

Parma Town Board meeting held on Tuesday, August 18, 2020 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY

## ATTENDANCE

Supervisor	Jack Barton	
Councilperson	James Roose	
Councilperson	Blake Keller	Absent
Councilperson	Linda Judd	
Councilperson	Stephen Zajac	
Town Clerk	Carrie Fracassi	
Building & Development Coordinator	Dennis Scibetta	
Dir. of Parks and Recreation	Tom Venniro	Via Zoom
Highway Supt.	Jim Christ	

## OTHERS IN ATTENDANCE

Nicole Ryan, Freed Maxick, CPS, P.C., Amy Hogue, Library Director, Mike Silivestro, Michael Sciortino, Parma Justice Court 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 – July 21, 2020

RESOLUTION No. 198–2020 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the Minutes of the regular meeting held on July 21, 2020 as presented.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

## TOWN CLERK REPORT

The Town Clerk reported that the Town Clerk Report and VFW Report for July have been completed and submitted to the Supervisor's Office. Tax Collection begins on September 1<sup>st</sup>. Monroe County is waiving the 3% credit card fee when paying the school taxes on their website through November. At this time there has been no

mention of extending payment times or making changes to interest rates due to COVID.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported that they received the truck from Honeoye and they are in the process of putting it on the road. DMV is backed up with appointments at this point. The Department has finished road work on Clarkson Parma Town Line Road and Burritt Road and all other major road projects in the Town are completed, along with a project they were working on in Greece. There might be one more job available in Greece coming up. They have ditch work through the County to finish.

### **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported there is a back log in permits and material supplies for projects such as decks and pools are behind schedule for deliveries, so those applications are being pushed out. A representative from BAS will be available the first week of September to discuss software.

### **PARKS AND RECREATION REPORT**

Tom Venniro reported all Recreation Programs for summer are coming to an end. Everyone, from staff to participants followed the guidelines put in place for all programs with no complaints and the programs were very successful. Fall registration has begun for the BEAR program which will look different this year.

The brakes on the Recreation bus were repaired by Phil Smith. The ability Mr. Smith has to make these repairs has saved the Town money that would normally have been paid to a repair shop. The road running from the Lloyd Pavilion back to the parking lot by the trails has been repaired and paved with the help of Supt. Christ and Phil Smith.

Mr. Venniro reported that he is waiting for one more quote for the masonry work on the bricks at Town Hall and hopes to have something for the Board at the next meeting.

Councilperson Zajac asked for an update on the Drive-In series. Tom Venniro reported that they have been very successful and the feedback has been good. The first two in the series were concerts that had approximately 35-40 cars in

attendance, the next two in the series are movies. The Special Police aided with parking during the events.

## LIBRARY REPORT

Amy Hogue reported that Friday was Rosiland Lipomi's last day after 28 years at the Library. A new youth services employee will be starting next week. The virtual summer reading program ended this month. The hours have increased in the past week and it has been pretty busy.

## MISCELLANEOUS REPORTS

There was none.

## PUBLIC FORUM

Supervisor Barton asked if there were any citizens who would like to address the Town Board with any concerns. There were none.

## BUSINESS ITEMS

### 2019 FINANCIAL AUDIT

Nicole Ryan from Freed Maxick, CPS, P.C., reviewed the Financial Audit for the year ending on December 31, 2019 for the Town of Parma with the Town Board. The audit included all the major funds for the Town. A Fund Balance Policy will be implemented for next year.

**RESOLUTION NO. 199-2020** Motion by Councilperson Roose, seconded by Councilperson Judd, to acknowledge and accept the 2019 Financial Audit for the Town of Parma.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

## ADVERTISE BEFORE AND AFTER SCHOOL STAFF

Mr. Venniro explained that the school district has broken their days down by cohorts with kids going to school two days a week. To accommodate the families the Recreation Department Before and After School program will look different. They will have a maximum of 30 kids in the program per day. The majority of the program will not be at the school district this year due to COVID restrictions and it

will not include before school this year. Most of the program will run out of the community center. He wants to hire 2–3 people to fill in during shifts as office staff will be more involved this year.

**RESOLUTION NO. 200–2020** Motion by Councilperson Judd, seconded by Councilperson Zajac, to authorize the Recreation Department to advertise for after school staff for the upcoming year with a pay range of \$11.80 to \$12.30.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

### **COURT ATTENDANTS**

Supervisor Barton explained he had a discussion with Judge Sciortino and Kathryn Deshong, the Court Clerk, about concerns going on with Court pertaining to safety and compensation for the attendants. While there are ongoing discussions about purchasing ballistic vests for the Court Attendants, Judge Sciortino felt that they should be compensated for their efforts similarly to other towns for keeping our building and the people in it safe. The seriousness of the matters in front of them has increased and those types of matters usually lead to high emotions from victims, the accused and both of their families. The Court Attendants have stopped various kinds of knives, brass knuckles and substances from being brought into the building. Under COVID they are responsible for doing all health screens and temperature checks on people coming into the building. They currently make \$40.00 per night and he would like to see that increased to \$60.00 which would be more consistent with surrounding towns.

There was discussion about hiring private security like some Towns do. Mike Silivestro explained that private security companies would need to call the sheriff's office to handle the matter but because our Court Attendants are peace officers they can make an arrest if needed. Mr. Silivestro passed a flyer around with pictures of the types of things they have stopped from coming into the Building in 2019. The Court Attendants scanned 3000 people and put in over 550 hours in the last year alone.

Judge Sciortino thanked the Court Officers for all of their hard work and dedication for the Town. Supervisor Barton also thanked them and said he would like to look at this during budget talks this year.

There was discussion about the court office roof. All of the work so far has been focused on the flat part of the roof and gutters directly over the office but after looking more closely it has been determined that the roof is actually leaking at the top part of the roof which to date has not been repaired. There is a plan in place

and a quote has been received to make the repair. The repair could take a couple weeks to finish depending on the weather. The quote from Elmer Davis is for \$26,658.00 and would include laying a rubber membrane coating, enlarging the scupper, fixing the gutters and rebuilding the front to keep the water from the front edge. This is an emergency repair to the roofing system and does not require the Town getting additional quotes. The company doing the work is very familiar with the roofing system. There will be a 15 year warranty for the repair.

**RESOLUTION NO. 201-2020** Motion by Supervisor Barton, seconded by Councilperson Roose, to expend \$26,658.00 for an emergency repair to the roofing system and the north end of the building. The funds to come out of the Town Hall Improvement budget line.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

**DeMEYER and ADAMS FARMS**

**RESOLUTION NO. 202-2020** Motion by Councilperson Judd, seconded by Councilperson Roose, to support the application of the Marilyn DeMeyer of 182 Butcher Road, Hilton, NY 14468 and John and Margaret Adams of 280 Parma Center Road, Hilton, NY 14468 for Land Preservation.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

**PREPAID CHECKS**

**RESOLUTION NO. 203-2020** Motion by Judd, seconded by Councilperson Zajac, to approve the payment of the prepaid checks as listed.

AUGUST							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
SAMS	AOO.516.1620.460.00	07/23/20	Z991.110	1259	195.74	MEMBERSHIP	DONE
	AOO.570.7140.416.01	07/23/20	Z991.110	1259	159.80	SUMMER CAMP	DONE
CINTAS	AOO.516.1620.460.00	07/27/20	Z991.110	1260	158.58	PAST DUE RUG	DONE
ROY TEITSWORTH INC	DAO.550.5142.210.00	08/03/20	Z991.110	1261	15,000.00	2014 INTERNATIONAL	DONE
	DBO.550.5142.210.00	08/03/20	Z991.110	1261	15,000.00	2014 INTERNATIONAL	DONE
STANDBY	AOO.516.7550.490.00	08/03/20	Z991.110	1262	400.00	2020 DRIVE IN	DONE

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

### **RESIGNATION OF DONALD SCHLONSKI**

**RESOLUTION NO. 204-2020** Motion by Councilperson Zajac, seconded by Councilperson Roose to accept with regrets the resignation of Donald Schlonski from the Recreation Commission.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

### **RESIGNATION OF MICHAEL INGHAM**

**RESOLUTION NO. 205-2020** Motion by Councilperson Roose, seconded by Councilperson Judd to accept with regrets the resignation of Michael Ingham from the Planning Board.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

### **RETIREMENT OF ROSALIND LIPOMI**

**RESOLUTION NO. 206-2020** Motion by Councilperson Judd, seconded by Councilperson Roose to accept with regrets the retirement of Rosalind Lipomi from the Library. Through her 28 years at the Library she acted as Library Director six times. The Town Board thanked her and wishes her the best.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

### **ADOPTION OF LGS-1 RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS**

The Town Clerk explained that NYS Records Archives released an updated Records Retention Schedule effective August 1, 2020. The Board has to adopt the new schedule before utilizing it.

**RESOLUTION NO. 207-2020** Motion by Councilperson Roose, seconded by Councilperson Zajac,

RESOLVED, By the Town Board of the Town of Parma that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

### **1051 HILTON PARMA CORNERS ROAD – PIPE DITCH**

The owner at 1051 Hilton Parma Corners Road would like to fill in the ditch in front of their house which they feel is a safety hazard. The State is okay with them doing that as long as the Town is willing to take responsibility for the maintenance of it. Supt. Christ stated that maintenance would probably consist of having to flush it out occasionally.

**RESOLUTION NO. 208-2020** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the request for 1051 Hilton Parma Corners Road to have the Parma Highway Department enclose a ditch in front of this property and provide the maintenance.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

### **LAKESHORE SANITARY SEWER – SET PUBLIC HEARING**

**RESOLUTION NO. 209-2020** Motion by Councilperson Roose, seconded by Councilperson Zajac, to hold and conduct a Public Hearing to discuss the Lakeshore Sanitary Sewer to be installed along the Town of Parma Lake Roads. The Public Hearing shall be held and conducted at the Parma Town Hall, 1300 Hilton Parma Corners Road, New York on the 15<sup>th</sup> day of September, 2020 at 7 p.m. at which time all interested persons shall be heard concerning the subject matter thereof.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

## MISCELLANEOUS

### STORM WATER COALITION

**RESOLUTION NO. 210-2020** Motion by Councilperson Judd, seconded by Councilperson Zajac, to authorize the Supervisor to sign the Intermunicipal Agreement regarding the cooperation to reduce storm water pollution and protect water quality in Monroe County.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

## INFORMATIONAL ITEMS

### LAKESHORE

Engineering and mapping for the Lakeshore projects are being completed.

## MISCELLANEOUS

### LIAISON REPORTS

\*\*Councilperson Keller was absent. There was no report.

\*\*Councilperson Zajac reported that quotes were received for ballistic vests but they are being redone to compare like vests for a more accurate quote.

\*\*Councilperson Roose had no report.

\*\*Councilperson Judd reported that the Library being back open is a great thing. She is still in discussions about the Zarpentine sign with the company and the Zoning Board meets this week.

## WARRANT

**RESOLUTION No. 211-2020** Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of AOO General Fund bills, in the amount of \$44,928.06.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)



**RESOLUTION No. 212-2020** Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of BOO Part Town Fund bills, in the amount of \$7,197.12.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

**RESOLUTION No. 213-2020** Motion by Councilperson Judd, seconded by Councilperson Zajac to approve payment of DAO Highway Townwide Fund bills, in the amount of \$461.99.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

**RESOLUTION No. 214-2020** Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of DBO Highway Part Town Fund bills, in the amount of \$144,124.97.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

**RESOLUTION No. 215-2020** Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$4,771.80.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

**RESOLUTION No. 216-2020** Motion by Councilperson Judd, seconded by Councilperson Zajac to approve payment of SW1 Clarkson Parma TL Water Fund bills, in the amount of \$8,522.81.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

**RESOLUTION No. 217-2020** Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of TAO Trust and Agency Fund bills, in the amount of \$379.09.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

**The total to be paid is \$210,385.84**

### **ENTER INTO EXECUTIVE SESSION**

**RESOLUTION No. 218-2020** Motion by Councilperson Roose, seconded by Councilperson Judd to enter into Executive Session regarding proposed, pending or current litigation. There will be no business conducted after the Executive Session.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

Entered into Executive Session at 8:45 p.m.

**EXIT OUT OF EXECUTIVE SESSION**

**RESOLUTION No. 219-2020** Motion by Councilperson Zajac, seconded by Councilperson Judd to exit out of Executive Session and enter back into Regular Session at 10:23 p.m.

Motion carried: Aye 4 (Barton, Roose, Judd, Zajac) Nay 0 Absent 1 (Keller)

There was no further business before the Town Board, Councilperson Roose made a motion to adjourn the meeting at 10:24 p.m., seconded by Councilperson Zajac and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk