

Parma Town Board meeting held on Tuesday, July 21, 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
Highway Supt.	Brian Speer
Town Clerk	Donna K. Curry
Building and Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniro

OTHERS IN ATTENDANCE

Marian Aprilano.

CALL TO ORDER

Supervisor Smith called the meeting to order at 7:15 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 – JUNE 16, 2015

RESOLUTION NO. 187-2015 Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the Minutes of the June 16, 2015 meeting.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0
Abstain 1 (Smith)

TOWN CLERK REPORT

The Town Clerk Report and VFW Summary for June have been completed, filed and provided to the Town Board. Financials for the month of June have been completed by the Finance Director, filed, are available for review on the board desk.

Public Notice has been received from Monroe County Legislature notifying us of a Public Hearing on Monday, July 27, 2015 at 5:00 p.m. before the Planning and Economic Development Committee in the Legislature Chamber at 39 West Main Street to add parcels to the Monroe County Northwestern Agriculture District #5. And the Monroe County Southwestern Agricultural District #2 and Monroe County Eastern Agricultural District #6. There are six parcels proposed for addition which are in the Town of Parma.

Kyle Mullen reported that flags will be at half-staff from sundown July 21st until July 25, 2015.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported crews have paved Dunbar Road and one lane has been completed on Collamer Road. There were vendor equipment issues and he expects they will finish tomorrow. He noted they will have extra millings and they are being stored at the end of Upton Street at the old cold storage. There will be oil and stone laid on Collamer Road the west end of Peck and Ogden Parma TL Roads and all of Lighthouse Road. Councilperson Mullen noted that the department has been asked to share the schedule of where and when the chip sealing will be done so that it can be put on the website.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported the Building Report for June has been completed. The number of house permits is up to 20 versus 9 last year. Every active subdivision has multiple houses going up.

Mr. Scibetta reported the Nature Conservancy is sending out surveys for all Monroe County to get feedback on the impact of flooding on residents in targeted areas.

The consignment shop is expected to be open in August in the former Country Max building. A salon and Day spa will be opening next to the winery the end of July or early August and the brewery is expect to be open in August.

Mr. Scibetta has been working with the Library on their roof HVAC units and refreshing the bathrooms. The developer for Wilder Estates has inquired about having townhouses or high end apartments in the portion of the development that faces Wilder Road. They would like to come in for an informal talk with the Board to see if the Board would be receptive to the idea. The same interest has been expressed by All Seasons. They would like to see if consideration would be given for rezoning of the last section which connects to the old section of Fallwood Terrace for smaller size patio size homes. The zoning on Wilder is currently high density and medium density for All Seasons. There is enough sewer capacity and it would not affect our open space.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported the budget looks good thus far. Staff in both the Recreation and Park areas have been very busy. The Summer Kick off was a well-attended. The Barks and Brews event hosted about 200 people and 100 dogs with a dozen dog vendors and three winery and breweries participating. Playground programs are three weeks into the cycle. The participation numbers are good. A mailing was done to the senior population in Parma advertising our lunches and trips. It appears to have been effective as there has been an influx of new people. The Fall Brochure soft deadline is August 7th. Any submissions should be provided by that date. Recent sports tournaments have gone well. The gazebo Eagle project has begun and a new Park Attendant has been hired.

LIBRARY REPORT

Ms. Tantillo was not in attendance but provided a summary on the Library for June.

PUBLIC FORUM

Supervisor Smith asked Marian Aprilano if she wished to address the Town Board. She provided Board members with a letter and expressed her dissatisfaction that her position had been eliminated.

BUSINESS ITEMS

RETIREMENT REPORTING RESOLUTION
ELECTED AND APPOINTED OFFICIALS STANDARD WORKDAY AND
REPORTING

RESOLUTION NO. 188-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose,

BE IT RESOLVED, that the Town of Parma hereby establishes the following as standard work days for the following elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is 20)	Not submitted (Check only if official did not submit their Record of Activities)
Elected Officials						
Appointed Officials						
Conservation Board Member	Michael White	7	01/01/2015 – 12/31/2016	N	.54	
Secretary to Supervisor	Marian Aprilano	7	01/01/2015 – 12/31/2015	Y	NA	
Court Clerk	Barb Speer	7	01/01/2015 – 12/31/2015	Y	NA	
Court Clerk	Wendy Pinzon	7	01/01/2015 - 12/31/2015	Y	NA	
Court Officer Attendants	William Butler	7	01/01/2015 – 12/31/2015	Y	NA	
Court Officer Attendants	Stephan Zajac	7	01/01/2015 – 12/31/2015	Y	NA	
Deputy Highway Superintendent	Al Leone	8	01/01/2015 – 12/31/2015	Y	NA	
Deputy Town Clerk and Receiver of Taxes	Carrie Webster	7	01/01/2015 – 12/31/2015	Y	NA	
Deputy Town Clerk	Kerri Scoccia	7	01/01/2015 – 06/05/2015	Y	NA	
Director of Finance	Mary Gavigan	7	01/01/2015 – 12/31/2015	Y	NA	
Dog Control Officer	Arthur Fritz	7	01/01/2015 – 12/31/2015	N	7.74	
Receiver of Taxes	Donna K. Curry	7	01/01/2015 – 12/31/2015	N	NA	
Zoning Board of Appeals	Dean Snyder	7	01/01/2015 – 12/31/2015			

See Town Clerk this appointment is renewed annually

				N	1.50	
Zoning Board of Appeals Secretary	Carrie Webster	7	01/01/2015 – 12/31/2015	N	1.30	
**the maximum number of days that can be reported to the New York State Retirement System is 20						

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

DIRECTOR OF PARKS AND RECREATION APPOINTMENT

RESOLUTION NO. 189-2015 Motion by Councilperson Comardo, seconded by Supervisor Smith, to appoint Tom Venniro to the Civil Service title Director of Parks and Recreation removing the provisional appointment from his title and adjust his compensation with an increase of \$5,000 and be retroactive to the retroactive to June 15, 2015.

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

COMMUNITY VIDEO – CGI COMMUNICATIONS INC.

The discussion from the last meeting was reviewed. Prior to the last meeting, Board members received a packet of information on the Information on what will be offered to the businesses was requested so that if Board members are asked questions they can answer. The draft introductory letter was reviewed and will need to be signed by the Supervisor. The consensus was that the Town not be represented as an agent of CGI and that the Town is not selling the product to them. It is up to CGI to handle all of that and the choice is up to the business whether or not they participate. The letter can be worded however the Town would like so the final copy can reflect what the Board would like. In addition, there was concern expressed with what business will advertise and wanted to know if the Town has the option to review what businesses will be contacted. Most questions raised by the Town Board were answered in the information packet. A conference call will be set up for the Supervisor and the Town Clerk to meet with them and convey the wishes of the Town Board.

RESOLUTION NO. 190-2015 Motion by Councilperson Mullen, seconded by Councilperson Roose, to authorize the Supervisor to enter into an agreement with CGI Communications for the production of the community video for the Town of Parma at no cost to the Town of Parma.

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

MEETING ROOM DIVIDER

Supervisor Smith acknowledged that requests for bids were advertised and posted as required. Requests for bids were mailed to three companies and one additional request for a packet was received. Two sealed bids were received. Upon review of the submissions, it was noted one of the bids did not meet all the requirements. Supervisor Smith reached out to them and found that they were not sure they could do meet all the specifications and have declined to modify their bid. He recommended that we go with Kraftwerks for the

project. Their bid of \$35,600 includes removal of the remaining track, the upper slats will be taken down and the wood salvaged to fill in the opening where needed. The only thing they will not be doing is the electric and the Highway has been asked to complete the concrete pad in the next three weeks. A quote was included for wood veneer but it was not felt this was needed. The Town has already had a structural engineer come in to assess the load. Delivery is expected in

RESOLUTION NO. 191-2015 Motion by Supervisor Smith, seconded by Councilperson Comardo, to award the bid for the purchase and installation of the meeting room divider door to Kraftwerks , Inc. in the amount of \$35,600

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

BUDGET TRANSFERS

RESOLUTION NO. 192-2015 Motion by Supervisor Smith, seconded by Councilperson Mullen, to approve the Budget Transfers as presented.

TRANSFERS

Jul-15

FROM			TO			REQUESTED
ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	
AOO516143046400	GRANTS	450.00	AOO516143046000	CONTRACTED SERVICES	450.00	GAVIGAN
AOO516199040000	MISC CONTINGENCY	5,000.00	AOO516168046000	CONTRACTED SERVICES	5,000.00	GAVIGAN
AOO510101021000	OFFICE EQUIPMENT	500.00	AOO512122043100	BOOK	439.00	GAVIGAN
AOO510101043000	EDUC/PROF	200.00	AOO512122043000	EDUCATION/PROF	61.00	GAVIGAN
			AOO512122045000	PERSONAL CAR USE	200.00	GAVIGAN
AOO570761049704	SR FITNESS	1,000.00	AOO571711049000	PARK IMPROVEMENTS	1,700.00	VENNIRO
AOO516162049000	TOWN HALL IMPROVEME	700.00	AOO570731048832	RUNNING YOUTH	1,600.00	VENNIRO
AOO570731040102	ICE SKATING	800.00	AOO570731049732	BASKETBALL CAMP	1,500.00	VENNIRO
AOO570731046022	CONTRACTUAL	1,000.00	AOO570731049942	ART CAMP	550.00	VENNIRO
AOO570731049202	HORSEBACK RIDING	1,000.00	AOO5707315479103	SOFTBALL TEAM	2,300.00	VENNIRO
AOO570731049442	BABYSITTING	1,000.00	AOO570731549203	TBALL	750.00	VENNIRO
AOO570731049642	TEEN TRIP	1,500.00	AOO570731549703	YOUTH LACROSSE	500.00	VENNIRO
AOO570731549503	FLOOR HOCKEY	600.00	AOO570731040002	ARCHERY	750.00	VENNIRO
AOO570731011002	BATON STAFF	2,300.00	AOO570731549003	BASEBALL TEAM EXPENSE	250.00	VENNIRO
		16,050.00			16,050.00	

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

HIRING ADDITIONAL SUMMER PLAYGROUND - MORGAN ENGELBERT

RESOLUTION NO. 193-2015 Motion by Supervisor Smith, seconded by Councilperson Brown, to authorize the hiring of Morgan Engelbert, as additional summer help.

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

NRPA CONGRESS – SEPTEMBER 14-17 – TOM VENNIRO

RESOLUTION NO. 194-2015 Motion by Supervisor Smith, seconded by Councilperson Comardo, to authorize Tom Venniuro to attend the NRPA

Congress Conference, September 14, 2015 through September 17, 2015 in Las Vegas, NV for a cost not to exceed \$1,200.

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

TOWN EQUIPMENT LOAN REQUEST FORM

The Board discussed the purpose of the form, made some revisions and noted it could be used for any equipment, not just the stage. It was felt motorized equipment and the stage will be for organization use, not individual use. Only persons eighteen and over should be operating motorized equipment and the form should indicate the Hilton Parma Recreation Department.

RESOLUTION NO. 195-2015 Motion by Supervisor Smith, seconded by Councilperson Roose, to approve the town equipment loan request form as modified.

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

TOWN VOLUNTEER APPLICATION FORM

There was a lengthy discussion on this topic. The Board expressed concerns over some of the wording information being asked for. It was determined that this would be tabled until the Board could review more thoroughly and determine if they want to re-address. Supervisor Smith will follow up with Ms. Gavigan for more information.

MISCELLANEOUS

AUTHORIZATION FOR ATTORNEY BADAIN TO TAKE CODE VIOLATIONS TO SUPREME COURT

Building and Development Coordinator, Dennis Scibetta, requested that the Town Board authorize the Attorney for the Town, Lara Badain, to initiate action in Supreme Court if needed, for code violations on the following properties: 452 Huffer Road, 5416 Ridge Road, and 675 Parma Center Road. All are long standing violation problems with the Town. If needed and it goes to Supreme Court, it will allow us to ask for violations under Article 10 of \$1,000 a day per violation. In the future he will be

RESOLUTION NO. 196-2015 Motion by Councilperson Mullen, seconded by Councilperson Brown, to authorize the Attorney for the Town, Lara Badain, to initiate action in Supreme Court, for code violations under Article 10 on the following properties in the Town of Parma: 452 Huffer Road, 5416 Ridge Road, and 675 Parma Center Road.

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

INFORMATIONAL ITEMS

Household Hazardous Waste Collection Report - Supervisor Smith reported the recent Hazardous Waste Collection held in June for the west side of the County resulted in a little over six ton of hazardous waste being collected. This is an annual collection that rotates between west side municipalities.

Village Resolution – Supervisor Smith had provided the Board with a copy of their resolution seeking the support of Senator Robach and Assemblyman Lawrence asking for review of the tax cap that would take into consideration the impact of health care costs that will put municipalities over the 2% cap by granting a waiver. They also are asking for waivers for Capital Projects so that bonds can be done in such a way that they will fall outside of the tax cap.

Clarkson Parma Town Line Water District – The Town of Clarkson will be taking the lead on a proposed water district. And a meeting will be held next Tuesday in Clarkson. Mr. Scibetta and a representative from Chatfield Engineers will be attending. The new Hill Subdivision will be part of the district. The line will come from Peck Road rather than Ridge Road due to pressure in the lines.

LIAISON REPORTS

**Councilperson Brown reported that Planning Board gave preliminary approval for the Hill Subdivision. There was nothing to report for the Conservation Board. It was noted the public has until July 31st to file a grievance on their assessment.

**Councilperson Comardo reported the Recreation Commission held their last meeting at the Park. Senior program lunch numbers, trips and upcoming events were reviewed. Storm damage was discussed and the next meeting will be at the Jennejahn Lodge. The Farmland and Open Space Committee did not meet in July abut plan to meet on August 11th. The Drug Coalition also did not meet in July and will resume in August. He will be attending related organization presentations at the DePaul Center

**Councilperson Roose has received information on code enforcement problems. The Special Police has not met. Supervisor Smith reported that he is trying to get a definitive number on the hours needed for traffic control training. It was suggested that Senator Robach be requested to entertain legislation to support traffic control for functions that does not involve having Peace Officer status.

**Councilperson Mullen reported the Zoning Board met and there was nothing very noteworthy. He spoke with Monroe County to try and get the GIS better imagery. Images for an EPA initial draft will be sent off this Thursday. The Spencerport Fire Department long range future planning meeting will be held to discuss their growth needs and future plans for addressing this been moved to Wednesday. He expects to be able to attend.

**Supervisor Smith reported we should be getting our bid packages in for the solar farm project. The process is set to begin in a few weeks.

WARRANT

RESOLUTION NO. 197-2015 Motion by Councilperson Brown, seconded by Deputy Supervisor Comardo, to approve payment of AOO General Fund bills, in the amount of \$93,533.95.

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

RESOLUTION NO. 198-2015 Motion by Deputy Supervisor Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$1,719.27.

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

RESOLUTION NO. 199-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$1,416.29.

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

RESOLUTION NO. 200-2015 Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$21,803.23.

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

RESOLUTION NO. 201-2015 Motion by Councilperson Brown, seconded by Deputy Supervisor Comardo, to approve payment of SDO, Townwide Drainage Fund bills, in the amount of \$2,754.48.

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

RESOLUTION NO. 202-2015 Motion by Deputy Supervisor Comardo, seconded by Councilperson Roose, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$2,255.86.

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

The total to be paid is \$123,483.08.

There was no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 9:30 p.m., seconded by Councilperson Mullen and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

SCHEDULE A

REQUEST FOR USE OF TOWN OWNED EQUIPMENT

Name of Organization _____

Address _____

Responsible party name _____ Phone _____

Describe Item(s) requested _____

Date(s) requested _____

Reason for Request _____

Name of Operator _____ Phone _____

Location of Use _____

1. The above signed operator must be present for orientation when the item is picked up and returned.
2. The item will be inspected by Town's personnel along with above signed operator, for any mechanical and/or cosmetic issues.
3. The borrowing organization must have liability insurance and must produce a certificate of insurance naming the Town of Parma as additionally insured. A sample certificate with coverage amounts is attached.
4. The equipment operator must be at least 18 years of age or older.

It is hereby agreed that the above named organization will be fully responsible for the care and/or damages of any motorized equipment or the stage while in their possession. I certify that the above organization carries insurance as in the attached sample. To the fullest extent permitted by law, the undersigned party shall indemnify and hold harmless the Town of Parma, the owner and their agents and employees from and against all claims or actions based upon property damage and/or personal injury resulting from any acts, omissions or any other matter whatsoever of the above mentioned, its members, guests and invitees and anyone directly or indirectly employed by the organization.

This agreement shall include indemnity to the Town of Parma for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the town of Parma as a result of the above mentioned parties participation.

Representative's Signature

Date

NOTE: The portable stage and motorized equipment will not be secured for your organization until this form and all required documents are submitted to the address below.

REMIT TO: **Hilton Parma Recreation, 59 Henry Street, Hilton, NY 14468 Inquiries: 392-9030**