

Parma Town Board meeting held on Tuesday, December 2, 2014 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

Supervisor	James Smith
Councilperson	Gary Comardo
Councilperson	Tina Brown
Councilperson	Kyle Mullen
Councilperson	James Roose
Highway Supt.	Brian Speer
Director of Parks and Recreation	Tom Venniuro
Building and Development Coordinator	Dennis Scibetta

OTHERS IN ATTENDANCE

Lon Jacobs, Alex Bull, Ashlie Smith, Jessi Braun, Savannah Jock, and other members of the public.

CALL TO ORDER

Supervisor Smith called the meeting to order at 7:24 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.

PAGE DEDICATION – IN MEMORY OF JOHN “JACK” JENNEJAHN

Supervisor Smith noted the passing of another Town Supervisor of the Town of Parma. John “Jack” Jennejahn passed away on November 11, 2014. Mr. Jennejahn was Supervisor for 14 years from 1968 to 1981. He was a member of the Recreation Commission and a very active citizen in the community beginning when he was a youngster in the Hilton Crusaders Drum Corp, Rotary Club Member, Secretary and Treasurer for the Hilton Parma Fire District, and involved with the Hilton Soccer Club. County wide functions included being a member of OTB Board and a 30 plus year employee with Rochester Gas and Electric.

RESOLUTION NO. 277-2014 Motion by Supervisor Smith, seconded Councilperson Comardo, to dedicate a blank page as part of this meeting’s minutes in memory of John “Jack” Jennejahn.

Motion carried: Aye 5 Nay 0

MINUTES – NOVEMBER 18, 2014

RESOLUTION NO. 278-2014 Motion by Councilperson Mullen, seconded by Councilperson Roose, to accept the November 18, 2014 Town Board meeting minutes.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk and VFW report has been submitted and filed for November. Preparations are underway for the 2015 Town and County tax collection cycle. There was discussion about the Public Referendum taking place December 16, 2014 for a Capital Improvement Project at BOCES.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported equipment was sent to Buffalo to help with the snow emergency Thursday through Monday. Each Town that sent equipment will send its own bill to Erie County Emergency Operations; who will then submit all invoices to the State. Our bill was \$8,000 and he expects that we will be reimbursed the majority if not all of it. The new pickup truck has been received and has gone to Ziebart to be rustproofed. The Intermunicipal Agreement for the Joint Sweeper is up for renewal. The agreement is the same as the last one with the exception that the Town of Hamlin will be the lead for the next five year term. Supt. Speer will provide a copy before the next Town Board meeting for the Board's review and consideration of a resolution to enter into the agreement again.

Supt. Speer reported all equipment is now operational. He is working with the repair vendor and the parts company on how this will be paid for. Because parts were defective the Town has not yet paid for the work which was done. He felt the parts company is taking some of the responsibility.

Supt. Speer reported when the 2013 Monroe County Snow and Ice Agreement was negotiated it was agreed that amendments to the agreement no longer need a resolution and the Town Supervisor's signature. The amendment uses state contract pricing on equipment and averages the cost for each Town. New to this agreement is taking into account the severity of the winter. Our reimbursement will increase \$20,629 this year. He noted our Town residents pay for this as part of the County Legislature changes made a couple of years ago.

Later in the meeting Supt. Speer reported he has looked at a trailer through Nationwide Trailers. He wants to do more research and get more information on using a nationwide contract before any action is taken on this. All were in favor that more specific information should be received.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported the Building Department report for November has been submitted. We are still running behind last year but are expecting a good December. He will be looking at if the department is now categorizing permits differently. The new Country Max store is now open. There was a dryer fire Thanksgiving night on Hilton Parma Corners Road that displaced the family; they were assisted by the Red Cross.

Country Village Estates is looking to start a new section. The prior owner, Mr. Clark, has been asked to remove the trailer which is on one of the lots. Mr. Scibetta will be looking at taking additional action if this is not satisfied as neighbors have made complaints about the trailer. Mr. Clark believes he is owed money from the letter of credit. Mr. Scibetta will look into this further. It was noted the streets have not been dedicated, there are problems at the catch basins and this is what that money was reserved for. Our attorney is being consulted on getting the trailer removed and there are parties interested in removing it. The new owner apparently does not feel it is their responsibility.

Mr. Scibetta informed the Town Board that under Article 10 of NYS Law property maintenance cases will now go directly to the State Supreme Court instead of through the local court. A judgment of \$1,000 per day per violation can be imposed which will help these cases be settled more quickly. He asked the Town Board if it comes to that he would like to take these directly to Supreme Court so the Town is not out so much money and to show that we mean business. He would like to see us become proactive instead of reactive. There were no objections stated.

The GIS training meeting will be held at 6:00 p.m. on Tuesday, December 9, 2014 at the Hilton Fire Department on Old Hojack.

PARKS AND RECREATION DEPARTMENT REPORT

Mr. Venniro reported he will be taking the civil service test for the Director of Parks and Recreation position on February 7, 2015.

The Community Tree Lighting Ceremony will be this Saturday at 6:30 p.m. and it will be Polar Express themed. They have a lot of community help with this including a Girl Scout troop that does helps in the refreshment area and some school help with the kid's zone area. Also this Saturday, a ten week basketball course will be starting which has about 120 kids participating over three age groups.

Mr. Venniro gave an update on the handicap ramp. It was approved in a resolution on February 2, 2010. It was the Community Accessibility Project and obtained through a Monroe County Community Development Block Grant. The grant criterion was aimed at a population of low and moderate income residents. He could not find where any studies were done specifically on that population group but it was intended mainly for the senior population on a fixed income. The grant states it was for the purpose of allowing accessibility at town community functions such as any event held where the gazebo is used, the Town's portable stage or the band shell (Town of Greece stage used at Apple Fest). As the grant was written it was for Town/Community functions. Although the grant does not specify use at houses or non-Town functions, it also does not specify that it can be used in that way. There is no record of how it came to be used by at the home of a resident or how often it was used is unknown. When used for a function by the town it is covered by our insurance. Whether our insurance covers private uses will have to be looked into further and a decision made. There is also no reference to where it will be stored other than it should be in a climate controlled environment.

Mr. Venniro followed up on the cemetery discussion from last month. The mower blade repair was \$204.00. This was a resulted from general wear and tear. He also clarified that after speaking with Mr. Petricone, even though to the eye it did not look like the cemetery maintenance kept staff from keeping up with things in the park, Mr. Petricone felt it did take away some time from things they might have been done in the park. There was discussion on the rates. The Finance Director gathered information for Mr. Venniro on what other Towns charge and there are also rates supplied by New York State. Our charges are a reflection of what the cost was to the Town; not based on what we have charged previously. Moving forward Mr. Venniro thought the rates charges would have to be looked at. Supervisor Smith stated the goal was to do the work with employees that are already on the payroll and do the work during the regular work hours. The cost of the equipment usage would be added and those costs would be would be charged to the property owner. The savings to the Town would be not paying an outside vendor, no budgeted expense, and generate revenue for the department through the normal work load. Councilperson Roose

asked if the Town was saving on the expenses of mowing the park. Instead of mowing two or three times a week they are only mowing one or two times a week. The money being saved could be used towards the mowing they are doing in the Town. Councilperson Mullen noted we are not paying overtime to do this. The labor rate is staying the same and the only change now is the property owner is paying the Town for the property maintenance. We are gaining revenue and it is not a matter of if they are mowing a lawn for four hours with our equipment because chances are they were going to be mowing at the Town Hall for those same four hours. He felt it was just a matter of when the equipment is going to need repairs. Councilperson Brown said the Town is not going to profit off this but they are using the employee time more wisely.

Supervisor Smith asked if it can be arranged to have a 5 gallon bucket of ice melt in the alcove so that on the rare occasions of steady snow someone in the office could sprinkle it down so there are no issues.

MISCELLANEOUS REPORTS

Supervisor Smith reported he attended the Library Board meeting today. They continue to work on their five year plan, are looking at some projects and placement for the new computers.

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

SET TIME FOR LAST BILL PAY SESSION ON DECEMBER 30, 2014

RESOLUTION NO. 279-2014 Motion by Supervisor Smith and seconded by Councilperson Roose, to set the time for the Last Bill Pay Session for 8:00 a.m. on December 30, 2014.

Motion carried: Aye 5 Nay 0

SET DATE AND TIME FOR ORGANIZATIONAL MEETING

Supervisor Smith explained January 6, 2015 is the first Tuesday in 2015 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. There was discussion about the start time for the meeting. It was determined it would remain at 7:00 p.m.

RESOLUTION NO. 280-2014 Motion by Supervisor Smith and seconded by Councilperson Brown, to set the date and time for the Organizational Meeting for January 6, 2015 at 7:00 p.m.

Motion carried: Aye 5 Nay 0

HILTON HEAT DATE CHANGE AMENDMENT

Supervisor Smith explained the Hilton Heat Board has requested the contract for the Hilton Heat

Tournament be amended for a date change to June 12, 13 and 14th so it does not conflict with Father's Day. The pavilions are available.

RESOLUTION NO. 281-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to amend the dates of the Hilton Heat "Just for Kicks" Soccer Tournament contract to June 12, 13, and 14, 2015 and authorize the Supervisor to sign the revised contract.

Motion carried: Aye 5 Nay 0

EFFECTIVE DATE CLARIFICATION FOR DENTAL COVERAGE

Supervisor Smith wanted to clarify the new dental coverage will go into effect January 1, 2015 not February 1, 2015 as previously noted.

RESOLUTION NO. 282-2014 Motion by Councilperson Mullen, seconded by Councilperson Brown, to amend Resolution 267-2014 to change the effective date of the coverage to January 1, 2015.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS BUSINESS ITEMS

PREPAID CHECK – DOLLAR TREE STORE

RESOLUTION NO. 283-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to issue a prepaid check for \$100 to the Dollar Tree Store to provide little gifts for the Christmas Tree Lighting Ceremony.

Motion carried: Aye 5 Nay 0

PREPAID CHECK – GEVA THEATRE

RESOLUTION NO. 284-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to issue a prepaid check to pay the balance of the Sr. trip to Geva Theater to see *A Christmas Carol* on December 10, 2014 in the amount of \$1,152.00.

Motion carried: Aye 5 Nay 0

**AUTHORIZATION FOR NEWLEY ELECTED OFFICIAL TRAINING FOR
KYLE MULLEN**

RESOLUTION NO. 285-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to attend the newly elected official's school in Binghamton, New York on January 9, 2015.

Motion carried: Aye 4 Nay 0 Abstain: Kyle Mullen

VACATION CARRYOVER REQUEST – DANIEL EICHAS

Supervisor Smith reported a request has been received from Daniel Eichas to carry over four days of vacation because he did not have the opportunity to use them this year. He would rather not use this vacation during the month of December because he is working the night shift. Supervisor Smith did go on to say that we have worked very hard to minimize vacation carry over but periodically for whatever reasons people have not used their vacation in a timely fashion but we do try to discourage this. He did not recall if Mr. Eichas requested this in the past but it has been made known to department heads that we would not support this behavior. This is a Town Board decision on whether additional time came carried over. Councilperson Brown said that we have approved this in the past. Supt. Speer stated that Mr. Eichas will be on C trick until the end of March and if he uses the vacation time now the Department will have to cover it. He expressed that it is not always easy to get someone to cover on overnights. Councilperson Comardo stated we have a policy; and if there is not a specific reason to not have taken the vacation we should adhere to the policy. There was discussion on the number of working days and whether there was lost pay if the request is denied or lost vacation time only if the time cannot be taken before the end of the year. Supervisor Smith would like to see us adhere to the policy. Supt. Speer stated that for four days it can be figured out. Councilperson Mullen asked if Mr. Eichas had been denied vacation because of the work load earlier in the year. Supt. Speer said he had not been.

RESOLUTION NO. 286-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to deny the request of Daniel Eichas to carry over four vacation days.

Motion carried: Aye 5 Nay 0

INFORMATIONAL ITEMS

Monroe County Municipal Sewage Right to Know Act – Supervisor Smith explained this is essentially put into place to notify municipalities and citizens if there has been an upset in a sewer main or treatment plant that could affect individuals. Primarily, this is aimed at municipalities that operate their own waste water treatment plant, which the Town of Parma does not. There are sewer mains that run throughout the Town of Parma and it is conceivable that one of them could fail and there could be a significant leak. Supt. Speer stated the concern would be if it leaked into a creek. It was decided the Town Clerk will be the contact entity to be notified by Monroe County if there is a breach.

Coastal Field Work for FEMA – A risk analysis is being done for FEMA in the Town of Parma for potential flooding (land use reconnaissance surveys). Their goal is to be in public right of ways at all times when they are doing the surveys but have indicated there may be sometimes they may need to get access to private property. In those cases, they will make every effort to notify the property owners. This is a week long process, the first week in December. This will be posted on the Town website.

Pharmaceutical Collection – Supervisor Smith provided a flyer with information on the collection of unused prescription drugs. The collection will be held December 20, 2014 from 8:00 a.m. to 1:00 p.m. at Tops in Hilton and is sponsored by Hilton-Parma Drug Coalition, Monroe County Sheriff's Department and Monroe County Ecopark. This information will also be posted on the Town website.

Procurement Policy – Information has been received OSC on an option to procure light duty vehicles – pick-up trucks, town cars through an online quote option being provided by the State. The Town Clerk will inquire at the next Clerk’s Association meeting on December 12, 2014 to see if other Towns have used. Consideration will be given to adding this to our Procurement Policy going forward.

American Red Cross Citizen Preparedness Training Program – The Red Cross will provide a program for the public on how to prepare for emergencies. It will be January 8th at 7:00 p.m. in the training room at the Hilton Fire Hall. The public is invited to attend and the information will be posted on our website.

Association of Towns - Supervisor Smith reported the Association of Towns is looking to change their by-laws. A copy of the proposals has been received and will be available for Town Board review. There was discussion on the annual meeting in February 2015.

LIAISON REPORTS

**Councilperson Brown had no report.

**Councilperson Comardo reported he attended the Recreation Commission meeting because they are including Parks Department in that too. Discussion included the GEVA Theatre trip; *Make a Difference Day*, Thanksgiving Dinner, the awards the Department has won and the new Kubota purchase. They elected their officers for next year.

He also reported the Farmland and Open Space Committee met to stuff envelopes for the letters being sent to landowners with over twenty acres about the next preservation effort. There was no other specific business reported.

Councilperson Comardo also met Mr. Scibetta and Councilperson Mullen to discuss moving forward with updates to the Master Plan. Mr. Scibetta is looking for grant money to engage a firm that can help move us through the process.

**Councilperson Roose reported there was no Special Police meeting. The Chief of the Greece Special Police is helping with the insurance issues. To start the Special Police would be used for traffic control. He noted he was unable to attend the last Recreation Commission meeting. He suggested that since the Park and Recreation Departments have been combined and Councilperson Comardo is now also attending the Commission meetings that consideration be given to having only one Liaison rather than two.

**Councilperson Mullen reported did do some research on grants through New York State Energy Research and Development Authority (NYSERDA). There is some grant money out there but you have to have some energy or conservation element to the request. We may want to consider having the redraft of the Master Plan include things that would help us to get grant money. He also reported that Village Historian Dave Crumb and Parma-Hilton Historical Society President John Foster will provide input on what needs to be done as far as historic review. This information could also be rolled out in the Master Plan update.

**Supervisor Smith reported he covered all of his items as he went through the meeting tonight.

ENTER INTO EXECUTIVE SESSION

Supervisor Smith stated the Town Board would be entering into executive session and there would be no further business after coming out of the session except to close the meeting.

RESOLUTION NO. 287-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to enter into Executive Session to discuss an ongoing litigation matter.

Motion approved: Aye 5 Nay 0

The Board entered into executive session at 8:45 p.m. after a short break so that people could leave and Participation in Government students could have their paperwork signed.

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 288-2014 Motion by Supervisor Smith, seconded by Councilman Mullen, to close the Executive Session at 10:08 p.m. and return to regular session.

Motion approved: Aye 5 Nay 0

There being no further business before the Town Board, Supervisor Smith made a motion, seconded by Councilperson Mullen to adjourn the meeting at 10:08 p.m., and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

IN MEMORY OF JOHN "JACK" JENNEJAHN