

Parma Town Board meeting held on Tuesday, April 15, 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
Building Inspector	Jack Barton
Director of Parks and Recreation	Tom Venniro

### **OTHERS IN ATTENDANCE**

Recreation Commissioner Al Howe, Library Director Becky Tantillo, Helen Ives, Carol Kluth, Mike Weldon, Maggie Vebelacker, Amanda Fronckaviak, Emily Mullen, Lon Jacobs James Holahan and other members of the public.

### **CALL TO ORDER**

Supervisor Smith called the meeting to order at 6:40 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 1, 2014**

**RESOLUTION NO. 107-2014** Motion by Councilperson Roose, seconded by Councilperson Brown, to accept the Minutes of the April 1, 2014 Town Board meeting.

Motion carried: Aye 5 Nay 0

### **TOWN CLERK REPORT**

The Town Clerk monthly report for March has been completed, filed and copies given to Board members. This is the first month with rentals at the VFW. The Board has received the rental summary and a copy has been provided to the VFW. Under the revised agreement, on a quarterly basis a Statement of Revenue and Expenses is to be provided to the VFW. The Finance office is aware of this.

The 2013 North Greece Annual Fire District financial report has been received and filed. The certificate of general Liability insurance has been received from Hilton Rotary for the Annual Easter Egg Hunt. It will be held on Saturday, April 19, 2014. In that the Recreation Department is participating with the event this year, it was not brought to the Board for approval.

Notice has been received of a Liquor License Application for 5021 Ridge Road West where the Mobil station is located. When new licenses are applied notification is sent to the Town so that they have thirty days for input to express any concerns they have. The applicant is applying as a grocery store for beer

only and a copy has been given to the Building Department. It was clarified that the Mobil station was bought by the owner of Brewski's next door and they would like to open a convenience store at the gas station and car repair location. Mr. Barton reported they have spoken to the owner and a letter went out asking for a business plan, a site plan and notations on the site plan regarding propane they intend to sell. They have not yet received a response. He noted they would not be signing any letters for authorization until the Planning Board has given site plan approval. It was determined that the Clerk and Mr. Barton would discuss a response.

Notification was received from the New York State Department of Agriculture and Markets that their annual Dog Control Officer Inspection Report was completed and satisfactorily passed.

The Clerk participated in a webinar for the automation of FOIL requests in Laserfiche and a firsthand presentation with a representative from General Code. This will be a future goal.

There will be a joint meeting of the Village and Town Boards on April 29<sup>th</sup>. It will be held at the Village Board room at the Community Center starting at 6:30 p.m. and they will be posting the legal notice.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported crews have started to fix plow damage by putting sod back. Brush pick starts on April 21<sup>st</sup> in the south west quadrant of the Town. He also noted they are getting closer to hiring two new employees.

Councilperson Comardo asked if there was a way for the public to know where the crews are in the brush pickup. Supt. Speer said people could call the Highway garage. Supervisor Smith noted this was discussed during a recent meeting regarding updating our website. This is a good example of information that could be updated by us on the website. Supt. Speer would like to look into having a GPS unit in at least one truck to be able to justify to the State and County the plow runs being made. He estimated the cost to be \$675 per year. The question was raised if a new hire needed to have a special driver's license. Supt. Speer responded if they did not have it could be applied for later. He is also looking at other types of experience (storm and sanitary sewer lines, concrete and blacktop, etc.).

### **BUILDING DEPARTMENT REPORT**

Mr. Barton reported staff responded to a fire call on an abandoned property. Normally, if a structure has to be secured, it is paid for by the property owner's insurance. In this case, the Town had to pay because the property owner could not be contacted. The charge will be sent to the property owner and if not paid will be re-levied on to the Town and County Combined Tax bill for 2015 at which time the Town will be reimbursed.

Mr. Barton reported he contacted the attorney regarding the street name for Delavergne Drive/East Wautoma Beach. Problems have risen when a resident was unable to secure a mortgage and another had a problem when trying to vote. It was felt it needed to be one way or the other, residents should be informed of the situation, and receive an explanation of the reason. According to Mr. Barton, the legal name is Delavergne Drive, the street sign says East Wautoma, 911 and Sheriff's Department have it crossed referenced both ways, the fire department will respond either way, the School has it as Delavergne and the Post Office will deliver it either way. There have been occasions when the tax bills

have been returned but this is generally when there is a substitute on. Mr. Barton will continue to get information and the street sign will remain the same for now.

Mr. Barton reported Mr. Fritz has been asked to cover Zoning Board of Appeal meetings and Mr. Prince to cover the Planning Board meetings. He did not address the Conservation Board or the Town Board meetings with either of them. Supervisor Smith indicated it would be helpful to have Mr. Prince cover Conservation Board meetings to ensure they are on track with the needs of the Planning Board. There was discussion on how these individuals would be paid, whether there were funds in the budget and that it may be necessary to talk to the union about this.

Councilman Roose inquired on the status of job applications for the Mr. Barton's position. Supervisor Smith noted the position has been advertised in the Suburban News, posted and sent to the Finger Lakes Building Officials Association (FLBOA) for posting as well. There has been one application so far. (Clerk notation applications will be taken through April 30, 2014.)

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

Mr. Venniro reported the Dinner with the Easter Bunny was a great event and attendance was at capacity. The good turnout of volunteers was much appreciated; as was the entire Department's attendance. The department offered a spring recess full day program this year. This was the first time with thirty five attendees. He expects that future attendance will be 50 to 55 going forward. Participants will be taking day trips to Adventure Landing; Krony's to make their own pizzas; swimming and a trip to the Public Market. Kelly Bartell has started and is overseeing this new program with part time seasonal help and during the first three days National Honor Society volunteers.

There are over 100 reservations so far for the 30<sup>th</sup> Annual Senior Banquet will be on May 2<sup>nd</sup> at the Plantation Party House from 5:00 p.m. to 8:00 p.m. All are welcome. There is still two more weeks to make a reservation and numerous requests have been made for transportation to and from the dinner. Alternatives for transportation may need to be looked into.

Mr. Venniro reported the Monroe County Office for the Aging closed out our federal funding and we are expecting \$850 as a result. We did not get reimbursed for the full amount allotted this year for evening meals because fewer dinners were held during the winter.

Councilman Comardo noted he and Mr. Venniro did a walkthrough of the Park with Mr. Petricone. The Park is generally open and a lot of concerns were expressed about areas in rough shape and equipment.

### **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**

#### **NATIONAL ADULT BASEBALL ASSOCIATION (NABA) CONTRACT**

Mr. Venniro reviewed an agreement he had drafted which would allow the NABA team to hold home

games at the Town Park ball fields. Items noted included the required insurance certificate, rental of the nearest pavilion to the field being used, and options for trash and user fees.

**RESOLUTION NO. 108-2014** Motion by Councilperson Mullen, seconded by Councilperson Roose, to authorize the Supervisor to enter into a contract with the National Adult Baseball Association for use of baseball fields from May 1, 2014 to August 31, 2014.

Motion carried: Aye 5 Nay 0

#### **ZONING BOARD OF APPEALS ALTERNATE APPOINTMENT**

Councilperson Mullen, Zoning Board member Tim Thomas and Jack Barton interviewed and are recommending Dan Melville for the open Alternate position on the Zoning Board of Appeals. He has twenty years of experience with the same board in Chili. He now resides in Parma and will bring a wealth of experience.

**RESOLUTION NO. 109-2014** Motion by Councilperson Mullen, seconded by Councilperson Roose, to appoint Dan Melville to the Alternate opening on the Zoning Board of Appeals vacated by Blake Keller effective immediately to go through December 31, 2014.

Motion carried: Aye 5 Nay 0

#### **UNION CONTRACT – TOWN HALL, PARKS AND RECREATION**

The questions raised during the last Town Board meeting had been answered.

**RESOLUTION NO. 104-2014** Motion by Councilperson Comardo, seconded by Councilperson Brown, to authorize the Supervisor to sign the Agreement between the Town of Parma and Local Union 158 of the International Union of Operating Engineers – Parks, Recreation and Building Departments.

Motion carried: Aye 5 Nay 0

#### **ANNUAL UPDATE DOCUMENT**

**RESOLUTION NO. 110-2014** Motion by Councilperson Roose, seconded by Councilperson Brown, acknowledging the Annual Update Document as of December 31, 2013 has been completed and filed with Office of the State Comptroller per Article 3, Section 30 of the General Municipal Law.

Motion carried: Aye 5 Nay 0

#### **INTERNAL AUDIT JUSTICE COURT**

**RESOLUTION NO. 111-2014** Motion by Councilperson Brown, seconded by Councilperson Comardo, acknowledging that an internal audit of the Parma Justice Court's finances was

completed on March 6, 2014 by Tim Hungerford, of Hungerford and Vinton, LLC as required annually by the New York State Unified Court System.

Motion carried: Aye 5 Nay 0

**INTERNAL AUDIT TOWN CLERK AND TAX RECEIVER**

**RESOLUTION NO. 112-2014** Motion by Supervisor Smith, seconded by Councilperson Mullen, acknowledging that an internal audit of the Parma Town Clerk and Tax Receiver finances was completed on March 6, 2014 by Tim Hungerford, of Hungerford and Vinton, LLC as required annually by the State of New York.

Motion carried: Aye 5 Nay 0

**SET PUBLIC HEARING – ADDENDUM TO DEVELOPMENT REGULATIONS**

Supervisor Smith asked that a public hearing be set on May 20, 2014 at the Town Hall at 7:00 p.m. to hear all interested parties on an addendum to the Town's Development Regulations. It addresses the need to change the size of storm laterals from six inches to four inches. The proposed addendum will be available in the Town Clerk's office and on the website for review.

**RESOLUTION NO. 113-2014** Motion by Councilperson Comardo, seconded by Councilperson Brown, to set a public hearing date of May 20, 2014 at 7:00 p.m. at the Parma Town Hall to hear all interested parties on this matter for an addendum to the Town of Parma Development Regulations.

Motion carried: Aye 5 Nay 0

**AUTHORIZATION TO ENTER INTO A REVISED AGREEMENT FOR ACCEPTANCE OF CREDIT CARD SERVICES WITH NATIONWIDE PAYMENT SOLUTIONS**

There was discussion on the cost impact to the Town. Mr. Venniuro has estimated the cost will be absorbable through program fees. The fees being charged to the customer were considerably higher than what the Town will be charged. It was noted there are some fees (marriage licenses, hunting and fishing licenses) are set by the State and cannot be changed by the Town. With the exception of these charges the Town can adjust fees when needed to absorb the cost. It was noted payment of taxes will continue to be accepted through the Monroe County website payment portal and not through this option. It is expected this will increase efficiency in the Recreation office, provide a more convenient payment option for the demographic who cannot come to our offices during business hours or do not carry cash, and increase registrations for programs.

**RESOLUTION NO. 114-2014** Motion by Councilperson Roose, seconded by Councilperson Mullen, to authorize the Supervisor to enter into revised contracts with Nationwide Payment Solutions for the acceptance of credit and debit card payments through the Town of Parma Recreation Department and Town Clerk Office.

Motion carried: Aye 5 Nay 0

### **RETIREMENT – JACK BARTON**

Supervisor Smith shared a summary of Mr. Barton's time with the Town of Parma which characterized him as a "Jack of all Trades"; an asset to the Town; a friend and someone who will be missed.

**RESOLUTION NO. 115-2014** Motion by Councilperson Brown, seconded by Councilperson Comardo, to accept the retirement letter of Jack Barton effective April 28, 2014 with regrets.

Motion carried: Aye 5 Nay 0  
Characterized

### **INFORMATIONAL ITEMS**

#### **SECOND QUARTERLY INSTALLMENT FOR EMPLOYEE HEALTH SAVINGS ACCOUNTS**

Supervisor Smith reported the 2<sup>nd</sup> quarterly installment has been made to First Niagara Bank for employee Health Savings Accounts. The check was dated April 9, 2014 in the amount of \$43,608.34.

### **LIAISON REPORTS**

\*\*Councilperson Brown reported she was unable to make the Planning Board meeting. It was noted RG&E, 1880 North Union Street, is looking for final approval for replacing the existing tower as is Brewski's for final approval on an outside patio area.

\*\*Councilperson Comardo reported he met with the Director of Parks and Recreation and Park staff for a walk through on the status of things in the Park.

\*\*Councilperson Roose reported there had not been a Recreation Commission meeting.

\*Councilperson Mullen reported he will be looking into more information on electronic signs.

\*\*Supervisor Smith reported the Historical Society had a large turnout for a passionate and detailed presentation given by a lady who was caught in Germany during WW II.

### **ENTER INTO EXECUTIVE SESSION**

Supervisor Smith stated the Town Board would now enter into an executive session and the only business after coming out of executive session will be to pay the bills.

**RESOLUTION NO. 116-2014** Motion by Councilperson Roose, seconded by Councilperson Comardo, to enter into Executive Session at 8:00 pm to discuss topics with legal counsel.

Motion carried: Aye 5 Nay 0

**CLOSE EXECUTIVE SESSION**

**RESOLUTION NO. 117-2014** Motion by Councilperson Smith, seconded by Councilperson Comardo, to close the Executive Session at 8:55 p.m.

Motion carried: Aye 5 Nay 0

**WARRANTS**

**RESOLUTION NO. 118-2014** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$86,348.78.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 119-2014** Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$2,000.46.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 120-2014** Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$21,301.70.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 121-2014** Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$12,905.40.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 122-2014** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$4,105.78.

Motion carried: Aye 5 Nay 0

The total to be paid is \$126,662.12.

There being no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 9:00 p.m., seconded by Councilperson Brown.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk