

Parma Town Board meeting held on Tuesday, January 5, 2010 at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

Supervisor	Peter McCann
Councilman	Carm Carmestro
Councilman	James Smith
Councilman	Gary Comardo
Councilman	James Roose
Highway Supt.	Brian Speer
Building Inspector	Jack Barton

Recreation Director, Steve Fowler, will be late.

OTHERS IN ATTENDANCE

Gene DeMeyer, Mike Weldon, Tom Bertrand, Jim Christ, Bob Prince, Carol Kluth, Helen Ives, Jim Zollweg, Scott Copey, Charles Lissow, Kenneth Blackburn and other members of the public.

CALL TO ORDER

Supervisor McCann 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 McCann noted emergency exit procedures. All were present with the exception of the Recreation Director Steve Fowler who will be late due to a prior commitment. The Organizational Meeting will be held first followed by the regular meeting after which both meetings will be closed at once.

ORGANIZATIONAL MEETING

MILEAGE AGREEMENT FOR REIMBURSEMENT TO EMPLOYEES WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA BUSINESS FOR 2010

RESOLUTION NO. 1-2010 Motion by Councilman Smith, seconded by Councilman Comardo, to approve the amount of \$.50 per mile to be paid to employees who use their personal vehicles for official Town of Parma business.

Motion carried: Aye 5 Nay 0

2010 SUPERVISOR APPOINTMENTS

Supervisor McCann informed the Town Board of the following appointments for 2010.

Deputy Supervisor	Gary Comardo
Director of Finance	Mary Gavigan
Bookkeeper	Marian Aprilano
Historian PT	Thomas Burger
Historian PT	Don Stilson

RECEIVER OF TAXES, REGISTRAR, AND RECORDS MANAGEMENT OFFICER APPOINTMENTS

RESOLUTION NO. 2-2010 Motion by Councilman Roose, seconded by Councilman Comardo, to appoint Donna Curry Receiver of Taxes, Registrar and Records Management Officer for 2010.

Motion carried: Aye 5 Nay 0

Supervisor McCann noted that he plans to meet with staff to upgrade the current records management/keeping policy during the 1st quarter of the year.

TOWN CLERK APPOINTMENTS FOR 2010

Town Clerk Curry informed the Town Board of the following appointments for 2010.

First Deputy Town Clerk	Carrie Webster
Second Deputy Town Clerk	Kerri Scoccia

APPOINT TOWN MARRIAGE OFFICER

RESOLUTION NO. 3-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to appoint Donna K. Curry as a Marriage Officer for the Town of Parma. The term will run concurrently with her present elected term which expires on December 31, 2013.

Motion carried: Aye 5 Nay 0

APPROVAL OF BLANKET UNDERTAKING

RESOLUTION NO. 4-2010 Motion by Councilman Carmestro, seconded by Councilman Comardo, to acknowledge as sufficient per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, Clerks and employees as set forth below:

- | | |
|--|--|
| 1. Town Supervisor, Town Clerk/Receiver of Taxes,
Director of Finance and Assistant Director of Finance | \$500,000 Limit |
| 2. Employees including Clerks, Court Clerk, Town
Officers and employees not prescribed above) | \$100,000 Limit
\$ 1,000 Deductable |

Motion carried: Aye 5 Nay 0

OFFICIAL DEPOSITORIES OF THE TOWN OF PARMA

RESOLUTION NO. 5-2010 Motion by Councilman Smith, seconded by Councilman Roose, to approve M&T Bank, HSBC Bank and First Niagara Bank as the official depositories for the Town of Parma for 2010.

Motion carried: Aye 5 Nay 0

OFFICIAL NEWSPAPERS OF THE TOWN OF PARMA

RESOLUTION NO. 6-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to designate the Suburban News North and South Editions as the primary newspaper for the Town of Parma for 2010. Should there be a need, or if a deadline is missed with the Suburban News the secondary newspaper will be the Rochester Democrat & Chronicle.

Motion carried: Aye 5 Nay 0

OFFICIAL MEETING DATES FOR THE RECREATION COMMISSION - 2010

The following Recreation Commission meeting dates were approved by the 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 Community Center.

January 27, 2010	June 23, 2010
February 17, 2010 (3 rd Wednesday)	July 28, 2010
March 24, 2010	September 22, 2010
April 28, 2010	October 27, 2010
May 26, 2010	November 17, 2010 (3 rd Wednesday)

TOWN BOARD MEETING DATES -2010

RESOLUTION NO. 7-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to approve the 2010 meeting dates for the Parma Town Board as follows:

January 5, 2010	July 20, 2010
January 19, 2010	August 17, 2010
February 2, 2010	September 7, 2010
February 16, 2010	September 21, 2010
March 2, 2010	October 5, 2010
March 16, 2010	October 19, 2010
April 6, 2010	November 3, 2010 (Wednesday)
April 20, 2010	November 16, 2010
May 4, 2010	December 7, 2010
May 18, 2010	December 21, 2010
June 15, 2010	December 30, 2010 (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. Discussion included having only one meeting for June, July and August and the option of calling a meeting if necessary.

Motion carried: Aye 4 Nay 1 Voting Nay Councilman Carmestro

PLANNING BOARD MEETING DATES – 2010

RESOLUTION NO. 8-2010 Motion by Councilman Smith, seconded by Councilman Carmestro, to approve the 2010 meeting dates for the Parma Planning Board as follows:

January 7, 2010	July 19, 2010
January 18, 2010	August 5, 2010
February 4, 2010	August 16, 2010
February 15, 2010	September 2, 2010
March 4, 2010	September 20, 2010
March 15, 2010	October 7, 2010
April 1, 2010	October 18, 2010
April 19, 2010	November 4, 2010
May 6, 2010	November 15, 2010
May 17, 2010	December 2, 2010
June 3, 2010	December 20, 2010
June 21, 2010	January 6, 2011
July 1, 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

ZONING BOARD OF APPEALS MEETING DATES – 2010

RESOLUTION NO. 9-2010 Motion by Councilman Carmestro, seconded by Councilman Smith to approve the 2010 meeting dates for the Parma Zoning Board of Appeals as follows:

January 21, 2010	July 15, 2010
February 18, 2010	August 19, 2010
March 18, 2010	September 16, 2010
April 12, 2010	October 21, 2010
May 20, 2010	November 18, 2010
June 17, 2010	December 16, 2010
	January 20, 2011

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 – 2010

RESOLUTION NO. 10-2010 Motion by Councilman Smith, seconded by Councilman Comardo, to approve the 2010 meeting dates for the Parma Conservation Board as follows:

January 5, 2010	July 6, 2010
January 19, 2010	July 20, 2010
February 2, 2010	August 3, 2010
February 16, 2010	August 17, 2010
March 2, 2010	September 7, 2010
March 16, 2010	September 21, 2010
April 6, 2010	October 5, 2010
April 20, 2010	October 19, 2010
May 4, 2010	November 3, 2010 (Wednesday)
May 18, 2010	November 16, 2010
June 1, 2010	December 7, 2010
June 15, 2010	December 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

STANDARD WORKDAYS ESTABLISHED FOR THE TOWN OF PARMA

Supervisor McCann noted that New York State has changed the reporting requirements for retirement reporting purposes. Elected and appointed officials that are part of the retirement system must now record their time for a three month period within 150 days of taking office and provide the information to the Town Clerk for filing. Packets will be provided to affected officials to assist in recording this time.

RESOLUTION NO. 11-2010 Motion by Councilman Roose, seconded by Councilman Comardo, to approve for retirement purposes a seven hour workday for the following positions:

Assessment Clerk	Assessor
Assistant Assessor	Building Inspector
Civil Defense Administrator	Clerk to Town Justice
Conservation Board Member	Councilperson
Court Attendant	Deputy Supervisor
Deputy Town Clerk	Deputy Town Clerk/ Receiver of Taxes
Director of Finance	Dog Control Officer
Fire Marshal PT	Food Service PT
Historian PT	Laborer
Library Director	Library Page
Library Trainee	Lifeguard Seasonal
Office Clerk PT	Office Clerk IV
Office Clerk IV-Seasonal	Planning Board Member
Principal Library Clerk	Receiver of Taxes / Assessments
Registrar of Vital Statistics PT	Recreation Assistant
Recreation Director	Assistant Recreation Director
Recreation Leader	Recreation Supervisor (Provisional)
Secretary to Planning Board	Secretary to Zoning Board
Secretary to Supervisor	Senior Citizen Program Specialist
Senior Library Clerk	Student Helper

Supervisor
Town Clerk
Zoning Investigator PT

Town Justice
Zoning Board Member

And an 8 hour workday for retirement purposes for the following positions:

Deputy Superintendent of Highways	Heavy Motor Equipment Operator
Laborer (Highway) (Buildings & Grounds)	Laborer PT (Highway) (Buildings & Grounds)
Maintenance Mechanic III	Motor Equipment Operator
Parks Foreman	Parks Assistant Foreman
Superintendent of Highways	

Motion carried: Aye 5 Nay 0

TOWN OF PARMA OFFICIAL HOLIDAYS – 2010

RESOLUTION NO. 12-2010 Motion by Councilman Roose, seconded by Councilman Smith, to approve the Town of Parma 2010 Official Holidays as follows:

Friday, January 1, 2010	New Years Day
Monday, January 18, 2010	Martin Luther King Day
Monday, February 15, 2010	Presidents' Day
Friday, April 2, 2010	Good Friday
Monday, May 31, 2010	Memorial Day
Monday, July 5, 2010	Independence Day
Monday, September 6, 2010	Labor Day
Monday, October 11, 2010	Columbus Day
Thursday, November 11, 2010	Veterans Day
Thursday, November 25, 2010	Thanksgiving Day
Friday, November 26, 2010	Thanksgiving Holiday
Friday, December 24, 2010	Christmas Holiday
Friday, December 31, 2010	New Years Day Holiday

Motion carried: Aye 5 Nay 0

BOARD, COMMISSION AND COMMITTEE APPOINTMENTS

RESOLUTION NO. 13-2010 Motion by Councilman Smith, seconded by Councilman Carmestro, to approve the appointments to the Town of Parma Boards and Commissions as they have been presented for 2010.

PLANNING BOARD

Tod Ferguson	Term Jan 1, 2010 to Dec 31, 2014
Maureen Werner, Sec.	Term Jan 1, 2010 to Dec 31, 2010

ZONING BOARD OF APPEALS

Dean Snyder	Term Jan 1, 2010 to Dec 31, 2014
Diane Grundon, Sec.	Term Jan 1, 2010 to Dec 31, 2010
Jim Zollweg, Alternate	Term Jan 1, 2010 to Dec 31, 2010

CONSERVATION BOARD

Elaine Begy, Sec.	Term Jan. 1, 2010 to Dec. 31, 2011
Don Harter	Term Jan. 1, 2010 to Dec. 31, 2011
Greg Pacelli	Term Jan. 1, 2010 to Dec. 31, 2011
Michael Ingham	Term Jan. 1, 2010 to Dec. 31, 2011

LIBRARY BOARD

Maureen Spindler has resigned from the Library Board. The Library Board has requested that Mary Jane Skarzynski be appointed to fill the unexpired term.

Mari Crumb	Term Jan. 1, 2010 to Dec. 31, 2014
Mary Jane Skarzynski	Term Jan. 1, 2010 to Dec. 31, 2011

ASSESSMENT REVIEW BOARD

Anthony Meleo	Term Oct. 1, 2010 to Sept. 30, 2014
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RECREATION COMMISSION

Carol Lennon	Term Jan. 1, 2010 to Dec. 31, 2013
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FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE

Donald Harter has declined another term on this committee. It was agreed that the Farmland and Open Space Committee will recommend a replacement. Scott Copey, Chairperson, noted that the committee would like to have someone from the farming community.

Scott Copey, Chairperson	December 31, 2010
Marilyn DeMeyer	December 31, 2010
Patrick Buskey	December 31, 2010
Richard Holden	December 31, 2010
Tim Harner	December 31, 2010
Tim Thomas	December 31, 2010
Donald Green	December 31, 2010

Motion carried: Aye 5 Nay 0

**LIAISON ASSIGNMENTS FOR TOWN DEPARTMENTS, BOARDS
AND COMMISSIONS FOR 2010**

RESOLUTION NO. 14-2010 Motion by Councilman Carmestro, seconded by Councilman Comardo, to approve the following liaison assignments for 2010

Supervisor McCann	Personnel Union Library
Councilman Roose	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

Motion carried: Aye 5 Nay 0

TOWN OF PARMA INVESTMENT POLICY

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

RESOLUTION NO. 15-2010 Motion by Councilman Smith, seconded by Councilman Roose, 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 2010

RESOLUTION NO. 16-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to approve the following Election Inspector rates for 2010:

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

Motion carried: Aye 5 Nay 0

PETTY CASH APPROVALS

RESOLUTION NO. 17-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to approve the following petty cash amounts for the following departments for 2010:

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

RESOLUTION NO. 18-2010 Motion by Councilman Carnestro, seconded by Councilman Smith, to approve the Procurement Policies and Procedures for the Town of Parma for 2010 with no changes.

Motion carried: Aye 5 Nay 0

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

STATEMENT OF NON-COLLUSION

RESOLUTION NO. 19-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to approve the Statement of Non-Collusion.

Motion carried: Aye 5 Nay 0

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

ESTABLISH DATE FOR YEAR-END BILL PAYING SESSION

RESOLUTION NO. 20-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to hold the year-end bill paying session on December 30, 2010 with the time to be determine closer to that date.

Motion carried: Aye 5 Nay 0

TOWN OF PARMA PAVILION RENTAL AND VFW RENTAL FEES FOR 2010

Councilman Carmestro requested that a carry-in carry-out policy be considered. Supervisor McCann asked that discussion on this be part of a future meeting discussion. The Parks Department was asked to check what other towns do and the cost to remove the trash. It was felt these rates are very reasonable for a facility of this caliber. There was discussion on fees, the security deposit, cancellations and inspections .

RESOLUTION NO. 21-2010 Motion by Councilman Carmestro, seconded by Councilman Smith, to approve the following per event rental fees for 2010:

Pavilion Rentals:	Resident	\$60.00
	Non-resident	\$125.00

VFW Rentals:	Regular-Full Day	\$275.00	+ \$100 Security Deposit
	4 Hours or less	\$175.00	+ \$100 Security Deposit
	Active VFW Member	\$50.00	+ \$100 Security Deposit
	Inactive VFW Member	\$75.00	+ \$100 Security Deposit
	Non-profits	\$100.00	+ \$100 Security Deposit

Cancellation Fee: \$30.00

Security Deposits: All returns of security deposits are subject to approval after an inspection has been made by the Parks Department. The building must be left in the condition received.

Motion carried: Aye 5 Nay 0

APPOINTMENT OF SPECIAL PROSECUTOR

There was discussion on soliciting information from other attorneys; the fees and reasonableness of those fees; the type and quality of work provided by current attorneys; and the ability of the Town Board to come back to review or change any of these appointments to better suit our needs and liking.

RESOLUTION NO. 22-2010 Motion by Councilman Comardo, seconded by Councilman Roose,

WHEREAS, the Town Board of the Town of Parma, Monroe County has been advised that in order to properly prosecute certain violations of the Town of Parma Ordinances and Local Laws, it is necessary to obtain the appointment of the Attorneys' for the town as Special Prosecutor; and,

WHEREAS, the Town Board desires the Assistant Counsel for the Town, Lara Badain, Esq., be appointed as Special Prosecutor for this purpose; and,

WHEREAS, the Town Board desires the Assistant Counsel for the Town, Peter Rodgers, Esq., be appointed as Special Prosecutor for this purpose; and,

WHEREAS, the Town Board, once it has so appointed the Attorney for the Town, would ask the District Attorney of the County of Monroe to approve the appointment and take whatever steps are necessary to authorize the Assistant Counsel for the Town to act as Special Prosecutor for these purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Parma hereby appoints Attorneys for the Town Lara Badain, Esq. and Peter Rodgers, Esq. to act as a Special Prosecutor for the purpose of prosecuting any alleged violations of or offenses against the Ordinances, Local Laws and Code of the Town of Parma, in and for the Town of Parma, in the County of Monroe and requests the District Attorney of the County of Monroe to approve the appointment made herein and take whatever steps are necessary to properly authorize Lara Badain, Esq. and Peter Rodgers, Esq. to act as a Special Prosecutor as set forth herein.

Motion carried: Aye 5 Nay 0

OFFICIAL ATTORNEYS FOR THE TOWN FOR 2010

RESOLUTION NO. 23-2010 Motion by Councilman Carmestro, seconded by Councilman Smith, to name the official Attorneys for the Town of Parma for the year 2010 as Lacy Katzen, LLP; Sercu & Sercu, LLP; and Bond, Schoeneck & King, PLLC and Harter Secrest & Emery, LLP.

Motion carried: Aye 5 Nay 0

ENGINEERING FIRMS FOR THE TOWN OF PARMA FOR 2010

RESOLUTION NO. 24-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to name Larsen Engineers and Chatfield Engineers as engineering firms for the Town of Parma for 2010.

Motion carried: Aye 5 Nay 0

OFFICIAL ELECTRICAL INSPECTION AGENCIES FOR 2010

RESOLUTION NO. 25-2010 Motion by Councilman Roose, seconded by Councilman Comardo, to approve Common Wealth and Middle Department as the official electrical inspection agencies for the Town of Parma for 2010.

Motion carried: Aye 5 Nay 0

DOG CONTROL OFFICER VACATION COVERAGE FOR 2010

RESOLUTION NO. 26-2010 Motion by Councilman Smith, seconded by Councilman Comardo, to have 2010 out of town vacation coverage for the Dog Control Officer provided by the Parma Special Police. A fee of \$25.00 will be paid for each call they respond to.

Motion carried: Aye 5 Nay 0

DOG CONTROL KENNEL AGREEMENT

RESOLUTION NO. 27-2010 Motion by Councilman Smith, seconded by Councilman Roose, to approve Lollipop Farms as its official kennel for the year 2010.

Motion carried: Aye 5 Nay 0

DOG FINES FOR 2010

RESOLUTION NO. 28-2010 Motion by Councilman Comardo, seconded by Councilman Carmestro, to approve the dog fines for 2010 as follows: Penalties for dog ordinances in the Town of Parma for 2010 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 2010

RESOLUTION NO. 29-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to approve the Active Employee List for the year 2010 reflecting the following corrections/changes:
James Christ hourly wage \$21.37
Carrie Webster job title Deputy Town Clerk and Receiver of Taxes
Add Kerri Scoccia, Deputy Town Clerk at \$10.00 hourly wage.

Motion carried: Aye 5 Nay 0

Supervisor McCann concluded the Organizational portion of the meeting and commenced the regular portion of the meeting.

PUBLIC FORUM

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

MINUTES – DECEMBER 15, 2009

RESOLUTION NO. 30-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to accept the Minutes of the December 15, 2009 meeting

Motion carried: Aye 4 Nay 0 Abstain Supervisor McCann

TOWN CLERK REPORT

Collection of the 2010 Town and County Tax cycle has started and collections are steady. The change to four installment payments and the partial payments program has generated inquiries and a good response.

The final version of the Agricultural and Farmland Protection Plan has been received copies have been given to Town Board members and to the Library for public reference. A copy will be available on the website once the Farmland and Open Space Committee has their site ready.

A notice was received from the Village of Hilton regarding a public hearing to subdivide 150 Hojack Lane.

The VFW Summary Report for December has been submitted.

Notice was received from the Association of Towns regarding the Annual Meeting and Training School to be held February 14 – 17, 2010.

The clerk also reported a notice was received from the Monroe County Board of Elections that the State Board of Elections has certified the new voting machines in December. The optical scanners/ballot marking devices will be used from here on out. They will be looking at consolidating single site locations.

There was discussion on use of the microphones.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported the department had to do work on the salt shed. The condition of the building, the repairs done and their cost was discussed.

The representatives from the Village, Hilton School District and the Town (Shared Services Team) have been meeting regarding a new salt shed and a shared building. It has already been agreed that John Steinmetz would write an implementation grant; but there is concern that the early February deadline could not be met. Instead they would like to redirect the focus of the already approved funds to an application for a planning and design grant. This change keeps the project on track and if awarded a grant, it would pay for the engineering fees to design the multi use building and salt shed. However, there is a slight risk that if we are not selected to receive a grant, the municipalities may have to pay another grant writing fee at a later time to re-apply. The Shared Services Team wanted each board to be aware of the change and confirmation of their agreement.

Discussion within the Shared Services Team has included having the shared building be used for central receiving by the school district, the Loan Closet, Furniture Alert, dry storage for the Town and other purposes. Councilman Carmestro confirmed that the Hilton School District is on board.

Supt. Speer would also like to pursue getting multiple grants as there might be funding available through the Clean Water Act. He also noted that the old bus garage is in very poor condition.

SUPPORT GRANT APPLICATION FOR PLANNING AND DESIGN OF MULTIPURPOSE BUILDING AND SALT SHED

RESOLUTION NO. 31-2010 Motion by Councilman Carmestro, seconded by Councilman Comardo, to support the Village's hiring of John Steinmetz for grant writing to secure funds for a proposed multipurpose building and salt shed as long as the Village and the Hilton School District are both on board.

Motion carried: Aye 5 Nay 0

Supt. Speer reported that the department has covered 4,300 miles, used 400 ton of salt and incurred about \$8,000 in overtime since the beginning of the storm last Friday.

BUILDING DEPARTMENT REPORT

Mr. Barton reported that the December Year End Building Department Reports have been completed and submitted.

Mr. Barton has met with Scott Fisk, the architect for the Court Clerk office addition, a representative from Nathaniel General Contracting and the Court Clerk to discuss the completion of open and unaddressed issues. It is expected the project will be completed soon.

Supervisor McCann asked if everything was up to date for the public hearing for rezoning of 5112 and 5114 Ridge Road West scheduled for January 19th. It was noted that the response from Monroe County Planning and Development may not be received by the public hearing date because of the holidays.

RECREATION DEPARTMENT REPORT

Correspondence was received from Mr. Fowler indicating that he would be late for tonight's meeting due to another commitment

PARKS DEPARTMENT

Joe Petricone asked for approval from the Town Board to place an ad in the Suburban News reminding the public that no snowmobiles are allowed in the park and that dogs

Rather than read letters, as we get letter they will be listed and copies available for review. This is similar to how it was done when he was a County Legislator.

Carol Kluth asked if the minutes would include the liaison assignments and who the people are that are considered seven and eight hour established workdays. Supervisor McCann indicated this information was available.

Councilman Carmestro has given Marian Aprilano copies of the baseball and football agreements for 2010. She will provide a copy to the Supervisor and the Town Board for review. He is awaiting the final agreement for the soccer club. Councilman Comardo expressed that these are model agreements and worthy of being submitted to the Association of Towns to be shared with other municipalities.

There was discussion on maintaining a list of open items; an ongoing agenda for out into the year. Councilman Smith noted that he had started a list previously and it was agreed that this could be done.

The next Town Board meeting will be January 19, 2010

There being no further business before the Town Board, Councilman Comardo made a motion to adjourn the meeting at 8:38 p.m., seconded by Councilman Roose. All were in favor.

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