

Parma Town Board meeting held on Tuesday, May 19, 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

Absent	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

Rosiland Lipomi, Acting Library Director, Veronica Robillard, Zoning Board Chair, and
other members of the Public.

CALL TO ORDER

Deputy Supervisor Zajac 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 – MAY 5, 2020

RESOLUTION No. 152-2020 Motion by Councilperson Keller, seconded by
Councilperson Judd, to accept the Minutes of the regular meeting held on May 5, 2020
as presented.

Motion carried to approve (4-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Absent

TOWN CLERK REPORT

The Town Clerk reported that she received notice from the Board of Elections that voting in the June 23, 2020 Primary will take place at the Town of Parma Town Hall only. They have received over 18,000 requests for absentee ballots to date and expect many more and with the ability to vote early they expect a low turnout at the polls.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported that his Department will start working summer hours this week which will be Monday through Thursday 6-3:30pm and Friday 6-10am. County work and black top repairs have started and these hours will help to lessen the amount of overtime. Brush collection has ended, they have received many calls and he will address these calls himself.

Supt. Christ noted that the Department has a 2006 loader that needs many repairs. The cost is between \$12,000 and \$14,000.00. The equipment is only worth \$24,000.00. He would like to use this through the fall but will be looking into the cost to replace as the Town goes into budget talks for next year. He would like to start a rotation with the equipment so they are doing less maintenance on equipment and the Town would get more money back on it.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that it was nice to have the staff back in the office. Construction opened last Friday and there have been many calls for permits and many questions. The Planning Board held a meeting last night. They have not had a need to hold a Public Hearing to date.

PARKS AND RECREATION DEPARTMENT REPORT

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

Virtual Recreation Programming – The Recreation Department is working hard to provide services during this time and taking steps by releasing a Virtual Program Guide for the months of May and June. They are offering a HP Rec at Home Series on Facebook that features at home activities, challenges/contests, virtual Zumba, partner spotlights and virtual Pee Wee Sports with Coach Ryan.

Summer Camp Survey Results – A brief survey was released to the community asking questions regarding summer programming and camps. There were 330 responses with the following takeaways:

1. Nearly 70% of respondents are likely or very likely to participate in summer camps/programs given the situation and knowing that there will very likely be many guidelines and restrictions.
2. Nearly 70% of respondents stated that “out of School Programs” (Summer Camp, Before and After, etc.) are most important to them. Youth Sports came in second at 62%.
3. Nearly 48% of respondents are comfortable or very comfortable with the idea of sending children to summer camps/programs given the situation and knowing that there will very likely be many guidelines and restrictions. 32% fell in the somewhat comfortable category.
4. Out of the 330 respondents, roughly 350 children are in need of Summer Camp/Care.

Mask Handout – The Town hosted two free community protective mask handouts on May 9th and 13th which was a huge success. In eight hours between the two days, our crew gave out 35,500 masks and served roughly 2,200 vehicles. The operation went as smooth as can be with a very nice set-up at Parma Town Park and Town Hall. A major thank you goes out to the Parks and Recreation Staff, several Summer Camp Staff, the Parma Town Board, Village Board, Town Hall Employees, Special Police, Monroe County Legislator Ed Wilt, the Lions Club, the Williams Family and the Town of Parma Highway Department for bravely serving our community. Another thank you is owed to Monroe County for securing the masks.

Parma Meeting House Rehabilitation Grant Award Addition – In February we submitted a grant application to restore the Meeting House (Parma Center Road) and were notified of a successful award of \$34,000.00 this past week. The project will replace the facilities roof, fix the siding, replace the front entry way and some other minor improvements. Due to COVID-19 some relief monies for projects like this were granted and we applied for/received an additional \$20,000.00 to install a new parking area for the facility. The Town is very thankful to have been awarded the grant as work for this is long overdue and finding funds for this has been a challenge.

Parks/Cleaning Staff – Our Cleaner, John Joseph continues to be very diligent in the cleaning needs at the Town Hall.

Communication with the Public – Given all of the adjustments and changes, the Town continues to be in constant communication with the Public through Facebook, website, email and phone.

Park Update:

Tennis Courts, Disc Golf, open space and trails at the Parma Town Park are open. We ask that park users practice proper hygiene and social distancing. Any facilities and amenities that bring people closer together or have the tendency to collect and retain germs are closed. Closed amenities and facilities include the playgrounds, basketball courts, skate park and park bathrooms.

Tom Venniro noted there is a valve leaking in the backflow preventer on Town Hall property that services the outbuildings throughout the property. This valve needs to be repaired before it fails causing water to pour out, possibly contaminating the area with waste water; there is no way to know how long before the valve might fail. AP Plumbing has been to the property and provided a quote to repair in the amount of \$6,230.00. Though this would normally require three quotes, it is felt that this would be an emergency expenditure for the Town and there is a need to repair this before it fails. Mr. Scibetta asked if these are inspected by the County annually. Mr. Venniro was able to confirm that AP Plumbing does a yearly inspection and that report is sent to the County.

Councilperson Roose asked if the bathrooms are open in the Park. Mr. Venniro stated that they are not; the Town is not prepared to maintain them because some Park staff has not returned yet and they have not worked out the cleaning of those facilities yet. Councilperson Roose feels that those should be open and the Town should do what they can to open them especially since the CDC is not mandating they be closed. Mr. Venniro will check into whether the opening of those facilities can be expedited.

Councilperson Roose noted that looking through the survey results provided for day camp/care programs 80% of residents are looking to the Town for these services. He is concerned with the child care needs of residents as the County starts opening up and people start going back to work. Tom Venniro stated that while child care was deemed essential day camps were not. The Town is looking into the process of being declared child care versus a day camp so that it could be offered. There would be no additional costs to the Town but there would be more regulations. Councilperson Keller asked about the process. Mr. Venniro stated that the Child Care Council will expedite the process and they will extend the expiration dates for first aid and CPR training that has taken place.

LIBRARY REPORT

Rosalind Lipomi reported that they continue to investigate ways to get books to the public using a “touchless” system. Summer programs have been cancelled within the Library; however, online programming is increasing. The Annual Report has been completed and sent to the County and State.

MISCELLANEOUS REPORT

Veronica Robillard, Chairperson of the Zoning Board voiced concerns about the process moving forward with holding meetings, postponements of meetings, social distancing and mask requirements. She is looking for input from the Board.

Dennis Scibetta noted that no other Towns have held a Zoning Board meeting at this time. Each Town is trying to work through the issues to hold these meetings while allowing public comment and keeping everyone safe. The Planning Board has fewer challenges than the Zoning Board because not all applications in front of that Board are Public Hearings. It is rare for a large amount of people to be attending a Planning Board meeting; the Zoning Board routinely has more attendees. The Town has to make sure that the public can access these meeting and that both the Public and the Board are safe as we move forward with Public Hearings.

Chairperson Robillard agreed that it is best not to rush back into these meetings.

Dennis Scibetta noted that the Town will need to solicit applications from anyone interested in sitting on either the Planning Board or Zoning Board as they both have an open seat.

PUBLIC FORUM

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

BUSINESS ITEMS

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONIES 2020

RESOLUTION No. 153-2020 Motion by Councilperson Roose, seconded by Councilperson Keller;

AGREEMENT between the Town Highway Superintendent of the Town of Parma, Monroe County, New York and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. **GENERAL REPAIRS.** The sum of \$53,000 shall be set aside to be expended for primary work and general repairs upon 21.80 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof. Specific work as follows:

Pavement markings (\$17,000.00)

2. **PERMANENT IMPROVEMENTS.** The following sum of \$150,000 shall be set aside to be expended for the permanent improvements of town highways:

Mill and pave Webster Road

Mill and pave Stephanie Court

Mill and pave a portion of Marjorie Lane.

Motion carried to approve (4-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Absent

HIGHWAY DEPARTMENT - SKIDSTEER PURCHASE

This purchase replaces the Skidsteer sold at auction last month. This new Skidsteer will be used as collateral for the Bank Loan for Highway Equipment and will be paid for out of the DB Equipment Line using the proceeds from the sale of the old Skidsteer.

RESOLUTION NO. 154-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to authorize the purchase of the Bobcat Skidsteer in the amount not to exceed \$56,578.95 to be paid out of the DB Equipment line using the proceeds from the sale of the old Skidsteer at auction.

Motion carried to approve (4-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Absent

HIGHWAY DEPARTMENT – EQUIPMENT PURCHASE

Supt. Christ explained that this is an attachment to be used with the Bobcat Skidsteer that removes rocks and debris from the soil which will save the Town a lot of money in topsoil each year and time.

RESOLUTION NO. 155-2020 Motion by Councilperson Keller, seconded by Councilperson Roose to authorize the purchase of a Bobcat Landscape Rake, 6B, in an amount not to exceed \$5,998.68.

Motion carried to approve (4-0):
 Councilperson Roose: Aye
 Councilperson Keller: Aye
 Councilperson Judd: Aye
 Councilperson Zajac: Aye
 Supervisor Barton: Absent

BUDGET TRANSFERS

RESOLUTION NO. 156-2020 Motion by Councilperson Roose seconded by Councilperson Keller, to approve the Budget Transfers as presented in the amount of \$150,540.00.

BUDGET TRANSFER			MAY			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO.570.7140.491.01	PLAYGROUND YOUTH	\$540.00	AOO.570.7310.401.02	ICE SKATING	\$540.00	VENNIRO
AOO.516.1990.400.00	MISC CONTINGENCY	\$50,000.00	AOO.516.1620.490.00	TOWN HALL IMPROVEMENT	\$150,000.00	GAVIGAN
AOO.416.2701.00	REFUND OF PR YEAR	\$100,000.00				
		150,540.00			150,540.00	

Motion carried to approve (4-0):
 Councilperson Roose: Aye
 Councilperson Keller: Aye
 Councilperson Judd: Aye
 Councilperson Zajac: Aye
 Supervisor Barton: Absent

TOWN HALL PROPERTY REPAIR

This resolution is in reference to the discussion in the Parks and Recreation Report for an emergency repair on Town Hall property.

RESOLUTION NO. 157-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to authorize the expenditure of \$6,230.00 to make repairs by AP Plumbing at Town Hall property.

Motion carried to approve (4-0):
 Councilperson Roose: Aye
 Councilperson Keller: Aye
 Councilperson Judd: Aye
 Councilperson Zajac: Aye
 Supervisor Barton: Absent

MISCELLANEOUS
INFORMATIONAL ITEMS
LAKESHORE

Deputy Supervisor Zajac noted that the Town is working with MRB to arrange for a Public Meeting to discuss the Lakeshore property work.

LIAISON REPORTS

**Councilperson Keller had no report.

**Councilperson Zajac reported that three Special Police Officers assisted with the mask handout both days.

**Councilperson Roose reported that there was a Planning Board meeting last night over Zoom. The application for Hilton Parma Corners Road is being held up by the NYSDOT who is not accepting applications at this point; however they have been allowed to start doing some grading and utility work as long as it is not in the right of way. A split/merge at Trimmer and Ridge Road was approved.

**Councilperson Judd had no report.

WARRANT

RESOLUTION No. 158-2020 Motion by Councilperson Keller, seconded by Councilperson Roose to approve payment of AOO General Fund bills, in the amount of \$43,049.64.

Motion carried to approve (4-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Absent

RESOLUTION No. 159-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of BOO Part Town Fund bills, in the amount of \$7,889.92.

Motion carried to approve (4-0):
Councilperson Roose: Aye
Councilperson Keller: Aye

Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Absent

RESOLUTION No. 160-2020 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DAO Highway Townwide Fund bills, in the amount of \$873.60.

Motion carried to approve (4-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Absent

RESOLUTION No. 161-2020 Motion by Councilperson Keller, seconded by Councilperson Roose to approve payment of DBO Highway Part Town Fund bills, in the amount of \$11,931.26.

Motion carried to approve (4-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Absent

RESOLUTION No. 162-2020 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of S23 King Hamlin Sewer Fund bills, in the amount of \$403.71.

Motion carried to approve (4-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Absent

RESOLUTION No. 163-2020 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$4,108.06.

Motion carried to approve (4-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye

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Councilperson Zajac: Aye
Supervisor Barton: Absent

RESOLUTION No. 164-2020 Motion by Councilperson Keller, seconded by Councilperson Roose to approve payment of TAO Trust and Agency Fund bills, in the amount of \$629.09.

Motion carried to approve (4-0):
Councilperson Roose: Aye
Councilperson Keller: Aye
Councilperson Judd: Aye
Councilperson Zajac: Aye
Supervisor Barton: Absent

The total to be paid is \$ 68,885.28

There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 7:56p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk