

Parma Town Board meeting held on Wednesday, June 16, 2015 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

**ATTENDANCE**

Deputy Supervisor	Gary Comardo
Councilperson	James Roose
Councilperson	Tina Brown
Councilperson	Kyle Mullen
Highway Supt.	Brian Speer
Town Clerk	Donna K. Curry
Building and Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniro
Absent Supervisor	James Smith

**OTHERS IN ATTENDANCE**

Library Director Becky Tantillo, Cole Tower, William Tower, Daniel Rockafellow and other members of the public.

**CALL TO ORDER**

Deputy Supervisor Comardo called the meeting to order at 7:20 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.

**MINUTES – MAY 12, 2015**

**RESOLUTION NO. 168-2015** Motion by Councilperson Mullen, seconded by Councilperson Roose, to accept the Joint Meeting Minutes of the May 12, 2015 meeting with the Village of Hilton.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**MINUTES – MAY 19, 2015**

**RESOLUTION NO. 169-2015** Motion by Councilperson Brown, seconded by Councilperson Mullen, to accept the Minutes of the May 19, 2015 meeting.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**TOWN CLERK REPORT**

The Town Clerk Report and VFW Summary for May have been completed, filed and provided to the Town Board. Financials for the month of May have been completed by

the Finance Director, filed, are available for review and sign off on the board desk.

A request has been received from a pavilion renter to have a bounce house for their event. It was noted that originally the applicant was using a different vendor that could not provide the insurance coverage we are asking for. They gave her a hard time and said they would have to charge extra for the additional coverage. They were informed that the requirement could not be changed and that this request would be brought to the Town Board for approval. She has since hired Zuber Bounce which we use for Town events and will provide the necessary coverage. It was noted that this is being brought up to the Board in light of recent events to confirm that you will still allow renters to have bounce houses on town property. Zuber Bounce for insurance purposes has a trained staff person present when their equipment is on site. After discussion it was determined this renter could have a bounce house during their rental as the company they are using meets the Town requirements for insurance. It was also determined that these requests should continue to be brought to the Town Board for approval.

Correspondence was received from Cohen Law Group regarding services they can provide regarding the Bid by Charter Communication to acquire Time Warner. This is a free legal assessment of our franchise agreement. The Clerk informed the Board that the Supervisor also received the same correspondence.

Final Surrender for the 2015 Town and County taxes has been submitted to the Monroe County Treasurer. The warrant was for \$12,374,116.23 of which \$498,541.96 remains outstanding and has been turned over to Monroe County for collection. There was \$42,901.49 in interest collected this year.

It was noted the Town Clerk's Office will be closing at 4:00 p.m. rather than the usual 5:00 p.m. hours on Thursdays for June 26, July 3 and July 16, 2015, the night of the Fireman's Parade.

Legal notice has been received from the Town of Hamlin regarding Public Hearing for an area variance for an 8' high fence at 1583 Hamlin Parma Town Line Road, a copy was sent to the Building Department.

CGI Community Video - Information was sent to all Town Board members last week for review. There was a lengthy discussion on whether this was something we want to participate in. There would be no cost to the Town; fee is paid by advertisers; if there are no advertisers the Town would still get the Welcome segment of the video. The overall cost is born by the businesses who advertise. They receive a video about their business that appears in the community video and for their personal use. After discussion this was tabled to the July meeting.

## **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported crews are working on smaller projects, weather has been a factor and there are no major projects yet. He reported they are experiencing a 3-5 day wait for Dig Safely which in the past was 2-3 days. The new trailer and Mini Excavator are in. He is

pleased with the ramp on the trailer. Councilperson Brown inquired on the status of the drainage issue at Parma Center and Draffin Roads. Supt. Speer reported he was out to look at it the next day. When the conditions are drier, he will go out and validate the pitch elevation measurements.

### **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported the Building Report for May has been completed. He has identified the reason for the variance in the number of permits this year over last year as being multiple permits were issued for projects that are now having only one permit issued. As an example, There were times in the past when two permits were issued – one for the foundation and another for the home itself. Currently, for this scenario only one permit is being issued.

Mr. Scibetta reported the check for the letter of credit has been received and earthwork has begun for Phase IV of Country Village Estates.

Deputy Supervisor Comardo stated that we would move to agenda item number seven so those guests did not have to remain for the rest of the meeting.

### **EAGLE SCOUT PROJECT**

Mr. Venniro introduced Eagle Scout Cole Tower. Also present was Dan Rockafellow, Eagle Scout Advisor and Cole's father. Eagle Scout Tower reported he has raised \$1,500 to date towards the project through donations from local organizations. Three gazebos options were proposed: 12' Amish Kit \$4,290; 10' Amish Kit \$2,890 and materials for a 12' cedar gazebo from Lowes for \$4,350. After discussion the 12' Amish Gazebo Kit was selected. It comes with a floor, benches and a warranty. Eagle Scout Tower will be graduating in the next week and will be leaving for college in mid-August. The window is quickly closing for him to complete the project within the required timeframes for an Eagle Scout project. Mr. Tower was asked to try to reach a minimum goal of \$2,000. It was suggested that he contact some of the businesses on Ridge Road and consider private donations. After further discussion, it was felt the remaining could come from Town Hall Improvements, the Town Recreation funds and/or General Park Reserve.

**RESOLUTION NO. 170-2015** Motion by Councilperson Mullen, seconded by Councilperson Roose, to authorize the building of a 12' Amish Country Gazebo as the Eagle Scout Project by Cole Tower. Mr. Tower was urged to continue with fundraising with the intent of reaching the \$2,000 goal and the remaining will come from the Town of Parma through the Recreation Fund, Town Hall Improvements and/or the General Park Reserve. There will be no fee for the building permit.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

### **RECREATION DEPARTMENT REPORT**

Mr. Venniro reported the test results for the Recreation Supervisor Civil Service exam have been received. He placed second and was congratulated by the Town Board. Budget reviews for Recreation and the Park Departments have been provided to the Town Board and statistical highlights for credit card and online registrations were noted. He reported fewer flyers are being sent through the school, but noted there was a large increase in enrollment right after the flyers went out. Friday, June 26<sup>th</sup> will be the Summer Kickoff Celebration. Events include hot dogs, outdoor movie and bounce houses

Mr. Venniro reported most of the games for the Hilton Heat Soccer Tournament were able to be played. He has met with Park staff and the Soccer club to review the event and identify pitfalls which occurred. Overall it was a success. Additional projects in the Park included several trees along the parking lot at the playground have been taken down; a grill has been installed at the VFW Lodge and pine seedlings have been planted on the west side of the tennis courts.

Mr. Venniro will be meeting with Mary Gavigan and Donna Curry to nail down what groups need to provide when using Town facilities and equipment.

### **LIBRARY REPORT**

Ms. Tantillo noted the Library will be receiving \$15,000 in Bullet Aid through Senator Robach's office. She is also applying for a NYS Construction Grant through the NYS Department of Education which will go through the Monroe County Library System. These funds will go to pay for half of the HVAC project and half of the bathroom renovations. It was noted the bench was removed by the Village and no smoking signs have been put up. This seems to have resolved the immediate problems.

### **PUBLIC FORUM**

Deputy Supervisor Comardo noted there was no one else in attendance for the public forum.

### **BUSINESS ITEMS**

#### **ESTABLISH RESERVE ACCOUNT FOR PARKS EQUIPMENT**

**RESOLUTION NO. 171-2015** Motion by Councilperson Brown, seconded by Councilperson Roose,

WHEREAS, the Town Board of the Town of Parma is desirous of establishing a reserve fund to provide equipment for the use of the Town of Parma Parks Department to benefit the residents of the Town of Parma; and

WHEREAS, in order to ensure the foregoing objective, the Town Board is seeking to implement any number of techniques including, but not limited to, the establishment of a dedicated fund for the purpose of making capital equipment purchases for the Parks Department;

NOW, THEREFORE, BE IT RESOLVED:

There is hereby established a capital reserve fund to be known as the "Park Equipment Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to fund the cost of capital equipment purchases.

The Town's chief fiscal officer is hereby directed to deposit funds as directed by the Parma Town Board and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law.

The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Parma. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund.

The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law.

This resolution shall take effect immediately.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

#### **RESERVE ACCOUNT – WORKERS COMPENSATION CHECK**

**RESOLUTION NO. 172-2015** Motion by Councilperson Brown, seconded by  
Councilperson Roose,

WHEREAS, the Town of Parma pays Worker's Compensation insurance costs as required;  
and

WHEREAS, from time to time the Town receives sums of money ("funds") representing a  
rebate of the costs paid for Worker's Compensation; and

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1 The Town Board hereby directs the surplus of contribution check of  
\$13,044.00 be deposit in the Workers' Compensation Reserve Fund.

Sec. 2 That this resolution shall take effect immediately.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

#### **RESERVE ACCOUNT – HIGHWAY EQUIPMENT**

**RESOLUTION NO. 173-2015** Motion by Councilperson Roose, seconded by

Councilperson Mullen, to deposit funds in the amount of \$5,625.00 in the Highway Equipment Reserve Account. These funds are the proceeds from the sale of surplus and obsolete highway equipment which were sold at the Teitsworth Auction.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**RESERVE ACCOUNT – PARKS EQUIPMENT**

**RESOLUTION NO. 174-2015** Motion by Councilperson Mullen, seconded by Councilperson Brown, to deposit funds in the amount of \$10,427.40 in the Parks Equipment Reserve Account. These funds are the proceeds from the sale of Jacobson mower which was recently sold at the Teitsworth Auction.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**APPROVE SUPPLEMENTAL AGREEMENT #3 TO MASTER FEDERAL AID  
MARCHISELLI AID PROJECT AGREEMENT  
HILL ROAD BRIDGE OVER BROCKPORT CREEK (BIN 2211170)**

**RESOLUTION NO. 175-2015** Motion by Councilperson Roose, seconded by Councilperson Brown, to

WHEREAS, on July 21, 2009 the Town Board of the Town of Parma passed Resolution No. 174 -2009 to enter into the Master Federal Aid / Marchiselli Aid Project Agreement Hill Road over Brockport Creek BIN 2211170, and

WHEREAS, the Town of Parma understands that funding necessary to deliver the project was appropriated as per schedule A of this Agreement which has been amended to deleting /reducing funding for the project phases and captured additional Marchiselli funding available, and

NOW THEREFORE, BE IT RESOLVED by the Town Board of the Town of Parma that the Supervisor of the Town of Parma is authorized to enter into the Supplemental Agreement No 3 to D032297 (Comptroller's Contract No.) of the Master Federal Aid / Marchiselli Aid Project Agreement for the Hill Road Bridge over Brockport Creek BIN 2211170

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**AMENDMENT B TO CHANGE THE ESTIMATED EXPENDITURE FOR  
NEW YORK STATE SNOW AND ICE AGREEMENT**

**RESOLUTION NO. 176-2015** Motion by Councilperson Mullen, seconded by Councilperson Brown, to accept the Amendment to Change the Estimated

Expenditure for Snow and Ice Agreement with New York State for the Indexed Lump Sum Contract; authorize the Town Supervisor to enter into the agreement which will increase the amount that the Town will be reimbursed by \$104,134.78 for the 2014/15 season.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
 Absent (Smith)

**HIRING OF NEW SUMMER PLAYGROUND STAFF AND RATES**

**RESOLUTION NO. 177-2015** Motion by Councilperson Roose, seconded by Councilperson Brown, to authorize the hiring of eleven new staff at wage rates which are commensurate with the current pay scales for these positions.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
 Absent (Smith)

**BUDGET TRANSFERS**

**RESOLUTION NO. 178-2015** Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve the Budget Transfers as presented.

TRANSFERS

Jun-15

FROM			TO			REQUESTED
ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	
AOO570762049905	SWIMMING ADULT	300.00	AOO570762049305	CRAFTS	300.00	VENNIRO
AOO570762040005	OTHER PROGRAMS	1,500.00	AOO570762049005	AEROBIC FEES	1,500.00	VENNIRO
		1,800.00			1,800.00	

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
 Absent (Smith)

**MISCELLANEOUS**

**GATOR USE**

The application form is under review. Previously the Town Board has authorized the use of Town equipment by other organizations. Once the new forms are updated, consideration will be given to not having each request come before the Town Board.

**RESOLUTION NO. 179-2015** Motion by Councilperson Mullen, seconded by Councilperson Brown, to authorize the Hilton Fire Department to use the Town gator from July 13, 2015 until July 20, 2015.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
 Absent (Smith)

**INFORMATIONAL ITEMS**

### **MISCELLANOUS ITEMS**

Mr. Venniro has been approached by the Monroe County Babe Ruth group about using Town of Parma fields for one or two games on our bigger fields. He indicated there were potential dates where games might be able to be played. He would like the Board to authorize him to schedule these kind of groups as long as they follow the same criteria that we use for other groups that have contracts with us. It was felt an abbreviated contract could be made so the criteria are spelled out. Consideration should also be given to avoiding conflicts with rental of park pavilions.

**RESOLUTION NO. 180-2015** Motion by Councilperson Mullen, seconded by Councilperson Brown, to authorize the Director of Parks and Recreation to schedule ad hoc use of fields because of weather events in the Monroe County area for recognized athletic groups to use fields, pending signature of contract, proof of all required documentation and authorizing the Supervisor to sign said contract.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

### **LIAISON REPORTS**

\*\*Councilperson Brown reported that Planning Board had two things on the agenda last night, one being a fill permit renewal for Fairfield Place and a property merge on Dean and Ridge Roads. Conservation Board will be meeting once a month instead of twice a month. They will meet the first week of the month. Assessor's Office has finished its grievance meetings and property owners have through July 31, 2015 to continue the grievance process.

\*\*Councilperson Comardo noted the Farmland and Open Space Committee meeting was cancelled. Grant money has not yet been made available. When the money does become available they are ready to move. The Parks and Recreation Commission met but there was not a quorum. The Drug Coalition met and the High School Survey data is ready but it has not been shared yet, hopefully that will be shared soon.

\*\*Councilperson Roose had nothing to report.

\*\*Councilperson Mullen reported that Zoning Board meets this Thursday. In the May meeting, the Board denied a Special Permit for a Home Business where the resident teaches students karate. There were issues with the neighbors so they did try and get him in touch with community centers so he can continue the training. On a side note, this person is going through some police training and some of that training includes going out and doing traffic control, so this might be a source for the Town to get some people who are in the training process to help with traffic control.

### **WARRANT**



**RESOLUTION NO. 181-2015** Motion by Councilperson Brown, seconded by Deputy Supervisor Comardo, to approve payment of AOO General Fund bills, in the amount of \$62,199.40.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**RESOLUTION NO. 182-2015** Motion by Deputy Supervisor Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$8,504.05.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**RESOLUTION NO. 183-2015** Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$696.54.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**RESOLUTION NO. 184-2015** Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$33,830.10.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**RESOLUTION NO. 185-2015** Motion by Councilperson Brown, seconded by Deputy Supervisor Comardo, to approve payment of SDO, Townwide Drainage Fund bills, in the amount of \$1,225.08.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

**RESOLUTION NO. 186-2015** Motion by Deputy Supervisor Comardo, seconded by Councilperson Roose, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$2,455.86.

Motion carried: Aye 4 (Comardo, Roose, Brown, Mullen) Nay 0  
Absent (Smith)

The total to be paid is \$108,911.03.

There was no further business before the Town Board, Deputy Supervisor Comardo made a motion to adjourn the meeting at 9:24 p.m., seconded by Councilperson Mullen and all were in favor.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk