

Parma Town Board meeting held on Tuesday, February 2, 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
Recreation Director	Steve Fowler
Building Inspector	Jack Barton

OTHERS IN ATTENDANCE

Helen Ives, Gene DeMeyer, Mike Weldon Thomas Bertrand, Jim Zollweg, Charles Lissow, Patricia Lissow, Bob Prince, Scot Copey, Rick Lemcke, Lona Lemcke, Joe Petricone, Don Wells 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.

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.

Removal of Sign at 969 Hilton Parma Corners Road – Rick Lemcke noted that the Zoning Board denied the variance for the sign at 969 Hilton Parma Corners Road and wanted to know what was going to be done to remove the sign. Mr. Barton noted that the applicant will be appealing the Zoning Board decision and has requested to leave the sign up. The Attorney for the Town has responded that the sign must come down. There was further discussion on options if the sign is not removed. The Town can file papers with the court on the advice of the Attorney; fines can be imposed and there was discussion on having the Town remove the sign. It was noted that the sign is not creating an impending danger or an accident, as such it could not be taken down by the Town. Tom Bertrand inquired what the fine would be, if the sign were left up. Mr. Barton thought the fine was \$350 per week and the time would start from the date of the Zoning Board decision.

State of the Town Address – Tom Bertrand asked that after the new supervisor gets settled in the job if he would consider laying out a master plan for 2010 and the vision for the future of his term.

MINUTES – JANUARY 19, 2010

RESOLUTION NO. 46-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to approve the minutes of the January 19, 2010 Town Board meeting.

Motion carried: Aye 5 Nay 0

BUSINESS ITEMS

INTERMUNICIPAL AGREEMENT WITH TOWN OF OGDEN FOR BUILDING DEPARTMENT INSPECTION SERVICES

A copy of a proposed intermunicipal agreement between the Town of Parma and the Town of Ogden for Building Department Inspection Services was presented. Mr. Barton explained that discussion started last year at budget time for a possible intermunicipal agreement with the Town of Ogden to provide inspection services. Jack Crooks, Building Inspector for the Town of Ogden and Bob Prince looked at the time needed for inspections and plan review and arrived at the formula that is presented in the proposal. Mr. Barton noted the actual dollar amount would be \$385 per residence. They looked at the needs of the Town of Ogden and Parma to see how this could be accomplished. Mr. Barton indicated that the majority of inspections would be done on Mr. Prince's way in or on his way home from Town of Parma work, some would occasionally be during the Town of Parma workday and administrative paperwork would be done on his own time. Mr. Barton felt that Mr. Prince's dedication to the Town of Parma would not change. There was discussion on who would be responsible for any liability when Mr. Prince is working for the Town of Ogden, how insurance claims were handled in the past when a personal vehicle on Town time was involved and input from Mr. Prince on the agreement. Supervisor McCann will contact the Ogden Supervisor to clarify concerns and the item was tabled to the next meeting.

ACCEPTING DEED TO NORTHSIDE DRIVE SECTION TWO FOR ROAD DEDICATION

Supervisor McCann reviewed the following resolution to accept the deed for Northside Drive for dedication to the Town of Parma for highway purposes. The Highway Superintendent and Town Engineer have made their inspections. The Attorney for the Town has completed the title search and provided this resolution.

RESOLUTION NO. 47-2010 Motion by Councilman Comardo, seconded by Councilman Roose,

WHEREAS, a certain parcel of land located in the West Hill Subdivision, Section 2, more particularly described on Schedule "A" attached hereto, has been offered for dedication to the Town of Parma (the "Town") for highway purposes by Rolaine Homes, Inc. (the "Owner") of said land as shown on a map of West Hill Subdivision, Section 2, filed in the Monroe County Clerk's Office in Liber 322 of Maps, page 53; and

WHEREAS, the Town Highway Superintendent has recommended acceptance of said parcel for dedication for highway purposes and the roadway having been completed in accordance with the Town specifications; and

WHEREAS, the Town Board on February 2, 2010 approved said dedication subject to the approval of the abstract of title by the Town Attorney; and

WHEREAS, the Town Attorney has ordered a fee title insurance policy relating thereto;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Parma in regular session duly convened herein agrees to accept the deed of dedication on the said road, to be known as Northside Drive and directs the Town Clerk to record the same in the Monroe County Clerk's Office.

Motion carried: Aye 5 Nay 0

See Schedule A at the end of minutes for legal description.

COMMUNITY ACCESS PROJECT GRANT

Mr. Fowler noted that this resolution will authorize the Supervisor to sign the contracts

prepared by Monroe County for the Community Development Block Grant (CDBG). The next time the Town Board addresses this grant will be to accept the funds and pay the bill for the ramp. He expects the ramp will be received within two weeks and that the Town should receive the grant funds within thirty days of paying for the ramp.

RESOLUTION NO. 48-2010 Motion by Councilman Smith, seconded by Councilman Carmestro,

WHEREAS, the Town of Parma has submitted application with the Monroe County Department of Planning and Development and desires to enter into contract for Community Development Block Grant (CDBG) funding for the “Community Accessibility Project”; and

WHEREAS, the contracts have been developed by the Monroe County Department of Planning and Development and meet with Town Board approval;

THEREFORE, the Parma Town Board wishes to enter into contract with the County of Monroe for \$5,800 CDBG associated with the above mentioned project and authorize the Town Supervisor, Peter McCann to sign the prepared contracts

Motion carried: Aye 5 Nay 0

FIXED ASSET DISPOSAL

A list of computer equipment and an answering system was provided by the Finance Department for disposal.

RESOLUTION NO. 49-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to authorized the disposal of fixed assets.

Motion carried: Aye 5 Nay 0

AGREEMENTS FOR USE OF SPORTS FIELDS - HILTON RAIDERS YOUTH FOOTBALL AND CHEERLEADING ORGANIZATION, HILTON PARMA SOCCER CLUB, HILTON CADETS YOUTH TRAVEL BASEBALL TEAMS

There was a brief discussion on changes. Councilman Carmestro will contact each organization to come in and sign the agreements. Supervisor McCann commented that all groups should be aware that there may or may not be a problem with the fields as we move forward. Councilman Carmestro noted that it is customary for each group to check with the Parks Department on field availability. Supervisor McCann noted he sent a letter to the Town Engineer and responded to correspondence received from Mr. Chart’s attorney regarding the soil testing at Town Hall Park. There was no new information at this time.

RESOLUTION NO. 50-2010 Motion by Councilman Carmestro, seconded by Councilman Smith, to enter into agreements for use of sports fields with the following organizations for 2010:

Hilton Raider Youth Football and Cheerleading Organization
Hilton Parma Soccer Club
Hilton Cadet Youth Travel Baseball Teams

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk Monthly and VFW Summary Reports for January have been submitted. A copy of the Records Management Needs Assessment Report has been give to the Town Board.

As a follow up to the compliance audit by the USDA/Rural Development, we still have not received their final report. The Clerk spoke with Jo Ann Keller and indicated that she hopes to follow up soon.

A request has been received from the Hilton Rotary for use of an open Town Hall meeting room on a Wednesday in February or March. The Hilton Rotary in conjunction with the Hilton Chamber of Commerce will be sponsoring an information session presented by Rochester Works! for individuals looking for a job or would like to update job skills. The Town Board was in agreement to allow.

POSTAGE METER LEASE RENEWAL

The Town Clerk had the opportunity to speak with the Comptroller's office and asked about how a lease should be handled since our procurement policy addresses purchases and not leases specifically. The person from the Comptroller's office felt that since our policy does not specifically address leases, the Town Board should handle this the way they feel appropriate. It was also noted that there would be a slight change in the overall monthly lease charge to \$170.84 from \$161.20 as originally reported.

RESOLUTION NO. 51-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to enter into a lease for a Neopost IS-400 postage meter for an average price of \$170.84 per month for 51 months.

Motion carried: Aye 5 Nay 0

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that the department has been flushing sewers and chipping brush. Letters have been sent to property owners near the s-curve on Trimmer Road requesting consent to clear branches for improved visibility when driving that section of road.

Supt. Speer reported that there have been several repair issues with department trucks. He noted brakes were lost on one vehicle, another hit a deer and the Highway Foreman's truck is up and running. He will be looking into the amount received from the insurance settlement for the accident with the Highway Foreman truck. He would like clarification on how the insurance company arrived at the settlement amount.

Supt. Speer noted that there are several other roads within the Town that have not been dedicated to the Town of Parma. Two roads in Country Village, Winding Country Lane, Gails Trail, West Creek Drive and a section of Underwood Avenue were mentioned. Currently, the Highway Department is plowing these roads but cannot otherwise maintain because the Town does not own. After discussion, it was concluded that the Supt. Speer and Mr. Barton will work with the attorney on this.

BUILDING DEPARTMENT REPORT

The Building Department report for January has been submitted. The State 1203 report has been completed. It summarizes the work of the entire department. Supt. Speer and Mr. Barton have started the annual Stormwater Report for 2009.

Mr. Barton proposed ending the Thursday evening hours for the Building Department. Mr. Fritz currently covers the 6:00 to 9:00 evening hours for a total of twenty hours per week. Mr. Barton is proposing that Mr. Fritz work a three day, seven hour a day week. He felt there was not a lot of activity on Thursday evenings and there will no longer be multiple people here on Thursday evenings. Appointments could be set up for those who could not make regular business hours. Customers could use the rear entrance by calling from a cell phone to let staff know they have arrived. It was felt that there would be more

benefit to having day hours. It was suggested that a reasonable date in the future be set to establish a period of time to monitor the volume and then come back at a future time for a decision.

RECREATION DEPARTMENT REPORT

TOWN HALL PARK FIELD LIGHTING PROJECT

Mr. Fowler reviewed a memo sent to the Town Board summarizing the status of the Town Hall Park Field Lighting Project, some key points on the project and included a project site map, a cost analysis of running the lighting system, design of the light structure, bid tabulation for the purchase and installation of lights, a copy of the letter sent by Senator Robach and the most recent financial report for the project.

Mr. Fowler has been informed that the grant from the Dormitory Authority for the Town Hall Park Field Lighting Project has been reinstated. The Town has fulfilled all the criteria, filed all the paper work and would like the Town Board to approve two resolutions he has submitted to receive this New York State Economic Development program funding. Mr. Fowler noted that the contracts are ready to be signed. He also noted that the company which won the original bid in March of 2009 has agreed to honor that price and it was not clear whether the other bidders would stick to their bids. There was discussion on whether the bid would be considered still valid and if the project should be re-bid. The attorney will be consulted and a determination can be made at the next meeting.

RESOLUTION NO. 52-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to table resolution to go forward with the Town Hall Park Field Lighting Project until the next Town Board meeting.

Motion carried: Aye 4 Nay 1 Voting Nay – Councilman Carmestro

CYCLOCROSS EVENT

Mr. Fowler reported that Full Moon Vista would like to run another cyclocross event on Sunday, October 31, 2010 at the Town Hall Park. The success of last year's event has resulted in having this venue host the 2010 New York State Cyclocross Championships. He requested that this be approved tonight so the group can confirm this site for the State championship. There was discussion on the demands placed on the Park. Mr. Petricone noted that there was no excessive wear on the fields and the group returned to make repairs that were needed. There was discussion on there being a larger number of people than last year, additional facility needs (i.e. additional bathroom facilities) and possible considerations for food and beverages.

RESOLUTION NO. 53-2010 Motion by Councilman Comardo, seconded by Councilman Carmestro, to allow use of the Town Hall Park for the 2010 Parma Park Cyclocross event which will also be host to the 2010 New York State Championships to be held on Sunday, October 31, 2010; subject to Town Board approval for food and beverage requirements and any Parks Department concerns are addressed.

Motion carried: Aye 5 Nay 0

PARKS DEPARTMENT

Joe Petricone reported that new battery operated lighted exit signs have been installed in the Town Hall; the VFW kitchen has been painted and repairs have been made to a condensation line for the historical museum furnace.

Skate Park Ramps - Department staff has moved the skate ramps to their proper locations and they are ready to be welded. Councilman Carmestro, Highway Superintendent Speer and Mr. Petricone met to discuss if the welding could be done by the Highway department. It was determined that a dedicated person from the Highway Department would not be possible but they could provide some hours here and there till completed. It was decided to complete the job all at one time and to secure a welder with funds to come from the Recreation Fund.

After evaluating the propane gas bills at the VFW for the past two years, it was determined we are averaging \$1,800 in propane expense a year. It was felt this was very reasonable. At this time they will not replace the natural gas line.

BUSINESS ITEMS

MISCELLANEOUS CONT'D

LOCAL GOVERNMENT EFFICIENCY GRANT PROGRAM SUPPORT JOINT APPLICATION – “HIGH PRIORITY PLANNING

RESOLUTION NO. 54-2010 Motion by Councilman Carmestro, seconded by Councilman Smith,

WHEREAS, the New York State Department of State is offering "High Priority Planning Grants" of up to \$50,000 for 2010 to help identify and study opportunities through collaboration among local governments to improve local government efficiency and cost savings for which there is a 10% matching requirement, and

WHEREAS, the Village and Town Highway Superintendents and the Business Director for the Hilton Central School District have met and reviewed said request with a majority of the members voting approval, and

WHEREAS, the Parma Town Board, Hilton Village Board and School District Board have met and reviewed said request with a majority of the members voting approval.

RESOLVED, that the Parma Town Board is in support of a regional study of collaboration for which the Hilton Central School District will take the lead to increase efficiency and reduce buildings and grounds services in the Hilton Central School District and Town of Parma, and

FURTHER RESOLVED, that the Supervisor of the Town of Parma is authorized to apply for a 2010-2011 NYS DOS Local Government Efficiency High Priority Planning Grant and will participate as a co-applicant in the above-specified application, in which the grant request will not exceed \$50,000.00 and in which the Hilton Central School District will act as the lead applicant, and

FURTHER RESOLVED, that the Town of Parma will contribute an equal share of the 10% cash match required by the grant program, as reflected by the number of municipalities participating as co-applicants, and not to exceed the sum of \$2,000.00,

Motion carried: Aye 5 Nay 0

INFORMATIONAL ITEMS

SUMMER CELEBRATION

Mr. Fowler had request direction on how the Town Board would like to move forward with the 2010 “Park it in Parma” summer celebration at the last Town Board meeting. There was discussion on a variety of suggestions for this year’s event. This included keeping the event two days but eliminating the fireworks, cutting fireworks in half or just

having one night; the celebration would not be the same without fireworks, what the cost for fireworks has been in the past, charging food vendors a fee to cover trash and electricity; have Special Police cover parking, eliminate portable lighting, soliciting businesses for donations, providing banner acknowledgement in the fireworks area, establish a volunteer committee and having attendees make a contribution. It was also suggested to have overnight security. The Recreation staff coordinates approximately 200 people overall with most being volunteers, Park Department staff and salaried Recreation Department staff. Mr. Fowler will focus on cost saving measures and will look for creative, non-costly opportunities.

NEW UNION PROPOSAL

Supervisor McCann reported the Town has been informed that the Recreation and Park Departments have petitioned the International Union of Operating Engineers to be recognized as a collective bargaining unit. Supervisor McCann has spoken with John Agnello, the union representative. He informed the Supervisor that the Town will be contacted by Public Employees Relation Board (PERB) indicating if the request has been approved. At this time there is nothing to report.

CORRESPONDENCE

Mindy Zoglin, Esq.	Reply from Supervisor regarding status of Town Hall Park soil testing
Assemblyman Steve Hawley	2010 Local Government Conference
Town of Greece	Notice of Completion of Final Generic Environmental Impact Statement for the Hampton Ridge Center Commercial Development

LIAISON REPORTS

**Councilman Smith reported that inspections have been done at the Sports Dome over the past couple of weekends to address the issue of parking on Ridge Road West. The Code Enforcement Officer is addressing the number of vehicles onsite at Route 259 and the corner of Parma Center Road. He is working to bring the number down to eighteen, which was agreed upon at the time of approval from the zoning board.

**Councilman Carmestro reported the Hilton Fire District is exploring the possibility of a feasibility study to look at the needs of the EMS/Ambulance service side of the fire district and what their future will look like in ten years. He shared that they have an 89% response rate for the approximately 1268 calls they had last year. The big problem is daytime coverage and getting volunteers who can cover those time periods.

During the Village Board meeting there was discussion of disbanding the community service program. Judge Maley was in attendance to provide the courts perspective and is an advocate of the program. The Village Clerk and Trustee Speer attended a meeting on Village consolidations. Mike McHenry has been appointed the DPW Superintendent. Councilman Carmestro noted he would be out of town for the next meeting.

**Councilman Roose reported that building code violations for the Cardinal Landscaping property must be addressed before they can move forward with their rezoning request.

**Councilman Comardo reported the Recreation Commission reviewed the department annual report, Parma Fest, discussed current and future nearby ice skating venues and the cyclocross event.

MISCELLANEOUS

Councilman Carmestro requested that the Town Board explore dates for a joint meeting

with the Village of Hilton. It is Parma's turn to host. March 30, 2010 at 6:30 p.m. was agreed upon. The Town Clerk will contact the Village for their availability and take care of notices.

There being no further business before the Town Board, Councilman Smith made a motion to adjourn the meeting at 8:18 p.m., seconded by Councilman Carmestro. All were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

SCHEDULE A

**ROAD DEDICATION
TO THE
TOWN OF PARMA**

All that tract or parcel of land situated in Town Lot 's 57 & 58, Township 4, Range 1, North Section Braddocks Bay Township, Town of Parma, County of Monroe, State of New York and being more particularly described as follows:

Beginning at a point in the south right-of-way of Curtis Road 565.18 feet east the east right-of-way of Hamlin-Parma Townline Road;

Thence easterly on a bearing of N 86° 24' 43" E a distance of 120.00 feet to a point, said point being in the south right-of-way of Curtis Road;

Thence westerly on a curve to the left having a radius of 30.00 feet and a curve length of 47.12 feet to a point;

Thence southerly on a bearing of S 03° 35' 17" E a distance of 170.00 feet to a point;

Thence westerly on a bearing of S 86° 24' 43" W a distance of 60.00 feet to a point;

Thence northerly on a bearing of N 03° 35' 17" W a distance of 170.00 feet to a point;

Thence westerly on a curve to the left having a radius of 30.00 feet and a curve length of 47.12 feet to a point, said point being the true point and place of beginning

Subject to all covenants, easements and restrictions of record, if any affecting said premises as recorded in the Monroe County Clerk's office

Being and hereby intending to describe the same premises as shown on a map titled West Hill Subdivision, Section 2 as filed in Liber 322 of Maps page 53 in the Monroe County Clerks Office.