

Parma Town Board meeting held on Tuesday, December 1, 2015 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

**ATTENDANCE**

Supervisor	Jim 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**

Lon Jacobs, Joel Weber, Nico Weber and other members of the public.

**CALL TO ORDER**

Supervisor Smith called the meeting to order at 7:00 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 – NOVEMBER 17, 2015**

**RESOLUTION NO. 280-2015** Motion by Councilperson Mullen, seconded by Councilperson Roose, to accept the Minutes of the November 17, 2015 meeting with changes noted.

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

**TOWN CLERK REPORT**

The Town Clerk reported since this meeting is the first day of the month the monthly reports did not get completely finished. They will be completed, sent and filed as required before the next meeting. There will be changes in the look of the organizational packet. It will be consolidated into a version that will be used for multiple purposes rather than different versions for different purposes.

**HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported he has met to review the drainage issue on North Avenue. The gas and water lines were exposed for elevation measurements so that a drawing can be provided to New York State DOT.

Supt. Speer has received the invoice for the below ground oil water separator which indicates the 30% deposit which is to be submitted with the order. He requested the payment for \$2,907 be approved so the order can go in and the company will start to build the tank. The tank will go in where the sewer line is at the wash area.

### **AUTHORIZATION FOR DEPOSIT ON OIL WATER SEPARATOR**

**RESOLUTION NO. 281-2015** Motion by Supervisor Smith, seconded by Councilperson Comardo, to authorize payment of \$2,907 for the thirty percent security deposit on the oil water separator to Hydro Quip for the Town of Parma Highway garage.

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

The department is ready for snow and they are working on odds and ends. The stake out is scheduled for the Eichas issue. The earliest this will start will be this Friday or next week. It was noted that there is a 16" water line which may be a factor in how deep they will have to go. Work on the drainage problem at Parma Center and Draffin Roads has been done.

### **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported things have quieted down in the department. Engineering issues pertaining to a steep slope and the stockpiling of top soil at Country Village Estates are being addressed; as well as the status of an agricultural exemption and what falls within the parameters as allowable.

Mr. Scibetta reported he has completed the review for the Secretary to the Planning and Zoning Boards position. He and Councilperson Mullen agreed they were pleased with the strides that have been made and the work that has been put in.

Mr. Scibetta reported he has obtained a second quote from GovConnectionInc. for the large TV which will be used as a moveable projector and audiovisual device for our meeting rooms and other functions as needed. The versatility of the equipment will allow us to use it for multiple purposes and venues. Having it HDMI capable will offer more flexibility and it did not appear that we needed to have adaption for older technology. It was suggested it be stored in the northeast corner of the Board room. An inexpensive partition would section it off from the rest of the room but allow it to be easily accessible. Mood: Business Audio Video gave a very through presentation and offered us the option of purchasing the TV ala carte; allowing us to defer the wireless and sound bar features at this time. It will have a thirty foot cord which would be long enough to cover the Board dais. There was further discussion on if this was the option we wanted to move forward with or go to an overhead projector mounted from the ceiling which could project to the current screen, the wall behind the Board dais, and/or an additional screen over the exit door on the north wall of the Board room. There would be additional costs for electric and cabling if we went to the latter. A final determination was not made.

## **RECREATION DEPARTMENT REPORT**

Mr. Venniro reported he will have information on the department's budget at the next meeting. The annual Christmas Tree Lighting will be this Saturday, December 5<sup>th</sup>. Work is progressing on the Winter /Spring Brochure. All submissions are needed by December 11<sup>th</sup> so that editing can begin. Distribution is expected the week of January 4th

Installation of signs and fencing for the football field has begun. Additional fencing is being obtained. Upon completion the focus will move to training and completion of logs. Facilities in the Park have been winterized and year-end reviews will be done for the Park and Recreation Staff.

The last scheduled Senior Trip encountered a problem with the location that offered the show and lunch for our group. An alternative was found which includes a holiday buffet luncheon at Mario's, a tour of the George Eastman House and a winery. The pricing was just determined and there will be a need for prepaid checks for the following approximate amounts: transportation - \$630, food - \$464; Eastman House - \$210, and winery \$150.

### **PREPAID CHECK – SENIORS CITIZEN TRIP**

**RESOLUTION NO. 282-2014** Motion by Councilperson Comardo and seconded by Councilperson Brown, to authorize prepaid checks for the last scheduled Senior Citizen trip for an amount not to exceed \$1,600.

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

Supervisor Smith inquired if offsite departments were checking the fire extinguishers on a monthly basis. He noted that he updated the diagrams of where the extinguishers and exits are for the Town Hall today. Mr. Venniro noted that a monthly audit has previously been done for the defibrillator but the reminders stopped coming three months ago. This should be reviewed monthly at each building location.

## **MISCELLANEOUS REPORTS**

Supervisor Smith reported he attended the Library Board meeting and there was nothing to report.

## **PUBLIC FORUM**

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**

### **SET TIME FOR FINAL YEAR END MEETING**

**RESOLUTION NO. 283-2014** Motion by Supervisor Smith and seconded by

Councilperson Comardo, to set the time for the Last Bill Pay Session for 8:00 a.m. on December 30, 2015.

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

**SET DATE AND TIME FOR 2016 ORGANIZATIONAL MEETING**

Supervisor Smith explained January 5, 2016 is the first Tuesday in 2016 and no other Boards are meeting before that date so he does not feel the Organizational meeting needs to be done at a special meeting. The start time will remain at 7:00 p.m. The start time of future meetings will be discussed at the organizational meeting.

**RESOLUTION NO. 284-2015** Motion by Supervisor Smith and seconded by Councilperson Comardo, to set the date and time for the Organizational Meeting for January 5, 2016 at 7:00 p.m.

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

**ESTABLISHMENT OF HOURS AND WAGE  
CLERK TO THE TOWN JUSTICES**

**RESOLUTION NO. 285-2015** Motion by Supervisor Smith and seconded by Councilperson Comardo, to establish that the position of Clerk to the Town Justices is a full time position, and that Wendy Pinzon the current holder of this position will be paid an hourly wage of \$15.50 per hour to be effective with the first pay period of December.

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

**ESTABLISH PAY RATE  
SECRETARY TO THE PLANNING AND ZONING BOARDS**

Supervisor Smith noted that when the promotion to this position was given to Ms. Begy back in January the rate was established at \$16.50 per hour and the plan was that a review would be done at six months. Now that the review has been completed, he proposed a \$.50 per hour increase retroactive to July 1, 2015 and effective the first pay period in December the rate would become \$17.50 per hour.

**RESOLUTION NO. 286-2015** Motion by Supervisor Smith and seconded by Councilperson Mullen, to increase the pay rate by \$.50 per hour retroactive to July 1, 2015 and effective the first pay period in December the rate would become \$17.50 per hour.

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

**ANNUAL AUDIT QUOTES**

Quotes were obtained from the following firms to perform an annual audit for the Town of Parma for fiscal year ending 2015:

Amato Fox and Company, PC	\$5,500
EFPR Group	\$9,000
Freed Maxick, CPAs, PC	\$9,800

Because the one firm was significantly less in price, Supervisor Smith followed up by contacting the references and the response was not favorable. He also encouraged Board members to sit in on the reviews as this would give them a better understanding of what is to be done.

**RESOLUTION NO. 287-2015** Motion by Supervisor Smith, seconded by Councilperson Comardo, to authorize the performance of an audit for the Town of Parma for the fiscal year ending 2015 by EFPR Group for the amount of \$9,000.

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

**BUDGET TRANSFERS**

**RESOLUTION NO. 288-2015** Motion by Supervisor Smith, seconded by Councilperson Comardo, to approve the Budget Transfers as noted.

BUDGET TRANSFERS			Dec-15			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO.513.1320.471.00	AUDITORS	500.00	AOO.513.1310.410.00	OFFICE SUPPLIES	500.00	GAVIGAN
AOO.516.1620.490.00	TOWN HALL IMPROVEMENTS	2,800.00	AOO.516.1620.460.00	CONTRACTED SERVICES	2,800.00	GAVIGAN
AOO.516.1670.490.00	LEGAL NOTICE	200.00	AOO.516.1670.418.00	POSTAGE	200.00	GAVIGAN
AOO.576.7520.441.00	GAS & ELECTRIC	1,300.00	AOO.576.7520.480.00	MISC VFW	1,000.00	GAVIGAN
			AOO.576.7520.490.00	PROCEEDS	300.00	GAVIGAN
BOO.5373620.480.00	MISC	225.00	BOO.537.3620.490.00	LEGAL NOTICE	225.00	SCIBETTA
		5,025.00			5,025.00	

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

**MISCELLANOUS**

**SPECIAL MEETING OF THE PARMA TOWN BOARD**

Supervisor Smith stated there would be a special meeting of the Town Board prior to the regular scheduled meeting on December 15, 2015. The meeting will start at 5:30 p.m. for the purpose of interviewing potential Town Board candidates. The Board will enter into executive session once the meeting begins. The Town Clerk was asked to post as required.

**PAGE DEDICATION – IN MEMORY OF DONALD STILSON**

Supervisor Smith noted the passing of Donald Stilson, a former Historian and Museum Curator for the Town of Parma. He will be best remembered for the enormous amount of time and energy he and his brother Jim spent in changing the Town Museum from a meeting room to the storage and archival museum it has become.

**RESOLUTION NO. 289-2015** Motion by Supervisor Smith, seconded Councilperson Mullen, to dedicate a blank page as part of this meeting’s minutes in memory of Donald Stilson.

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

### **NAMING OF MUSEUM ROOM**

In recognition of the time and efforts provided by the Stilson brothers, the Town Board would like to dedicate the Museum Room in honor of Donald and James Stilson.

**RESOLUTION NO. 290-2015** Motion by Supervisor Smith, seconded  
Councilperson Brown, to dedicate the Museum Room in the names of Donald and James Stilson, in honor of the enormous amount of time and energy spent in changing the Town Museum from ~~a meeting room to the display storage and~~ *display storage* to the archival museum it has become.

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

*Amended per Resolution 294-2015*

### **NEW YORK STATE EXTENDED INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT**

**RESOLUTION NO. 291-2015** Motion by Supervisor Smith, seconded  
Councilperson Roose, to authorize the Supervisor to sign the agreement to extend the Indexed Lump Sum Municipal Snow and Ice Agreement with the State of New York which will change the amount that the Town will be reimbursed to \$204,221.66 for the 2015/2016 season; and extend the contract through June 30, 2018.

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

### **INFORMATIONAL ITEMS**

#### **MISCELLANEOUS**

Town Park Events Meeting - Supervisor Smith reported he will be meeting with the larger Sports Organizations for the purpose of communicating the Town's expectations and share new guidelines we have to operate within so that everyone hears the same thing. Parking during events will be one of the major topics discussed.

Rezoning Ridge Road West Parcels - Councilperson Brown noted she was contacted by Mr. Sobb, the owner of several parcels on Ridge Road West. He would like to know the thoughts of the Board on what his options would be for future use of his parcels and which entity should he approach first. In 2005, he requested rezoning to highway commercial on several parcels and was denied. In 2011, he applied and received rezoning to highway commercial for the parcel to the west. After further discussion and review of aerial pictures, it was felt that he should present a conceptual plan to the Planning or Zoning

Board which should include a detailed business plan. Then based on the needs identified they would recommend the options that he would have based on that scenario.

### **LIAISON REPORTS**

\*\*Councilperson Brown reported the first stage of exemption reminder letters has gone out. The second stage will go out around Christmas time. There had been no Conservation or Planning Board meetings to report on.

\*\*Councilperson Comardo reported the Monroe County POD Table Top Drill was conducted for the emergency preparation plan. This was a good opportunity to get all entities together to work through the plan and make sure everyone was familiar with the details of the plan. There will be follow up meetings with the School District. Supervisor Smith was impressed with the level of detail in the plan and complimented on Councilperson Comardo with the leadership he has provided.

Most of what was discussed in the Park and Recreation Commission meeting was already covered by Mr. Venniuro. The Drug Coalition has not met since our last meeting. The Farmland and OpenSpace Committee has not met for any official meetings. There has been interest expressed on having a working farm and learning venue at a local farm. Dr. King has provided a white paper for what to do to accomplish this. The possibility of meeting to discuss in an informal meeting setting has been suggested.

\*\*Councilperson Roose reported the Code Officer is following up on car sales from unapproved car lots and sign violations. An address on North Avenue has been reported for having unlicensed and unregistered vehicles on the property.

\*\*Councilperson Mullen reported he has sent GPS information to Mr. Scibetta to look at. Councilperson Mullen is going to have a person from a weather-feed company come out to meet with Supt. Speer to look at options for this service. We are partially reimbursed for this through the NYS Snow and Ice Agreement. Supt. Speer would like to be able to obtain information that is more localized, because there is such a wide variation between the Lake and south of the Ridge. It was suggested that the school district be included in this as well.

Information has been received from the Fish and Wildlife Service that the maps have been redone. The maps show a portion of the Lake Ontario shoreline, west of North Shore and Bogus Point (Rose Marsh) that falls under the Coastal Barrier Resources Act. It requires that the maps be reviewed once every five years. He could not distinguish any changes in the new map from the old one. The maps are now available in digital formats which are part of an interagency project with Fish and Wildlife and FEMA.

\*\*Supervisor Smith reported there will be Risk Management training for department heads on December 9<sup>th</sup>. It will be an update for insurance and compliance for the protection of staff visitors and parties that use our resources and facilities. The key department heads were asked to be present or a designee.

Parma Town Board

December 1, 2015

Page 8

There was no further business before the Town Board, Supervisor Smith made a motion to adjourn the meeting at 9:00 p.m., seconded by Councilperson Comardo and all were in favor.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk

**IN MEMORY OF DONALD STILSON**