

Parma Town Board meeting held on Tuesday, June 16, 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

Kathy Muller, Richard Anderson, Doreen Anderson 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 – MAY 19, 2020

**RESOLUTION No. 165-2020** Motion by Councilperson Judd, seconded by  
Councilperson Keller, to accept the Minutes of the regular meeting held on May 19,  
2020 as corrected.

Motion carried to approve (4-1):  
Councilperson Roose: Aye  
Councilperson Keller: Aye  
Councilperson Judd: Aye  
Councilperson Zajac: Aye  
Supervisor Barton: Abstain

## **TOWN CLERK REPORT**

The Town Clerk reported that the Town Clerk Report and VFW Report for May have been completed and submitted to the Supervisor's Office. The final surrender for taxes has been completed and collection has been turned over to Monroe County. There was discussion about Pavilion and VFW Rentals as we move forward closer to July. Mr. Venirro will look into how other Towns and the County are handling rentals and what the requirements are so we can make a decision on how to proceed.

## **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported that the Department has completed three County jobs and they have three more lined up, and they are working on drainage issues. The Department has been helping the Town of Sweden with their County project and they are scheduled to help Ogden and Riga later in July. He will be looking to procure a new loader and a new truck by the beginning of next year. Supervisor Barton and Supt. Christ met with the Town Engineers and the Army Corps of Engineers regarding East Wautoma and the cleanup needed along the lakeshore.

## **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported the Department has been very busy with Building Permits and they are working to catch up since the Town opened back up. The new code became effective on May 12, 2020 and he is working with the Plantation Party House for the allowed capacity so they can open.

## **PARKS AND RECREATION DEPARTMENT REPORT**

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

Virtual Recreation Programming –

The Recreation Department has released a Virtual Program Guide to the public for the months of May and June. It featured all “safe from home” programs using platforms such as Zoom, Facebook Live and Google. It was a major success and helped generate revenue that would not have existed otherwise. It was a large success and it seemed like residents wanted the interaction. No other community was able to put out a complete virtual program guide during the pandemic.

Summer Camp – The announcement came last week that Summer Day Camp will be allowed to operate starting as early as June 29<sup>th</sup>. The guidelines have been announced and the Department is busy crunching numbers and holding meetings to discuss feasibility, facilities, staffing and necessary equipment. Due to the size restrictions for groups we may not be able to accommodate everyone on the waiting list because of the availability of space; we will not have the space that we had available in the past.

Baseball – It was also announced that select sports, such as baseball will be allowed to operate soon with certain guidelines. They will be offering a modified and shortened baseball league with a relatively new resource called Quickball.

Farming/Agricultural Programs – The first in person program to run since March 2020 will be Horseback Riding Lessons.

Summer Sports Camps – The Department is putting together the 2020 Summer Program Experience Guide. Many of these programs will only be allowed to operate with restrictions once Phase 4 begins but they are trying to be prepared and have guidelines in place to make a reasonable attempt to offer programs and services while maintaining public safety.

Food Truck Wednesdays –

Each Wednesday starting June 3<sup>rd</sup>, the Friends of Parks and Recreation have secured a food truck to vend in the Park through August 19<sup>th</sup>. Each vendor compensates the Friends with 15% of their revenue for the evening. Last Wednesday WOWEE, an animal education group brought a drive-thru zoo to the park and was a huge success despite the heat. These are all completed drive-thru

style and all groups provide proper paperwork and insurance. There has been a lot of interest.

*Park Update:*

Restrooms, Playgrounds, 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 ball fields. That being said these are being used regularly with the nice weather and we are in a difficult spot regarding the enforcement of social distancing. They have procured no-touch sanitary supplies to lessen the spread of germs. These items including paper towel, soap and sanitizer dispensers will be coming in and installed at a staggered rate as available.

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.

### **LIBRARY REPORT**

There was no report.

### **MISCELLANEOUS REPORTS**

There were none.

### **BUSINESS ITEMS**

#### **RETIREMENT REPORTING RESOLUTION** **ELECTED AND APPOINTED OFFICIALS STANDARD WORKDAY AND** **REPORTING**

**RESOLUTION NO. 166–2020**      Motion by Councilperson Judd, seconded by Councilperson Roose,

BE IT RESOLVED, that the Town of Parma hereby establishes the following as standard work days for the following elected and appointed officials and will report

the officials to the New York State and Local Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Tier 1 Employee (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is 20)	Not submitted (Check only if official did not submit their Record of Activities )
<b>Elected Officials</b>						
Town Councilperson	Stephen Zajac	7	01/01/2020-12/31/2021	N	3.39	
Highway Superintendent	Jim Christ	8	01/01/2020-12/31/2021	N	23.46	
<b>Appointed Officials</b>						
Dog Control Officer	Arthur Fritz	7	01/01/2020-12/31/2020	N	11.39	
Receiver of Taxes	Carrie Fracassi	7	01/01/2020 - 12/31/2020 *timeclock reporting	N	21	
Zoning Board of Appeals Secretary	Carrie Fracassi	7	01/01/2020-12/31/2020	N	.59	
**the maximum number of days that can be reported to the New York State Retirement System is 20						

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

**PUBLIC HEARING**  
**LL#1-2020 – SENIOR CITIZEN EXEMPTION RENEWAL**

Supervisor Barton read the following Legal Notice.

Legal Notice  
PUBLIC HEARING LOCAL LAW No. 1-2020  
SENIOR CITIZEN EXEMPTION RENEWAL

Town of Parma Town Board  
June 16, 2020

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A Local Law to amend Chapter 135 of the Code of the Town of Parma (Senior Citizen Exemption)

NOTICE IS HEREBY GIVEN that, pursuant to the New York State Governor's Executive Order Nos. 202 through 202.15, and other advisories issued by Federal, State and Local Officials related to the Covid-19 virus, the Parma Town Board Meetings will not be held in person until the COVID-19 State of Emergency has concluded. In accordance with the Governor's Executive Order, the June 16, 2020 6:30 p.m. Town Board Meeting and 7:00 p.m. Public Hearing for Local Law No. 1-2020 will be held via virtual Zoom videoconferencing, and a transcript will be provided later. The public will be able to see and hear the meeting live.

PLEASE TAKE NOTICE that the Town of Parma will hold and conduct a public hearing upon Introductory Local Law No. 1-2020 at the Parma Town Hall, 1300 Hilton Parma Corners Road, New York on the 16<sup>th</sup> day of June 2020 at 7:00 p.m. via Zoom videoconferencing.

Such proposed Local Law proposes to amend Chapter 135 of the Code of the Town of Parma (Parma Senior Citizen Exemption), in accordance with New York State Real Property Tax Law Section 467-d.

Section 135-3. The filing date for applications for renewal shall read as follows:

An application for renewal of exemption granted pursuant to Real Property Tax Law Section 467-d may be filed on or before the FOURTH TUESDAY in May, for any cause.

A full and complete text of such of proposed Local Law is presently on file at the Town Clerks Office. Anyone wishing to view it can email the Town Clerk to get an electronic copy.

The public will have an opportunity to see and hear the meeting live and provide comments. The public hearings may be accessed by dialing the ZOOM meeting at (+1646-876-9923) and entering the Meeting ID Code (867 0798 5609). If you would like to be included in the video portion of the zoom meeting, please email [townclerk@parmany.org](mailto:townclerk@parmany.org) prior to the meeting date to receive a link to the video hearing. On the evening of June 16, 2020, five minutes before the meeting you may log in with your computer, smart phone or telephone. Please include your first and last name upon login. You will be placed on hold until the meeting begins.

Anyone interested in providing comments for the above applications may communicate with the Town Board by submitting written comments to the Board at 1300 Hilton Parma Corners Road, Hilton, NY 14468 or may do so via email at [townclerk@parmany.org](mailto:townclerk@parmany.org) prior to the meeting date.

By order of the Town Board of the Town of Parma.

Carrie Fracassi  
Parma Town Clerk  
May 26, 2020

He noted that since this was advertised we have found that the Town already has a Local Law in place and there is no need to make a change to that Local Law which states applicants have until Grievance Day to get Sr. Citizen exemption paperwork in and that day can be extended out if additional meetings are held or meetings are postponed.

The Public Hearing was opened at 7:04 pm. There was no one that wished to speak about the Local Law. The Public was Hearing was closed at 7:06 pm.

The consensus of the Board was that the Town would leave the Local Law as it currently reads in the Town Code.

## PUBLIC FORUM

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

Richard Anderson, resident of Wilder Estates has concerns with the plans to add 17 double units to the Wilders Estates subdivision. He would like to know where these would be located, who the builder is, and he has concerns with increased traffic and asked if there had been a traffic study completed.

Supervisor Barton noted that the Public Hearing for this matter was last night at the Planning Board meeting. The developer, ConCal Development, was not given preliminary approval last night as the Planning Board has concerns with increasing the amount of lots. The units would be located between the two Marjorie Lane entrances. There would not be access onto Wilder Road. The applicant was told to come back to the Planning Board with a new plan. A traffic study was completed when the original plans were approved.

Dennis Scibetta noted that the original plans were designed with 17 single family homes. He does not believe the County will allow for another entrance off of Wilder Road and the Planning Board does not want to make the area that dense. The Planning Board is well aware of how the neighbors feel and he advised the public to continue to watch the Town website for further information or contact the Town with any questions. Mr. Anderson thanked Dennis and Jack for providing the answers he was looking for and explaining the Planning Board process.

## PEDDLER PERMITS – FOX PEST CONTROL

The Town Clerk received applications for a peddlers permit from Fox Pest Control that were not complete. Their representatives stated that Gov. Cuomo designated pest control as an essential business and that the Towns must issue the permits; however, door to door sales were not designated as essential. The Town Clerk sent a letter to the company letting them know that the applications were incomplete, what was needed and advising them that they should not be peddling in the Town until they have a permit. They were also advised that because of the pandemic the Town Board would have to approve issuing any peddler permits and that we needed all of the information before the meeting tonight. We have not received any further information to date and in the meanwhile there was a complaint from a resident that they were at her residence without a permit and they were pushy with their sales tactics. The Town Clerk spoke with the Town Attorney who sent a letter

to the company advising them to cease and desist all sales in the Town of Parma until they have their permits in order. To date we have not received anything else from them.

The Board felt that since the applications are still incomplete there would be no action taken on this matter tonight.

**PARK ATTENDANTS**

Tom Venniro explained he is seeking Town Board approval of the proposed rates set for two hired Park Attendants that were hired between Board Meetings to get the Park reopened.

**RESOLUTION NO. 167-2020** Motion by Councilperson Roose, seconded by Councilperson Zajac to approve the hiring of Michael Burns and Marc Liess as Park Attendants at a pay rate of \$13.00 per hour with a start date of June 4, 2020.

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

**PREPAID CHECK**

**RESOLUTION NO. 168-2020** Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the pre-paid checks as presented in the amount of \$929.74.

		June					
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
LOWES	AOO.571.7110.425.00	5/28/20	Z991.110	1243	15.54	WINDOW SUPPLIES	DONE
	AOO.571.7110.490.00	05/28/20	Z991.110	1243	914.20	VIRUS SUPPLIES	DONE
					929.74		

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



Supervisor Barton: Aye

**BUDGET TRANSFER – BRUSH**

**RESOLUTION NO. 169–2020** Motion by Councilperson Zajac seconded by Councilperson Judd, to approve the Budget Transfers for Brush as presented in the amount of \$22,000.00.

TRANSFER			JUNE			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
BOO.599.9901.911.00	INTERFUND TRANSFER	\$22,000.00	DBO.450.5031.01	BRUSH REVENUE	\$22,000.00	CHRIST
	BRUSH					
		22,000.00			22,000.00	

Motion carried to approve (5–0):

- Councilperson Roose: Aye
- Councilperson Keller: Aye
- Councilperson Judd: Aye
- Councilperson Zajac: Aye
- Supervisor Barton: Aye

**BUDGET TRANSFER – HIGHWAY EQUIPMENT**

**RESOLUTION NO. 170–2020** Motion by Councilperson Roose seconded by Councilperson Judd, to approve the Budget Transfers for Equipment as presented in the amount of \$91,000.00.

TRANSFER			JUNE			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
DBO.450.2665.00	SALE OF EQUIPMENT	\$66,000.00	DBO.550.5130.210.00	EQUIPMENT	\$91,000.00	CHRIST
DBO.550.906.810.00	MEDICAL INS.	\$25,000.00				
		91,000.00			91,000.00	

Motion carried to approve (5–0):

- Councilperson Roose: Aye
- Councilperson Keller: Aye
- Councilperson Judd: Aye
- Councilperson Zajac: Aye
- Supervisor Barton: Aye

**NEW YORK STATE AMENDED**  
**EXTENDED INDEXED LUMP SUM MUNICIPAL SNOW AND ICE**  
**AGREEMENT**

**RESOLUTION NO. 171-2020** Motion by Councilperson Keller, seconded by Councilperson Zajac, to authorize the Supervisor to sign the agreement to amend the Extended Indexed Lump Sum Municipal Snow and Ice Agreement with the State of New York, which will change the amount that the Town will be reimbursed to \$272,237.98 for the 2019/2020 season; the ending date to be June 30, 2024.

Motion carried to approve (5-0):

Councilperson Roose: Aye  
Councilperson Keller: Aye  
Councilperson Judd: Aye  
Councilperson Zajac: Aye  
Supervisor Barton: Aye

**PARK ROADWAY WORK**

Maintenance on the roads in the Park consisting of laying oil and stone will be completed during the months of July and August. The Highway and Parks Department will be working together on the project. Funding for the project was put in the budget for this year.

**PAGE DEDICATION – IN MEMORY OF DEBORAH LEE**

Supervisor Barton noted that Deborah Lee, Town Courier, passed away recently and he would like to leave a blank page in her memory.

**RESOLUTION NO. 172-2020** Motion by Councilperson Roose, seconded by Councilperson Judd, to dedicate a blank page in the minutes in memory of Deborah Lee for her service to the Town.

Motion carried to approve (5-0):

Councilperson Roose: Aye  
Councilperson Keller: Aye  
Councilperson Judd: Aye  
Councilperson Zajac: Aye  
Supervisor Barton: Aye

## APPOINTMENT OF LABORER/COURIER

Supervisor Barton noted that he has appointed Doreen Johnson as Town Courier effective May 24, 2020 at a pay rate of \$306.38 bi/weekly.

## MISCELLANEOUS

There was discussion about the Planning Board meeting and the need to work on the feedback coming through the computers for future meetings. Councilperson Roose felt that the meeting went well for the amount of people involved over Zoom. Todd did a great job managing all of it. Todd Ferguson did have some concerns with the ability to social distance and felt that all plans should be disbursed in duplicate so they do not have to share.

## INFORMATIONAL ITEMS

### LAKESHORE

MBR hired a local Land Surveyor to do the mapping of the Lakefront. By the end of this month they will start designing the projects. MRB is in the process of getting permits through the Army Corps of Engineer, DEC and the State for the sanitary sewers. Lake levels are down in comparison to previous years.

## LIAISON REPORTS

\*\*Councilperson Keller reported that he has not had contact with HPDICE. He received a report from the Zoning Enforcement Officer. The report shows 41 open Zoning Compliance actions mostly for property maintenance issues but also including people working without a permit, junk cars etc.

\*\*Councilperson Zajac reported that the Special Police continue to have discussions about ballistic vests and purchasing a vehicle. The academy is still on hold. He is hoping to attend the next Special Police meeting when they convene.

\*\*Councilperson Judd reported that the Library is reviewing their handbook and have started curbside service this week for library patrons wanting to get books. The Zoning Board is meeting this week. She is continuing to work on the

replacement of the Zarpentine sign and is waiting to hear from the company as far as a timeline.

\*\*Councilperson Roose reported there have been two Planning Board meetings since the last Town Board meeting. At the meeting last night, there was a lot of discussion about Wilder Estates application and many comments from the public. The developer was not given preliminary approval for this application and has to go back to the Board with a new plan. The application on Parma Center was tabled. The application for self-storage units on West Ridge Road was for a conceptual review.

## WARRANT

**RESOLUTION No. 173-2020** Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$29,884.90.

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

**RESOLUTION No. 174-2020** Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$13,415.36.

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

**RESOLUTION No. 175-2020** Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Townwide Fund bills, in the amount of \$3,358.65.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

**RESOLUTION No. 176-2020** Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$87,010.13.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

**RESOLUTION No. 177-2020** Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$8,494.05.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

**RESOLUTION No. 178-2020** Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of TAO Trust and Agency Fund bills, in the amount of \$2,129.09.

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 \$ 144,292.18**

Councilperson Zajac asked if there were any updates about TyLin International and the Building Department. Supervisor Barton said that they had been in to talk to both Elaine and Art but they have not talked to Dennis.

AP Plumbing came and made the repair that was approved at the last meeting at the front of Town Hall property.

### **ENTER INTO EXECUTIVE SESSION**

**RESOLUTION No. 179-2020** Motion by Councilperson Roose, seconded by Councilperson Judd to enter into Executive Session to discuss a pending legal matter. There will be no business conducted after the Executive Session.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

Entered into Executive Session at 8:00 p.m.

### **EXIT OUT OF EXECUTIVE SESSION**

**RESOLUTION No. 180-2020** Motion by Councilperson Roose, seconded by Councilperson Judd to exit out of Executive Session and enter back into Regular Session at 8:44 p.m.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

Town of Parma Town Board  
June 16, 2020

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There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 8:45 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk

IN MEMORY OF DEBORAH LEE