

Parma Town Board meeting held on Tuesday, March 16, 2021 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY.  
Due to COVID-19 this meeting will also be 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 (Excused)
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Jim Christ

### **OTHERS IN ATTENDANCE**

Don Wells, Assessor; Amy Hogue, Library Director; Jim Smith; Rick Lemcke; Tina Brown;  
Kris Schultz

### **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 - MARCH 2, 2021**

**RESOLUTION No. 92-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to accept the Minutes of the regular meeting held on March 2, 2021 as presented.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **TOWN CLERK REPORT**

The Town Clerk and VFW Report for February has been completed and submitted to the Supervisors Office. Town Clerk staff has returned to the office.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported the Department is between plowing and road work for the year; they have been helping the Parks Department with projects. The Atkinson Farm Genesee Land Trust sign has been stolen off Hill Road.

## **BUILDING DEPARTMENT REPORT**

There was no report. Councilperson Zajac asked if there had been any activity on the job postings. Supervisor Barton stated there were a couple, they readvertised, he was hoping to have more.

## **PARKS AND RECREATION REPORT**

Tom Venniro reported many in-person Recreation programs, services and events are operational and running under a reopening safety plan. The Village Community Center is only open for programming and the Hilton Central School District has allowed use of their facilities for select programming.

### **Recreation Program Update:**

The winter programming schedule is up and running smoothly and programs can be viewed online. The programming features a mixture of in-person and virtual/remote options.

### **AARP Tax Preparation:**

On February 9, 2021 appointments started for tax preparation and all available appointment slots are now full and there is a significant waiting list. The Department has been in contact or scheduled appointments for over 600 couples or individuals.

### **Parks Update:**

Last year's purchase of the 2021 John Deere Gator has arrived. The recently approved John Deere Gator has been ordered. As the weather shifts, the Department will start getting the park facilities ready for use. The small playground has been removed and construction for the new one is scheduled to begin in May.

### **Town Hall Maintenance Update/Capital Projects –**

There are many projects in progress or in the planning phase. The Court Room, Town Hall Water Treatment Projects and Town Hall Security Doors have been completed. Supervisor Barton asked if there was a timeframe for completion of the Boardroom. Tom Venniro said they would make it a priority. He will be adding to the list drainage around the Town Hall facility.

## **LIBRARY REPORT**

The Library Director reported that they are working towards some in person programming. They are working on a Community Analysis and Planning Project to determine the needs and future planning for the Library.

## **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.

Rick Lemcke asked what the Town considered as they discuss having a Full-time Supervisor and the process needed to do that. Supervisor Barton said they would have to increase the salary in the Budget line and note that it will be a FT Supervisor. They do not need to do anything further because there will be no change in the classification.

Supervisor Barton noted that he is currently looking into whether this would become a 1/2-time position or a full-time position. Mr. Lemcke asked if the position is still considered a 1/3-time (PT) position. Supervisor Barton said it is being reported the same as in the past to NYS Retirement. Mr. Lemcke asked if the public must watch the budget to see if the change is made. Supervisor Barton said yes. Mr. Lemcke asked why all elected officials are not seen on the zoom meeting like other Towns. Supervisor Barton noted when all officials had their iPad running there was a feedback issue. The Town will investigate that again.

Jim Smith does not know that there is a justification for a FT Supervisor. He held the position for four years, attended all meetings on and off site and wrote three major grants during his time in office and was PT. He has concerns that once it is considered a FT position and the salary is created that cannot be changed back without a Public Referendum if they chose to go back. He agrees that the current pay is too low, but a better option would be to add new roles, like grant writer or safety coordinator to the position and pay for those positions if the applicant is qualified.

Rick Lemcke felt that the Town should look to have an administrator like the Village does to do the day-to-day work and the Supervisor would continue as a PT employee. Supervisor Barton noted that outside of us, Hamlin, Clarkson, and Sweden many Towns have gone to a FT position.

## **BUSINESS ITEMS**

### **PREPAID CHECKS**

**RESOLUTION NO. 93-2021** Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the prepaid check as presented.

				MARCH			
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
FRACASSI	AOO.516.8989.480.00	02/10/21	Z991.110	1304	776.36	NYS COMMUNITY TAX BILL	DONE
NORTH GREECE FIRE	AOO.416.2770.00	02/18/21	Z991.110	1306	940.00	AG ROLLBACK ON TAX ROLL	DONE
DIRECTOR OF FINANCE	BOO.582.8020.475.00	02/19/21	Z991.110	1307	225.00	REVIEW FEE REDI	DONE
REGIONAL DISTRIBUTORS	AOO.516.1620.460.00	03/08/21	Z991.110	1310	75.58	SAFETY EXPENSES	DONE

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**EMPIRE CODE SERVICES**

Supervisor Barton noted that a representative from Empire Code Services has been working for the Town doing plan/building permit reviews for the Building Department. The representative gives the Town the days he is available to work, which has been working out well, but there has not been a contract in place to date and the company is looking for one. The service would continue if needed. The company will be paid based on the fee schedule for what review is completed.

**RESOLUTION NO. 94-2021** Motion by Councilperson Zajac, seconded by Councilperson Roose, to authorize the Supervisor to sign the agreement with Empire Code Services for reviews and inspections. The fee schedule is attached to the agreement. This will be in effect after the Town receives liability insurance and proof of Certification by the State.

Councilperson Zajac confirmed that they will be working mainly outside of the building and asked if they have access to update BAS. Supervisor Barton said he will be working mostly outside of the building and BAS will only be updated by employees. It was clarified that the contract can be terminated at any point. Councilperson Zajac asked if the Town has liability insurance on file for the company. Supervisor Barton said no but he will get that.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**PUBLIC HEARING**  
**5100 RIDGE ROAD WEST – REZONE RURAL RESIDENTIAL**  
**TO GENERAL COMMERCIAL**

Supervisor Barton noted that this was advertised in the Suburban News and put on the Website and Town Hall Bulletin Board.

Legal Notice  
 Town of Parma  
 Public Hearing  
 Request to Rezone Part of 5100 Ridge Road West

PLEASE TAKE NOTICE that the Town of Parma will hold a Public Hearing on March 16, 2021 at 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York for the Parma Town Board to consider the request to rezone part of 5100 Ridge Road West, Spencerport, NY from Rural Residential to General Commercial.

DESCRIPTION OF PART OF TAX PARCEL NO. 072.01-1-45.121  
REQUESTED TO BE REZONED

All that tract or parcel of land situate in part of Town Lot 11, Gore Tract, Township 4, Range 1, Mill Seat Tract of the Phelps and Gorham Purchase, Town of Parma, County of Monroe, State of New York and more particularly described as follows:

Beginning at a point on the north right of way line of Ridge Road West, State Route 104, said point being 614.59 feet east of the west line of Town Lot 11, as measured along the north right of way line of Ridge Road West, thence; northerly along the east line of lands now or formerly of Timothy Carr on a bearing of N 01°38'46" E a distance of 500.58 feet to a point, thence easterly along the north line of lands now or formerly of Leslie J. Carr and Ellen K. Carr Trust on a bearing of

N 88°53'27" E a distance of 15.41 feet to the point of beginning of this description, thence;

1. Northerly along the east line of Timothy Carr on a bearing of N 01°23'46" W a distance of 499.46 feet to the northeast corner of said Timothy Carr lands, thence;
2. Easterly and along the north line of lands of 5100 Ridge LLC on a bearing of N 88°53'27" E a distance of 425.76 feet to the northeast corner of said lands of 5100 Ridge LLC, thence;
3. Southerly along the west line of Jose Ricardo Santiago on a bearing of S 0°46'46" W a distance of 499.73 feet to a point on the west line of said Santiago lands, said point being the current zoning district boundary between lands zoned as General Commercial and Medium Density Residential, thence;
4. Westerly and parallel to the north right-of-way of ridge Road West and 500 feet distant therefrom, along the zoning district boundary described above through the lands of 5100 Ridge Road LLC on a bearing of S 88°53'27" W a distance of 406.78 feet to the point and place of beginning. Said parcel to be rezoned having an area of 4.773 acres more or less.

Intending to describe the northly portion of Lands of 5100 Ridge Road LLC conveyed by deed filed in the Monroe County Clerk's Office in Liber 12145 of deeds, page 390 and more particularly shown as the northly portion of Lot AR-5B of the Re-Subdivision Map of Lot AR-5B of the Re-Subdivision of Lot 5 of the Kessler Subdivision 5100 Ridge Road West by Nicola R. Montarnaro dated November 20, 2018 and filed with the Monroe County Clerk's Office in Liber 357 of Maps, page 94.

Dated: February 23, 2021  
Carrie Fracassi, Town Clerk  
Town of Parma

The Public Hearing was opened at 7:05pm.

Kris Schultz noted that this application is to rezone from Rural Residential to General Commercial. The Rural Residential classification is a portion of the property and sits 500 ft off the road. The remaining part of the parcel that fronts on Ridge Road is General Commercial. Plans include erecting a building for storage at the site for the Landscaping business. The site plan is being reviewed by the Planning Board.

Mr. Ozminkowski, neighbor, was not aware that the whole property was not commercial. He had concerns that a subdivision might be going in there. He asked if he would be able to do the same on his property. Supervisor Barton noted that they could put in an application.

Public Hearing closed at 7:10 pm.

Supervisor Barton reviewed the comments from Monroe County Department of Planning and Development which stated the following:

1. Send all final decisions related to rezoning, site specific or municipal wide to Monroe County's Department of Planning and Development. Monroe County attempts to keep a current record of zoning in Monroe County Communities and cannot keep this record up to date without help.
2. This site appears to contain a portion of a federal wetland that is classified as PFO1B. Although a buffer area is not required, it is beneficial to the wetland if a natural buffer of 100 feet is left around it. In addition, please note that, while the NWI maps are based upon aerial photography and not field data, they are a strong indicator that wetlands regulated by the US Army Corps of Engineers may exist on your project site. Final verification of the location of federal wetlands can only be determined through an on-site delineation. The applicant may need to obtain a permit from the Corps.
3. Applicants are encouraged to contact other County Departments and non-county agencies to ensure all permitting requirements for this project have been satisfied.

Monroe County Department of Health, Department of Transportation, Department of Environmental Services and NYS Department of Transportation had no comments.

Kris Schultz explained they are adding a storm water pond which will increase the wetland habitat into the property further not decrease or create a disturbance to it. He is working with the Monroe County Water authority, Planning Board and Health Department.

Supervisor Barton read a letter submitted by the Town Planning Board that states that this Highway has the capacity to handle any increased traffic and has the requisite visibility. The Planning Board is of the opinion that this proposed application for rezoning follows the guidelines set out in the Master Plan.

Supervisor Barton reviewed and read Parts 1, 2, and 3 of SEQR which will be made part of the file.

**SEQR DETERMINATION**  
**REQUEST TO REZONE 5100 RIDGE ROAD WEST**  
**RURAL RESIDENTIAL TO GENERAL COMMERCIAL**

**RESOLUTION No. 95-2021**      Motion by Supervisor Barton, seconded by Councilperson Roose, after reviewing the Short Environmental Assessment Form and other relevant information for the request to rezone 5100 Ridge Road West from Rural Residential to General Commercial; the Town Board of the Town of Parma determines that this this as an unlisted action and that the rezoning will have no significant impact on the area.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac)    Nay 0

**RESOLUTION TO REZONE 5100 RIDGE ROAD WEST  
ROAD FROM RURAL RESIDENTIAL TO GENERAL COMMERCIAL**

**RESOLUTION No. 96-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the rezoning of 5100 Ridge Road West from Rural Residential to General Commercial.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**PUBLIC HEALTH EMERGENCY PLAN**

Supervisor Barton noted this is a requirement by the Governor for all municipalities, school districts, fire, and police departments, he sent a draft to all Board members for review. Councilperson Zajac said he would like language to be added regarding use of hand sanitizer and common touch points.

**RESOLUTION NO. 97-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac, to accept the Town of Parma New York Public Emergency Plan with additional details about points of contact and use of hand sanitizer.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**PARK USE AGREEMENT FORMS**

Mr. Venniro is looking to get approval from the Town Board for the Park Use Request and Agreement and Regulations and Fees Form for outside groups using the park amenities in 2021. This item was from the last meeting and the documents have been updated to reflect the suggested changes with wording, background checks and cancellations. There was discussion about adding a notary or witness section. Supervisor Barton would like a line to print their name because many times it is difficult to read signatures.

**RESOLUTION NO. 98-2021** Motion by Councilperson Zajac, seconded by Councilperson Judd, to approve the Park Use Agreement to be used for the 2021 year.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**2021-2022 VAN HOOK INC. ANNUAL SERVICE CONTRACT**

Mr. Venniro is seeking Town Board approval to enter into the Agreement referenced at the last meeting with Van Hook, Inc. outlining quarterly servicing and inspection of the Town Hall Boiler System for a cost of \$1,637.50 annually. Included in the Agreement are rates for work needed above and beyond included maintenance listed on page 3.

**RESOLUTION NO. 99-2021** Motion by Councilperson Roose, seconded by Councilperson Keller, to authorize the Supervisor to sign the 2-year agreement with Van Hook for the HVAC System.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **ASSISTANT RECREATION DIRECTOR**

The Recreation Director, Finance Director and Supervisor discussed bringing the position of Assistant Director back to help with added responsibilities of the Recreation Director. The Assistant Director's duties would include help with background checks, volunteer management, running of events, social media/marketing, backup for personnel and assisting with full-time staff. There is an active civil service test/list available, and Ryan Rockefeller is reachable on the list. Supervisor Barton feels the position makes sense. Councilperson Zajac asked if this was in the budget. Mr. Venniro said it will be workable in the budget for this year and he does not intend to replace the current position. The top three will have to be canvassed. Mr. Rockefeller's current pay is \$25.20, and Mr. Venniro is recommending the starting wage be between step 1 and 2 or \$26.22/per hour to start with a review in six-months. This position will need to be added to the Union Contract.

**RESOLUTION NO. 100-2021** Motion by Councilperson Zajac, seconded by Councilperson Judd, to promote Ryan Rockefeller to Assistant Recreation Director with a starting pay of \$26.22/hour with a six-month review and a re-evaluation of the pay rate at that time.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **MISCELLANEOUS**

The Supervisor received a letter from Monroe County Planning regarding the Monroe County Development Block Grant for upgrades to the Library. They need the Environmental paperwork and will need SEQRA documentation to move forward.

**RESOLUTION NO. 101-2021** Motion by Councilperson Judd, seconded by Councilperson Keller, to identify this as a Type II Action with no further review required.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **ORATORICAL CONTEST WINNER**

Supervisor Barton noted he received an email from Kyle Mullen, and he is passing along to the Board that The American Legion sponsored Abigail Christopher of Hilton to represent Monroe County at the State Level Oratorical Contest. She was the first Monroe County representative in 20 years. The contest was held in early March and Abigail took second place and received a \$4,000.00 scholarship. The assigned topic was Presidential Term Limits.



## **INFORMATIONAL ITEMS**

### **LAKESHORE**

Supervisor Barton said the Town has not yet received the Grant Disbursement Agreement for the West Wautoma (Delavergne) project.

### **LIAISON REPORTS**

\*\*Councilperson Keller reported the Zoning Board meeting is tomorrow night.

\*\*Councilperson Zajac sent the Board monthly reports from the Special Police Captain. They have discovered that the Special Police members are not Town Employees, so they are not covered by Workman's Compensation. They are in the final stages of reviewing the General Orders and are trying to put together a meeting with all parties. Vests are in and being distributed. He is still working with NYS Police about missing certifications for some of the officers.

\*\*Councilperson Roose noted the Recreation Commission meeting is next Wednesday.

\*\*Councilperson Judd talked to Don Wells, Assessor, who reported they are still very busy trying to get out from under all the paperwork from when they were short staffed.

\*\*Supervisor Barton noted that Planning Board did some modifications to approved properties; held a public hearing on Collamer/Hojak Lane for Commercial Storage Units and they continue to work on the application at 80 Winding Country Lane.

### **WARRANT**

**RESOLUTION No. 102-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$63,224.04.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RESOLUTION No. 103-2021** Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$92,186.02.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RESOLUTION No. 104-2021** Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Town Wide Fund bills, in the amount of \$128,256.16.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RESOLUTION No. 105-2021** Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$10,902.13.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RESOLUTION No. 106-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of TAO Trust and Agency Fund bills, in the amount of \$129.09.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**The total to be paid is \$294,697.44**

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 8:55 p.m., seconded by Councilperson Roose and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk