

Parma Town Board meeting held on Tuesday, April 17, 2018 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

**ATTENDANCE**

Supervisor	Jack Barton
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd
Town Clerk	Carrie Webster
Highway Supt.	Brian Speer
Building and Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniuro

**OTHERS IN ATTENDANCE**

Mike Weldon, Peter T. Lacagnina and other members of the public.

**CALL TO ORDER**

Supervisor Barton called the meeting to order at 6:30 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.

**MEETING MINUTES – APRIL 3, 2018**

**RESOLUTION NO. 108-2018** Motion by Councilperson Comardo, seconded by Councilperson Keller, to accept the Minutes of the Regular meeting of the Parma Town Board on April 3, 2018.

Motion carried: Aye 4 (Barton, Comardo, Roose, Keller, Judd) Nay 0 Abstain 1 (Barton)

**TOWN CLERK REPORT**

The Town Clerk reported that a letter was received the Hilton Central School District about putting a Get Out and Vote sign in front of the Town Hall. The sign would go up approximately 7 to 10 days before the voting takes place on May 15, 2018. The Board was in agreement that the sign could be put in front of the building.

Board of Elections has contacted our office about the upcoming Primary to be held on June 26<sup>th</sup>. I talked to Wendy in the Court Office and my understanding is that they will be cancelling court for that night.

**HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that crews were busy over the weekend with the winter storm that came through, it was worse at the north end of Town. Supervisor Barton asked if the

paperwork being requested by New York State DOT regarding drainage for Edward Lane and Loretta Drive has been completed. Supt. Speer said that it has not been completed yet.

### **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported that on April 11, 2018 the DEC came and performed a community assistance visit. They looked at five sites and while there are some things that have to be tidied up the visit went very well. They provided some really good information for us to implement going forward.

Mr. Scibetta will be contacting Billitier Electric regarding the quote for the heat trace roofing system that will help melt the ice over the Court room to see if the amount of the quote is still good.

Sandalwood Subdivision was back at the Planning Board. The Board is waiting on some final signatures before they will sign off on the project. County Village Phase 7 was given their final approval. This will close out Country Village.

### **RECREATION DEPARTMENT REPORT**

Mr. Venniro reported that this Friday the Department is hosting the Parma Pizza Party at the Community Center. This is a labor intensive function and anyone that would like to help or attend is more than welcome. April 25<sup>th</sup> is the Senior Anniversary Dinner at Braemar Country Club. This event features dinner and entertainment.

The Tax Preparation Service for this year has come to an end. The rough estimate of completed tax returns is over 550, which is significantly higher than 2017. The 2018 Spring Summer Experience Brochure has been sent to print and they will be available to the public this week.

They have hired two part-time seasonal staff and are still looking to fill two more positions. Planning for the 2018 capital projects will begin shortly.

Monday, April 16<sup>th</sup> there was an award ceremony held at the Parks and Recreation conference in Albany. There were four award recipients from the Town of Parma. Dave Tresholavy received the ABCD Award, which is the Above and Beyond the Call of Duty Award. Tony Caraglio, Caraglio's Pizza won the Outstanding Partnership Award, which recognizes a vendor, company or individual who has significantly contributed to the field of parks and recreation. The Creative Tech Camp for Girls was given the Program of Merit Award. And Steve Fowler was inducted into the NYSPRS Memorial Hall of Fame for all of his dedication and hard work. This award is dedicated to the finest of people who have contributed to the field in everlasting ways. Steve's family was there to accept the award and it was presented by Jim Volkmar who worked alongside Steve for many years.

**LIBRARY REPORTS**

Supervisor Barton reported that the Library continues to work on specs for the roof replacement and hopes to have them done soon so it can go out to bid.

**PUBLIC FORUM**

Supervisor Barton asked if there was any other citizen who would like to address the Town Board with any concerns.

Peter Lacagnina, 1395 Hilton Parma Corners Road, stated that he is having a continued drainage issue that has been ongoing for two years in his front yard. There have been several commitments to finish this project but it has never been done. While he would prefer that the job be completed if that is not going to happen he would at least like a refund of the money he paid so that he can pay someone to have it finished. Supt. Speer stated that he is hoping to get in there in May to finish this project. It will have to be piped because even though they have opened up the ditch it continues to fill in with dirt and the water will not run.

**BUSINESS ITEMS**

**TOWN CLERK FIXED ASSET DISPOSAL**

**RESOLUTION NO. 109-2018** Motion by Councilperson Roose, seconded by Councilperson Judd, to authorize the disposal of the Town Clerk Fixed assets as listed.

DATE: April 12, 2018		DEPARTMENT: Town Clerk						
TAG #	DESCRIPTION / MANUFACTURER	MODEL	SERIAL #	ACQUIRED FROM	COST	A-ACQUIRED D-DISPOSAL	DATE	REMARKS
2562	Tow n Clerk Chair					D-DISPOSAL	4/12/2018	Broken - Throw away
302	Tow n Clerk Chair					D-DISPOSAL	4/12/2018	Broken - Throw away
2745	Tow n Clerk Printer	HP Laserjet	USPE066351			D-DISPOSAL	4/12/2018	Sun King
3173	Tow n Clerk Typew riter	Brother				D-DISPOSAL	4/12/2018	Sun King
3174	HP Compaq Computer	HP	80045-474-202-546			D-DISPOSAL	4/12/2018	Sun King
3204	HP Compaq Computer	HP	70045-447-032-365			D-DISPOSAL	4/12/2018	Sun King
2746	Tow n Clerk Typew riter Cart					Transfer to Building	4/12/2018	

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**HIGHWAY DEPARTMENT FIXED ASSET DISPOSAL**

**RESOLUTION NO. 110-2018** Motion by Councilperson Keller, seconded by Councilperson Comardo, to authorize the disposal of the Highway Department fixed assets as listed.

DATE: <u>4/13/18</u>		DEPARTMENT: <u>Highway</u>						
TAG #	DESCRIPTION/ MANUFACTURER	MODEL	SERIAL #	ACQUIRED FROM	COST	A-ACQUIRED D-DISPOSAL	DATE	REMARKS
	E515dn Multifunction Printer	Dell				D-DISPOSAL		
	OfficeJet Pro X576	HP				D-DISPOSAL		

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**PROCUREMENT OF BALLFIELD GROOMER**

Tom Venniro explained that there are 8 baseball fields that need to be maintained in the park and we probably should have made this purchase a while ago. Mike Ingham labored them very intensely, sometimes that process could take him all day and sometimes more. The weather has made this increasingly difficult to do with our equipment and staff. Purchasing this equipment would reduce the hours spent trying to keep the fields in playing shape and also could limit the amount of cancellations. The purchase was budgeted for last year and this machine, 2018 Smithco Sand Star II, would be our best option. There were other machines available however they had some capabilities that we do not need. This is an all in one machine and attachments could be purchased in the future if desired. The machine is lightweight, easier to use and will give us the ability to fix the fields even in light rain and in a shorter amount of time. The price includes training for staff and the company will help get the fields in shape for this year.

The cost would be \$17,535.69 on State Contract. NYS allows piggybacking off of an existing contract, which we would be doing off of a contract out of Massachusetts. The options to purchase would be either financing the purchase over a three year period, which would include approximately \$800 in interest or purchasing it out right using money from the Parks Equipment Reserve Account. The Parks Equipment Reserve Account has \$16,000 and we budgeted \$5,000 so we would use \$11,000 dollars of the reserve fund, which is what the money is for. Councilperson Comardo was in favor of avoiding any finance charges if possible.

**RESOLUTION NO. 111-2018** Motion by Supervisor Barton, seconded by Councilperson Roose, to purchase the 2018 Smithco Sand Star II using what NYS approves of and identifies as piggybacking off of an existing contract and is set out in our Procurement Policy in the amount of

\$17,535.69 using \$11,000 out of the Parks Equipment Reserve Fund and the balance from budgeted money in the A fund.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

There was discussion about increasing the Recreation Fees on new subdivisions in the Town. This might be something the Town should look into.

**DISPOSAL OF RECREATION PICK-UP TRUCK**

Tom Venniro explained that the truck is a 2004 and has had a lot of use. It has recently needed some expensive repairs and some staff is uncomfortable driving it. The Department has acquired a truck from the Building Department so they are looking to dispose of this vehicle. There was discussion about using Municibid vs. sending it out to auction. If we use Municibid there would be no advertising costs or fees, the buyer actually pays any costs due to the website. If it is sent to auction there would be a 10-15% procurement fee. The Town has used this site to dispose of a Building Department vehicle in the past. This would be conditioned “as is” in the advertisement.

**RESOLUTION NO. 112-2018** Motion by Councilperson Judd, seconded by Councilperson Roose, to authorize the disposal of the 2004 Chevy Pick-Up Truck from Recreation through Municibid.

DATE: <u>4/17/2018</u>		DEPARTMENT: <u>Recreation</u>						
				ACQUIRED		A-ACQUIRED		
TAG #	DESCRIPTION/ MANUFACTURER	MODEL	SERIAL #	FROM	COST	D-DISPOSAL	DATE	REMARKS
	2004 Chevy Pick-Up Truck	NA	NA	NA	NA	D-DISPOSAL	4/17/2018	Dangerous to drive, received new vehicle. Recommend Municibid.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**PREPAID CHECKS**

**RESOLUTION NO. 113-2018** Motion by Councilperson Roose, seconded by Councilperson Comardo, to authorize payment of the prepaid checks as listed.

		APRIL					
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
MONROE COUNTY WATER	AOO.516.1620.444.00	04/04/18	Z991.110	1016	388.67	MARCH BILLING	DONE
	AOO.576.7520.444.00	04/04/18	Z991.110	1016	41.25	MARCH BILLING	DONE
	AOO.575.7520.444.00	04/04/18	Z991.110	1016	21.81	MARCH BILLING	DONE
STRONG MUSUEM OF PLAY	AOO.570.7310.493.02	04/04/18	Z991.110	1015	750.00	APRIL RECESS	DONE
CINEMARK	AOO570.7310.493.02	03/23/18	Z991.110	1011	487.50	APRIL RECESS	DONE
APPLIED BUSINESS SYSTEMS	AOO.516.1670.418.00	03/28/18	Z991.110	1012	2,100.80	OSATGE FOR REASSESSMEN	DONE
					3,790.03		

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**MICELLANEOUS BUSINESS**

Dennis Scibetta reported that the Plotter/Scanner was delivered to the Town Hall. ATS has put it on the network and there will be training for various Departments. This will help to finish scanning any maps/plans that in the past would have had to be sent out to a company for scanning.

**INFORMATIONAL ITEMS**

**NARCAN TRAINING**

Supervisor Barton reported that training will take place at the Parma Town Hall on June 12, 2018 between 10a.m. and 12p.m. for any employees that would like to attend. The offices will close if needed to accommodate any and all employees interested. He would also like to have another CPR training class, which has not been done in sometime at the Town. Tom Venniro reported that they have annual CPR training in June for summer staff and employees could attend that training also.

**1358 HILTON PARMA CORNERS ROAD**

The owner of 1358 Hilton Parma Corners Road has contacted the Town again regarding the Towns interest in purchasing part of the parcel to the South. The owner has enlisted a realtor and they are asking \$200,000 for it. The benefit would be the ability to have direct access between the park and the VFW. Supervisor Barton wanted to gage whether there is any interest in obtaining this land by the Board. Councilperson Roose stated that while he is interested in preserving the land this price is too high. After discussion it was felt that while it would be convenient to obtain the land, we are not interested in paying a premium price for it. Tom Venniro would like to look at other options that might make this purchase feasible.

## **LIAISON REPORTS**

**\*\*Councilperson Keller reported that he will be attending the Zoning Board meeting on Thursday.**

**\*\*Councilperson Comardo reported that HPDICE hosted a Narcan Training Event and a brief discussion of youth at risk with information provided by the high school. The Appreciation Event was cancelled due to weather and will be rescheduled for a later date. Farmland and Open Space Committee had no agenda but did hold a meeting.**

**\*\*Councilperson Roose reported that there has not been a Special Police Meeting in a while but he thought it will be topic on the Agenda at the Joint Meeting with the Village. There have been some changes made to the General Orders.**

**\*\*Councilperson Judd reported that the Library is looking to expand. There is possible space available at the Lutheran Church. The Librarian is looking into the needs going forward. There was discussion at the last meeting about a decrease in activity at surrounding libraries that moved out of their village due to accessibility. The Farmland and Open Space Committee had discussion about the future.**

**\*\*Supervisor Barton reported that the Librarian did approach him about the possibility of expanding. She was looking at starting a focus group to look at needs going forward. There are no plans to add any more books but there is a need for classroom/meeting room space.**

The Town Clerk followed up with Board Members about the Agenda for the Joint Meeting and asked if there were any items they would like to add to the Agenda in addition to what the Village sent over. There were two items they would like added to that Agenda.

## **WARRANT**

**RESOLUTION NO. 114-2018** Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$74,265.55.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**RESOLUTION NO. 115-2018** Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$3,624.32.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**RESOLUTION NO. 116-2018** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$67,116.38.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**RESOLUTION NO. 117-2018** Motion by Councilperson Judd, seconded by Councilperson Keller, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$2,536.54.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**RESOLUTION NO. 118-2018** Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve payment of S23 King Hamlin Sewer Fund bills, in the amount of \$403.71.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**RESOLUTION NO. 119-2018** Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$900.00.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**RESOLUTION NO. 120-2018** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve payment of TAO Trust and Agency Fund bills, in the amount of \$1,383.25.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

**The total to be paid is \$150,229.75.**

#### **ENTER INTO EXECUTIVE SESSION**

**RESOLUTION NO. 121-2018** Motion by Supervisor Barton, seconded by Councilperson Roose, to enter into executive session to discuss a legal matter. There may be further Town business after the Board comes out of Executive Session.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

The Board entered into executive session at 7:55 p.m.

#### **CLOSE EXECUTIVE SESSION**

**RESOLUTION NO. 122-2018** Motion by Supervisor Barton, seconded by Councilperson Comardo, to close the executive session at 8:55 p.m. and return to regular session.

Motion carried: Aye 5 (Barton, Comardo, Roose, Keller, Judd) Nay 0

#### **EXPENDATURE OF MONIES FOR LEGAL RESEARCH**

**RESOLUTION NO. 123-2018** Motion by Councilperson Judd, seconded by Supervisor Barton, to allow the expenditure of up to \$12,000 to research the availability to spend public money for legal/associated fees paid by Al Leone.

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Councilperson Comardo clarified that a yes vote means you are agreeing to spend money to investigate this additional payment to Al Leone. He would not be in favor of spending this money.

Councilperson Keller felt that the timing of this should be questioned. He also felt that it would be beneficial to hear from Mr. Speer and Mr. Leone to see what they are looking for. He feels that the expense is premature.

Supervisor Barton stated his intent is to try and settle this matter.

Motion not carried: Aye 2 (Barton, Judd) Nay 3 (Comardo, Roose, Keller)

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

Respectfully submitted,

Carrie Webster

Parma Town Clerk