

Parma Town Board meeting held on Tuesday, September 1, 2020 at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### ATTENDANCE

Supervisor	Jack Barton	Absent
Councilperson	James Roose	
Councilperson	Blake Keller	
Councilperson	Linda Judd	via Zoom
Councilperson	Stephen Zajac	via Zoom
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

There were none.

### 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 – AUGUST 18, 2020

RESOLUTION NO. 220-2020 Motion by Councilperson Judd, seconded by Councilperson Roose to accept the Minutes of the regular meeting held on August 18, 2020 as presented.

Motion carried: Aye 3 (Roose, Judd, Zajac) Nay 0 Absent 1 (Barton)  
Abstain 1 (Keller)

### TOWN CLERK REPORT

The Town Clerk reported that the VFW and Town Clerk reports for August 2020 have been submitted to the Supervisor's Office and emailed to the Board. School tax bills have been mailed.

## HIGHWAY DEPARTMENT REPORT

Supt. Christ reported the Department has finished County work for a total of 16 jobs completed; 8 of those jobs the Town was the lead and 8 they assisted. They will be going back to their normal hours five days a week/8 hour days. Fall brush pick-up will begin on October 1, 2020. They continue to get drainage calls almost daily. The schedule the Secretary has been working between the Highway Department and Finance has been working well but he thinks the winter will be tough.

## BUILDING DEPARTMENT REPORT

Mr. Scibetta reported they are working on the Department report for August. They have been very busy with building permits. Due to the pandemic and demand there is an increase in cost for materials and in some instances contractors are having a hard time getting materials to complete some of the jobs.

Mr. Scibetta noted that on September 26<sup>th</sup> and 27<sup>th</sup> Zarpentine Farms will be holding a craft show. They submitted a plan to Ag and Markets as far as masks and social distancing requirements and have been given the go ahead.

The Zarpentine sign is in. Mr. Scibetta will work with Supt. Christ to have it put back up.

## RECREATION DEPARTMENT REPORT

Mr. Venniro reported that the Budget Reports are accurate through most of August 2020 and he distributed those to the Board.

### **Coronavirus, COVID-19 Update –**

Most in-person Recreation programs, services and events are operational and operating under a reopening safety plan. Some programs are still cancelled, suspended or postponed until further notice due to facility restrictions, the instructors or participants.

Village Building facilities will remain closed to the public through the end of October and at this time, out of school programs are the only programs we are able to host in the Community Center. The Village Board has provided sole use of the Jennejahn Lodge for our programs as a supplement to the rent we pay to occupy the Community Center.

**Summer Camp and Summer Programs –**

After a challenging planning period with regards to facility availability and guidelines, the Town successfully completed 8 weeks of Summer and Nature Camps. The camps operated at a much smaller capacity than in past years with anywhere from 30 to 60 campers weekly.

The variation of traditional baseball/softball leagues called Quickball ended in August and was a success. Each Wednesday starting in June the Friends of Parks and Recreation secured a food truck to vend in the Park through September. These were very successful and run with public safety in mind. Feedback was extremely positive for these events.

We are three events into the Drive-In Concert/Movie series and they have been very successful by all accounts. Each event featured either a concert or movie and food trucks.

They are working to release the fall programming schedule in the upcoming weeks. Several programs have been announced to date and a major focus will be our modified out of school program.

**Parks Update –**

All Park amenities are open to the public at this time. We ask that all park users practice proper hygiene and social distancing. Facilities are being cleaned more frequently and with proper supplies. With the lack of available spaces the facilities at the park have been used more frequently by many organizations not just Town events.

**Refuse/Recycling Collection –**

There have been some issues with the refuse and recycling collection at the Town Hall. We have made several calls to the current company to correct the service issues and felt that other options should be investigated. After looking into other companies it was decided to go with Casella. This move will hopefully end the service issues but will also save the Town money.

**Masonry Work –**

The Town is still awaiting quotes from the company they talked to about the brick work at the front of Town Hall. Mr. Venniro will be investigating other companies for quotes.

**Vacation Time –**

There was discussion at their Department meeting regarding unused vacation for 2020. He understands that the Town allows employees to carry a certain amount

of vacation time over to the next year but due to COVID-19 and people having to cancel their vacations he asked if there had been any consideration made to allow employees to carry over more than normal or would everyone have to take it before years end.

**Pavilion Rentals – Boy Scouts/Girl Scouts –**

The Town Clerk's Office has several requests from Boy Scout and Girl Scout organizations looking to book pavilions for their troop meetings for the waived fee. There has been an unwritten rule that the Town would waive the fee for Hilton scout troops but both Tom Venniro and the Town Clerk feel that we need further direction. While most of these rentals happen during the week when they are usually available, last weekend three of the bookings on Saturday were for the scouts. The Town would have been able to rent to parties that would be using them all day, while the scouts are only using them for a short time. The Town Clerk has received applications from one troop for 15 rentals over the next three months and another has sent in for the next two weeks. While the Board agreed that we want to help the Scouts there needs to be a discussion about how to best handle these rentals moving forward. Each pavilion rental takes time in the Clerk's Office to process, make copies and put into the calendar. Mr. Venniro and Ms. Fracassi felt any rentals on weekends should be charged a fee. After discussing different ideas, it was decided to make this an Agenda item for the next meeting.

**LIBRARY REPORT**

There was no report.

**MISCELLANEOUS REPORT**

**PUBLIC FORUM**

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

**BUSINESS ITEMS**

**CDL – HIGHWAY EMPLOYEE**

Supt. Christ reported that Kyle McDonald got his CDL License last Friday. He passed the test with a 100% and with that he will be moved from a Laborer Step

5 to a MEO Step 2 and receive  $\frac{1}{2}$  the step increase now with the other half given in 6 months.

**RESOLUTION NO. 221-2020** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the step increase for Kyle McDonald to receive half a step increase for going from a Laborer to a MEO. The increase will take him from \$17.35 to \$18.31 effective August 24, 2020.

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

### **TOWN CLERK/TAX RECIEVER BONDING**

The Town Clerk noted that this is done on a yearly basis and is sent to Monroe County before the Town and County Tax Collection.

**RESOLUTION NO. 222-2020** Motion by Councilperson Judd, seconded by Councilperson Keller, to approve the surety form and the amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes as follows:

Type of Undertaking:	Public Employee Dishonesty
Insurance Policy:	Travelers Insurance Company
Amount:	\$500,000.00

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

### **HEALTH INSURANCE 2021**

Deputy Supervisor Zajac noted that there will be no change to the Health Insurance Plans offered to employees from the previous year with Excellus. There is a 3-6% increase in the premiums for the plans.

**RESOLUTION NO. 223-2020** Motion by Councilperson Judd, seconded by Councilperson Roose, to approve the Health Insurance Plans for the Town of Parma for 2021. The policies offered are the same as last year and the contribution percentage will be the same for both the Town and employees.

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

**SEASONAL RECERATION ASSISTANT HIRING –  
 RATE APPROVAL**

Mr. Venniro explained that they will be utilizing full-time staff for the out of school program in addition to part-time seasonal help. He would like to re-hire staff from last year with the addition of one person to fill an opening. They were removed from active employment because the season had ended. The one person not from last year was our fall intern.

**RESOLUTION NO. 224-2020** Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the re-hiring of part-time seasonal staff from last year and the hiring of one new part-time seasonal employee to fill an opening at the rates listed below effective as of September 1, 2020.

New Hires						
First Name	Last Name	POSITION	ADDRESS	PHONE	START DATE	RATE
Taylor	Kimmerly	Seasonal Recreation Assist	42 Gilmore Rd., Brockport, NY 14420	683-6529	4-Sep-20	12.05
Returning Staff						
First Name	Last Name	POSITION	ADDRESS	PHONE	START DATE	RATE
Phoebe	Brajdic	Seasonal Recreation Assist	21 Haskins Lane S	954-294-5691	4-Sep-20	12.05
Katherine	Brockman-Bellanca	Seasonal Recreation Assist	267 Lake Ave., Hilton, NY 14468	750-4825	4-Sep-20	15.00
Grace	Dean	Seasonal Recreation Assist	1063 Peck Rd., Hilton, NY 14468	721-8687	4-Sep-20	12.75
Kerri	Kwiatowski	Seasonal Recreation Assist	17288 Lakeshore Rd., Hamlin, NY 14468	271-1373	4-Sep-20	13.50
Aliya	Leshner	Seasonal Recreation Assist	51 Country Village Ln., Hilton, NY 14468	739-3845	4-Sep-20	12.05
Nicole	Parina	Seasonal Recreation Assist	11 Ashbury Cir., Roch. 14612	727-1304	4-Sep-20	12.50

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

**SEASON PARK ATTENDANT HIRING –  
 RATE APPROVAL**

This will be discussed at a future Town Board Meeting.

**MISCELLANEOUS**

Supt. Christ would like to bid on a 2015 Dump Truck on Auctions International which ends Monday night. The truck has 15,000 miles on it and includes the plow, salter. If successful in the bid he would auction off the 2004 truck. He felt that buying this truck could save money in the long run versus buying a new truck.

**RESOLUTION NO. 225-2020** Motion by Councilperson Judd, seconded by Councilperson Keller, to authorize the Highway Supt. to bid on a 2015

International Dump Truck with plow and salter with a maximum bid of \$25,000.00.

After much discussion among the Board and while the Board supports the Highway Supt., the Board is in a dilemma and has reservations because they already approved the purchase of one truck and they are concerned with the uncertainty of the finances of the Town due to the pandemic. It remains to be seen how the Town will be affected by the loss of Sales Tax for both this year and next year's budget. They felt if this was later in the year they might have a better grasp on what they were looking at and could be more confident with a decision based on finances. There is a concern that the Highway Department is already over budget for the year due to salt purchases made by the outgoing Highway Supt. last year and putting the current Highway Supt. in the negative from the beginning. The Board understands that these budget issues were not created by the current Highway Supt.

Motion not carried: Aye 0 Nay 4 (Roose, Keller, Judd, Zajac) Absent 1 (Barton)

## INFORMATIONAL ITEMS

### LAKE SHORE

Deputy Supervisor Zajac noted that the Public Hearing for the Sewer District will be held at the September 15, 2020 Town Board meeting both in person and through video technology. The Town Engineer will be attending the meeting to answer any questions.

### LIAISON REPORTS

\*\*Councilperson Keller reported there has been no communication from HPDICE; it seems like they are no longer active. He went on a ride along with Art Fritz. He has been asked to serve on a business commission and will keep the Board posted on those meetings.

\*\*Councilperson Zajac reported that the Special Police are still working on quotes for the ballistic vests.

\*\*Councilperson Roose reported the Recreation Commission meeting was held last night at the Jennejohn Lodge. The Village refurbished the building and it is

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very nice. The concerts at Town Hall are done for the season and the last movie will be on September 18, 2020.

\*\*Councilperson Judd reported that she was unable to attend the Library Board meeting and the Zoning Board meets later this month.

There was no further business before the Town Board, Councilperson Roose made a motion to adjourn the meeting at 7:40 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Carrie Fracassi". The signature is written in a cursive style with some loops and flourishes.

Carrie Fracassi  
Parma Town Clerk