

Parma Town Board meeting held on Tuesday, November 18, 2014 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### ATTENDANCE

Supervisor	James Smith
Councilperson	Gary Comardo
Councilperson	Tina Brown
Councilperson	Kyle Mullen
Councilperson	James Roose
Highway Supt.	Brian Speer
Director of Parks and Recreation	Tom Venniuro
Building and Development Coordinator	Dennis Scibetta

### OTHERS IN ATTENDANCE

Library Director Becky Tantillo, Recreation Commissioner Dave Tresohlavy, Amanda Maier, Cerina Vargas and other members of the public.

### CALL TO ORDER

Supervisor Smith called the meeting to order at 7:20 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.

### PAGE DEDICATION – IN MEMORY OF EDWIN A. FOSTER

Supervisor Smith noted the Town of Parma has lost another very important person. Edwin A. Foster passed away on November 11, 2014. Mr. Foster had a long career in the community not only as a lawyer but also in Town government. In 1958, he became a Town Justice and was also a member of the Parma Town Board until he became the Town Supervisor in 1964. In 1968, he was elected to the Monroe County Legislature for our District and served on many committees. He was President of the Monroe County Legislature and was an active Town of Parma citizen.

**RESOLUTION NO. 264-2014** Motion by Supervisor Smith, seconded by all Councilpersons, to dedicate a blank page as part of this meeting's minutes in memory of Edwin A. Foster.

Motion carried: Aye 5 Nay 0

### TOWN CLERK REPORT

The Town Clerk report the School Tax collection has completed. The Financial Reports for October are completed and filed. The Board copy is on the Board desk for your review. The Board was reminded there is a slip to sign off on that you have reviewed.

Staff participated in a CPR training and the AED training at the Fire Hall on Friday, November 7, 2014. Dennis Scibetta, Elaine Begy, Don Wells, Carrie Webster and Marian Aprilano attended along with John

Corcoran and Jessie Brugger from Recreation. Her understanding was that this was a very good training session.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported the Highway Department is working on some odds and ends and the berm has been completed with the exception of the trees which will probably not happen until spring. There were some issues getting ready for the winter including a truck salter that is not working. There is also another truck at Caledonia Diesel. A defective part previously installed on the motor has to be changed out. This morning was the first salting of the year in the southwest area of Town. He noted they are using a spare truck and expects we will be all right. Councilperson Brown asked how staffing was in the Department, if there are enough people to drive the trucks. Supt. Speer responded yes, noted some are on vacation but they are around if we were to get a storm. Councilperson Mullen noted one of the new employees has some expertise from previous employment on truck repairs and has worked on fixing one of the trucks. This could be a cost savings in the long run.

Supervisor Smith asked if he had started looking into specs for the new trailer. Supt. Speer said that he has got some prices and specs but he has not done a lot with that. He talked to J. P. Schepp, of Chatfield Engineers, about improvements to the highway building and he will work out ideas just for planning purposes. Councilperson Roose asked Supt. Speer, if when surrounding counties get five to six feet of snow, do they ever call surrounding counties to come and help. Supt. Speer said he would assume surrounding Towns would assess their needs and then go and help but this (Buffalo snow emergency) would not likely reach this far.

### **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported there are plans for a new fifteen lot subdivision on Ogden Parma Town Line Road north of Gillette Road. There has been an inquiry from Kevin Clark asking if he could get his Letter of Credit money back for Country Village Estates. The current owner of Country Village Estates is moving into the next phase and will be starting two new builds. The developer has changed for Wilder Estates and work will be starting on Section 7.

Mr. Scibetta also reported a request is coming for the old Kirby Motel site which is now a self-storage facility. Apparently U-Haul owns and would like to increase their storage there and include truck rentals. The current zoning does not fit that use so they may want to rezone the property. The plans look nice and if they move forward with this then it could end up being a nice facility on Ridge Road.

Country Max will be getting their C of O on Thursday as long as there is no last minute hiccups and there will be a grand opening kickoff on Saturday with quite a list of activities. Mr. Scibetta reported that the new store is very nice and has dog washing facilities and grooming can either be done by staff or the owner. This store will be heavy on the pet side.

### **PARKS AND RECREATION DEPARTMENT REPORT**

Mr. Venniro reported that Friday, November 14, 2014 the Senior Thanksgiving Dinner was held in conjunction with the Lions Club. The event was free and all tickets were sold. Tops provided the food

which was paid for by three local community groups. Josie Waverly was the entertainment for the night. There was a 50/50 raffle for the food shelf. Over \$200 went to the food shelf plus a cartful of food.

New pee-wee sports programs have been started this year. Five weeks ago pee-wee flag football started which consisted of 3, 4 and 5 years old children. Pee-wee basketball will be starting up in the next few weeks. This program will continue throughout the year with baseball, soccer and a sampler program too. There are a variety of new programs coming up. The highlight for December will be the Community Tree Lighting on December 6, 2014.

The department is going to go to three brochure printings instead of four which will offer a cost savings and continue to provide a quality brochure. He noted across the board most places do it this way.

Mr. Venniro reported that *Make A Difference Day* was Saturday, October 25<sup>th</sup> and as reported previously was very successful. Jim Volkmar represented the Town at the recap meeting. They discussed that next year would run the same and everyone was on board with a few additions. One of the additions will include having some people do work in the Park. *USA Today* has recognized our event and requested additional information on our projects. They run a contest where the winning project could be awarded grant money for local charities. In the past, the Town has not even been asked to submit for this. January or February is when the planning will start for next year's *Make A Difference Day*.

Mr. Venniro did a follow up on the ramp. This is a Town piece of property that was secured about six years ago via a grant. The ramp has not really been used for several years so he will be looking into storage; how the Town would utilize loaning it out to people; and what the insurance impact will be. Councilperson Brown asked if it was ever determined if our insurance covers it. Mary Gavigan is going to look into that but she first wanted to know what the Town's intentions are for the ramp. Councilperson Mullen said that if it is being used for a Town event it would be covered but probably not if at someone's house. There was discussion surrounding what would happen if the Town was going to need it and it was being used at someone's house. It was determined that they would look at what the grant's intentions were and it probably needs to be inspected for safety.

Mr. Venniro also announced that some of our new initiatives were nominated for a local award with the Genesee Valley Parks and Recreation Society. Three of our submissions were chosen as winners. Our Facebook page won an award for a Special Publication, our Brochure won for Seasonal Brochures, and our Summer Sendoff won the Special Event Award. All three will be submitted at the State level and hopefully will receive a State Award.

Mr. Venniro provided the Board with information on cemetery maintenance. There are six cemeteries and this shows the equipment used, time spent, fuel and repairs. He felt our equipment handled it very well. It took approximately 110 manpower hours and a total of 34 trips. There were very few complaints on them being overgrown. Financially, in 2013 approximately \$3,500 was spent using a contracted vendor. The budget for 2014 was \$5,000 and approximately \$5,500 was spent. This includes benefits. The time spent was part of the normal work day and not overtime. Mr. Petricone was the main person doing the job this year. A transfer was needed for the fuel maintenance line and would be adjusted for going forward. He felt this was a good way to go and makes sense. Councilperson Comardo asked if there is any solution on the Wright Cemetery. Mr. Venniro replied no not yet. He will be following up with that. Councilperson Mullen asked if there was anything not being done because they were spending 110 hours mowing because we are paying them whether they are mowing or not. Mr. Venniro said in his

conversations with Mr. Petricone maybe some things were put off but the lawn mowing was second to what needed to be done and the mowing would be done after. He does not feel that it took them away from other work around the park.

He reported there will be a Recreation Commission meeting tomorrow at 7:00 p.m. and thanked Councilperson Comardo and Dave Tresohlavý for their help at the Senior Thanksgiving Dinner.

### **LIBRARY REPORT**

Library Director Becky Tantillo reported that they are working on their five year plan. They have been working on this for a while and have written the mission statement, conducted a couple focus groups, a survey and are compiling all the information. The new computers are going to be installed soon. They were purchased through state contract and a tremendous savings will be realized. This will add an additional three computers for public use, which would allow for patrons to have additional time on the computers. The focus groups indicated they would like some computers away from the circulation desk and that are dedicated to people over eighteen. As a result, additional ether lines have been installed at the back of the Library to accommodate two of the new computers for this purpose. She attended the Monroe County Children's Book Festival at MCC. This weekend she will be attending the Inaugural Rochester Mini Maker Fair at the Riverside Convention Center. This event is free to have a booth and it showcases people creating different things. Councilperson Mullen asked about the proctoring service identified in her report. Ms. Tantillo explained this is test proctoring for individuals who are taking distance learning courses.

### **PUBLIC FORUM**

Supervisor Smith opened the public forum and asked if there was any citizen present who would like to address the Town Board. There was no response.

### **BUSINESS ITEMS**

#### **TASER USE RESOLUTION**

Supervisor Smith reported all training has been completed and that we are still confirming insurance coverage with our carrier. This item was postponed to the next Town Board Meeting.

#### **TOWN CLERK TAX RECEIVER BONDING**

**RESOLUTION NO. 265-2014** Motion by Supervisor Smith and seconded by Councilperson Comardo, 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 and Assessments as follows:

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

Motion carried: Aye 5 Nay 0

**GOLD PROSPECT BASEBALL TOURNAMENT CONTRACT**

We have a draft agreement for baseball fields for Team Valley Inc., for a Tournament to be held June 26, 27, and 28<sup>th</sup> of 2015. There was discussion on page 2, paragraph 1 wording to clarify whether the fee was for each day of the event or for the weekend and whether it included the pavilion rental or was in addition to the rental. It was determined that it was per day and included the rental. The agreement should read *“The Team Valle Inc. Baseball shall pay to the TOWN \$200.00 per event day (Fri., Sat., Sun.) as a contribution toward routine field maintenance and will include the rental of the Lions and Lloyd Pavilion reservations...”*

**RESOLUTION NO. 266-2014** Motion by Supervisor Smith, seconded by Councilperson Roose, to approve the Agreement for the use of the fields by Team Valley Inc., baseball as revised on page 2 to read *“The Team Valle Inc. Baseball shall pay to the TOWN \$200.00 per event day (Fri., Sat., Sun.) as a contribution toward routine field maintenance and will include the rental of the Lions and Lloyd Pavilion reservations...”*.

Motion carried: Aye 5 Nay 0

**CHANGE IN DENTAL COVERAGE**

Supervisor Smith stated we are looking at changing the Dental coverage for current and retired employees from Smile Saver One to Dental Blue Option. The biggest difference is the out of pocket maximum would have an annual cap of \$1,000. The savings to the Town is significant with a savings of \$7,002. per year. The Supervisor thought we were required to inform employees with 60 days written notice. This does not change any of the routine procedures only the annual cap.

**RESOLUTION NO. 267-2014** Motion by Supervisor Smith, seconded by Councilperson Brown, to approve the change in Dental Coverage from Smile Saver One to Dental Blue Option One effective February 1, 2015 and direct the HR Department to provide written notice of this and any other health insurance changes the Town may make to the employees that are affected.

Motion carried: Aye 5 Nay 0

**BUDGET TRANSFERS**

Supervisor Smith explained this is a very extensive list but it is not uncommon for the last two bill sessions of the year, as one fund dries up we transfer money to another.

BUDGET TRANSFERS

Nov-14

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
	A UNAPPROPRIATED	114,000.00	AOO576752049000	PROCEEDS	4,000.00	GAVIGAN
			AOO516142047400	LEGAL/TOWN	110,000.00	GAVIGAN
AOO516162041500	JANITORIAL SUPPLIES	500.00	AOO516162042500	MAINTENANCE SUPPLIES	500.00	GAVIGAN
AOO516898940200	COMIDA TAX	450.00	AOO516898948000	MISC REIMBURSEMENTS	450.00	GAVIGAN
AOO575752048000	MISCELLANEOUS EXPENS	10.00	AOO575752044400	WATER	10.00	GAVIGAN

AOO516162021000	EQUIPMENT	1,600.00	AOO512122021000	OFFICE EQUIPMENT	850.00	GAVIGAN
AOO516167021000	EQUIPMENT	260.00	AOO512122043100	BOOKS/SUBSCRIPTIONS	250.00	GAVIGAN
AOO513131048000	MISC EQUIPMENT	100.00	AOO512122045000	PERSONAL CAR USE	50.00	GAVIGAN
			AOO513131021000	OFFICE EQUIPMENT	710.00	GAVIGAN
			AOO513131041000	OFFICE SUPPLIES	100.00	GAVIGAN
AOO516199040000	MISC CONTINGENCY	10,000.00	AOO516162046000	CONTRACTED SERVICES	3,000.00	GAVIGAN
			AOO516168046000	CONTRACTED SERVICES	3,000.00	GAVIGAN
			AOO576752011000	VFW KEY KEEPER	300.00	GAVIGAN
			AOO576752044100	GAS & ELECTRIC	2,000.00	GAVIGAN
			AOO576752048000	MISC EXPENSES	1,700.00	GAVIGAN
AOO571711043000	EDUCATIONAL	400.00	AOO571711045100	GASOLINE	1,900.00	VENNIRO
AOO571711045200	VEHICLE MAINTENANCE	1,400.00	AOO5717110479000	PARK IMPROVEMENTS	1,400.00	VENNIRO
AOO571711021000	EQUIPMENT	550.00				
AOO571711046000	CONTRACTED SERVICES	950.00				
AOO570731549503	FLOOR HOCKEY	100.00	AOO5707315479603	FLAG FOOTBALL	100.00	VENNIRO
AOO570731048902	YOGA, DANCE	600.00	AOO570731049202	HORSEBACK RIDING	600.00	VENNIRO
AOO570731040132	SOCCER CAMP	45.00	AOO570731049242	INSTRUCTIONAL SOCCER	45.00	VENNIRO
AOO573731549103	SOFTBALL TEAM	600.00	AOO570731049342	INTRO TO SPORTS	600.00	VENNIRO
AOO570731040102	ICE SKATING	800.00	AOO570711149000	SPECIAL EVENTS	800.00	VENNIRO
AOO570731549103	SOFTBALL TEAM	400.00	AOO570731049332	SOFTBALL CAMP	400.00	VENNIRO
DBO550513011000	FULL TIME	7,006.00	DBO550513012000	PART TIME	5,506.00	SPEER
			DBO550513013000	OVERTIME	1,500.00	SPEER
DBO550513045300	DIESEL	5,500.00	DBO550513045200	VEHICLE MAINT	8,200.00	SPEER
DBO550513045100	GASOLINE	2,700.00				SPEER
DBO550901081000	NYS RETIREMENT	1,891.00	DBO550905081000	WORKERS COMP	1891.00	SPEER
DAO550901081000	NYS RETIREMENT	1,200.00	DAO550904081000	WORKERS COMP	1200.00	SPEER
DAO550514245100	GASOLINE	3500.00	DAO550514248000	MISC EXPENSES	1900.00	SPEER
			DAO550514248100	CLOTHING	1600.00	SPEER
	A UNAPPROPRIATED	70000.00	DAO550511041000	SALT	70000.00	SPEER
		224562.00			224562.00	

**RESOLUTION NO. 268-2014** Motion by Supervisor Smith, seconded by Councilperson Comardo, to approve the budget transfers as presented.

Motion carried: Aye 5 Nay 0

### **MINUTES – NOVEMBER 5, 2014**

**RESOLUTION NO. 269-2014** Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the November 5, 2014 Town Board meeting minutes.

Motion carried: Aye 4 Nay 0 Abstain: Councilperson Roose

### **INFORMATIONAL ITEMS**

#### **INTRODUCTION TO G.I.S. TRAINING MEETING**

The G.I.S. meeting will be held on December 9, 2014 at the Hilton Fire Department Training Room at 6:00 p.m. Board members were invited to attend and should let Mr. Scibetta know if you plan to attend.

#### **MISCELLANEOUS INFORMATION ITEMS**

Sales Tax – The sales tax for the third quarter was \$214,264. This is down about \$3,500 from the third quarter in 2013.

Training/Information Sessions - Supervisor Smith spoke with a member of the Fire Department about solar panels and they would be interested in further training because they have not had a lot of training in this area. The Red Cross would like to put on a training program to give citizens an idea of what to do if there is an emergency and how to prepare. The fire department is going to take the lead on this. Also some training or information to let citizens know what to do if they are interested in having solar heating and to have a home energy audit done.

Supervisor Smith also explained he is looking into long range plans going forward. Most of what is on his list should hopefully be done by the spring of 2015. The State would like municipalities to have a five year plan. He will begin pushing this out to the different departments.

Councilperson Comardo explained the Town and Village are participating in the Drug Intervention and Education Coalition. This is a newly organized citizen group which is interested in addressing drug abuse in the Town and Village. On Saturday, December 20<sup>th</sup> there will be an event to collect unused prescription drugs. The purpose is to remove these from homes so they cannot be stolen or abused by someone else and be disposed of properly. The collection will be at Tops Market. It was noted when this was done in Greece, nine full bins of unused prescriptions were collected. Councilperson Roose said that this also helps the water supply because those pills are absorbed into the water when people flush them down the toilet. Councilperson Brown inquired if narcotics would also be part of the collection. It was felt they would be.

### WARRANT

**RESOLUTION NO. 270-2014** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$214,344.91.  
Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 271-2014** Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$38,132.00.  
Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 272-2014** Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$42,765.81.  
Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 273-2014** Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$68,261.37.  
Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 274-2014** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of HHO Salt Shed Fund bills, in the amount of \$13,248.28.  
Motion carried: Aye 5 Nay 0

There was discussion on how much of this we will be reimbursed. It will vary based on the agreement. It is expected to be upwards of 50%.

**RESOLUTION NO. 275-2014** Motion by Councilperson Comardo, seconded by Councilperson  
Roose, to approve payment of SDO Townwide Drainage Fund bills, in the amount of  
\$2,207.30.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 276-2014** Motion by Councilperson Roose, seconded by Councilperson  
Mullen, to approve payment of TAO Trust & Agency Fund bills, in the amount of  
\$1,243.36.

Motion carried: Aye 5 Nay 0

The total to be paid is \$380,203.03.

### **LIAISON REPORTS**

\*\*Councilperson Brown reported during the Planning Board meeting on November 6<sup>th</sup> they gave the Profetta Subdivision preliminary and final approval; the 9 and 11 Ampor Beach property split/merge was approved; and Websmart Auto came in to let the Board know they were going to demolish the residence on that property. This was part of the original plans. The Planning Board meeting for November 17<sup>th</sup> was cancelled because there was nothing on the Agenda. Conservation Board was also cancelled because there was nothing on the Agenda.

\*\*Councilperson Comardo reported the Farmland and Open Space Committee cancelled their last meeting. Letters will be going out soon to inform landowners about the next preservation effort. He will be attending tomorrow's Recreation Commission meeting.

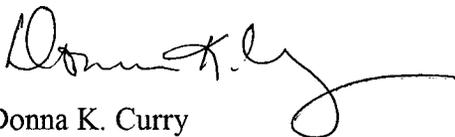
\*\*Councilperson Roose reported he was unable to attend the last Recreation Commission meeting.

\*\*Councilperson Mullen reported there will be no Zoning Board meeting on Thursday because there was an issue with Suburban News and the two agenda items from November will be rolled into the December meeting. He and Councilperson Comardo will be meeting with Mr. Scibetta to set in motion what they would like to do with the Master Plan.

\*\*Supervisor Smith reported that he covered all of his information items as he went through the meeting tonight.

There being no further business before the Town Board, Supervisor Smith made a motion, seconded by Councilperson Comardo to adjourn the meeting at 8:30 p.m., and all were in favor.

Respectfully submitted,



Donna K. Curry  
Parma Town Clerk

**IN MEMORY OF EDWIN A. FOSTER**