

Parma Town Board meeting held on Tuesday, January 2, 2008 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### **ATTENDANCE**

Supervisor	Richard Lemcke
Councilman	Kenneth Blackburn
Councilman	Carm Carmestro
Councilman	James Smith
Councilman	Gary Comardo
Highway Supt.	Brian Speer
Building Inspector	Jack Barton
Recreation Director	Steve Fowler

### **OTHERS IN ATTENDANCE**

Steve Fowler, Gene DeMeyer, Jim Christ, Greg Speer, Art Fritz, Elsie Webster, Jim Zollewg, Mike Adams and other members of the public.

### **CALL TO ORDER**

Supervisor Lemcke called the meeting to order at 7:00 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Supervisor Lemcke noted emergency exit procedures. It was noted that the meeting is being digitally recorded. Supervisor Lemcke welcomed new Town Board member Gary Comardo.

### **ORGANIZATIONAL MEETING**

#### **MILEAGE AGREEMENT FOR REIMBURSEMENT TO EMPLOYEES WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA BUSINESS FOR 2008**

**RESOLUTION NO. 1-2008** Motion by Councilman Smith, seconded by Councilman Carmestro, to approve the amount of \$.45 per mile to be paid to employees who use their personal vehicles for official Town of Parma business.

Motion carried: Aye 5 Nay 0

#### **OFFICIAL DEPOSITORIES OF THE TOWN OF PARMA**

**RESOLUTION NO. 2-2008** Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve M&T Bank and HSBC Bank as the official depositories for the Town of Parma for 2008.

Motion carried: Aye 5 Nay 0

#### **OFFICIAL NEWSPAPER OF THE TOWN OF PARMA**

**RESOLUTION NO. 3-2008** Motion by Councilman Blackburn, seconded by Councilman Smith, to designate the Suburban News North and South Editions as the official newspaper for the Town of Parma for 2008.

Motion carried: Aye 5 Nay 0

**TOWN BOARD MEETING DATES AND TIME -2008**

**RESOLUTION NO. 4-2008** Motion by Councilman Carmestro, seconded by Councilman Smith, to approve 6:30 p. m. as the start time for the 2008 Parma Town Board meeting dates.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 5-2008** Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the 2008 meeting dates for the Parma Town Board as follows:

January 2, 2008 (Wednesday)	July 1, 2008
January 15, 2008	July 15, 2008
February 5, 2008	August 5, 2008
February 19, 2008	August 19, 2008
March 4, 2008	September 2, 2008
March 18, 2008	September 16, 2008
April 1, 2008	October 7, 2008
April 15, 2008	October 21, 2008
May 6, 2008	November 5, 2008 (Wednesday)
May 20, 2008	November 18, 2008
June 3, 2008	December 2, 2008
June 17, 2008	December 16, 2008
	December 31, 2008 (Wednesday) (Year-End Bill Paying Session)

Motion carried: Aye 5 Nay 0

**PLANNING BOARD MEETING DATES – 2008**

**RESOLUTION NO. 6-2008** Motion by Councilman Blackburn, seconded by Councilman Smith, to approve the 2008 meeting dates for the Parma Planning Board as follows:

January 3, 2008	July 21, 2008
January 21, 2008 (Martin Luther King Day)	August 7, 2008
February 7, 2008	August 18, 2008
February 18, 2008 (Presidents Day)	September 4, 2008
March 6, 2008	September 15, 2008
March 17, 2008	October 2, 2008
April 3, 2008	October 20, 2008
April 21, 2008	November 6, 2008
May 1, 2008	November 17, 2008
May 19, 2008	December 4, 2008
June 5, 2008	December 15, 2008
June 16, 2008	January 1, 2009
July 3, 2008	

Meeting time will be 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road.

Motion carried: Aye 5 Nay 0

**ZONING BOARD OF APPEALS MEETING DATES – 2008**

**RESOLUTION NO. 7-2008** Motion by Councilman Carmestro, seconded by Councilman Smith, to approve the 2008 meeting dates for the Parma Zoning Board of Appeals as follows:

January 17, 2008	July 17, 2008
February 21, 2008	August 21, 2008
March 20, 2008	September 18, 2008
April 17, 2008	October 16, 2008
May 15, 2008	November 20, 2008
June 19, 2008	December 18, 2008
	January 15, 2009

Meeting time will be 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road.

Motion carried: Aye 5 Nay 0

### **CONSERVATION BOARD MEETING DATES – 2008**

**RESOLUTION NO. 8-2008** Motion by Councilman Blackburn, seconded by Councilman Smith, to approve the 2008 meeting dates for the Parma Conservation Board as follows:

January 2, 2008 (Wednesday)	July 1, 2008
January 15, 2008	July 15, 2008
February 5, 2008	August 5, 2008
February 19, 2008	August 19, 2008
March 4, 2008	September 2, 2008
March 18, 2008	September 16, 2008
April 1, 2008	October 7, 2008
April 15, 2008	October 21, 2008
May 6, 2008	November 5, 2008 (Wednesday)
May 20, 2008	November 18, 2008
June 3, 2008	December 2, 2008
June 17, 2008	December 16, 2008

Meeting time will be 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road.

Motion carried: Aye 5 Nay 0

### **OFFICIAL MEETING DATES FOR THE RECREATION COMMISSION - 2008**

The following dates for the Recreation Commission meetings were submitted. The Commission normally meets on the 4<sup>th</sup> Wednesday of each month. Meetings start at 7:15 p.m. and are held at the Village Community Center.

**RESOLUTION NO. 9-2008** Motion by Councilman Smith, seconded by Councilman Carmestro, to approve the 2008 meeting dates for the Recreation Commission as follows:

January 23, 2008	July 16, 2008 ( 3 <sup>rd</sup> Wednesday)
February 27, 2008	No August Meeting
March 26, 2008	September 24, 2008
April 23, 2008	October 22, 2008
May 28, 2008	November 19, 2008 (3 <sup>rd</sup> Wednesday)
June 25, 2008	December 15, 2008 (3 <sup>rd</sup> Monday)

Motion carried: Aye 5 Nay 0

**TOWN OF PARMA OFFICIAL HOLIDAYS – 2008**

**RESOLUTION NO.10-2008** Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the Town of Parma 2008 Official Holidays as follows:

Tuesday, January 1, 2008	New Years Day
Monday, January 21, 2008	Martin Luther King Day
Monday, February 18, 2008	Presidents' Day
Friday, March 21, 2008	Good Friday
Monday, May 26, 2008	Memorial Day
Friday, July 4, 2008	Independence Day
Monday, September 1, 2008	Labor Day
Monday, October 13, 2008	Columbus Day
Monday, November 11, 2008	Veterans Day
Thursday, November 27, 2008	Thanksgiving Day
Friday, November 28, 2008	Thanksgiving Holiday
Thursday, December 25, 2008	Christmas Holiday

Motion carried: Aye 5 Nay 0

**2008 SUPERVISOR'S APPOINTMENTS**

The following are the Supervisor's appointments:

Director of Finance	Mary Gavigan
Bookkeeper/Asst. Fin.	Marian Aprilano
Interim Historian	Thomas Burger
Deputy Supervisor	Carm Carmestro

Supervisor Lemcke reserved the right to revisit the appointment of Historian after meeting with Mr. Burger.

**RESOLUTION NO. 11-2008** Motion by Councilman Comardo, seconded by Councilman Smith, to approve the Supervisor's Appointments for 2008.

Motion carried: Aye 5 Nay 0

**RECEIVER OF TAXES AND REGISTRAR APPOINTMENTS**

**RESOLUTION NO. 12-2008** Motion by Councilman Carmestro, seconded by Councilman Smith, to appoint Donna Curry Receiver of Taxes and Registrar for 2008.

Motion carried: Aye 5 Nay 0

**BOARDS AND COMMISSIONS APPOINTMENTS**

**RESOLUTION NO.13-2008** Motion by Councilman Smith, seconded by Councilman Blackburn, to approve the appointments to the Town of Parma Boards and Commissions as they have been presented for 2008:

**PLANNING BOARD**

Bob Pelkey	Term Jan 1, 2008 to Dec 31, 2012
Maureen Werner, Sec.	Term Jan 1, 2008 to Dec 31, 2008

**ZONING BOARD OF APPEALS**

Stephen Shelley	Term Jan 1, 2008 to Dec 31, 2012
Mark Kalen, Alternate	Term Jan 1, 2008 to Dec 31, 2008
Diane Grundon, Sec.	Term Jan 1, 2008 to Dec 31, 2008

**CONSERVATION BOARD**

Elaine Begy, Sec.	Term Jan 1, 2008 to Dec 31, 2008
Don Harter	Term Jan 1, 2008 to Dec 31, 2009
Greg Pacelli, Chairperson	Term Jan 1, 2008 to Dec 31, 2009
Michael Ingham	Term Jan 1, 2008 to Dec 31, 2009

**LIBRARY BOARD**

Doug Hurlbutt	Term Jan 1, 2008 to Dec 31, 2012
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**ASSESSMENT REVIEW BOARD**

Jim Kesselring	Term Sept. 30, 2007 to Sept. 30, 2012
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**RECREATION COMMISSION**

There were no appointments for the Recreation Commission. James Zollweg was reappointed to a term of January 1, 2008 to December 31, 2011 at the December 18, 2007 Town Board meeting.

**FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE**

Scott Copey, Chairperson	December 31, 2008
Marilyn DeMeyer	December 31, 2008
Patrick Buskey	December 31, 2008
Richard Holden	December 31, 2008
Tim Harner	December 31, 2008
Tim Thomas	December 31, 2008
Don Harter	December 31, 2008
Elaine Begy, Secretary	December 31, 2008

Motion carried: Aye 5 Nay 0

**LIAISON ASSIGNMENTS FOR TOWN DEPARTMENTS, BOARDS  
AND COMMISSIONS FOR 2008**

**RESOLUTION NO. 14-2008** Motion by Councilman Smith, seconded by Councilman Carmestro, to approve the following Liaison Appointments for 2008:

Supervisor Lemcke	Personnel Union North Greece Fire District
Councilman Blackburn	Village of Hilton Conservation Board Recreation Department
Councilman Carmestro	Zoning Enforcement Zoning Board Library Hilton Fire District
Councilman Smith	Spencerport Fire Department Assessor Special Police
Councilman Comardo	Planning Board Parks Department Dog Control

Motion carried: Aye 5 Nay 0

**TOWN OF PARMA INVESTMENT POLICY**

There were no changes to the Town of Parma Investment Policy.

**RESOLUTION NO. 15-2008** Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the Town of Parma Investment Policy with no changes.

Motion carried: Aye 5 Nay 0

\*\*\* *See end of Minutes for Investment Policy*

**ELECTION EXPENSES FOR 2008**

**RESOLUTION NO. 16-2008** Motion by Councilman Blackburn, seconded by Councilman Carmestro, to approve the following for 2008 for Election Inspectors:

Hourly rate of pay	\$10.00
Pay for Review/Training/Testing (one time fee)	\$25.00
Pay for Chairperson (per election/primary)	\$20.00

Motion carried: Aye 5 Nay 0

**PETTY CASH APPROVALS**

**RESOLUTION NO. 17-2008** Motion by Councilman Smith, seconded by Councilman Carmestro, to approve the following petty cash amounts for the following departments for 2008:

Finance Department	\$100.00
Highway Department	\$100.00
Town Clerk	\$340.00
Library	\$100.00

Motion carried: Aye 5 Nay 0

**PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF PARMA**

There were not changes to the Procurement Policies and Procedures for the Town of Parma.

**RESOLUTION NO. 18-2008** Motion by Councilman Carmestro, seconded by Councilman Smith, to approve the Procurement Policies and Procedures for the Town of Parma for 2008.

Motion carried: Aye 5 Nay 0

\*\*\* *See end of Minutes for Procurement Policies*

**STATEMENT OF NON-COLLUSION**

**RESOLUTION NO. 19-2008** Motion by Councilman Blackburn, seconded by Councilman Smith, to approve the Statement of Non-Collusion.

Motion carried: Aye 5 Nay 0

\*\* *See end of Minutes for Statement of Non-Collusion*

**TOWN OF PARMA PAVILION RENTAL AND VFW RENTAL FEES FOR 2008**

**RESOLUTION NO. 20-2008** Motion by Councilman Carmestro, seconded by Councilman Smith, to approve the following per event rental fees for 2008:

**Pavilion Rentals:**

Resident	\$60.00
Non-resident	\$125.00

**VFW Rentals:**

Regular-Full Day	\$225.00	+ \$25.00 Non-refundable cleaning fee	+ \$100 Security Deposit
4 Hours or less	\$125.00	+ \$25.00 Non-refundable cleaning fee	+ \$100 Security Deposit
Active VFW Member	\$50.00	+ \$25.00 Non-refundable cleaning fee	+ \$100 Security Deposit
Inactive VFW Member	\$75.00	+ \$25.00 Non-refundable cleaning fee	+ \$100 Security Deposit

**Cancellation Fees:** \$30.00

Motion carried: Aye 5 Nay 0

**LAST BILL PAYING SESSION, WEDNESDAY, DECEMBER 31, 2008**

**RESOLUTION NO. 21-2008** Motion by Councilman Carmestro, seconded by Councilman Smith, to set the last bill paying session for Wednesday, December 31, 2008.

Motion carried: Aye 5 Nay 0

**ATTORNEYS FOR THE TOWN FOR 2008**

**RESOLUTION NO. 22-2008** Motion by Councilman Smith, seconded by Councilman Carmestro, to name the official Attorneys for the Town of Parma for the year 2008 as Lacy Katzen, LLP; Sercu & Sercu, LLP; and Jim Holahan and Harter Secrest & Emery, LLP .

Motion carried: Aye 5 Nay 0

**ENGINEERING FIRMS FOR THE TOWN OF PARMA FOR 2008**

**RESOLUTION NO. 23-2008** Motion by Councilman Carmestro, seconded by Councilman Comardo, to name Larsen Engineers and Chatfield Engineers as engineering firms for the Town of Parma for 2008.

Motion carried by Roll Call Vote:

Councilman Comardo	Aye
Councilman Smith	Abstained because he has worked with Mr. Clark and Chatfield Engineers in the past and expects to in the future.
Councilman Carmestro	Aye
Councilman Blackburn	Nay
Supervisor Lemcke	Aye

**DOG CONTROL KENNEL FOR 2008**

**RESOLUTION NO. 24-2008** Motion by Councilman Carmestro, seconded by Councilman Smith, to approve Lollipop Farms as its official kennel for the year 2008.

Motion carried: Aye 5 Nay 0

**DOG FINES FOR 2008**

**RESOLUTION NO. 25-2008** Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the dog fines for 2008 as follows:

Penalties for dog ordinances in the Town of Parma for 2008 will be subject to community service and/or a fine of not less than \$250.00 and no more than \$1,000.00 for each offense.

Motion carried: Aye 5 Nay 0

**TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2008**

There was discussion on the Active Employee List. Supervisor Lemcke proposed changes to and elimination of Highway Department employees as a means to meet the budget requirements for 2008. Councilman Blackburn proposed that 2007 funds remaining in the A and B Funds be moved to the DA and DB funds respectively to meet the needs of the budget and prevent the change or elimination of positions in the Highway Department. There was extensive discussion. There was agreement that the Finance Director's report for the Fund Balances as of December 31, 2007 will be used to determine the adjustments. It was determined that \$32,500 would be needed in DA and \$45,500 in DB for a total of \$78,000.

**RESOLUTION NO. 26-2008** Motion by Councilman Smith, seconded by Councilman Comardo, to move \$45,500 from B Surplus to DB and the remaining \$32,500 needed in DA would come from the 2007 DA Surplus.

It was expressed that the fundamental and structural issues that exist in the Highway budget be addressed before the next budget process so that this will not have to take place again.

Roll Call Vote:	Councilman Comardo	Aye
	Councilman Smith	Aye
	Councilman Carmestro	Nay
	Councilman Blackburn	Aye
	Supervisor Lemcke	Nay

Motion carried: Aye 3 Nay 2

**PROPOSED CHANGES TO TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2008**

- Add James Zollweg as GIS Coordinator with no compensation.
- Correct title for Michele Schmidt to Deputy Town Clerk and Receiver of Taxes. It was noted by the Town Clerk that this is the first deputy.
- Correct the Civil Service status for James Volkmar to Competitive.
- Greg Speer and Dan Eichas to remain with MEO titles until FOIL information is received from the Highway Superintendent with the option to readdress.

**RESOLUTION NO. 27-2008** Motion by Councilman Comardo, seconded by Councilman Blackburn, to approve the Active Employee List for the year 2008 with the noted changes.

Motion carried: Aye 4 Nay 1                      Voting Nay: Supervisor Lemcke

Supervisor Lemcke concluded the Organizational portion of the meeting at 8:57 p.m.

## **PUBLIC FORUM**

Supervisor Lemcke asked if anyone present would like to address the Town Board on any topic not on the agenda. There was no response.

### **MINUTES – DECEMBER 18, 2007**

**RESOLUTION NO. 28-2008** Motion by Councilman Carmestro, seconded by Councilman Smith, to approve the Minutes of the December 18, 2007 meeting.

Motion carried: Aye 4 Nay 0 Abstain: Councilman Comardo

### **MINUTES – DECEMBER 28, 2007**

**RESOLUTION NO. 29-2008** Motion by Councilman Smith, seconded by Councilman Blackburn, to approve the Minutes of the December 28, 2007 meeting.

Motion carried: Aye 4 Nay 0 Abstain: Councilman Comardo

## **FIRE PROTECION STANDARDS**

Supervisor Lemcke noted that a letter was received late this afternoon from Larsen Engineers regarding the Fire Protection Standards. We are waiting for information from the Monroe County Water Authority. Deputy Chief Jeff Mullen will coordinate a stakeholders meeting to prepare the final wording once we have input from the Water Authority. Supervisor Lemcke will act as his contact.

## **TOWN CLERK'S REPORT**

The Town Clerk reported that collection started today for the 2008 Town and County tax cycle. The legal notice will be published in the upcoming issue of the Suburban News for the joint Town of Parma and Village of Hilton meeting scheduled for 6:00 p.m. on January 24, 2008 at the Parma Town Hall. A letter was sent to Steve George, of UNITE-Here, regarding the Factfinder's report and the public hearing to review and hear input as requested by the Town Board. The Town Clerk's Report and VFW Summary were completed at the end of the day.

## **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that salt delivery has improved.

## **BUILDING DEPARTMENT REPORT**

Jack Barton reported that the December Building report has been completed. Work is finishing on the Stormwater ordinances. It is currently with the attorney. Mr. Barton is gathering enforcement information so that we are in line with other municipalities. He expects that a public hearing could be held during the second meeting in February or the first meeting in March. It was noted by Superintendent Speer and Mr. Barton that it is sufficient that the Town is working toward adoption of the ordinances.

Don Harter has stated that he will no longer be able act as the liaison for the Environmental Management Council. Mr. Barton was asked to get a job description and talk to members of the Farmland and Open Space Preservation Committee, Planning and Conservation Boards for the suggestion of a representative.

### **RECREATION DEPARTMENT REPORT**

Mr. Fowler reported that departments Winter Brochure has been distributed and registrations are coming in.

The Annual Report forms have been completed and mailed to the Monroe County Department of Human and Health Services. It was also noted that we will receive \$4,970 in 2008 from the NYS Office of Children and Family Services for youth programming opportunities

Hilton-Parma Recreation and Parks Commission adopted the departments Comprehensive Plan for 2007 through 2011 and would like the Town Board's approval at tonight's Organizational meeting. This will be discussed at the January 16, 2007 meeting.

Michael Clark has resigned from the Parks and Recreation Commission effective December 31, 2007. The Village has been notified and a replacement is expected to be appointed in the near future.

Mr. Fowler will be attending a public hearing and Steering Committee meeting with the Monroe County Department of Planning and Development on January 9, 2008. The Community Development Block Grant Applications will be available. The submission deadline is February 15, 2008 and this is the time to discuss any qualifying projects that the Town might want to use the funding for.

The department is completing their Annual Report and expect to distribute it prior to the January 23, 2008 Recreation Commission meeting.

### **PARKS DEPARTMENT**

Mr. Petricone reported that staff has painted half of the floor in the Historical Building. They are unable to complete the remainder until Mr. Wadsworth's materials are removed. There was discussion on the issuance of a certificate of occupancy for the building. Mr. Barton was asked to get a list of any open items and provide a copy to the Town Board and the Park Foreman.

### **BUSINESS ITEMS**

#### **VACATION COVERAGE FOR DOG CONTROL OFFICER**

**RESOLUTION NO. 30-2008** Motion by Councilman Carmestro, seconded by Councilman Blackburn, to authorize coverage by the Special Police during the absence of the Dog Control Officer for 2008.

Motion carried: Aye 5 Nay 0

### **2008 MEDICAL INSURANCE**

The Town Board reviewed information on the Town and employee contributions for health insurance premiums. It was noted that 10% had been budgeted, increases were as much as 19% and scenarios for 10 and 15 % increases were provided. If the Town's contribution were increased 10%, the Single plan contribution will go from \$315 to \$346.50 and the Family, Family No Spouse and Two Person plans would go from \$705 to \$775.50.

**RESOLUTION NO. 31-2008** Motion by Councilman Comardo, seconded by Councilman Smith, to authorize a 10% increase in the health care coverage stipend.

Motion carried: Aye 5 Nay 0

## **INFORMATIONAL ITEMS**

### **SAFE ROUTES TO SCHOOLS – GRANT APPLICATION**

Supervisor Lemcke reported that he attended a seminar regarding the Safe Routes to School Program. Key points for the grant were reviewed and it was noted that this grant will be very competitive. A pre-draft will be due by February 15, 2008. There was discussion on the funding, the results of the survey and potential partners for the application, maintenance of sidewalks. Supervisor Lemcke asked for a roll call polling of Town Board members to see if they are in support of the grant:

Councilman Comardo	Aye
Councilman Smith	Aye
Councilman Carmestro	Nay
Councilman Blackburn	Aye
Supervisor Lemcke	Aye

A draft packet will be obtained so that it can be determine if Mr. Fowler will handle the grant application or if the assistance of a grant writer will be sought.

### **WILDER ROAD SIDEWALKS**

Supervisor Lemcke has been informed that federal funding for a new bridge over Wilder Road is no longer available. The Town had approved and received a grant for a sidewalk to go from Carrie Marie west to the Village. Supervisor Lemcke will try to get information from Monroe County on the cost of a pedestrian bridge whether attached or independent of the creek crossing.

### **PUBLIC HEARING – FACTFINDER’S REPORT**

Supervisor Lemcke reminded the Town Board of the public hearing to be held at 7:00 on January 15, 2008.

### **GROWING NEW YORK FARMS SEMINAR**

Several members of the Farmland and Open Space Preservation Committee have expressed an interest in attending the Growing New York Farms Seminar sponsored by the American Farmland Trust. Supervisor Lemcke estimated the cost to be \$250.00 per person.

**RESOLUTION NO. 31-2008** Motion by Councilman Carmestro, seconded by Councilman Comardo, to appropriate funds for up to 4 people to attend the Growing New York Farms Seminar sponsored by the American Farmland Trust.

Motion carried: Aye 5 Nay 0

## **LIAISON REPORTS**

\*\*Councilman Smith reported that the Zoning Board had a full docket.

\*\*Councilman Carmestro report that the street light on Judd Lane had been replaced. He also shared that he and Superintendent Speer needed to complete the 700 training for NIMS Certifications in addition to the 2 classes they have already taken. It was also noted that Mary Gavigan needed to complete training.

Mr. Christ inquired as to his status as an employee today. It was noted that if he wanted to take a paid vacation day that would be ok but that he would not receive compensation as a worked day.

There being no further business before the Town Board, Councilman Smith made a motion to adjourn the meeting at 9:40 p.m., seconded by Councilman Carmestro.

Respectively submitted,

Donna K. Curry  
Parma Town Clerk

## **TOWN OF PARMA INVESTMENT POLICY**

### **A. Investment Policy**

The objectives of the Investment Policy of the Town of Parma are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. The Town Board would like to maximize interest income on all funds not immediately needed for payment of obligations. Investments of excess funds shall be governed by the regulations contained in the Town Law, General Municipal Law and Local Finance Law. The priorities for investment of funds shall be:

1. Safety
2. Liquidity
3. Yield

### **B. Delegation of Authority for Investing Town Money**

The Town Board delegates the authority to make the day-to-day investments decisions within the guidelines and limitations of this policy to the:

1. Town Supervisor, as Chief Fiscal Officer
2. Director of Finance

### **C. Investment Regulations**

#### 1.0 Authorized Commercial Banks

The Town Board authorizes the use of commercial banks or trust companies (not savings banks or associations) located and licensed to do business in New York State. The use of private brokerage or investment firms is not authorized by this policy. (General Municipal Law 11, Local Finance Law 165.00 (b))

#### 2.0 Authorized Investments Instruments

Types of accounts –

- 1.1 Savings Accounts
- 2.1 Money Market Deposit Accounts
- 2.2 Super N.O.W. Accounts

- 2.3 7 To 31 Day Accounts
- 2.4 Certificate of Deposits
- 2.5 Investments of Obligations – U.S. Treasury Bonds, Bills, Notes  
Generally, obligations of the United States and of the State of New York is permissible investments.
- 2.6 Repurchase Agreements – A repurchase agreement is a transaction in which a local governmental unit purchases from a trading partner authorized securities. Simultaneously, the unit agrees to re-sell and the trading partner agrees to repurchase the security at a future date. Prices and dates for the sale and resale are agreed upon at the time of the initial purchase by the local government. The security purchase under a repurchase agreement should only be federal securities.

#### C. Investment Security

The primary objective of this policy is to enhance the safety and availability of any Town funds invested. Regulations of the Federal Deposit Insurance Corporation state that each official custodian of funds of any country, municipality or political subdivision depositing such funds in an insured bank located in the same state shall be insured up to \$100,000 for the time and savings accounts per bank and up to \$100,000 for demand deposits per bank. (12 Code Federal Regulations Section 330.8)

For amounts in excess of F.D.I.C. coverage, a pledge of obligations as collateral is required to secure the investments. The obligations that may be pledged are:

1. Obligations of the United States
2. Obligations of agencies of the United States if the payment of principal and interest is guaranteed by the Federal Government
3. Obligations of New York State
4. Obligations of any municipality, school district or district corporation in the State
5. Obligations of public authority (Public Authorities Law, various sections) and obligations of public housing authority (Public Housing Law S49)

The officer in charge should determine on a regular basis whether:

- the transaction are recorded on the books of the custodial bank
- the proper obligations have been pledged and whenever possible such obligations should be delivered to a bank or trust company other than the institution with which the investment is made.
- the obligations have an adequate market value to cover the deposits/investments
- the obligations have been segregated either physically or by appropriate book entry
- the fiscal officer's written consent is required for the release and substitution of the pledged obligations

#### D. Transfer Funds

The Town Board authorizes the designated officials the authority to use electronic transfer of funds, among the approved banking institutions to assist in the movement of monies. Each such transfer shall be specifically identified in the original journal entry as a "transfer of funds" and subsequently supported by the bank confirmation notice to provide an audit trail.

#### E. Written Reports

All investments shall be documented in written reports to the Town Board outlining the details of each investment and bids received thereon. Monthly reporting of investments should be made to the Town Board.

F. Bonding Policy

All Town employees who are involved with the transaction of Town funds are bonded through the Town's insurance program. This program should be reviewed and updated annually.

## **PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF PARMA**

This document sets forth the policies and procedures of The Town of Parma to meet the requirements of General Municipal Law, Section 104-b.

### **Purpose**

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Parma Town Board is adopting internal policies and procedures governing all procurements of goods and services which are not required to be pursuant to the competitive bidding requirements of the General Municipal Law, Section 103 or of any other general, special or local law.

### **Procedures for Determining Whether Procurements are Subject to Bidding**

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

### **Formal Bids – Purchases over \$10,000 and \$20,000 for Public Works**

General Municipal Law 103 provides that all purchase contracts involving expenditures in excess of \$10,000 and all contracts for public work involving expenditures in excess of \$20,000 be awarded through the competitive bidding process for political subdivisions. Although not defined in General Municipal Law 103, the Office of the State Comptroller has expressed the opinion that the term "purchase" applies to the procurement of commodities, while the term "contract for public work" encompasses contracts for services, labor or construction. In determining the necessity for competitive bidding, the cumulative amount to be expended for an item or commodity in a fiscal year must be considered.

### **Formal Bid Procedures:**

- A. The Department Head must receive approval from the Town Board for the bid process to start.
- B. Formal bids are processed and published by the Town Clerk's office with direct assistance from the using departments in the preparation of technical specifications, plans and drawings where required.
- C. Formal bids will be received and opened publicly at the specified date, time and place set forth in the bid documents.
  
- D. All bids received will be tabulated and given to the using department. The using department will prepare a report for the Town Board containing their recommendations for the award to the lowest and best responsible bidder meeting the Town's specifications. A resolution is passed at the next Town Board meeting.
- E. The Town Clerk is responsible for securing and filing all bids, legal notices, and resolutions. Every transaction should fall within the provisions of applicable law and regulations and should be completely documented for subsequent bid

inspection by Town auditors, federal and state agencies, the bidders or any interested citizens.

**Non-Bid Procurements (see chart at end)**

Purchases under \$10,000 are subject to approvals specified on the chart at the end of the policy. Each Department Head is responsible for compliance with the purchasing procedures adopted in this policy. The procedure for standard purchasing is as follows:

- A. The Department Head determines whether the purchase is a bid or non bid purchase.
- B. The Department Head receives the correct number of quotes or approvals for the dollar amount of the purchase. Every attempt should be made to purchase locally providing the costs are competitive. The documentation for the two verbal quotes should be kept by the department and filed.
- C. Any quotes that will be reviewed by the Town Board should be submitted to the Town Clerk to put in the Town Board minutes and to be filed in the Town Clerk's office.
- D. After approvals, a voucher is created with a copy of the vendor's invoice and signed by the Department Head. This is forwarded to the Finance office.
- E. The appropriate departmental General Ledger account should have sufficient funds available. If not, a budget transfer form should be submitted to the Finance office for approval by the Town Board before the bill is paid.

**State Pricing Contracts**

The State of New York and other governmental entities establish contracts that are extended to all New York municipalities. A list and details of the contracts can be obtained through the Internet. Such procurements shall be regarded as noncompetitive transactions.

**Statutory Exceptions from these Policies and Procedures**

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances.

- A. Through county contracts – General Municipal Law 103(3)
- B. Through state contracts – General Municipal Law 104
- C. Through agencies for the blind or severely handicapped – State Finance Law Section 175-b
- D. Through articles manufactured in correctional institutions – Correction Law Section 186
- E. Sole source situation
- F. Personal service contracts – accountants, engineer, architect or attorney
- G. Emergency purchases

**Adequate Documentation**

A good faith effort shall be made to obtain the required number of written (3) or verbal (2) quotes. All written quotes are to be filed with the Town Clerk. Verbal quotes are the responsibility of the Department Head to keep adequate records.

**Awards to Other Than the Lowest Bidder**

The lowest proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the lowest bidder.

**Items Excepted From Policies and Procedures By The Board**

The Parma Town Board will decide whether to solicit bids or quotes for professional services based on their needs at the time and whether it is in the best interest of the Town of Parma.

**Input from Officers**

Comments concerning the policies and procedures shall be solicited from officers of the political subdivision or district therein involved in the procurement process to the enactment of the policies and procedures, and will be solicited from time to time hereafter.

**Annual Review**

The Parma Town Board shall annually review these policies and procedures. The Parma Town Supervisor shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

**Unintentional Failure to Comply**

The unintentional failure to fully comply with the provisions of the General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Parma or any officer or employee thereof.

**The Quotation Process**

The Town and all departments will adhere to the following table for stimulating competitive pricing for small purchases up to \$10,000.

Standard Purchases

Dollars	Department Head	Supervisor	Town Board	Quotes Required
0 - \$1,999	Yes			
\$2,000 - \$4999	Yes	Yes		2 Written
\$5,000 - \$9,999	Yes	Yes	Yes	3 Written
>\$10,000	Subject to Bid			

\* The Highway Superintendent may approve highway purchases between 2,000 – 4,999\*

Pre Approved Projects

Dollars	Department Head	Supervisor	Town Board	Quotes Required
0 - \$1,999	Yes			
\$2,000 - \$4999	Yes			2 Written
\$5,000 - \$9,999	Yes	Yes	Yes	3 Written
>\$10,000	Subject to Bid			

**STATEMENT OF NON-COLLUSION**

By Submission of the Bid of Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;

5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date