

Parma Town Board meeting held on Tuesday, April 6, 2021 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York
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 Venniuro
Highway Supt.	Jim Christ

OTHERS IN ATTENDANCE

Don Wells, Assessor; Walter Pavlovych; Cameron Bodie and other unidentified 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 – MARCH 16, 2021

RESOLUTION NO. 107-2021 Motion by Councilperson Roose, seconded by Councilperson Keller to accept the Minutes of the regular meeting held on March 16, 2021 as presented.

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

TOWN CLERK REPORT

The Town Clerk reported the VFW and Town Clerk Reports for March 2021 have been submitted to the Supervisor.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported that the Department took their re-certification through Dig Safely NY. They are working on drainage and changing the trucks over for the season. Supt. Christ will be meeting with the County about upcoming work for the Department this year. His understanding is there will not be as many on the west side of the County this year.

BUILDING DEPARTMENT REPORT

There was no report.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported most in-person Recreation programs, services and events are operational and running under a reopening safety plan. The Village Community Center is open to the public as of April 5, 2021. The winter programming schedule is up and running smoothly and planning for Summer programs has started. Programs can be viewed online.

AARP Tax Preparation tax season is ending, and he thanked all the volunteer preparers for the extraordinary job they did given the unusual circumstances.

Parks Update:

As the weather shifts, the Department is working towards getting the park facilities and fields ready for use, as well as welcoming the seasonal employees. The old playground structure has been removed and the base is being prepared.

Town Maintenance Updates:

Completed projects include Court Room Work, Town Hall Water Treatment, and Town Hall Security Doors. Projects in progress or in planning stages include Town Hall Building Drainage and Downspouts, Town Hall Landscaping (South End of the Building), Town Hall Thermostats, Town Board Room Work, Town Hall Security and Fire System Upgrade, and Meeting House Rehabilitation.

Tom Venniro said he is hopeful the Boardroom will be ready for the next meeting and there is a tentative plan in place for drainage around the Town Hall.

LIBRARY REPORT

There was no report.

PUBLIC FORUM

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

Cameron Bodie asked what the Town was going to do about 442 Trimmer Road and asked if the Board received an email detailing the issue. The Board stated they did. He is concerned with the fires they are having in front of the house and the conditions of the property. He said the Fire Department and Sheriff's were at the property last week and left a note stating they could not have the fires, but they continue. Supervisor Barton said he will contact the Spencerport Fire Department to get the report and follow up. He will also follow up with the Zoning Enforcement Officer to have an inspection completed

at which time the Town Board could authorize a Supreme Court action. They have been taken to Town Court previously, the Town Court can only fine them. Mr. Bodie asked if they have paid their fines from previous court matters. Supervisor Barton did not know that and told them they could follow up with the Supervisor in the future to see what is being done.

BUSINESS ITEMS

SPECIAL PERMIT TYPE #5

Walter Pavlovych, owner, explained that he is looking to erect an outdoor tent to hold weddings, golf tournaments and other events. The tent will be 60X90 and will comply with all building codes and COVID-19 restrictions and mandates. They have amended their liquor license and is now looking for approval from the Town and find out what is allowed and what is not. The tent would be used from mid-April to the end of October. Supervisor Barton noted that this would have to be approved annually by the Town Board. He further explained that the applicant would need to have inspections by N.G. Fire Department, Monroe County Sheriff's Office, and Town of Parma Fire Marshall and Code Enforcement Officer. Councilperson Keller asked if a Building Permit is required. Supervisor Barton stated he was unsure.

RESOLUTION NO. 108-2021 Motion by Councilperson Keller, seconded by Councilperson Judd to approve the Special Event Permit at 4704 West Ridge Road. The Special Event Permit is valid from April 2021-October 31, 2021 contingent on obtaining approvals from North Greece Fire Department, Town of Parma Fire Marshall, Town of Parma Code Enforcement Officer and Monroe County Sheriff's Department. Approvals should be to the Building Department by April 28, 2021 along with the payment of \$500.00.

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

FINANCE HIGHWAY EQUIPMENT

The Board made a motion at a prior meeting to approve the purchase but not the financing.

RESOLUTION NO. 109-2021 Motion by Councilperson Roose, seconded by Councilperson Zajac to approve the financing for Highway Equipment with Key Bank for a 3-year loan at an interest rate of 1.55%. Annual payments will be \$160,935.67 over the three years for a total of \$482,807.01.

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

1043 & 1059 HILTON PARMA ROAD DRAINAGE

The cost of materials to put the pipe in is paid by the resident, and the Town maintains them from that point. Maintenance usually consists of flushing the pipe out every couple of years.

RESOLUTION NO. 110-2021 Motion by Councilperson Zajac, seconded by Councilperson Judd, to approve the request for 1043 and 1059 Hilton Parma Corners Road to have the Parma Highway Department enclose a ditch in front of the property and provide maintenance.

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

HIRE PART TIME BUILDING INSPECTOR

Supervisor Barton recommends the hiring of Mark Lenzi as the PT Building Inspector. He was interviewed by Sup. Barton and Mary Gavigan, has 16 years of experience, worked in construction and has been with the Town of Pittsford for the last 6 years.

RESOLUTION NO. 111-2021 Motion by Councilperson Roose, seconded by Councilperson Keller, to approve the hiring of Mark Lenzi as the Part-time Building Inspector at the hourly rate of \$32.36 per hour effective April 8, 2021.

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

REAPPOINTMENT OF PART-TIME PARKS AND RECREATION EMPLOYEES

Mr. Venniro is seeking a resolution to reappoint the following Part-Time Seasonal Employees and Part-Time year-round employees all eligible for rehire.

Larry Strauss – Seasonal Park Laborer – Park Restroom Attendant - \$20.00/trip with the start date of April 10, 2021 through November 7, 2021.

Gary Twentymon – Year-round Part-Time Recreation Assistant – Senior Transport Driver - \$15.25/hour with a start date of April 14, 2021.

Jim Volkmar - Year-round Part-Time Recreation Assistant – Senior Transport Driver - \$15.25/hour with a start date of April 14, 2021.

RESOLUTION NO. 112-2021 Motion by Councilperson Roose, seconded by Councilperson Judd to approve the rehiring of Larry Stauss as the Seasonal Part-Time Park Laborer at a pay rate of \$20.00 per trip from April 10, 2021-November 7, 2021: and Gary Twentymon and Jim Volkmar as year-round Part-Time Recreation Assistants at a pay rate of \$15.25 per hour.

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

SEASONAL LABORER HIRING/RATE APPROVAL

After completing advertising and interviewing, Mr. Venniro is seeking a motion to appoint the following 2021 Part-Time Seasonal Employees, all new hires with the details indicated subject to passing the background and drug test.

Antonio Collazo – Seasonal Park Laborer – Park Attendant/Baseball League Equipment Manager at a pay rate of \$13.00 per hour with a start date of April 14, 2021 and ending on November 7, 2021.

Paul Hebert – Seasonal Park Laborer – Park Attendant at a pay rate of \$13.50 per hour with a start date of April 14, 2021 and ending on November 7, 2021.

Mike Whelehan – Seasonal Park Laborer – Day Laborer/Ballfield Maintenance Attendant at a pay rate of \$16.50 per hour with a start date of April 14, 2021 ending on November 7, 2021.

RESOLUTION NO. 113-2021 Motion by Councilperson Zajac, seconded by Councilperson Keller to approve the hiring of Antonio Collazo as a Seasonal Park Laborer – Park Attendant/Baseball League Equipment Manager at a pay rate of \$13.00 per hour with a start date of April 14, 2021 and ending on November 7, 2021 pending a background and drug testing.

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

RESOLUTION NO. 114-2021 Motion by Councilperson Judd, seconded by Councilperson Zajac to approve the hiring of Paul Hebert as a Seasonal Park Laborer – Park Attendant at a pay rate of \$13.50 per hour with a start date of April 14, 2021 and ending on November 7, 2021 pending a background and drug testing.

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

RESOLUTION NO. 115-2021 Motion by Councilperson Roose, seconded by Councilperson Keller to approve the hiring of Mike Whelehan as a Seasonal Park Laborer – Day Laborer/Ballfield Maintenance Attendant at a pay rate of \$16.50 per hour with a start date of April 14, 2021 and ending on November 7, 2021 pending a background and drug testing.

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

ADVERTISE FOR FULL-TIME RECREATION ASSISTANT

Mr. Venniro informed the Board that Dusin Young has made the announcement that he will be moving on from the Town of Parma. His last day will be April 22, 2021 and the Department is sad to see him go. With that, Mr. Venniro is seeking approval to advertise for the position of Full-Time Recreation Assistant. The position assists with all aspects of

the Recreation Department including overseeing the Senior Center programming, Youth Sport League Assistant and Summer Camp Coordinator. He is hoping to have someone recommended to the Board by the May 18, 2021 Town Board Meeting. The position would start as early as May 26, 2021 at a pay rate ranging from \$15.50 to \$18.50 depending on experience and/or qualifications. The position will be advertised via Suburban News, Town Bulletin, website, email, and Social Media.

RESOLUTION NO. 116-2021 Motion by Councilperson Judd, seconded by Councilperson Roose to authorize the advertising for a Full-Time Recreation Assistant with a pay rate ranging from \$15.50 to \$18.50 per hour.

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

INFORMATIONAL ITEMS

LAKESHORE

Supervisor Barton should be getting a grant disposal letter for the East Wautoma (Delavergne) soon, which is the final step, and then that project will be able to start. There have been questions about the storm sewers that were slated to start this spring and there was discussion about sending a postcard to residents to give them a status update.

MISCELLANEOUS

Supervisor Barton participated in a zoom meeting with the other Town Supervisors and the topic of conversation was Marijuana sales. He has some information that he will email to the Board for review. There is a way for the Town to opt out of the sales if they wanted to but there are timelines in which to do that. The consensus among Supervisors was that most Towns would not opt out of allowing sales in their Towns. Supervisor Barton noted that even if they do not opt out they could control sales through zoning.

LIAISON REPORTS

**Councilperson Keller reported there was a Zoning Board meeting on March 17, 2021. There are some concerns with why so many applications are being tabled. Last meeting of the five applications four were tabled. He is going to be more conscientious as to why applications are being tabled. If they are being tabled for comments from the attorney, it might be time to start bringing the attorney to the meetings. If it is for lack of information, those should be stopped in the building department. If all information is not received the applications should not be accepted and put on the agenda. If this trend continues the Agenda's will be rather lengthy. Councilperson Keller said that Zoom is not very functional for this kind of meeting because so many times things are having to be repeated because people cannot hear everything over zoom. At a minimum, better technology should be put in place. Supervisor Barton felt that once the boardroom is available again members should be attending.

****Councilperson Zajac reported there will be a meeting with the village and other committee representatives that oversee the Special Police. There is a lot of confusion around the expectations and circumstances considering things are not written down, there are no minutes from any of the committee meetings and nothing documented. He would like a motion to reinstate the road patrol at the next meeting. There is a meeting with the Insurance Company in the morning to see what the costs will be if the Special Police carry handcuffs and tasers. Councilperson Roose said the reason there was not a lot of documentation was because they went to a very simplified traffic control unit.**

****Councilperson Roose reported the Village Offices opened on April 5, 2021 to the Public. He noted that there are discussions at Recreation about upgrading the surfaces throughout the trails of the Park.**

****Councilperson Judd reported she is still working on the Historical Marker that went missing to get it replaced. The Annual Report for the Library has been completed. They are working to update the Collection Development Policy. Their hours for summer and fall have been set. They are still waiting to hear about the Monroe County Development Block Grant.**

Supt. Christ is recommending that Kyle McDonald be advanced to Step 3 MEO position on his anniversary date of April 27, 2021. He is currently a Step 2 MEO. Mr. McDonald is a great employee who is always stepping up to help in any way he can. Supt. Christ will get the information together before the next meeting and have it sent to the Board. There was discussion about the step program and the union contract.

ENTER INTO EXECUTIVE SESSION

RESOLUTION No. 117-2021 Motion by Councilperson Keller, seconded by Councilperson Roose to enter into Executive Session to discuss the employment history of a particular person. There will be no business conducted after the Executive Session.

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

Entered into Executive Session at 8:30 p.m.

EXIT OUT OF EXECUTIVE SESSION

RESOLUTION No. 118-2020 Motion by Councilperson Zajac, seconded by Councilperson Keller to exit out of Executive Session and enter back into Regular Session at 8:49 p.m.

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

Parma Town Board
April 6, 2021
Page 8

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 8:49 p.m., seconded by Councilperson Roose and all were in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carrie Fracassi". The signature is written in a cursive style with a long horizontal flourish at the end.

Carrie Fracassi
Parma Town Clerk