

Parma Town Board meeting held on Tuesday, March 3, 2015 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

**ATTENDANCE**

Supervisor	James Smith
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Tina Brown
Councilperson	Kyle Mullen
Town Clerk	Donna K. Curry
Director of Parks and Recreation	Tom Venniro
Building and Development Coordinator	Dennis Scibetta
Absent	Highway Supt. Brian Speer

**OTHERS IN ATTENDANCE**

Joni Broccuto, Jodi Burns, Laurie Polatas, Michelle Polatas, Colleen Christ, Patti Oliphant, George Kimball and other members of the public.

**CALL TO ORDER**

Supervisor Smith called the meeting to order at 7:05 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

**MINUTES – FEBRUARY 17, 2015**

**RESOLUTION NO. 93-2015** Motion by Supervisor Smith, seconded by Councilperson Comardo, to accept the Minutes of the February 17, 2015 meeting.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

**TOWN CLERK REPORT**

The Town Clerk and VFW Summary Reports for February have been completed, submitted and filed. The Clerk reminded those newly elected and appointed officials who participate in the retirement system that they should be working on their required three month time tracking report. A notice was received from Monroe County for the commencement of the 30-day for the inclusion of viable agricultural lands in Monroe County Agricultural Districts. The legal notice is published by the County and municipalities are asked to post it. This has been posted on the official Town Hall bulletin board and on the Town's website along with the application form.

**AUTHORIZATION FOR ATTENDANCE AT NYS TOWN CLERK  
ASSOCIATION ANNUAL CONFERENCE**

The Town Clerk requested approval for department attendance at this year's annual Town Clerk Association Conference and highlighted some of this year's offerings. The conference is in Rochester this year, April 27<sup>th</sup> through the 29<sup>th</sup>. Attendance will be staggered so that the office is not left unattended and staff can attend training sessions that will be most beneficial to them.

**RESOLUTION NO. 94-2015** Motion by Supervisor Smith, seconded by Councilperson Mullen, to authorize attendance and the expenditure of not greater than \$500 for Town Clerk staff to attend the New York State Town Clerk Association Annual Conference in Rochester, April 27, 2015 through April 29, 2015.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

**HIGHWAY DEPARTMENT REPORT**

Supt. Speer was not present as he is attending Lobby Day in Albany. Councilperson Mullen reported Supt. Speer will have a mileage report for the next meeting and that the department is on par for lane miles this year. Supt. Speer has been to the salt mine. They are controlling the flow of salt. We have purchased the 70% we are obligated to take but have not used all of the remainder bringing us to 100% of the contract. The problem truck failed again. Supt. Speer will be looking at purchase options to replace. It was noted this is not the truck that would normally be replaced this year. There are two older trucks that were next in line for replacement.

Roads have been hard hit this year due to the excessive cold. The combination of thawing, refreezing, salt and the bitter cold has caused a lot of heaving and curling. This will necessitate the need for road repairs. It was also noted there will likely be storm water issues based on the amount of snow and how it all melts.

Supervisor Smith inquired if there has been any discussion on an additional Highway project? The Supervisor is attempting to get State funding for a Town wide project as opposed to a County or State project and is awaiting input from Supt. Speer. Councilman Mullen stated it did not come up in their discussion. They did discuss the details for the drainage at Country Village Estates. There did not appear to be any numbers for this project yet but it should be considered a priority as it will benefit the Town and the Village. Supervisor Smith noted this is the time period for grant applications with the State and cannot proceed unless we have the information.

**BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported the monthly report for February has been completed and submitted. Building permits are down by four over last year. The weather has been a factor in the delay of new starts. The frost line is deep and builders have been held up on new starts.

Mercy Flight will be starting the final four lots of that subdivision and has purchased a section of Wilder Estates which will provide fifteen lots and a variety of different homes.

The transition has been completed for the cart corral area to gathering space at Braemar. 5247 Ridge Road West, Labs of Love, will be in front of the Planning Board this week and the Canadian tenant for the same address has decided not to lease the space.

Mr. Scibetta reported he, Ms. Begy and Mr. Thomas attended the first of four training sessions offered through Monroe County Planning and Development and felt there was good information to be updated on.

The Deputy Fire Marshall has informed Mr. Scibetta that he will be leaving the position with regrets. His last day will be March 25, 2015. He will be looking at how he will be replacing the position. Mr. McElligott will be continuing his part time work in the Village of Brockport which is closer to his residence and better hours for him.

The final stages for insurance and details before the permit are released within the next month or so.

### **RECREATION DEPARTMENT REPORT**

Mr. Venniro introduced George Kimball who is this year's intern from the SUNY Brockport Recreation and Leisure Program. He will be with the department through May.

The winter recess camp included 40-55 children participating per day. This was the first full day camp held for this break. Ms. Bartell, who normally oversees these programs, was away on a pre-scheduled vacation. Staff and summer camp counselors were used to cover some of the workload. There were 140 people at Reptile Night held at the Community Center on Friday, February 27<sup>th</sup>. It was considered a huge success for the first time event. Participants seemed to enjoy this very simple event and all of the critters that came along with it.

The processing of tax returns is underway with a full slate of preparations on Tuesday, Thursday and Friday, weekly. AARP tax preparers are booked through the end of March and are processing 20 preparations per day.

Mr. Venniro highlighted and invited the Board to the first ever Parma Pizza Playoff on Friday, March 13<sup>th</sup> at the Community Center from 6-8 p.m. The event will feature a pizza judging contest that will include most of the pizza businesses in the area. He noted this is a labor intensive event so anyone interested in attending who would like to assist would be greatly appreciated.

Mr. Venniro thanked Park staff on a job very well-done with the snow this winter and with the snow removal on the roof where leaking issues in the Court office occurred this winter. He note Bruce Smith was able to get on the roof and remove snow which alleviated further leaking and did clean up and drywall removal in the Court office.

Mr. Venniro also had Mr. Petricone look into what the best type of equipment would be for cemetery work. It was felt a 60-inch mower and ramps would be appropriate for doing this work in the most efficient way and as a supplement for our current machines. Information was obtained on an eXmark 60 inch mower from Brodner Equipment. He will be gathering additional information on the mower and budget so the Board can potentially take action at an upcoming Town Board meeting. Starting next month he will be providing the Board with a budget report for the department's budget lines as it is one of the larger budgets in the Town.

Mr. Venniro reported that it was with deep regret that Jim Volkmar's has submitted his resignation which was submitted to the Town Clerk and his last day will be March 18, 2015. He noted Jim has served this Town and the department proudly for 19 years and has appreciated working with him closely for the past year. They are setting up all of the summer camps and programs, in particular, the youth baseball program, prior to his departure. Mr. Venniro noted his departure will put us in a position that will require replacement in a timely manner. He is looking to bring someone in with this kind of experience but did not feel it was the time to replace the position of Assistant Recreation Director. He would like to advertise for a Recreation Leader and Recreation Supervisor not with the intention of filling both positions but being able to select the best candidate for either position. He would like to bring in someone with experience in these areas. Depending on the qualifications of the respondents, will determine which position will be filled. There are current civil service lists for both positions to select from. If the right person cannot be found for the Recreation Supervisor position, then the Recreation Leader position would be filled and the applicant would be groomed to fill the role and a shuffle of job duties will be made with the current staff. Updated job descriptions were provided. He would also like to post and hire for a seasonal Park Laborer and a Park Attendant for the upcoming park season to start sometime in April.

**AUTHORIZATION TO ADVERTISE FOR PARK AND RECREATION  
DEPARTMENT POSITIONS**

**RESOLUTION NO. 95-2015** Motion by Supervisor Smith, seconded by Councilperson Comardo, to authorize the Director of Parks and Recreation to post for the following positions: Recreation Supervisor  
Recreation Leader  
Park Laborer  
Park Attendant

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

Mr. Venniro noted there is an immediate need to fill the Laborer – VFW Key Keeper position. This position will also cover the cleaning position when the regular cleaner is away. There was only one response to the job posting and Mr. Venniro would like to move forward with that person. There was discussion on whether the duties could be combined with the seasonal positions or scheduled into current staff positions. It was determined this needed to be addressed now due to an impending vacation scheduled. The Town Clerk asked for a meeting to address concerns of people in the Town Hall regarding

that coverage. This will be addressed by the Parks and Recreation Director and the Town Clerk.

## **PUBLIC FORUM**

Councilperson Comardo introduced representatives from Hilton Parma Drug Intervention and Community Education. They were present to provide an overview of the formation, purpose and goals of the organization. They provided information on partnering organizations, statistical data on the types of substance abuse calls, demographic data, and trends in our area regarding drugs and alcohol in the focus area of this organization. A website is currently under development which will share the work currently underway and details of the organization.

Supervisor Smith asked if there was any other citizen who would like to address the Town Board with any concerns. There was no response.

## **BUSINESS ITEMS**

### **FINGER LAKES BUILDING OFFICIALS ASSOCIATION CONFERENCE (FLOBA)**

**RESOLUTION NO. 96-2015** Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve attendance for Dennis Scibetta and Arthur Fritz to attend training for the FLOBA Conference, March 16, 2015 through March 19, 2015 for completion of their required annual training hours at a cost \$390.00 each.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

### **MONROE COUNTY PLANNING SERIES**

**RESOLUTION NO. 97-2015** Motion by Supervisor Smith, seconded by Councilperson Roose, to authorize attendance by Dennis Scibetta and Elaine Begy for the next three Land Use and Development Training seminars sponsored by Monroe County Planning and Development.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

## **MISCELLANEOUS**

Councilperson Mullen informed the Town Board that he will be attending a half day workshop in Rochester on March 18, 2015 regarding how to obtain funding and manage projects to redevelop sites, including brownfields, into usable sites. The Board was in favor of his attendance.

Councilperson Mullen asked if our fees for property maintenance should be reviewed as we look into purchasing a new Zero Turn Mower which will also be used as a tool for property maintenance. It was noted the County and possibly the State has budget rates for equipment which we have been working off of. An equipment use fee was suggested as a

means to recoup wear and tear and go towards the purchase of new equipment. Mr. Venniuro will provide additional information on those costs.

### **INFORMATIONAL ITEMS - MISCELLANEOUS**

Supervisor Smith reported there have been inquiries from contractors regarding the Board/Court Meeting Room Divider removal bid. Bids will be opened Monday, March 16, 2015. The severe winter has had an impact on the Town Hall building. Steps are being taken towards a more proactive approach to addressing problem areas in the building to be better prepared for next year. He reported the increased electric bill at the Meeting House is a result of the extreme cold this winter and the heater running.

Boiler Grant – Supervisor Smith reported he received pushback from Finance in Albany regarding receipts of the funding for the grant. Senator Robach’s office has been contacted to assist us.

Supervisor Smith reported a physical oversight audit of the Chief Financial Officer’s records was performed by Councilpersons Brown and Comardo. There were no discrepancies identified and they made recommendations for consideration by the Board. The items noted were tracking of receivables; fixed assets thresholds and how tracked and inventory lists. There was a meeting today with First Niagara about having a contract which delineates their obligation to secure Town of Parma funds. There will be a similar meeting with M&T which the Supervisor will ask the Town Clerk/Tax Receiver to be part of as those accounts are held by M&T. It was noted some banks are dropping some of the smaller towns or are now charging fees which may make it cost prohibitive. Councilperson Mullen noted this goes back to the last Comptroller’s Office audit recommendations and demonstrates the corrective action taken. Councilperson Brown reported the format used for the review was from the Comptroller’s Office.

Hilton Central International Baccalaureate Program – Councilperson Comardo reported our district is the only one in the state which has this program for Kindergarten through 12<sup>th</sup> grade. The program was originally derived for students who moved a lot and were not located in a district for extended periods of time. Military families were given as an example. This is now an expanded option for districts. The program offers sound academics with an international perspective. There was further discussion on the impact of this program increasing the attractiveness of our school district, the increasing number of students in the district who do not live in the Town of Parma and how this all impacts long term planning for our programs. It was suggested that demographic data be collected with upcoming program registrations for future planning uses.

### **LIAISON REPORTS**

\*\*Councilperson Brown reported the Planning Board will be meeting next week. Reassessment letters will be going out the first and second week in April. Exemption paperwork was due yesterday.

\*\*Councilperson Comardo noted Mr. Venniuro covered everything that was discussed at the

Recreation Commission meeting. The Farmland and Open Space Committee held their informational meeting on Conservation Easements. It was well attended and included speakers from the Genesee Land Trust and Monroe County. They spoke to farmers and large landowners in the Town regarding preservation programs. Mr. Copey shared his contact information for anyone who might be interested in the next steps. Those who express an interest will be reviewed to see if their property meets the criteria and as funding becomes available will be considered. Depending on the program and what the property owner chooses, there may be no contribution on the part of the Town. The Point of Distribution Program (POD) will be meeting to update new members on March 31, 2015 on the program.

\*\*Councilperson Roose reported there has been no activity regarding the Special Police that he is aware of. The Zoning Code Enforcement Officer has been following up on zoning enforcement issues.

\*\*Councilperson Mullen reported the Zoning Board reviewed a request for an accessory apartment. All special permit renewals were approved, except 18 Clearview Drive. It was declined due to refusal by the owners to allow access to the property for the annual Fire Marshal inspection and changes beyond the approved use.

He will be reviewing the proposal for the IT screens and large format display he received from Mr. Scibetta. He plans on speaking with Mary Gavigan on how we can address having a better wireless connection so other Board members can bring in their own devices. This could be set up and taken down for each meeting and used on an as needed basis. This will be reviewed as server issues are resolved.

\*\*Supervisor Smith reminded everyone of the Solar Power and the Path Stone energy audit program presentations on Wednesday evening. There are participants who have pre-registered for the program. He reported he met with one engineering firm as a potential partner for a solar farm if the Town should decide to move in that direction. The rules and regulations for doing this are supposed to be wrapped up at the end of the month or mid-April. This may help define whether we should look at a singular solar farm versus individual systems at locations, cost versus long range and whether there is an option for creating solar for commercial operations.

There was no further business before the Town Board, Supervisor Smith made a motion to adjourn the meeting at 9:03 p.m., seconded by Councilperson Comardo and all were in favor.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk