

Parma Town Board meeting held on Tuesday, January 6, 2009 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

Gene DeMeyer, Bob Prince, Jim Zollweg, Jim Whittemore, Michael Adams and other members of the public.

CALL TO ORDER

Supervisor Lemcke called the meeting to order at 6:30 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Supervisor Lemcke noted emergency exit procedures. It was noted that the meeting is being digitally recorded.

ORGANIZATIONAL MEETING

**MILEAGE AGREEMENT FOR REIMBURSEMENT TO EMPLOYEES
WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA
BUSINESS FOR 2009**

RESOLUTION NO. 1-2009 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. 2-2009 Motion by Councilman Blackburn, seconded by Councilman Carmestro, to approve M&T Bank and HSBC Bank as the official depositories for the Town of Parma for 2009.

Motion carried: Aye 5 Nay 0

OFFICIAL NEWSPAPER OF THE TOWN OF PARMA

RESOLUTION NO. 3-2009 Motion by Councilman Comardo, seconded by Councilman Smith, to designate the Suburban News North and South Editions as the official newspaper for the Town of Parma for 2009.

Motion carried: Aye 5 Nay 0

OFFICIAL MEETING DATES FOR THE RECREATION COMMISSION - 2009

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

January 28, 2009	July 15, 2009 (3 rd Wednesday)
February 18, 2009 (3 rd Wednesday)	No August Meeting
March 25, 2009	September 23, 2009
April 15, 2009 (3 rd Wednesday)	October 28, 2009
May 27, 2009	November 18, 2009 (3 rd Wednesday)
June 24, 2009	December 14, 2009 (2 nd Monday)

TOWN BOARD MEETING DATES AND TIME -2009

Councilman Blackburn felt the general public should not have to be screened to come to a Town Board meeting and that future consideration should be given to a change in venue or date so this does not happen.

Councilman Carmestro noted that the Bicentennial Committee has scheduled a dinner for March 17, 2009 and this would conflict with the regularly scheduled meeting. It was decided that the second meeting in March would be moved to Wednesday, March 18, 2009.

RESOLUTION NO. 4-2009 Motion by Councilman Smith, seconded by Councilman Blackburn, to approve the 2009 meeting dates for the Parma Town Board as follows:

January 6, 2009	July 7, 2009
January 20, 2009	July 21, 2009
February 3, 2009	August 4, 2009
February 17, 2009	August 18, 2009
March 3, 2009	September 1, 2009
March 18, 2009 (Wednesday)	September 15, 2009
April 7, 2009	October 6, 2009
April 21, 2009	October 20,2009
May 5, 2009	November 4, 2009 (Wednesday)
May 19, 2009	November 17, 2009
June 2, 2009	December 1, 2009
June 16, 2009	December 15, 2009
	December 31, 2009 (Thursday) (Last Bill Paying Session – time to be determined)

Meeting time will be 6:30 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road

Motion carried: Aye 5 Nay 0

PLANNING BOARD MEETING DATES – 2009

RESOLUTION NO. 5-2009 Motion by Councilman Smith, seconded by Councilman Blackburn, to approve the 2009 meeting dates for the Parma Planning Board as follows:

January 5, 2009	July 20, 2009
January 19, 2009 (Martin Luther King Day)	August 6, 2009
February 5, 2009	August 17, 2009

February 16, 2009 (Presidents Day)	September 3, 2009
March 5, 2009	September 21, 2009
March 16, 2009	October 1, 2009
April 2, 2009	October 19, 2009
April 20, 2009	November 5, 2009
May 7, 2009	November 16, 2009
May 18, 2009	December 3, 2009
June 4, 2009	December 21, 2009
June 15, 2009	January 7, 2010
July 2, 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

ZONING BOARD OF APPEALS MEETING DATES – 2009

RESOLUTION NO. 6-2009 Motion by Councilman Carmestro, seconded by Councilman Comardo, to approve the 2009 meeting dates for the Parma Zoning Board of Appeals as follows:

January 15, 2009	July 16, 2009
February 19, 2009	August 20, 2009
March 19, 2009	September 17, 2009
April 16, 2009	October 15, 2009
May 21, 2009	November 19, 2009
June 18, 2009	December 17, 2009
	January 21, 2010

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 – 2009

RESOLUTION NO. 7-2009 Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the 2009 meeting dates for the Parma Conservation Board as follows:

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

TOWN OF PARMA OFFICIAL HOLIDAYS – 2009

RESOLUTION NO.8-2009 Motion by Councilman Blackburn, seconded by Councilman Smith, to approve the Town of Parma 2009 Official Holidays as follows:

Thursday, January 1, 2009	New Years Day
Monday, January 19, 2009	Martin Luther King Day
Monday, February 16, 2009	Presidents' Day
Friday, April 10, 2009	Good Friday
Monday, May 25, 2009	Memorial Day
Friday, July 3, 2009	Independence Day
Monday, September 7, 2009	Labor Day
Monday, October 12, 2009	Columbus Day
Wednesday, November 11, 2009	Veterans Day
Thursday, November 26, 2009	Thanksgiving Day
Friday, November 27, 2009	Thanksgiving Holiday
Friday, December 25, 2009	Christmas Holiday

Motion carried: Aye 5 Nay 0

2009 SUPERVISOR'S APPOINTMENTS

Supervisor Lemcke informed the Town Board of his appointments for 2009.

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

RECEIVER OF TAXES AND REGISTRAR APPOINTMENTS

RESOLUTION NO. 9-2009 Motion by Councilman Smith, seconded by Councilman Comardo, to appoint Donna Curry Receiver of Taxes and Registrar for 2009.

Motion carried: Aye 5 Nay 0

BOARDS AND COMMISSIONS APPOINTMENTS

It was noted that resignations were received from Mark Kalen and Patrick Buskey from the Zoning Board of Appeals. New appoints will be addressed later in the meeting.

RESOLUTION NO. 10-2009 Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the appointments to the Town of Parma Boards and Commissions as they have been presented for 2009.

PLANNING BOARD

Richard Holden	Term Jan 1, 2009 to Dec 31, 2013
Maureen Werner, Sec.	Term Jan 1, 2009 to Dec 31, 2009

ZONING BOARD OF APPEALS

Timothy Thomas	Term Jan 1, 2009 to Dec 31, 2013
Diane Grundon, Sec.	Term Jan 1, 2009 to Dec 31, 2009

CONSERVATION BOARD

Elaine Begy, Sec.	Term Jan. 1, 2009 to Dec. 31, 2009
Michael Reinschmidt	Term Jan. 1, 2009 to Dec. 31, 2010
Michael White	Term Jan. 1, 2009 to Dec. 31, 2010
Scott Harter	Term Jan. 1, 2009 to Dec. 31, 2010

LIBRARY BOARD

Karen Sterlace	Term Jan. 1, 2009 to Dec. 31, 2013
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ASSESSMENT REVIEW BOARD

Jeff Forberg	Term Oct. 1, 2009 to Sept. 30, 2013
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RECREATION COMMISSION

Thomas Ganley	Term Jan. 1, 2009 to Dec. 31, 2012
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FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE

Scott Copey, Chairperson	December 31, 2009
Marilyn DeMeyer	December 31, 2009
Patrick Buskey	December 31, 2009
Richard Holden	December 31, 2009
Tim Harner	December 31, 2009
Tim Thomas	December 31, 2009
Don Harter	December 31, 2009
Elaine Begy, Secretary	December 31, 2009

Motion carried: Aye 5 Nay 0

**LIAISON ASSIGNMENTS FOR TOWN DEPARTMENTS, BOARDS
AND COMMISSIONS FOR 2009**

The following are the Liaison Assignments for 2009:

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

Councilman Blackburn requested to be the Library liaison. Supervisor Lemcke indicated there would be some meetings he could not attend and they could share the assignment by covering in his absence.

TOWN OF PARMA INVESTMENT POLICY

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

RESOLUTION NO. 11-2009 Motion by Councilman Smith, seconded by Councilman Comardo, 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 2009

RESOLUTION NO. 12-2009 Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the following for 2009 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. 13-2009 Motion by Councilman Smith, seconded by Councilman Comardo, to approve the following petty cash amounts for the following departments for 2009:

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 no changes to the Procurement Policies and Procedures for the Town of Parma. Councilman Comardo requested that versions of policies have a version number or implementation date.

RESOLUTION NO. 14-2009 Motion by Councilman Smith, seconded by Councilman Blackburn, to approve the Procurement Policies and Procedures for the Town of Parma for 2009.

Motion carried: Aye 5 Nay 0

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

STATEMENT OF NON-COLLUSION

RESOLUTION NO. 15-2009 Motion by Councilman Carmestro, 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 2009

Councilman Carmestro requested that a carry-in carry-out policy be considered sometime this year.

RESOLUTION NO. 16-2009 Motion by Councilman Carmestro, seconded by Councilman Smith, to approve the following per event rental fees for 2009:

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

ATTORNEYS FOR THE TOWN FOR 2009

Councilman Carmestro indicated that he is not happy with Lacy Katzen and would like to solicit information from other attorneys. Supervisor Lemcke noted that we have current litigation with them, have been with the Town for many years and the fee charged is reasonable. Councilman Blackburn expressed that he would like to see RFPs sent out to a number of firms and local attorneys. There was agreement to send RFPs.

RESOLUTION NO. 17-2009 Motion by Councilman Smith, seconded by Councilman Comardo, to name the official Attorneys for the Town of Parma for the year 2009 as Lacy Katzen, LLP; Sercu & Sercu, LLP; and Jim Holahan of Bond, Schoeneck & King, CLLP and Harter Secrest & Emery, LLP.

Motion carried: Aye 5 Nay 0

ENGINEERING FIRMS FOR THE TOWN OF PARMA FOR 2009

Councilman Smith sought Mr. Barton's opinion on the timeliness of work from Chatfield Engineers. Mr. Barton state the response has been good. Supervisor Lemcke noted they were holding their rates for 2009.

RESOLUTION NO. 18-2009 Motion by Councilman Carmestro, seconded by Councilman Comardo, to name Larsen Engineers and Chatfield Engineers as engineering firms for the Town of Parma for 2009.

Motion carried: Aye 5 Nay 0

DOG CONTROL KENNEL FOR 2009

RESOLUTION NO. 19-2009 Motion by Councilman Comardo, seconded by Councilman Carmestro, to approve Lollipop Farms as its official kennel for the year 2009.

Motion carried: Aye 5 Nay 0

DOG FINES FOR 2009

RESOLUTION NO. 20-2009 Motion by Councilman Comardo, seconded by Councilman Blackburn, to approve the dog fines for 2009 as follows:

Penalties for dog ordinances in the Town of Parma for 2009 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

DOG CONTROL OFFICER VACATION COVERAGE FOR 2009

RESOLUTION NO. 21-2009 Motion by Councilman Carmestro, seconded by Councilman Blackburn, to have 2009 out of town vacation coverage for the Dog Control Officer provided by the Parma Special Police including access to the Town truck and equipment required to do the job as well as payment of \$25.00 for each call responded to.

Motion carried: Aye 5 Nay 0

TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2009

RESOLUTION NO. 22-2009 Motion by Councilman Smith, seconded by Councilman Blackburn, to approve the Active Employee List for the year 2009.

Motion carried: Aye 5 Nay 0

Supervisor Lemcke concluded the Organizational portion of the meeting at 7:00 p.m.

PUBLIC FORUM

Supervisor Lemcke asked if there was any citizen present who would like to address the Town Board on any topic not on the agenda.

Jim Whittemore was present to request use of the warming hut by Boy Scout Troop 99 during their scheduled Klondike Derby January 23, 24 & 25, 2009. There was discussion on use of facilities and it was noted that they will be in portable bathroom facilities. The Town Board had no objection to use of the warming hut and restroom at night if necessary. Logistics will be worked out with the Park Department.

MINUTES – DECEMBER 16, 2008

RESOLUTION NO. 22A-2009 Motion by Councilman Comardo, seconded by Councilman Carmestro, to accept the Minutes of the December 16, 2008 meeting.

Motion carried: Aye 5 Nay 0

MINUTES – DECEMBER 31, 2008

RESOLUTION NO. 23-2009 Motion by Councilman Comardo, seconded by Councilman Carmestro, to accept the Minutes of the December 31, 2008 meeting.

Motion carried: Aye 4 Nay 0 Abstain – Supervisor Lemcke

TOWN CLERK REPORT

The Town Clerk and VFW Summary Reports for December have been submitted.

A letter of resignation was received yesterday from Mark Kalen resigning his position as alternate on the Zoning Board of Appeals.

MARK KALEN ZONING BOARD OF APPEALS RESIGNATION

RESOLUTION NO. 24-2009 Motion by Councilman Carmestro, seconded by Councilman Comardo, to accept the letter of resignation from Mark Kalen from his position as alternate on the Zoning Board of Appeals.

Motion carried: Aye 5 Nay 0

The Town Clerk has received a notice from the Association of Towns that the annual meeting and training session will be held February 15 – 18, 2009.

The Town Board had requested more information on non-profit entities that are looking for meeting space from the Village. The Town Clerk has followed up with the Village Clerk but has not yet received a response because the Village Clerk has been out of the office over the holidays.

The Town Clerk reminded the Board that all newly appointed and reappointed members to boards must file Oaths of Office with the Town Clerk by the end of January and any employee, as specified by law, must do so if they have not already done so. The position of Deputy Town Clerk and Receiver of Taxes will be the designated first deputy for 2009.

The Clerk reported that tax bills will be mailed late. The apportionment for the Spencerport Fire District was calculated incorrectly at the County and bills were printed with the wrong amounts. The correction, reprint and mailing caused the bills to be delayed. The Clerk has been informed by the County that bills will be mailed by the end of the week and we are offering to provide copies to anyone who needs the bill sooner.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported the department has done 45 salt and plow runs so far this season.

2008-2009 SNOW AND ICE CONTROL SERVICES

Monroe County agreed to increase the 2008-2009 Snow and Ice Control Services Agreement. Supt. Speer estimated our increase to be roughly \$14,871 in addition to the \$262,170.50 originally outlined. The increase will be given through a one-time grant program with the details to be provided in the future.

RESOLUTION NO. 25-2009 Motion by Councilman Smith, seconded by Councilman Comardo, to accept the Amendatory Agreement between

Monroe County and the Town of Parma for Snow Removal and Ice Control for 2008-2009.

Motion carried: Aye 5 Nay 0

2009 AMENDATORY AGREEMENT –
ALL SEASONS COUNTY/TOWN WORK AGREEMENT

RESOLUTION NO. 26-2009 Motion by Councilman Comardo, seconded by Councilman Smith, to accept the 2009 Amendatory Agreement for the All Seasons County/Town Work Agreement.

Motion carried: Aye 5 Nay 0

Supt. Speer sought input from the Board on whether to proceed with the joint purchase of the sweeper. (2007-2008 Shared Municipal Services Program Contract for the Clarkson, Hamlin, Parma and Sweden Highway Partnership Program) The Superintendents had met and determined what features they wanted for the sweeper. The total cost is expected to be to be \$46,000 and would be spilt between each of the towns. They have been unable to get an answer for when we will be reimbursed through the grant due to the fiscal status at the state level. The consensus was not to purchase if we are not going to be reimbursed. Our Legislative representatives should be contacted on the status of reimbursements. The Town of Clarkson is the lead agency. Supt. Speer could not confirm if a final contract had been received.

Supt. Speer informed the Board that he will be changing Chris Moore's hours from 24 to 35 hours to cover increased stormwater regulations and additional things that were let go. Elsie Webster's hours will work one less day. There was disagreement on the number of hours that must be worked in order to be considered full-time as an hourly employee and salaried employee. Supt. Speer felt the employee manual did not reflect the change and that 2 months notice should have been given to the employee. Supervisor Lemcke expressed that this action was motivated by the loss of health care benefits and not increased work due to stormwater regulations. He countered that the Town board voted to change the health care coverage for part-time employees. The updates have not yet been made to the employee manual.

There was discussion on the number of hours and years Ms. Moore worked full-time and part-time. There were interpretations on Ms. Moore's duties including if she is a secretary or dispatcher. This led to whether she is a Town or Highway employee which would determine who has jurisdiction – the Town Board or the Highway Superintendent. Councilman Blackburn indicated that without a dispatcher position the Town would loose money. Supt. Speer stated that the State and County will not reimburse for employees paid out of the General Fund. There was further discussion on the tax rate being set, whether appropriations could be changed and these funds being the Highway Superintendent's to spend. Councilman Comardo would like to seek a legal opinion. Councilman Smith did not feel the number of hours was excessive if truly needed but was concerned about the total cost when health insurance was added.

The Highway Superintendent will research from his perspective and the Supervisor will pursue his perspective.

Councilman Carmestro inquired why the Town loader was seen on a private drive on Town Line Road. Supt. Speer responded that a Town truck got stuck while delivering wood chips and had to be pulled out. Discussion moved to chipping having started again. Councilman Smith indicated that if the highway Superintendent wished to send staff out for pick up it should come out of the highway budget and not be billed back to the Town. There was additional discussion on this being what has been done all along, if the work force could be used for revenue generating jobs, whether pick up should be during

downtime or specified times, expenses incurred such as gas to run equipment, there should be no overtime or interference with other work that needs to be done.

There was discussion on hauling chips out of town. Supervisor Lemcke noted that chips were taken to Chili today. Supt. Speer indicated that chips were delivered locally and some may have been taken to where Chili disposes of theirs. It was done to get rid of older chips that were closer to being mulch.

There was a complaint received from a resident on Twin Ponds regarding plowing of the street. There was discussion on the matter and it was not determined if there was follow up with the resident. Supt. Speer was asked to follow up from a customer service perspective.

BUILDING DEPARTMENT REPORT

Mr. Barton reported that the December and Year End Building Department Reports have been completed. He also noted that he was working with Councilman Carmestro on pictures for the ID badges to be issued.

In addition to the applications already received as a result of the ad which was run in the Suburban News for board openings, Mr. Barton informed the Town Board he received an email application today from Michael Reinschmidt expressing interest in the Zoning Board of Appeals opening.

Bob Prince reported there was a fire Christmas night at 4742 West Ridge Road which totally destroyed the unit.

RECREATION DEPARTMENT REPORT

Mr. Fowler submitted the Recreation year end review and included last year's goals and objectives. He also provided a summary of the Town Hall Field Lighting Project. A 2,000 Points of Light Campaign is being implemented by the Recreation Department. The vision of the campaign is to have 2,000 youth participate in a contest under the sport lighting system in 2009.

The Village Clerk and Mr. Fowler have met with Stu Brown Associates to discuss development of a comprehensive study to design a plan for a salt building structure, a community organization shared facility, municipal storage space and additional shared services and work force. The study will include collaborative efforts of the Town, Village and the Hilton Central School District with preparation of a shared services grant application through the "Local Government Efficiency Grant". The applications are due in Albany by January 14, 2009. Their fee would be \$3,000. There was discussion on the fee being split based on participation in the grant. The fee would be split evenly between the participating parties. In light of the timing, the Town Board will authorize payment now.

STUART BROWN ASSOCIATES – LOCAL GOVERNMENT EFFICIENCY GRANT APPLICATION

RESOLUTION NO. 27-2009 Motion by Supervisor Lemcke, seconded by Councilman Carmestro, to authorize up to \$3,000 from A Surplus for the services of Stuart Brown and Associates for the application for a shared services grant through the "Local Government Efficiency Grant" program.

Motion carried: Aye 5 Nay 0

LOCAL GOVERNMENT EFFICIENCY (LGE) GRANT PROGRAM 2008-2009 PROGRAM YEAR

RESOLUTION NO. 28-2009 Motion by Councilman Comardo, seconded by
Councilman Carmestro,

RESOLVED:

1. The Town Board of the Town of Parma authorizes the Town Supervisor, Richard Lemcke, to submit an application to the Local Government Efficiency (LGE) Grant Program for the 2008-2009 Program Year.
2. The Village of Hilton shall act as the "Lead Applicant" for the LGE grant application. The Town of Parma and the Hilton Central School District will act as "Co-Applicants."
3. The Town Board hereby authorizes the Town Supervisor, Richard Lemcke, to execute all financial and/or administrative processes related to the grant program.
4. The Town Board's authorization is made with the understanding that the Board of Education of the Hilton Central School District has agreed to serve as a "Co-Applicant" and has authorized the President of the Board of Education to execute all financial and/or administrative processes relating to the grant program on behalf of the School District.
5. The application shall request a "General Efficiency Planning Grant" that would enable the Town of Parma to work cooperatively with the Village of Hilton and the Hilton Central School District to undertake a study of the potential cost savings and improved service delivery associated with the construction of a shared services facility that could be used by all three municipalities for a variety of services including, but not limited to, salt storage, administrative offices and equipment storage.
6. The Village of Hilton, as Lead Applicant, and the Town of Parma and the Hilton Central School District Co-Applicants, will apply for a General Efficiency Planning Grant of \$25,650. The required local match for the grant is \$2,850. The Lead Applicant and the Co-Applicants will equally share the local cost and provide \$950 toward the project.
7. The Town of Parma will work with the Village of Hilton and the Hilton Central School District to prepare and execute an inter-municipal agreement setting forth individual responsibilities to participate in the conduct of the study and to work toward the implementation of the proposed recommendations.

Votes were recorded as follows:

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

PARKS DEPARTMENT

Joe Petricone reported the department has been working on Fire Marshall issues at the Library and they will be finishing up items in the Mechanical Room.

There was discussion regarding gathering data on VFW overhead expenses not improvements as compared to the approximately \$7500 revenue that was generated last year. Councilman Smith will contact Finance for this information.

BUSINESS ITEMS

GREECE COBRA SOCCER CLUB – NOTICE OF PETITION ARTICLE 78

The Town has been notified that the Greece Cobra Soccer Club has filed a Notice of Petition pursuant to Article 78 of the Civil Practice Law and Rules. This has been assigned to Judge Taddeo and a response is due February 17, 2009.

WILDER ROAD BRIDGE REHABILITATION PROJECT - SIDEWALK

Supervisor Lemcke noted that since the last meeting his understanding of the \$25,000 cost for the proposed sidewalks to cross the Wilder Road bridge is now up to \$40,000. By authorizing this expenditure, up to \$40,000, for the sidewalk project, Monroe County will design it. It will then be an option once it is bid for the County to do work, not to do it at all or have the Town to do the work. Monroe County is looking for authorization to design so they can move forward with the package. Grant funding is being sought for this.

RESOLUTION NO. 29-2009 Motion by Supervisor Lemcke, seconded by Councilman Carmestro, that the Town Board supports pedestrian sidewalk for the Wilder Road Bridge Rehabilitation Project; realizing the potential cost of \$40,000.

Motion carried: Aye 5 Nay 0

BARNHART/EICHAS LAWSUIT

Supervisor Lemcke reported notification has been received from our insurance provider regarding Highway employees. Items were briefly reviewed.

DUNBAR ROAD PROJECT

Supervisor Lemcke noted the Security Inspection Checklist for Wastewater Systems pertaining to the Dunbar Road Sewer project was missing the date of the inspection was done. Supt. Speer stated he got the information from the County over the phone and did not seem to clearly understand what date the USDA was asking for. This was clarified as the annual yearly inspection date.

CHARITY DISC GOLF

Ryan Hand has requested use of the VFW Hall and waiver of the fee to hold a disc golf tournament on January 24, 2009. Proceeds will go to the local food shelf.

RESOLUTION NO. 30-2009 Motion by Councilman Blackburn, seconded by Councilman Comardo, to waive the rental fees but not the security deposit for a charity disc golf tournament on January 24, 2009

Motion carried: Aye 5 Nay 0

The application form will need to be filled out. Mr. Fowler expressed his opinion that any response include the request that any structured tournament use of the course should be requested and approved by the Town.

BUDGET TRANSFERS

FROM			TO			
ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	REQUESTED
A1110.444	DA CLERK	699.00	A1110.11A	JUSTICES	21.00	SPEER
			A1110.12B	COURT HELP	642.00	SPEER
			A1110.412		36.00	SPEER
	A SURPLUS	1,550.00	A1110.212	OFFICE EQUIPMENT	1,550.00	SPEER
	A SURPLUS	835.00	A1110.12D	BALIFF	835.00	SPEER
SD8540.400	OTHER EXPENSES	8,083.61	SD9901.910	INTERFUND TRANSFERS	8,083.61	GAVIGAN
A1620.445	MAINTENANCE CONTRACTS	633.62	A1620.449	CONTRACTED SERVICES	633.62	GAVIGAN
A3640.249	FIELD EQUIPMENT	0.15	A3640.412	OFFICE SUPPLIES	0.15	GAVIGAN
A7530.423	HISTORICAL BUILDING	108.00	A7540.421	VFW PROPANE	108.00	GAVIGAN
	B SURPLUS	20,170.00	B8030.412	FARMLAND CONSERVATION	20,170.00	GAVIGAN
	**** CORRECTION FROM DEC 12/31/08 BUDGET TRANSFERS****					
HC 9901.910	INTERFUND TRANSFERS	5957.93	DB5031	PART TOWN	5,957.93	GAVIGAN
	LIGHTING PROJECT					

RESOLUTION NO. 31-2009 Motion by Councilman Smith, seconded by Councilman Comardo, to approve the Budget Transfers as submitted.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS

STIPEND REQUEST FOR COURT ATTENDANT

Councilman Smith requested a \$250 stipend for the Senior Court Attendant, Scott Frearson do to increased work associated with the new security system.

RESOLUTION NO. 32-2009 Motion by Councilman Smith, seconded by Councilman Blackburn, to authorize a stipend of \$250 for the Senior Court Attendant.

Motion carried: Aye 5 Nay 0

COURT ATTENDANCE OPERATIONAL GUIDELINES

Revisions have been made to the Court Attendance Operational Guidelines and include the court order regarding access on court nights.

RESOLUTION NO. 33-2009 Motion by Councilman Smith, seconded by Councilman Comardo, to accept the Court Attendance Operational Guidelines.

Motion carried: Aye 5 Nay 0

**APPOINTMENTS FOR ZONING BOARD OF APPEALS -
TINA BROWN AND JAMES ZOLLWEG**

Applications were received and interest expressed by Tina Brown, Jim Zollweg and Michael Reinschmidt to fill the Zoning Board of Appeals vacancies. A motion was made to appoint Ms. Brown to fill the regular position and for Mr. Zollweg to fill the alternate position. Councilman Blackburn felt the positions should be reversed as Mr. Zollweg had more experience. Mr. Barton noted there are training classes in the spring sponsored by Monroe County that will be beneficial.

RESOLUTION NO. 34-2009 Motion by Supervisor Lemcke, seconded by Councilman Comardo, to appoint Tina Brown to the Zoning Board of Appeals for the term of January 1, 2009 through December 31, 2013 and to appoint James Zollweg as the alternate to the Zoning Board of Appeals for the term of January 1, 2009 through December 31, 2009.

Motion carried: Aye 4 Nay 1 Voting Nay Councilman Blackburn
He felt the positions should be reversed.

INFORMATIONAL ITEMS

HIGHWAY SUPERINTENDENT REPORTS

Supervisor Lemcke reported that a report had been submitted. He felt it needed some fine tuning. After brief discussion, it was agreed that Supt. Speer would draft a report of what he thought they were asking for.

SPENCERPORT AREA CHAMBER OF COMMERCE AWARDS BANQUET

Supervisor Lemcke reported that an invitation was received from the Spencerport Area Chamber of Commerce for their annual Awards Banquet to be held on January 30, 2009. The Parma Bicentennial will be acknowledged that night. He and Councilman Carmestro, the liaison, are unable to attend. It was felt that someone should be in attendance. It was suggested the Town pay for two tickets. The Town Clerk will contact the committee and will also attend.

RESOLUTION NO. 35-2009 Motion by Councilman Carmestro, seconded by Councilman Comardo, to authorized attendance for a party two for the Spencerport Area Chamber of Commerce Awards Banquet to be held on January 30, 2009.

Motion carried: Aye 5 Nay 0

CABLE COVERAGE

A map of areas in the Town of Parma with cable access was provided. It was concluded that the areas without accessibility have no houses. It was noted that access is provided where economically feasible and in developments the service is installed underground.

MISCELLANEOUS

JUDGE SCIORTINO RECOGNIZED

Supervisor Lemcke informed the Town Board that Judge Michael Sciortino was sworn in as the President of the Monroe County Magistrates Association for the upcoming year.

AGRICULTURAL AND FARMLAND PROTECTION PLAN

Supervisor Lemcke noted he received a call from John Brennan NYS Agriculture and Markets, regarding the Agricultural and Farmland Protection Plan which was submitted to his office for review. He will be sending the Department's approval via letter but conveyed that this was one of the most comprehensive plans submitted to the state. It was noted the public hearing will be held February 3, 2009.

CELL PHONES HIGHWAY DEPARTMENT

Supervisor Lemcke noted that an invoice from Sprint for cell phones in the Highway Department was not sent after the last bill paying session in December. Previously the Town Board established there should be a reduction in the number of cell phones provided by the Town. Supervisor Lemcke wished to know why Supt. Speer purchased (4) additional phones. Supt. Speer responded that they are a valuable tool and make the department more efficient. He will be paying out of the Highway budget. There was extensive discussion which included: all trucks having radios, parties involved not consulted if they could do without, abuse of cell phones, monitoring for proper use, related discipline, who determines what will be purchased for that department.

Supt. Speer also indicated he will not be honoring what was established for truck use. The controversy stems around what is considered excessive and a way to reduce in a time when cuts need to be made versus what is considered necessary.

The issues were summed up as the Highway Superintendent viewing this as under funding the Highway Department and the Town Board viewing these actions as cost savings.

Supt. Speer left the meeting at 8:55 p.m. Discussion continued on the budget already being established, disagreement on who decides how Highway funds are spent, what is a necessity to operate more efficiently and less extravagantly, involvement of affected departments in the decision making process and it would have been more appropriate to provide information on why these items are necessary rather than going behind the Town Board.

LIAISON REPORTS

Councilman Smith provided the annual report for the Special Police. He noted that the Special Police expect to start magnetometer screening next week.

There were no other reports.

There being no further business before the Town Board, Councilman Smith made a motion to adjourn the meeting at 9:05 p.m., seconded by Councilman Carmestro.

Respectfully 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