

Parma Town Board meeting held on Tuesday, May 6, 2014 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
Director of Parks and Recreation	Tom Venniro

OTHERS IN ATTENDANCE

Carol Kluth, Helen Ives, Mike Weldon, Summer DiPiazza, Lindsay Pelcher, Gina Taddonio, Rebecca Hebing, Lon Jacobs, James Holahan and other members of the public.

CALL TO ORDER

Supervisor Smith called the meeting to order at 6:35 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.

MINUTES – APRIL 15, 2014

RESOLUTION NO. 123-2014 Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the Minutes of the April 15, 2014 Town Board meeting.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk and VFW monthly reports for April have been completed, filed and copies given to Board members.

It is time to renew the agreement for our postage meter. This comes up in June with Lineage who the lease is currently with. I have put a call into Pitney Bowes to see what their pricing will be. We switched to the current machine last time because the Pitney Bowes price was much higher. If we stay with Lineage we would stay with the current model just a new machine at the same pricing we are currently paying. Councilperson Brown suggested looking into printing label through online software.

There will be a seminar later in the month sponsored by NYS Archives. It will cover the legal aspects of records management. During the course of the records conversion project, some questions were raised in the Building Department. If the Board or any staff has questions they would like raised during the seminar, they can be directed to the Clerk before May 22nd.

HIGHWAY DEPARTMENT REPORT

Supervisor Smith reported crews are working on brush pick up and plow damage repairs. Supt. Speer arrived later and reported three quadrants have been completed of the first pass of the spring brush pickup. He is short staffed due to medical issues causing staff to be away and being down one person. He also noted there was a broken lateral from the sanitary sewer between the houses at 110 Dunbar Road.

BUILDING DEPARTMENT REPORT

Supervisor Smith reported there had been 16 permits issued; two of which are new residences. By the end of April 2013, there had been 75 permits. For 2014 there were 49 permits issued and noted this could be due to the slow start after such a long winter. It is hoped that permits will pick up.

PARKS AND RECREATION DEPARTMENT REPORT

Mr. Venniro reported the start of summer playground program registrations began on April 23rd and noted the Department went live with no fees on credit card payments for program participants at the same time. As of Friday morning, May 2 the Summer Playground program has generated \$19,675 of revenue of which \$17,675 (90%) is from convenience fee free credit card use. Of that \$17,675 of Summer Playground Credit Card Revenue, \$17,025 (96%) was received via the new online registration system from the convenience of the registrant's home, work place, or other location.

The Senior Center 30th Anniversary Dinner was held on Friday, May 2 at the Plantation Party House. An overwhelming number of over 160 people were in attendance. This number surpassed past years attendance numbers that averaged around 60. The night featured pre-dinner entertainment and dancing; recognition of our local and state decision makers, in addition to past Senior Center Coordinators; a buffet dinner and dessert; roughly 40 door prizes, generously donated by local businesses and civic groups; and a show by The Traveling Cabaret.

The Summer Recreation Newsletter/Brochure is being produced and is expected to be released to the public May 21st.

The Parks Department will be maintaining vacant properties and cemeteries this year. In the past these have been contracted out. The financials for this service were removed in the 2014 budget in the hopes that the Parks Department would be able to manage these properties. In addition to maintaining the Park, Town Hall, VFW, etc. this adds approximately 16 properties and six cemeteries to maintain from late April - October. He noted vacant property maintenance must be done in coordination with Art Fritz who will let staff know where and when this work needs to be done. The Town invoices the property owner for this work. Any unpaid invoices are added to the properties Town and County Tax bill. The Town receives all monies owed and any unpaid balances are collected through Monroe County. This work will require the Parks department to transport equipment on a regular basis. In addition he felt it would add more stress to the equipment in regards to labor intensive conditions. Costs and times associated with this will also be tracked and closely monitored. It is hoped that taking on these projects is feasible in regards to time and financials. An in depth analysis and comparison from last year of the cemetery and property maintenance will be completed throughout the year to determine how this new undertaking effects time and efficiency of regular maintenance, equipment, and financials. There was discussion on the first pass at these properties being more time consuming as there is additional cleanup from over the winter to be

done, the need to carefully assess the property before starting to mow and the amounts will vary depending on the number of visits that need to be made and amount of work to be done.

A work order system has been created and circulated for input and will be implemented soon. This system provides a straight forward way to request maintenance on Town facilities and can help us analyze maintenance in regards to specific tasks, time, and costs.

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

COOPERATIVE FUEL AGREEMENT

The school district has drawn up an agreement for use of the new fuel island and a copy has been received. There was discussion. Supt. Speer expressed that for the most part he agrees with the agreement. He noted the School District will not be liable for cost damage expense for not having fuel quantities available was the only concern he expressed. He felt the two percent administrative charge was reasonable and plowing should not be an issue. There was concern expressed that a minimum amount should be left in the tanks so that when school was not in session there would be no chance of running out especially between Christmas and New Year's. There was discussion on what commercial places would be open and should there be intermunicipal agreements in place to obtain fuel from other Towns. Supt. Speer did not see this as being a problem, felt an intermunicipal agreement was not necessary. There should be an internal procedure established so should the occasion arise staff knows what to do. We will have access to the fuel site but the specifics of access has yet to be determined. It was noted there is a reference to the Fire Department that should be the Town of Parma. A corrected copy was requested but not received. It was determined that no action would be taken tonight; this will be addressed at the next meeting and Supervisor Smith will follow up with Steve Ayers.

SECOND INSTALLMENT FOR WORKERS COMPENSATION

RESOLUTION NO. 124-2014 Motion by Councilperson Brown, seconded by Councilperson Mullen, to make the second installment for Worker's Compensation in the amount of \$22,559.25.

Motion carried: Aye 5 Nay 0

PROVISIONAL APPOINTMENT FOR RECREATION SUPERVISOR

Mr. Venniro explained his reasoning for the request to have Sherri Farrell promoted provisionally to the Recreation Supervisor position. His plan for the Department is to have a Director, Assistant Director, and two Recreation Supervisors rather than two Recreation Leaders. He noted Ms. Farrell's attributes for the position, her adaptability to the changes within the department, her attitude and reinvigoration, and that she has not had a promotion for some time which he feels is deserved. He asked the Board to authorize a

\$1.20 increase, which would not affect this year’s budget as they have been short staffed for several months and to appoint her provisionally until the results of the test are known. If for some reason she does not pass the test then she would go back to Recreation Leader.

Councilperson Brown expressed that hiring a new person provisionally is very much the norm but an existing employee being promoted is inconsistent with our practices. He responded to this with personal experiences in other Towns where this occurred as examples. Councilperson Brown felt changing the practice changes the future too. Other employees across all departments are going to expect the same thing. It was felt this can create problems in other departments and this is the reason why consistency with in our practices is needed. Councilperson Mullen suggested provisionally appointing the title only and pending the outcome of the test results then set the wage. Councilperson Brown agreed that upon proof of the test results, pay could be backdated to today. This would maintain consistency across all departments. Mr. Venniro felt this was fair and a good compromise. Councilperson Brown expressed appreciation that Mr. Venniro is trying to pull the department together and having them work together as a team.

There was discussion on the requirements for taking the test, placement and residency. It was decided that the title would be given provisionally and there would be no wage increase until the test has been taken and passed.

RESOLUTION NO. 125-2014 Motion by Supervisor Smith, seconded by Councilperson Brown, to provisionally promote Sherry Farrell to Recreation Supervisor in title only until such time as she passes the civil service test requirements; at that time her pay will be backdated to May 6, 2014; and if the test is not passed she will return to the position of Recreation Leader.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFERS

TRANSFERS

May-14

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO570731049022	SWIMMING EXPENSE	4,000.00	AOO570702042200	EQUIPMENT REPAIR/RENTAL	4,000.00	VENNIRO
A FUND	UNAPPROPRIATED	37,478.60	DAO550511041000	SALT	37,478.60	SPEER
B FUND	UNAPPROPRIATED	64,656.78	DBO550513021000	EQUIPMENT REPAIR/RENTAL	64,656.78	SPEER
		106,135.38			106,135.38	

RESOLUTION NO. 126-2014 Motion by Supervisor Smith, seconded by Councilperson Roose, to approve the budget transfers as presented.

Motion carried: Aye 5 Nay 0

INFORMATIONAL ITEMS

SPECIAL EVENT PERMIT LIBERTY HOLLOW

Supervisor Smith reported a request has been received to have a farm stand/wagon east of the corner of

Rt.104 and 259 at Liberty Hollow. This is the same applicant who applied for Christmas tree sales back in the fall. This will come before the Town Board because it is considered a special event which will last for a period greater than ten days. Not all the paperwork has been received; therefore, it will not be addressed until the next Town Board meeting.

MISCELLANEOUS

Supervisor Smith reported the Town Clerk was informed by a Park patron that a vehicle was being towed out from the baseball field area and provided a license plate number. He went to the site spoke with Mr. Kaiser and with all the information provided contacted 911. The responding Deputy was able to track down the individual who left the scene and the young man has paid restitution for the damage done to the field. The Town appreciates this citizen's involvement in identifying the person involved and any other citizen engrossment in reporting incidents and unusual activity observed.

The roof in the court office has leaked again. This is after three attempts to fix the leak. Supervisor Smith will be contacting an architect to see what can be done and possibly a "false" roof over the flat portion to resolve the leakage problem.

The judge has dismissed the case regarding a business owner seeking an injunction to prevent Town Code Enforcement Officers from coming onsite to inspect properties where there have been complaints. The Town will be able to continue Code Enforcement as necessary.

LIAISON REPORTS

**Councilperson Brown reported there was nothing to report for the Conservation Board or the Assessor's office. Items addressed at the Planning Board meeting included approval on the Kasap subdivision on Burritt Road, approval of conceptual plans for one lot on Dean Road for the Profeta Subdivision, no action was taken on a commercial site plan for the Mobil gas station and clarification was sought on removing the front façade of the former Doan Chevrolet building.

**Councilperson Comardo reported a request has been received from the Sports Boosters organization requesting consideration of a more permanent recognition for Steve Fowler at Fowler Field. The first proposal from the group included considering a more substantial Fowler Field sign similar to what is used for Raiders Football program at the Town's expense and to position the current sign in a more visible location. The second proposal would be for the Sports Boosters to install a wind screen outside of the left field fencing on Fowler Field with the Town's permission. He wanted to give the Board an opportunity to think about these proposals and Mr. Venniro will be looking at costs for the signage. If the Board has any thoughts on this they should contact Tom Venniro or Councilperson Comardo.

**Councilperson Roose reported the season has started for some of the recreation programs. They will be looking at having some of the contracted out programming done in house to save money. He noted the Senior Dinner was well done in all aspects.

**Councilperson Mullen reported he attended the Imagine RIT event this past weekend and Zarpentine Farms was one of the farms being researched by students on family farm projects. They were interested in our Right to Farm Law. It is possible they may come to the public hearing as part of their history data collection for promoting agriculture in the State and our area. The Zoning Board of Appeals tabled parking of excess cars at the golf course and the Charbroil which would require special permits. This will

become a moot point for this year but will need to be addressed going forward. The Board also addressed a special permit for exceeding the number of dogs. Area variances were granted for a barn which would be over the height restrictions and another for an accessory structure for farming use on a parcel with no single family dwelling on it. They are growing hops and need the storage in order to expand. He noted there are tax incentives through the State for growing hops to focus on micro-breweries.

**Supervisor Smith reported there will be two public hearing at the next Town Board Meeting. One will be minor revisions to the Development Regulations. The other will be the Right to Farm Law. A concerned citizen questioned a couple of the sections. Councilperson Comardo was asked to follow up with the Farmland and Open Space Committee where upon further review it was decided to remove sections 8 & 10 of the proposal. After discussion the Town Clerk was directed to republish the legal notice; post the revised proposal reflecting the revisions on the website and make the revised proposal available to the public for viewing at the Town Hall.

He also reported a letter has been received from Bob Prince that he will be retiring at the end of the month. There have been a number of applications received for Mr. Barton's position; they are being reviewed and he would like to hold interviews next week. Mr. Barton expressed an interest in assisting with the interview process as well as Councilmen Comardo and Mullen. There was further discussion on the applicants not being Parma residents, steps that may need to be taken regarding this, and consideration for a shared services agreement similar to what we did in Hamlin for the Assessor.

ENTER INTO EXECUTIVE SESSION

Supervisor Smith stated the Town Board would now enter into an executive session and there would be no other business transacted after coming out of executive session.

RESOLUTION NO. 127-2014 Motion by Councilperson Comardo, seconded by Councilperson Brown, to enter into Executive Session at 7:35 pm to discuss an employee discipline issue.

Motion carried: Aye 5 Nay 0

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 128-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to close the Executive Session at 8:50 p.m.

Motion carried: Aye 5 Nay 0

There being no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 8:50 p.m., seconded by Councilperson Brown.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk