

Parma Town Board meeting held on Tuesday, September 4, 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 Fracassi
Building and Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniuro
Absent	Highway Supt. Brian Speer

OTHERS IN ATTENDANCE

Kevin Brongo, Caleb Brongo, Mike Weldon 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 – AUGUST 21, 2018

RESOLUTION NO. 224-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to accept the Minutes of the Regular meeting of the Parma Town Board on August 21, 2018.

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

TOWN CLERK REPORT

The Town Clerk reported that the VFW report for August has been submitted and the Town Clerk report will be submitted to the Supervisor’s Office before the next meeting.

Tax bills have been mailed and collection started today.

HIGHWAY DEPARTMENT REPORT

Supt. Speer was on vacation. Supervisor Barton reported that the manhole will be delivered from Baliva sometime this week for the property on Hilton Parma Corners Road and the Highway Department should be able to install it in a couple of weeks when they finish County work.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported that his office is dealing with some drainage issues including one on Clarkson Parma Town Line Road. He also reported that he received a call about trees hanging over onto the library roof on the northeast side of the building. He will follow up with the Village. Councilperson Judd stated that the concern is that the trees have to be trimmed in order for the roof on the library to be done. Supervisor Barton said that if the Town trims the neighbors trees and they die the Town would have to buy the neighbor new trees so it might be a better idea to notify the neighbor that the trees have to be trimmed.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that Parks and Recreation Budget Reports are accurate through August 2018. The 2018 Fall Brochure will come out in September and will feature the Before/After School and UPK Wrap-Around Program. These programs are both full and there is a waiting list.

The Tennis Court Reconstruction is complete. There will be some restoration work completed by the contractor. The Football Field Capping is in process and going well.

PUBLIC FORUM

Supervisor Barton asked if there was any other citizen who would like to address the Town Board with any concerns. There was no response.

BUSINESS ITEMS

REZONING OF 1241 HILTON PARMA CORNERS ROAD

Kevin Brongo, owner, explained that he is looking to rezone the property at 1241 Hilton Parma Corners Road to General Commercial. On the Zoning Map this is adjacent to Highway Commercial and he chose to go to General Commercial. He will be assessing the building on the property to see if it is structurally sound and is looking to bring business into that property. Supervisor Barton asked if they do remove the building if the footprint will remain the same. Mr. Brongo stated that he did not know yet, he felt that the market would drive the size of the building and the Zoning of the property will dictate the type of business that could go in there.

Dennis Scibetta gave some of the history of the property and explained that this rezoning was supposed to take place while the county still owned the building but that it never happened before Mr. Brongo purchased it. He also reported that the Planning Board was in favor of the rezoning at that time.

There was discussion about the steps that will need to be taken before the Public Hearing and possible other entities that will need to be notified.

RESOLUTION NO. 225-2018 Motion by Councilperson Comardo, seconded by Councilperson Judd, to schedule a public hearing for the rezoning of 1241 Hilton Parma Corners Road for October 16, 2018 at 7 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road.

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

RESOLUTION NO. 226-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to declare that under SEQR this is an unlisted action.

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

There was discussion about the letters going out to the agencies for Lead Agency and Interested Parties. There was discussion with the applicant about the process of the application and public hearing for planning purposes.

ADVERTISE FOR RECREATION POSITIONS

Tom Venniro explained that he is looking to restructure the Department based on the needs and growth of the community and would like to hire a Full-Time Recreation Leader and a Full-Time Recreation Assistant. They have had a couple of people leave the Department recently and with the openings created by those departures and the added programming they are in need of additional support staff. With the growth in the programming the current staff is working additional hours and unable to be in the office as much as they need to be doing other work that needs to be done. He feels that the increased revenue from the programs will cover the cost associated with hiring these two positions. Supervisor Barton felt that the additional costs to the Town have to be considered. Councilperson Roose asked what the timeline will be for hiring. Mr. Venniro was hoping that between advertising and interviewing that they could have people in place by mid-October, so they would be working approximately 10 weeks of the current year. For the Recreation Leader position there is an active list through Civil Service that they can use to contact people to see if they are interested in the position. The Recreation Assistant is non-competitive.

Councilperson Roose is ok with this. Councilperson Keller felt that it would be a wash between revenue and expenses. Councilperson Comardo felt the need is there. The pay range will depend on experience.

RESOLUTION NO. 227-2018 Motion by Councilperson Roose, seconded by Councilperson Comardo, to authorize the Recreation Department to advertise for a Recreation Leader, pay scale to be between \$16.00 and \$19.48/hour.

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

RESOLUTION NO. 228-2018 Motion by Councilperson Keller, seconded by Councilperson Judd, to authorize the Recreation Department to advertise for a Recreation Assistant, pay scale to be between \$14.10 and \$16.92/hour.

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

B&AR PROGRAM EMPLOYEE RATES

Tom Venniro explained that these hires are part-time Recreation Assistants to help with the Before and After School Programs. There are 2 shifts for this program running between the hours of 7 a.m to 6 p.m. The UPK Program rates are slightly higher because they are working with 3 and 4 year olds.

New Hires						
First Name	Last Name	POSITION	ADDRESS	PHONE	START DATE	RATE
Katherine	Brockman-Bellanca	Recreation Assistant - Direc	267 Lake Ave., Hilton, NY 14468	750-4825	30-Aug-18	14.00
Jennifer	Cazares	Recreation Assistant - Direc	181 Hill Rd., Hilton, NY 14468	500-9102	30-Aug-18	13.50
Kerri	Kwiatowski	Recreation Assistant	17288 Lakeshore Rd., Hamlin, NY 14468	271-1373	30-Aug-18	12.50
Aliya	Leshner	Recreation Assistant	51 Country Village Ln., Hilton, NY 14468	739-3845	30-Aug-18	10.40
Gavin	Scouten	Recreation Assistant	1412 Hilton-Parma Rd., Hilton, NY 14468	392-2230	30-Aug-18	10.40
Brooke	Pearce	Recreation Assistant	459 Peck Rd., Spencerport, NY 14559	978-5601	30-Aug-18	10.40
Kristin	Wille	Recreation Assistant	265 Dunbar Rd., Hilton, NY 14468	727-1930	30-Aug-18	11.50
Returning Staff						
Full Name	Last Name	POSITION	ADDRESS	PHONE	START DATE	RATE
Kerry	Chapman	Recreation Assistant - Direc	1279 West Avenue, Hilton, NY 14468	392-1755	30-Aug-18	13.00
Moriah	Chapman	Recreation Assistant	1279 West Avenue, Hilton, NY 14468	392-1756	30-Aug-18	10.65
Nicole	D'Angelo	Recreation Assistant	200 Hillside Drive, Hilton, NY 14468	754-6838	30-Aug-18	10.65
Rebecca	Knorr	Recreation Assistant	561 Bridgewood Dr, Roch 14612	490-4037	30-Aug-18	12.00
Jonah	Ribbeck	Recreation Assistant	159 Roosevelt Dr., Lockport, NY 14094	716-622-9229	30-Aug-18	10.90

RESOLUTION NO. 229-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to set the wages as submitted by the Recreation Director for the B&AR Program Employees.

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

EMPLOYEE ADJUSTMENT RATES

Tom Venniro explained that he is looking to do wage adjustments for two employees. He explained that Cheryl Collins Dool has picked up additional responsibilities with the departure of Joe Petricone from the Parks Department, which includes large projects, direct communication with the Director and supervision of six part-time staff. They will not be filling the vacancy for some time and she will be picking up those duties. He believes she has been doing some of those responsibilities for a while and she should be compensated for that additional work she will be asked to do.

Sherry Farrell likewise has stepped up given the circumstances in the Department and he feels she should be compensated to the level similar to the other Recreation Supervisor. She has taken on more duties in the office and has had to work longer hours.

There was discussion about the effect that this would have on the union contract. Tom Venniro felt that there was nothing in the contract that says these adjustments can't happen.

After discussion Councilperson Roose felt that a 1% increase for Sherry Ferrell was not an issue but that it seems that the Board has been making a lot of pay adjustments this year. Supervisor Barton stated that he will be sitting down with Mary this week and they will be evaluating all salaries for each position.

RESOLUTION NO. 230-2018 Motion by Councilperson Roose, seconded by Councilperson Keller, to adjust the rate of Sherry Farrell from \$21.24 to \$22.30 effective September 3, 2018.

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

It was felt that a 15% increase for Cheryl Collins Dool was excessive until there was a decision made and a clear direction about how the Department will be moving forward. There was discussion about giving a temporary raise, a lump sum or out of title pay while discussions are going on surrounding the Department going forward. There was concern that the Union might not be ok with giving a raise and then taking it back. Councilperson Keller liked the idea of out of title pay because it clearly states what the purpose is and if Ms. Dool were to apply for the title and get it she would be able to keep the increase. Supervisor Barton felt that she has taken over the needed roles in that Department and should be compensated for the time she is performing those duties. He stated that he would follow up with her with a letter stating the intent of the Board.

Councilperson Keller asked if it was possible they would not have a Park Foreman moving forward. Tom Venniro stated that that is possible but he would think we would want to have one.

RESOLUTION NO. 231-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to recognize Cheryl Collins Dool is currently working out of title with the Retirement of the Parks Foreman and during that time her rate of pay will increase to \$21.40 until the position is filled or the Board takes other action effective September 3, 2018.

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

Councilperson Roose felt that in the union negotiations the Town should look at having the ability to hiring employees that might be able to work in more than one Department.

PARMA TOWN PARK USE AGREEMENT

Tom Venniro explained that this agreement is for the Cross County usage with Monroe County Public School Athletic Conference. They use the park four times with their bigger meet on October 27, 2018. They use the trails and parking and bring attendants to help with traffic. There was discussion about the possibility of the Special Police helping with traffic also. The football field will be taped off during this event.

RESOLUTION NO. 232-2018 Motion by Councilperson Judd, seconded by Councilperson Keller, to authorize the Supervisor to sign the Parma Town Park Use Agreement with the Monroe County Public School Athletic Conference.

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

INFORMATIONAL ITEMS

MISCELLANEOUS

Supervisor Barton reported that he will be working with Mary Gavigan in the next week to finalize the paperwork for Civil Service regarding the Highway Road Foreman position. There has been an invite for the Board to march in the Homecoming Parade on October 5th if anyone is interested. He would like to take a new picture for the website of the current Town Board since there are new members.

The New York State Comptroller's Office is doing an audit of the Assessor's Office. They are looking at some of our local laws surrounding the Sr. and Low Income Exemptions done in 2007. In the local law it stated dollar amounts and it should have stated the percentages. After researching it looks like we did not use an attorney for those local laws and so he will be contacting the attorney to look into correcting these.

MRB gave an estimate to do a survey of the Town Hall. There is some money to do the survey and this will be a business item at the next meeting.

The process of capping the Football Field has begun. They have had to purchase more soil than anticipated and the seeding and fertilizer has been ordered. MRB will be coming to verify the grading of the field. There will need to be some repair work done around the field after this is completed. The soil coming in all tested good.

LIAISON REPORTS

**Councilperson Keller reported that the next Zoning Board meeting is in a couple of weeks.

**Councilperson Comardo reported that HPDICE will be meeting on September 10, 2018.

**Councilperson Roose reported that there is ongoing discussion about the Special Police using space in a Public Room which has lockers to store their belongings. There is a Recreation Commission meeting tomorrow night at 6:30 p.m.

**Councilperson Judd reported that she was at the Library Board meeting and they mainly discussed the roof replacement and the trees sitting on the roof. The Planning Board meeting for this Thursday has been cancelled.

Supervisor Barton reported that he and Tom Venniro will be meeting with the Village of Hilton about the rent. Mr. Venniro did some research on the amount of Parma vs. Hilton residents that use their programs and currently it is approximately 60% Village to 40% Town residents.

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 8:10 p.m., seconded by Councilperson Roose and all were in favor.

Respectfully submitted,

Carrie Fracassi
Parma Town Clerk