2020 authorizing the purchase of the Kubota Ventrac Utility Vehicle by Lease.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

RESOLUTION NO. 136-2020 Motion by Councilperson Zajac, seconded by Councilperson Keller to authorize the purchase of the Kubota Ventrac Utility Vehicle in the amount not to exceed \$30,358.65.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

HIGHWAY SURPLUS OF EQUIPMENT

Supt. Christ noted that they have three pieces of equipment that the Department does not need and are costing the Town money in maintenance. These include the 1984, 1988 and 1999 dump trucks listed below. He would like to dispose of them using Auction International.

RESOLUTION NO. 137-2020 Motion by Councilperson Judd, seconded by Councilperson Roose to designate the listed equipment described herein as surplus equipment and allow them to be disposed of through Auctions International.

VEHICLES FROM HIGHWAY DEPARTMENT GOING TO AUCTION

YEAR	MAKE	BODY TYPE	ID #	VEHICLE #
1999	FORD	DUMP TRUCK	1FDAF56F8XEE75433	6
1984	MACK	DUMP TRUCK	1M2P137C1DA011064	49
1988	MACK	DUMP TRUCK	1M2P198C4JW001855	51

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

Supt. Christ noted that he would also like to advertise the Skid Steer that was purchased last year by Supt. Speer on Auctions International for no less than

\$60,000.00. This piece of equipment is not benefitting the Town without the ability to purchase the needed accessories which would cost \$21,000.00. He cannot borrow the accessories from other Towns because Bobcat accessories are not compatible with the Takeuchi Skid Steer Supt. Speer purchased. He would like to purchase a Bobcat which would cost less and then he could also purchase accessories. The equipment he is looking to purchase would be useful with county work. If he is unable to dispose of it he will have to find money to purchase the needed accessories. Supervisor Barton noted that there is a leasing company involved with this and that the Town has made two payments on this lease for equipment so there will have to be a condition that the leasing company will have to approve of the sale.

RESOLUTION NO. 138-2020 Motion by Councilperson Roose, seconded by Councilperson Zajac to authorize the Highway Superintendent to advertise the TAKEUCHI Skid Steer up on Auctions International for an amount not less than \$60,000.00 with final approval from the leasing company.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

MISCELLANEOUS
INFORMATIONAL ITEMS
LAKESHORE

It is expected that May will be a tough month for the lake as far as flooding but are forecasting that June will not be as bad as last year. Supt. Christ said there was a conference call with the County and the experts are agreeing with that and there has been less rainfall and less snow melting than in past years plus the colder temperatures have helped.

Supervisor Barton noted he will forward the East Wautoma Redi-Project paperwork to the Board to review before the next meeting. The aerial survey of the lakefront by MRB was completed and a local land surveyor will be hired to go out and get all of these points put on the plans. He has been talking to the Town Engineer about the best method to get this information out to the Public.

Freed Maxick is finishing up the Internal Audit of the Town's financials and processes and will be preparing a report for the Board within the next month.

Supervisor Barton clarified with Mr. Scibetta that permits are not on hold but they are being issued with the understanding that the work cannot begin. Mr. Scibetta stated that they cannot work unless they can guarantee that they only have one person on a job right now. Supervisor Barton noted that he sent a survey to the Building Department employees to gather information as far as the current software, what works, what doesn't, what they might like to see in a program, and what could be helpful going forward. He also noted that TYLIN had a representative in the building today and interviewed Elaine. He expects TYLIN to be contacting both Art and Dennis to set up interviews also.

LIAISON REPORTS

**Councilperson Keller had no report.

**Councilperson Zajac noted that Special Police Academy is still on hold.

**Councilperson Roose reported the last Planning Board meeting was canceled and the next one is scheduled for May 7th. The projects scheduled for that meeting are projects waiting for final approvals, not for Public Hearings. Dennis Scibetta said that there are a couple projects that need to come in front of the Planning Board and need to have scheduled Public Hearings.

**Councilperson Judd noted that she has been emailing back and forth regarding replacement of the Zarpentine Farms sign. They are currently closed and they are not sure when they will be able to get them on the schedule.

WARRANT

RESOLUTION No. 139-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$85,391.08.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

RESOLUTION No. 140-2020 Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$6,082.64.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

RESOLUTION No. 141-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Townwide Fund bills, in the amount of \$121,507.97.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

RESOLUTION No. 142-2020 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$57,417.85.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

RESOLUTION No. 143-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$7,220.40.

Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

RESOLUTION No. 144-2020 Motion by Councilperson Judd, seconded by Councilperson Zajac to approve payment of TAO Trust and Agency Fund bills, in the amount of \$879.09.

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Motion carried to approve (5-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Aye

The total to be paid is \$278,499.03

PUBLIC FORUM

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

There was no further business before the Town Board, Councilperson Roose made a motion to adjourn the meeting at 7:33 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk

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IN MEMORY OF DAVE TRESHOHLAVY