

Parma Town Board meeting held on Tuesday, July 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 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 – June 16, 2020

RESOLUTION No. 181-2020 Motion by Councilperson Roose, seconded by Councilperson Keller, to accept the Minutes of the regular meeting held on June 16, 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 reported that the Town Clerk Report and VFW Report for June have been completed and submitted to the Supervisor's Office.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported the Department is busy with drainage issues and County work that continues to come in. Webster Road, Marjorie Lane and Stephanie Court will be paved in the next few weeks. He thanked Tom Venniro and Dennis Scibetta for working together on several projects and noted that it has been nice to be able to do that.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported the Department has received a lot of drainage calls. He and Supt. Christ met with the County, the Developer of County Village, and many of the residents to discuss the drainage pond there. They discussed with the resident the purpose of the pond and gave ideas on how to handle some issues the residents are having, including mosquitos, the importance of not filling the pond in and not using it recreationally. He is working with the County to set up some training/workshops for residents to learn about and discuss the aspects of living next to a Stormwater Pond. Mr. Scibetta thanked and appreciates that Jim came in from his vacation for this meeting.

A resolution was made at the Planning Board meeting to deny approval of Townhomes in section 10 of Wilder Estates.

Stephen Zajac asked about the progress with repairs to the bricks in front of Town Hall and the roof in the Court Office. Tom Venniro said that he has one contact right now but has been unable to reach him or to receive a call back from him. He will be looking at other options for the masonry work. The leaking issues have persisted in the Court Office. Phil Smith has been working with the contractors who completed the work last and they will be putting a proposal to repair both issues going on with the roof. They are looking at all of the paperwork they have

pertaining to the roof to date. The Court Clerk may be working in the small meeting room across the hall for a period of time.

PARKS AND RECREATION REPORT

Tom Venniro reported that many recreation programs, services, events, and registrations have begun to run under a reopening safety plan. Some are still cancelled, suspended or postponed until further notice due to facility restrictions, the instructors or make-up of participants.

Summer Camp– After a very eventful end to July with regards to facility availability and guidelines, we are in our third week of summer camp. The camp is operating at a much smaller capacity in enrollment than in the past, with about 50–60 campers per week. COVID guidelines and safety plans are in place and have been running successfully to the point that our Monroe County Inspector informed us that we have the most well run camp she had inspected. We have employed our VFW Cleaner, Dianne Anderson, to clean the VFW daily. The recreation staff is also taken on extensive cleaning roles during this time.

Baseball/Quickball– The program opened last Monday, July 13 under our Program Reopening Safety Plan guidelines and has been a success after two outings. The innovative take on programming earned our Town recognition with a live interview on Good Day Rochester and a feature in the latest New York State Recreation and Park Society News Letter.

Facility Updates– A state order toward the end of June/early July called for prohibition of all organized programming on public school grounds. On July, 7th, the Village of Hilton adopted a resolution to keep the Community Center closed to all people and programs until Labor Day (except Summer Camp). We are operating out of the VFW, Parma Town Park, and the Village has allowed us to use Jennejohn Lodge. The schools were unable to open up their buildings to us for camp, however, they have contributed snacks and drinks to the campers. Abbotts has donated ice cream also.

Food Truck Wednesdays– The friends of Parks and Recreation has secured food trucks to vend in the Park through August 19th. Each vendor compensates the Friends 15% of their revenues for the evening. To date they have been all extremely successful. Two of the nights WOWEE brought a drive thru zoo to the park. The first 6 weeks were a drive-thru style service and last week was changed to walk up service.

Drive-in Concert/Movie– We are going to offer a summer Drive-In series featuring 2 concerts and 2 movies, each with food truck and concessions. We are still working out all the logistics. People will have to pre-register their cars to reserve space.

Park Updates– Just about all of the park amenities are open at this time. We are still asking and encouraging all park users to practice proper hygiene and social distancing. Frequently used or high traffic amenities are being cleaned more often. The park is a very popular place. Many local sports groups as well as our own programs are utilizing the park facilities.

Mr. Venniro expressed his gratitude to the Parks Department and Cleaner, John Joseph, who have been in charge of sanitation during these times.

LIBRARY REPORT

Rosiland Lipomi reported that the Library is open to the public from 10 am to 3:30 pm daily; computers are available on a limited basis. The reopening has gone well and there have been no complaints from patrons about needing to wear masks.

MISCELLANEOUS REPORTS

There was none.

PUBLIC FORUM

BUSINESS ITEMS

SECURE VACANT HOUSE/BOARD UP

The Town Board received a letter and three quotes from Art Fritz, ZEO, regarding securing vacant properties if necessary. Emergency Enclosures has been used in the past for this service but recently the Town has not appointed or approved a company. He would like this appointment to become part of the Organizational Packet going forward.

RESOLUTION NO. 182-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac, to approve Emergency Enclosures for use by the Building Department when there is a need to board up vacant properties.

Motion carried to approve (5-0):

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

*quotes attached at the end of the minutes.

FIXED ASSET DISPOSAL

RESOLUTION NO. 183-2020 Motion by Councilperson Zajac, seconded by Councilperson Roose, to approve the disposal of the fixed assets as listed.

*Actual acquisition cost should always be used when available. Estimated cost at time acquired may be used only if actual cost is unknown. *Disposal of items - please note if junked, donated etc. in "REMARKS" column								
DATE: _____				DEPARTMENT: <u>FINANCE</u>				
TAG #	DESCRIPTION / MANUFACTURER	MODEL	SERIAL #	ACQUIRED FROM	COST	A-ACQUIRED D-DISPOSAL	DATE	REMARKS
1856	ENVISION COMPUTER MONITOR	ENVISION	T7AF21AA08848			D-DISPOSAL		
	HP KEYBOARD	HP				D-DISPOSAL		
	MICROSOFT KEYBOARD	MICROSOFT	6968200682052			D-DISPOSAL		
	HP KEYBOARD	HP				D-DISPOSAL		
	HP COMPUTER TOWER	HP	MXL83017WK			D-DISPOSAL		
3278	HP COMPUTER TOWER	HP				D-DISPOSAL		
	ROUTER	LINKSYS	14Y30J07903953			D-DISPOSAL		
3556	PRINTER	HP				D-DISPOSAL		
	HP KEYBOARD	HP				D-DISPOSAL		
3273	HP COMPUTER TOWER	HP	MXL21312LW			D-DISPOSAL		
3146	V7 COMPUTER MONITOR	V7	F8RUSA140220U			D-DISPOSAL		
3170	NEXLINK COMPUTER TOWER	NEXLINK				D-DISPOSAL		
3318	APC COMPUTER					D-DISPOSAL		
3499	HP LAPTOP PROBOOK	HP	CNU950603H			D-DISPOSAL		
3275	HP COMPUTER TOWER	HP	MXL21312L8			D-DISPOSAL		
PREPARED BY: _____								
NAME								
TITLE								

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

DISPOSE OF LOADER

Jim Christ reported that he was unable to purchase the loader from Auctions International so he is keeping the current loader through the winter months unless something else comes up on the auction and they could try again. There will be no action on this Agenda Item at this time.

ZONING BOARD OF APPEALS APPOINTMENT

RESOLUTION NO. 184-2020 Motion by Supervisor Barton, seconded by Councilperson Judd, to appoint Corinne Zajac to the Board Member position from the alternate Board Member position on the Zoning Board of Appeals effective immediately.

Motion carried to approve (4-1):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Abstain

Supervisor Barton: Aye

PLANNING BOARD APPOINTMENT

RESOLUTION NO. 185-2020 Motion by Supervisor Barton, seconded by Councilperson Roose, to appoint Daryl Maslanka to the Board Member position from the alternate Board Member position on the Planning Board effective immediately.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

Dennis Scibetta recognized Mike Ingham for all of this hard work and dedication on not just the Planning Board but also on the Conservation Board where he always went above and beyond. Supervisor Barton echoed Mr. Scibetta on the recognition and noted that Mike Ingham went above and beyond for the Town of Parma in all capacities he has acted in.

PREPAID CHECK

RESOLUTION NO. 186-2020 Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the pre-paid checks as presented in the amount of \$529.00.

				JULY			
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
FARRELL	AOO.570.7140.416.01	07/01/20	Z991.110	1251	154.00	CAMP BINS	DONE
KATIE WHEELER	AOO.576.7520.490.00	07/10/20	Z991.110	1252	375.00	REFUND	DONE

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

BUDGET TRANSFER

RESOLUTION NO. 187-2020 Motion by Councilperson Roose, seconded by Councilperson Keller, to approve the Budget Transfers for as presented in the amount of \$145,150.00.

BUDGET TRANSFER			JULY			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
BOO.590.9010.810.00	NYS RETIREMENT	704.00	BOO.590.9040.810.00	WORKERS COMP	\$704.00	GAVIGAN
AOO.590.9040.810.00	WORKERS COMP	11,249.00	AOO.516.1620.490.00	TOWN HALL IMPROVEMENT	\$141,200.00	GAVIGAN
AOO.416.2701.00	REFUND PRIOR YEAR	104,751.00	AOO.516.1440.475.00	ENGINEERING	\$1,146.00	GAVIGAN
AOO.516.1420.472.00	LEGAL LABOR	20,000.00				
AOO.516.1620.442.00	RGE	6,346.00				
DBO.550.5130.452.00	VEHICLE MAINT	\$1,500.00	DBO.550.5130.210.00	EQUIPMENT	\$1,500.00	CHRIST
AOO.550.5132.600.00	CONTRACTED SERVIC	\$500.00	AOO.550.5132.210.00	EQUIPMENT	\$500.00	CHRIST
AOO.570.7110.451.00	GASOLINE	\$100.00	AOO.570.7110.410.00	OFFICE SUPPLIES	\$100.00	VENNIRO
		145,150.00			145,150.00	

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

PAVILION RENTAL

The Town Clerk brought this to the Board for approval because the cancellation and request for a refund was within 30 days of the rental. The Board felt with restrictions still in place due to COVID they were okay with the refund.

RESOLUTION NO. 188-2020 Motion by Councilperson Zajac, seconded by Councilperson Keller, to authorize the refund of \$45.00 to the applicant for a pavilion rental that was to be held on July 18, 2020 due to the current conditions under COVID.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

LIBRARY DIRECTOR

Supervisor Barton noted that the Amy Hogue has been selected and appointed by the Library Board as the new Library Director after several applications and interviews. Her start date was July 13, 2020.

PARK LIGHTING ELECTRIC WORK

During the Town Hall septic system installation, the underground electrical wires for the tennis court lights were cut. These were not marked or documented for the contractors therefore they are not responsible for the cost of repairs.

The following quotes were received:

Guenther Electric: \$ 3,500.00

MR Quinlan: \$25,800.00

Billitier: \$ 4,080.00

Mr. Venniro recommends Guenther Electric, the low quote. He is hoping this will be repaired before the drive-in series starts. It will become a safety concern as it begins to get darker earlier.

RESOLUTION NO. 189-2020 Motion by Councilperson Roose, seconded by Councilperson Judd, to award the electrical repair for the Tennis Court lights to Guenther Electric in the amount not to exceed \$3,500.00.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

PARK BASEBALL FIELD #2 FENCE EXTENSION

When the ballfields were reconstructed in 2019 they were not measured correctly. With the new field the left foul line extends beyond the old foul line so there is a section without an outfield fence. Mr. Venniro would like to look at other options and take action at a later date.

PARK ATTENDANT HIRE AND RATE APPROVAL

Due to schedule conflicts the newly hired park attendant is unable to continue working with us. We are losing another attendant during the month of August. After reaching out to other applicants from the initial recruiting, we are unable to fill these positions and he would like to continue advertising for the position.

RESOLUTION NO. 190-2020 Motion by Councilperson Zajac, seconded by Councilperson Keller, to authorize the Parks and Recreation Director to advertise and post for a park attendant at the current rate set out.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

MISCELLANEOUS

Supt. Christ has the opportunity to purchase two trucks from Honeoye. The trucks are both 6 years old with low mileage. Purchasing both trucks allows the Department to run three trucks into the subdivisions to plow so they would be plowed more frequently, the growing size of the subdivisions in the Town prohibits this from happening now. Honeoye is asking \$58,000.00 for both trucks. There is money in the budget to purchase one of the trucks now. There is concern by Board members with the ability to find money to purchase the second truck at this time.

Linda Judd recognized that the Board understands that he is working really hard and taking any and all jobs the Department can to put money back into the budget that has been neglected for many years and they appreciate all his work he is doing for the Department and Town.

RESOLUTION NO. 191-2020 Motion by Councilperson Judd, seconded by Councilperson Roose, to authorize the purchase of a 2014 sixth wheel dump truck with plow package from Honeoye in an amount not to exceed \$30,000.00 to be funded from the A and B Fund Balance.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

INFORMATIONAL ITEMS

LAKESHORE

Informational meetings are being held on Monday, Tuesday, Wednesday and Thursday the week of July 27, 2020. Postcards were mailed to all residents on the lakefront and they have been calling to sign up for a meeting time. The information and PowerPoint provided by the Town Engineer is up on the website for anyone who would like to look at it ahead of time.

MISCELLANEOUS

Supervisor Barton noted that he will be out of the office beginning August 26, 2020 for approximately 4 to 6 weeks.

Supervisor Barton reported Maureen Warner, Esq. will be handling all dog matters in the court for the time being.

There was discussion about the meetings for Planning, Zoning and Town Boards to go back to in person meetings. All Boards will be back in person in August 2020 using social distancing for each meeting.

LIAISON REPORTS

**Councilperson Keller had no report.

**Councilperson Zajac reported that the Special Police are moving forward with getting quotes to purchase Ballistic Vests.

**Councilperson Judd reported there were many items on the Zoning Board agenda last week. She noted that the Zoning Board is very good at holding the applicants to the rules. They continue to work on streamlining the Special Permits. She is advocating for an attorney to be present at all Zoning Board meetings. It is important for the Town to find the money in the budget for this. There are many issues that come up during the meeting that can be alleviated if an attorney were present. Most towns already do this for all of the Boards. Supervisor Barton said that needs to be put in the budget for 2021. A grant is available through the Genesee Country Land Preservation and Parma has an interested party who would like to apply with a co-applicant. The Board stated they would support an application with two applicants co-holding the easement. She has been in contact with the company regarding the Zarpentine sign and they hope to have it ready in the next month.

**Councilperson Roose reported that there will be an in-person Parks and Recreation meeting this week held at the park. He was unable to attend the last Planning Board meeting. There were three items on the Agenda.

WARRANT

RESOLUTION No. 192-2020 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$73,026.31.

Motion carried to approve (5-0):

Councilperson Roose: Aye

Councilperson Keller: Aye

Councilperson Judd: Aye

Councilperson Zajac: Aye

Supervisor Barton: Aye

RESOLUTION No. 193-2020 Motion by Councilperson Judd, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$20,690.47

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

RESOLUTION No. 194-2020 Motion by Councilperson Roose, seconded by Councilperson Zajac to approve payment of DAO Highway Townwide Fund bills, in the amount of \$1432.14.

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

RESOLUTION No. 195-2020 Motion by Councilperson Zajac, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$17,898.95.

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

RESOLUTION No. 196-2020 Motion by Councilperson Keller, seconded by Councilperson Roose to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$4755.76.

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

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

RESOLUTION No. 197-2020 Motion by Councilperson Judd, seconded by Councilperson Roose to approve payment of TAO Trust and Agency Fund bills, in the amount of \$629.09.

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 \$118,432.72

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 8:46 p.m., seconded by Councilperson Zajac and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk

