

Parma Town Board meeting held on Tuesday, August 18, 2009 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

Supervisor	Richard Lemcke	
Councilman	Carm Carmestro	
Councilman	James Smith	
Councilman	Gary Comardo	
Councilman	James Roose	
Highway Superintendent	Brian Speer	
Recreation Director	Steve Fowler	
Absent	Building Inspector	Jack Barton

OTHERS IN ATTENDANCE

Bob Prince, Helen Ives, Glynne Schultz, Gene DeMeyer, Jim Zollweg, Carol Kluth, Matt Flagg, Tom Bertrand, Carol Lennon and other members of the public.

CALL TO ORDER

Supervisor Lemcke called the meeting to order at 6:30 p.m. Those present participated in the Pledge of Allegiance to the Flag, followed by a moment of silence. Supervisor Lemcke noted emergency exit procedures.

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.

Greece Canal Park entrance off Manitou Road – Gwen Schultz requested the Town Board’s support for an entrance off Manitou Road providing access for west side residents to the Monroe County Greece Canal Park. Currently the only entrance is off Elmgrove Road. Ms. Schultz provided maps indicating a possible location for an entrance off Manitou Road at Ogden Parma TL Road and information on funding for expected capital improvements at the Park. She has started a petition requesting that an entrance be made a priority. It was agreed that petitions could be placed at the Town Hall, Library and other public locations in the Town.

Court Office Renovation - Bob Prince introduced Rob Scroger of Nathaniel General Contracting. Mr. Scroger updated the Town Board on the progress of the project. He forecasted a mid September completion date.

MINUTES – AUGUST 4, 2009

RESOLUTION NO. 184-2009 Motion by Councilman Smith, seconded by Councilman Comardo, to accept the Minutes of the August 4, 2009 meeting as submitted.

Motion carried: Aye 5 Nay 0

Bob Prince questioned why the Town Board gave a raise and changed the status of a new employee to full time when all departments were asked to buy into zero pay increases for the upcoming budget. He noted there were employees who were upset with this decision. There was discussion on health benefits, who could apply for the position, offering positions to internal employees first, merit raises in general. It was noted that the job was

advertised, the change will result in an overall reduction in payroll costs where other departments are maintaining a zero budget as requested. The changes reflect a restructuring of the position and the starting wage is below the base wage for this position in comparable towns. There was debate on past history of merit raises, the reality of this Town's wages being on the lower spectrum of the scale and the perception that the employees are not being treated fairly. It was noted that employees can speak to the Town Board should they feel the need.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported a resident on Webster Road has an issue with erosion at the culvert under their driveway. This is not normally an issue that would be addressed by the Highway Department; however, the erosion is so severe at the culvert wing walls that the bridge over West Creek could be compromised if the situation is not dealt with. Supt. Speer has contacted J.P. Schepp of Chatfield Engineers to determine the extent of the area that should be addressed and he will design a solution. Rights of way on private property will be involved and the Department of Soil and Water Conservation has been contacted for assistance in obtaining a permit from the DEC.

Supt. Speer met today with Fisher Associates. They will do the design work for the Collamer Road Bridge Project. At some point, there will be an information meeting to inform the public about the plan.

Supervisor Lemcke inquired as to the status of Employee Handbook acknowledgements. Supt. Speer indicated he would have to promote the returns more strongly. It was noted that the sign off is to acknowledge that the manual has been received. Concerns were expressed for exposure to the Town and that signatures must be obtained. ID badges have also not been completed. Pictures can be taken with any digital camera. The status of monthly Highway Superintendent reports was brought up again. Supt. Speer indicated he could start on them now that he is finished with the budget.

Carol Kluth asked about the milling of the intersection at Manitou and Wilder Road. Supt. Speer noted work was to start Friday because that is when the machine is available to do the work. She also inquired about the status of the Wilder Road Bridge and culvert pipe work on Wilder Road. There was discussion on whether the bridge would be ready by the start of school. The County has indicated that they will be on schedule. Regarding the culvert piping, Supt. Speer hoped it would be done before the month is over. She is concerned about her basement flooding. Supt. Speer did not feel the placement of the piping would have an impact.

TOWN CLERK REPORT

Hunting and Fishing licenses for the upcoming 2009/2010 season went on sale August 17, 2009. There have been significant changes to the pricing and issuing structure. So far there have been moderate sales.

Copies of the survey regarding sidewalks/sewers along Lake Avenue, which was sent by the Village Mayor to twenty randomly selected residences in the Rolling Meadows subdivision, were provided by the Village Clerk. Copies have been given to the Town Board.

Correspondence was received and provided to the Town Board regarding feedback on the Town Park and Bicentennial events and a request for a speed limit study for Winding Country Lane.

A copy of the Renewal Application Notice form for Braemar Country Club has been received regarding their On-Premises Alcoholic Beverage License.

There was discussion on use of the Town Hall for non-profit meetings. It was determined that a group should submit a request to the Town Board for approval.

BUILDING DEPARTMENT REPORT

There was no Building Department report.

RECREATION DEPARTMENT REPORT

Mr. Fowler reported that the Town will be receiving an Enhancement Grant from the Monroe County Office of the Aging in the amount of \$8,000. Its purpose is for focus on the Senior Nutrition Program and programming venues for our senior population.

An update on the utilization of the credit card payment option was provided. Since summer registration began June 8th, 230 MasterCard transactions totaling \$13,980 have been completed with \$455.42 in convenience fees charged back to the registrants.

The six-week summer playground opportunity has just completed. A participation Comparison Sheet was given to the Town Board documenting participation since 1998. A fiscal review is to follow.

PARKS DEPARTMENT

Mr. Petricone reported staff has been working to repair erosion on the cross country trails. There was discussion on dismantling and bringing the newly acquired skate ramps to The Town Hall Park. Interest has been expressed in the old ramps.

DECLARATION OF SKATE PARK RAMPS AS SURPLUS FOR SALVAGE

RESOLUTION NO. 185-2009 Motion by Councilman Smith, seconded by Councilman Comardo, to declare the unusable skate park ramps as surplus to our needs and for salvage.

Motion carried: Aye 5 Nay 0

Councilman Smith questioned if there should be some kind of waiver for liability. It was felt there would be too much exposure unless the party has liability insurance and a waiver should be obtained.

BICENTENNIAL

The Bicentennial Celebration has concluded with the Town celebration. The Parks and Recreation Departments were acknowledged for all the work they did to get ready. It was well attended, feedback from vendors was good and the Historical Society and Museum displays were well received. The Bicentennial committee was acknowledged as well. There was discussion on having the movie venue in other capacities throughout the year.

BUSINESS ITEMS

ABOVE GROUND FUEL STORAGE TANKS

There was discussion on above ground fuel storage tanks which was prompted by a request for a permit. The Town Code does not allow above ground fuel storage tanks so a permit cannot be issued. Mr. Prince highlighted portions of another Town's code which does allow but only under certain conditions. He will provide copies of that code as

written to the Town Board before the next meeting. Town Board members can make the revisions they would like and present at the next meeting.

SOLAR LIGHTING GRANT

Mr. Fowler reported he had been working with Stuart Brown Associates, Inc. regarding a proposal for grant writing services for Town of Parma Parking Lot Solar Lighting – ARRA Assistance. The project would request grant funding to install solar powered lighting in the parking lots for the recreational ball fields. Consideration was also given to including solar lighting in spot areas at the Highway garage. In consulting with Stuart Brown Associates it was determined the project would not meet the criteria for the August 24, 2009 application deadline. There will be no fee for the research done. There are two additional opportunities through NYSTRA which focus on smaller municipalities and would not take away power from the grid.

2010 DEPARTMENT BUDGETS REQUEST

All Department budgets have been submitted. Even with zero percent increases from departments, the draft reflects an 11% tax increase in the Village and an almost 15% tax increase in the Town outside the Village. Supervisor Lemcke will be working with the Finance Director to bring forward the 2010 Tentative Budget. He noted the Sales Tax revenue for the first two quarters of the year is down \$72,270.

COURT OFFICE RENOVATION - CARPET

Two proposals have been received from ProCarpet for carpeting in the Court offices. ProCarpet has state contract pricing for both of the choices submitted. The Interface Cubic carpet tile was selected for the Library replacement and is also being recommended for this replacement. *See Schedule A at end of minutes of quotes.* There was discussion on whether prevailing wage was being paid and if the carpeting is fire rated. It was felt the wage must be because it is under NYS contract which must use prevailing wages. It was also noted these are the same tiles purchased for the Library installation and the fire rating was verified at that time.

RESOLUTION NO. 186-2009 Motion by Councilman Comardo, seconded by Councilman Smith, to accept the quote of \$2,862.85 from ProCarpet per the New York State contract to replace carpeting in the Court offices.

Motion carried: Aye 5 Nay 0

SET JOINT MEETING DATE WITH VILLAGE OF HILTON

RESOLUTION NO. 187-2009 Motion by Councilman Smith, seconded by Councilman Carmestro, to hold a joint workshop meeting with the Village of Hilton on October 13, 2009 at 6:30 p.m. to be hosted by the Village of Hilton.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS

Pending Legal Matter - Deposition of Highway Department employees has been scheduled for September 28th and 29th at the Town Hall.

INFORMATION ITEMS

TOWN OF RICHMOND

The Town of Richmond provided a copy of the resolution they passed on July 24, 2009. It declares their skate park ramps as surplus equipment, determines the fair market value as \$8,500 and authorizes the ramps be transferred to the Town of Parma in “as is” and “where is” condition. Supervisor Lemcke acknowledged the Town of Richmond for the very fair appraisal of the ramps and that the Town is looking forward to them being in the Town Park.

MISCELLANEOUS

2010 Budget – Drafts of the 2010 Budgets submitted by Department Heads have been provided to the Town Board. Supervisor Lemcke drew the Boards attention to the decrease in the Mortgage Tax and noted there has been discussion on eliminating State Aid to Towns.

Make a Difference Day – Supervisor Lemcke and Councilman Carmestro have attended planning meetings for this area wide event to be held on October 24, 2009. Councilman Carmestro noted it would be geared towards helping seniors in our community. The school district and local service organizations, including representation from Hilton, Parma, Hamlin and Greece, will be providing the manpower for the projects to be undertaken. There will be some cost involved to provide materials for the projects. The Chamber of Commerce plans to provide t-shirts to 300-500 participants and there will be pizza and beverages provided for participants. Plans include a kickoff for volunteers, planting a garden at the Unity apartments, events at Hilton East, work at the local food shelf, yard work at the homes of local seniors, and a video recording the day’s events to be shown at a closing pizza and beverage party. Councilman Carmestro asked that the Town authorize \$500 to help underwrite the day’s events and noted this is seed money for what is hoped will be an annual event.

MAKE A DIFFERENCE DAY – OCTOBER 24, 2009

RESOLUTION NO. 188-2009 Motion by Councilman Carmestro, seconded by Councilman Comardo, to appropriate \$500 from Miscellaneous Contingency for the Make a Difference Day to be held on October 24, 2009.

Motion carried: Aye 5 Nay 0

Agricultural and Farmland Protection Plan - NYS Department of Agriculture and Markets has adopted and accepted the Town of Parma Agricultural and Farmland Protection Plan. The Commissioner commended the Town Board and the Farmland and Open Space Protection Committee for their initiative and efforts in developing the plan.

Development Rights Grant – The Town has been notified that they have received a grant for \$125,000 from the County of Monroe for the purchase of development rights for the Martin property at the corner of Burritt Road and Route 259. Supervisor Lemcke will be meeting with Gay Mills, Genesee Valley Land Trust, and Scott Copey, Chairman of the Farmland and Open Space Protection Committee, to identify next steps to be taken.

Winding Country Lane Speed Limit – The current speed limit is 30 mph. There was discussion on how to address resident concerns with speeding. Supt. Speer will see if he can borrow the Village speed control monitor.

LIAISON REPORTS

**Councilman Smith reported individuals have been cited for noncompliance issues and illegal filling.

**Councilman Comardo reported there had not been a Recreation Commission meeting since the last Town Board meeting. He acknowledged the grant received from Monroe County of the Aging and repair work was needed on soccer fields at the Community Center. Mr. Fowler explained the needed repairs were in front of the goals on all three fields at the Community Center. A letter was sent Monday afternoon and the repairs were made Tuesday morning. Mr. Fowler thanked the Village for their impressive effort in making those repairs. The Special Police logged 74.5 hours for bike patrol in July and are putting together the same for August.

** Councilman Roose reported the Dog Control officer had followed up on a complaint received at the last Town Board meeting from Mr. Thomas. He also noted the crates used by the Dog Control Officer are falling apart. Mr. Fritz is at getting some made inexpensively out of aluminum. Planning and Zoning Board meetings covered routine items.

**Councilman Carmestro thanked the Recreation and Parks Departments for the efforts put forth for the Town Celebration. Regarding the Hilton Fire Department, he noted there will be five new members inducted into the department bringing their total membership to approximately 115 people. The department is looking to purchase the two lots across the street to the west of the new fire hall. The next Village Board meeting is in two weeks.

WARRANT

There was discussion on additional vouchers submitted from the Parks Department and payroll related entries made in Trust & Agency. The Council Report will change by the following amounts: General Fund from \$92,699.62 to \$109,772.01
Trust & Agency from \$6,454.01 to \$30,127.69
Grand Total from \$186,575.26 to \$227,351.33

RESOLUTION NO. 189-2009 Motion by Councilman Smith and seconded by Councilman Comardo, to approve payment of the warrant including the changes to the General Fund and Trust and Agency as submitted below.

FUND TOTALS			
AOO	General Fund	\$	109,772.01
BOO	Part Town	\$	4,179.33
DAO	Highway, Townwide	\$	1,746.26
DBO	Highway, Part Town	\$	71,137.51
SDO	Townwide Drainage	\$	10,388.53
TAO	Trust & Agency	\$	30,127.69
GRAND TOTAL:			\$ 227,351.33

There was review and discussion on

Motion carried: Aye 5 Nay 0

ADDITIONAL ITEMS

Center for Youth Services - Mr. Fowler informed the Town Board of an opportunity to participate in Safe Place. It is a program sponsored by the Center for Youth Services which offers training to employees of entities that are designated as a safe place for youth to come. Mr. Fowler noted Mary Gavigan identified this opportunity and will follow up on this in more detail to the Town Board when he has more information.



5580 Ridge Road West
 Spencerport, NY 14559

www.procarpetinc.com

Office: 585-352 - 5905
 Fax: 585 - 352 - 1843

Proposal

Submitted To:	Description of Job:
Town of Parma 1300 Hilton Parma Rd. Hilton, New York 14468 ATT: Jack Barton	New Offices
	Phone: 392-9449 Date: 8/10/2009

We Herely Submit specifications and estimates for: installation of new flooring as follows

Quantity	Description	Unit Price	Total
65.78 Sq. Yds.	Interface Cubic carpet tile purchased from NYS contract	\$26.00	\$1,710.28
1 Ea.	Gridset adhesive	\$90.00	\$90.00
65.78 Sq. Yds.	Labor to install carpet	\$6.50	\$427.57
1 Ea.	Floor preparation (not to exceed)	\$425.00	\$425.00
120 Lin. Ft.	4" vinyl base installed as needed	\$1.75	\$210.00
<p>Floor prep includes infill of existing floor registers and irregularities of 1/8" or less in new and existing slabs.</p> <p>Removals and furniture moving are not include in above price.</p>			
Notes:		Sub-Total	\$2,862.85
		Tax	
		Total	\$2,862.85

We Herely Propose to furnish labor and materials in accordance with the above specifications, for the sum of:

With Payment to be made as follows: _____ Net 30 days _____

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner.

Acceptance of Proposal:	Authorized Signature:
Signature: _____	Signature: _____
Date Accepted: _____	Note: This proposal may be withdrawn by us if not accepted within ____ Days
<p>The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p>	