

Parma Town Board meeting held on Tuesday, June 15, 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 Superintendent	Brian Speer
Building Inspector	Jack Barton
Recreation Director	Steve Fowler

OTHERS IN ATTENDANCE

Park Foreman Joe Petricone, Building Inspector Bob Prince, Helen Ives, Gene DeMeyer, Carol Kluth, Bill Pritchard, Charles Lissow, Barbara Schwan, Scott Copey, Larry Speer, Russell Wood, James Kesselring, Jim Zollweg, and other unidentified 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. It was noted that the meeting is being digitally recorded.

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. There was no response.

MINUTES – MAY 18, 2010

RESOLUTION NO. 122-2010 Motion by Councilman Carmestro, seconded by
Councilman Comardo, to accept the Minutes of the May 18, 2010 meeting.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk and VFW Summary Reports for May have been submitted. 2010 Town and County Tax Collection has been completed and the surrender has been sent to Monroe County Treasury.

The Clerk attended the New York Association of Local Government Records Officers School yesterday and today. Of the several trainings presented the two most relevant to Parma were “Hurdles Encountered with Retention Policies and Discovery” and a panel discussion on the “Implementation of an Electronic Document Management System”.

HIGHWAY DEPARTMENT REPORT

2009-2010 NEW YORK STATE SNOW AND ICE AGREEMENT

Supt. Speer reported the Snow and Ice Agreement with New York State went over

100% of the contract. In order to receive the additional amount we are entitled to the Town must approve the change to the Snow and Ice Agreement for the increase.

RESOLUTION NO. 122-2010 Motion by Councilman Smith, seconded by Councilman Comardo, to accept the Amendment to Change the Estimated Expenditure for Snow and Ice Agreement with New York State for the Indexed Lump Sum Contract and authorize the Town Supervisor to enter into the agreement which will increase the amount that the Town will be reimbursed in the amount of \$14,172.82.

Motion carried: Aye 5 Nay 0

Supt. Speer noted that the New York State Legislature has passed the CHIPS program for this year. The Town received \$31,979.00 for this year.

HIGHWAY DRAINAGE MAINTENANCE AGREEMENT

The Highway Department will be installing drainage pipe on Manitou Road just north of Parma Center Road. The property owners of 1113, 1109, 1105, 1101, 1099 and 1097 Manitou Road will be paying for materials and the Town will install.

RESOLUTION NO. 123-2010 Motion by Councilman Roose, seconded by Councilman Comardo, to accept responsibility for the maintenance of the drainage pipe installed by the Town of Parma for six parcels at 1113, 1109, 1105, 1097 1099 Manitou Road.

Motion carried: Aye 5 Nay 0

REQUEST FOR PAYMENT – RESURFACE, INC.

Supt. Speer explained that a voucher requesting payment for resurfacing on Valley Park Circle and Davidson Beach Road totaling \$5,990 did not make the cutoff for this check run. He asked that it be approved now so that timely payment could be met.

RESOLUTION NO. 124-2010 Motion by Councilman Comardo, seconded by Councilman Smith, to authorize payment of \$5,990.00 to Resurface, Inc. for work done on Valley Park Circle and Davidson Beach Road.

Motion carried: Aye 5 Nay 0

BUILDING DEPARTMENT REPORT

The Building Department report for May has been submitted.

4 West Creek Drive - Jensen Engineering visited and reviewed the fire damaged structure at 4 West Creek Drive and has responded. Mr. Barton indicated that some portions are salvageable. There was discussion on the time frame that could be expected. There was concern that the longer the home remains in this condition the greater the risk of something happening. Mr. Barton noted there are property maintenance code issues and that building enforcement is addressing those. The property owner was onsite the morning of the inspection and indicated they were expecting an insurance check and an architect and contractor have been hired. Mr. Barton will be following up with a letter to the owner. Once a building permit is obtained they will have six months to start the project.

Monroe County Stormwater Coalition Agreement – Mr. Barton informed the Town Board that it was time to renew the 5year stormwater Intermunicipal agreement with Monroe County. It will be coming up for the next meeting.

RECREATION DEPARTMENT REPORT

Mr. Fowler reported that the 2010 New York State Cyclocross Championships is to be held at the Parma Town Hall Park on Sunday, October 31, 2010. There has been a request to include a beer tasting venue provided by Rohrbachs Beer Garden at the event. This 20' x 20' fenced in area allows the serving of small tasting quantities of custom craft-brews coordinated through Rohrbachs. The County of Monroe has approved this at the County Parks race for the past two year and Mr. Fowler's inquiry into those events showed no concern from the County. There may also be food sold by a school district sports team as a fundraiser. No decision is required tonight but can be reviewed for discussion at the next Town Board meeting.

It was also reported that Mr. Fowler has met with four fence companies concerning the repairs to existing bench fences and softball/baseball backstops at the baseball fields. Each company had different insight into the extent of the required repairs and quotes ranged from \$4,010.00 to \$12,900.00. Mr. Fowler is now in the process of redesigning the scope of the project and will then ask each company to resubmit a price to do the repairs. He expects to have a recommendation to proceed with this repair project by the July 20, 2010 Town Board Meeting. Councilman Smith asked that if a recommendation is to come before the next Town Board meeting that it be submitted a week prior to the meeting.

PARKS DEPARTMENT

Mr. Petricone noted that the soccer and lacrosse tournaments took place since the last meeting and went well. The Boy Scout Jamboree is coming up this weekend and the Boy Scout project at the Historical Museum has been completed. A vandalism issue at the back of the Park has been repaired and large stones have been placed in the hedgerow opening to discourage further instances.

BUSINESS ITEMS

1181 PECK ROAD – EASEMENT TO MONROE COUNTY

The Town of Parma has been contacted regarding an easement to Monroe County for 1181 Peck Road as part of bridge work to be done on Peck Road at Armand Drive. The Town Board had no objection and an agreement will be forthcoming.

ACCEPTANCE OF THE STORMWATER COALITION OF MONROE COUNTY 2009-2010 SHARED ANNUAL REPORT FOR COMPLIANCE WITH THE PHASE II STORMWATER REGULATIONS

RESOLUTION NO. 125-2010 Motion by Councilman Carmestro, seconded by Councilman Comardo, to

WHEREAS, the Town of Parma has been identified as a Municipal Separate Storm Sewer System (MS4) under the EPA's Phase II Stormwater Regulations under the Clean Water Act of 1999, and

WHEREAS, the Phase II Program requires each MS4 to prepare an Annual Report, or contribute to a Shared Annual Report, on the Town of Parma's efforts to protect and improve the water quality of our streams and waterbodies, and

WHEREAS, the public is invited to review the Shared Annual Report and provide input, and

WHEREAS, a Shared Annual Report has been prepared in conformance with the Phase II Regulations by the Stormwater Coalition of Monroe County, and

WHEREAS, the Shared Annual Report must be submitted to the New York State Department of Environmental Conservation offices in Albany, NY by June 1, 2010,

NOW, THEREFORE, BE IT RESOLVED, that the Shared Annual Report is accepted by the Town of Parma Town Board and that said Shared Annual Report is available for public review at www.thestormwatercoalition.org and the Town of Parma Town Hall,

BE IT FURTHER RESOLVED, that all comments on the Shared Annual Report will be incorporated into the 2009-2010 or the 2010-2011 Annual Reports to the NYSDEC.

Motion approved: Aye 5 Nay 0

PROPERTY MAINTENANCE – 451 and 451 ½ PARMA CENTER ROAD

RESOLUTION NO. 126-2010 Motion by Councilman Smith and seconded by Councilman Carmestro, to authorize Town Attorney Lara Badain of Sercu and Sercu to proceed to Supreme Court in the matter of property maintenance for 451 and 451 ½ Parma Center Road owned by Jason Pullen.

Motion carried: Aye 5 Nay 0

PROPERTY MAINTENANCE – GRASS CUTTING BIDS

Bids were received for property maintenance grass cutting. *See end of minutes for copies of those bids.*

RESOLUTION NO. 127-2010 Motion by Councilman Smith, seconded by Councilman Comardo, to accept the bid of T. K. Properties for property maintenance grass cutting for the summer of 2010.

Motion carried: Aye 5 Nay 0

TOWN CODE REVISIONS

Supervisor McCann reported the draft Town Code revisions have been submitted for the Town Boards review. A public hearing date will have to be held and a Full Environmental Assessment review for a Type I action will be needed thus requiring that adjacent municipalities must be notified to allow for comments.

TOWN CODE REVISIONS – SEQR TYPE I ACTION

RESOLUTION NO. 128-2010 Motion by Councilman Roose and seconded by Councilman Comardo, to classify the action to update the Town Code of the Town of Parma as a Type I Action.

Motion carried: Aye 5 Nay 0

TOWN CODE REVISIONS – SET PUBLIC HEARING DATE

RESOLUTION NO. 129-2010 Motion by Councilman Roose and seconded by Councilman Comardo, to set a public hearing date for July 20, 2010 to update the Town Code of the Town of Parma.

Motion carried: Aye 5 Nay 0

HAZARD MITIGATION PLAN

In conjunction with Monroe County and surrounding municipalities, the Town of Parma has updated and is submitting to the New York State Emergency Management Review Board for approval the Hazard Mitigation Plan. It will then be sent to the Federal government for their review. Mr. Barton noted that plan is used to apply for federal funding when mitigation is needed for storms and natural events. This is the second cycle for this plan which expired in February 2010 and work began on the update last November.

RESOLUTION NO. 130-2010 Motion by Councilman Smith and seconded by Councilman Carmestro, to set a public hearing date for August 17, 2010 for adoption the five year Hazard Mitigation Plan

Motion carried: Aye 5 Nay 0

AURORA HOUSE REQUEST - SENIOR BUS USE

RESOLUTION NO. 131-2010 Motion by Councilman Carmestro and seconded by Councilman Roose, to authorized use of the Recreation Senior Bus and a driver for the Aurora House Hospice Care Open House July 13, 14, 15, 2010.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFERS

TRANSFERS TO BUDGET

Jun-10

FROM			TO			REQUESTED
ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	
AOO570731012022	SWIMMING STAFF	1000.00	AOO570702045200	VEHICLE MAINTENANCE	1000.00	FOWLER
AOO535351046000	CONTRACTED SERVICE	831.00	AOO535351045200	VEHICLE MAINTENANCE	831.00	FRITZ

RESOLUTION NO. 132-2010 Motion by Councilman Carmestro and seconded by Councilman Smith, to approve the budget transfers.

Motion carried: Aye 5 Nay 0

CORRESPONDENCE

2010 Decennial Census Acknowledgement The Town of Parma has been recognized for the Town's participation and the great professionalism, patience and generosity received.

WARRANT

RESOLUTION NO. 133-2010 Motion by Councilman Comardo and seconded by Councilman Roose, to approve payment of the warrant as submitted below.

FUND TOTALS

AOO	General Fund	\$ 82,505.37
BOO	Part Town	\$ 9,203.80
DAO	Highway, Townwide	\$ 426.01
DBO	Highway, Part Town	\$ 8,799.69
HCO	Park Lighting Capital PR.	\$ 104.20
HDO	Town Bridges	\$ 16,281.42
S10	Payne Beach Sewer	\$ 17,500.20
SDO	Townwide Drainage	\$ 1,451.11
TAO	Trust & Agency	\$ 4,918.32
GRAND TOTAL:		\$141,190.12

Motion carried: Aye 5 Nay 0

AGREEMENT WITH VILLAGE OF HILTON – SPECIAL POLICE SERVICES

Supervisor McCann reported he has met with Village representatives and drafted an agreement that specifies what services the Special Police can provide within the Village limits. Supervisor McCann noted the Special Police may choose not to provide any services within these parameters or they can continue based on this agreement. There was discussion on batons. It was felt this would fall under weapon.

RESOLUTION NO. 134-2010 Motion by Councilman Carmestro, seconded by Councilman Comardo, to enter into the Agreement with Village of Hilton for Special Police Services.

WHEREAS, the Parma Special Police is a duly authorized Department of the Town of Parma, and

WHEREAS the primary function of the Parma Special Police is to assist the Village of Hilton, local agencies, community organizations, the Town of Parma and the Monroe County Sheriff's Department with traffic control during public events.

NOW, THEREFORE, the Village of Hilton and the Town of Parma agree as follows:

1. The Parma Special Police may, upon request, provide traffic control services for community events such as, but not limited to, the Hilton Apple Festival, parades, celebrations and the Hilton Fireman's Carnival. The specific traffic control instructions for each event will be agreed upon in advance by the Parma Special Police and the Village of Hilton, local agency, committee or Monroe County Sheriff's Department.
2. The Parma Special Police shall NOT provide any type of law enforcement or security services within the Village of Hilton at any time of day or night but they may patrol the village on their bicycles with the intent of being the eyes and ears for the Monroe County Sheriff's Department. If any member of the Parma Special Police witnesses a situation which warrants the involvement of the Monroe County Sheriff's Department, he/she shall call 911 and advise the Monroe County Sheriff's Department about the situation. At no time, shall he/she intervene with the situation.
3. The Parma Special Police will NOT carry or use any weapons, mace, stun guns, or handcuffs within the Village of Hilton's jurisdiction.

Motion carried: Aye 4 Nay 1 Councilman Smith

INFORMATIONAL ITEMS

CIVIL PREPAREDNESS INITIATIVE PRESENTATION

Councilman Comardo provided information on the Point of Distribution Sites (PODS) program. He noted that the program is designed to expedite the dissemination of medicine for locations throughout Monroe County. The Hilton High School is the site for the Town of Parma, Village of Hilton, and the Town of Hamlin. The emergency broadcasting system will announce the location of PODs for our area. Parking will be at the other schools and individuals will be shuttled to the High School where intake and screening will take place. Volunteers will be needed to assist in moving people effectively through this multi-step process. Roughly 25,000 people could be handled in a 72 hour period.

LIAISON REPORTS

**Councilman Smith reported Mr. Fritz continues to work on compliance issues. He also reported he attended the last Planning Board meeting to show his appreciation for the years of service given by Richard Holden. This was Mr. Holden's last Planning Board meeting.

**Councilman Carmestro reported there will be a meeting with the new Park Attendants tomorrow morning at 8:00 a.m. to start everyone on the same page for the upcoming season.

**Councilman Comardo reported he attended the Special Police meeting. Topics included their role in the future, staffing for the Memorial Day Parade and the *Kites in the Park* event. When the Recreation Commission met, expenditures and the *Kites in the Park* event were reviewed. He also met with the Assessor's office. Work continues with the sharing of the Assessor

position with the Town of Hamlin, full value assessment for Hamlin has been completed and the annual grievance process has been completed for Parma and Hamlin.

**Councilman Roose reported the Zoning Board has a heavy agenda for this weeks meeting and the next phase for the All Seasons Subdivision will be before the Planning Board. Fifteen more houses are expected.

There being no further business brought before the Town Board, Councilman Comardo made a motion to adjourn the meeting at 7:56 p.m., seconded by Councilman Carmestro and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

T.K. Properties

44 Hill Road

Hilton, New York 14468
585-392-4890

Lawn Mowing Estimate:

TO: THE TOWN OF PARMA
1300 Hilton Parma Crns rd.
Hilton NY 14468
(585) 392-9449

We hereby submit specifications and estimates for grass cutting as follows.

Int cutting will be done with a bush hog type mower& tractor.

Normal cutting after int cutting will be done along with weed eating

Clippings will be left on the lawn.

For properties zoned as followed

AC- 350 x 300 = \$350.00

RR- 300 x 260 = \$325.00

MD- 175 x 100 = \$ 225.00

HD- 120 x 85 = \$ 120.00

WF- 120 x 85 = \$ 120.00

Acceptance of proposal: The above prices specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date _____

Signature _____ Date _____



TOWN OF PARMA

Building Department
 P.O. Box 728
 1300 Hilton Parms Road
 Hillon, New York 14468

Office (585) 392-9449
 Fax (585) 392-6659
 www.parmany.org

**BID REQUIREMENTS FOR PROPERTY MAINTENANCE
 GRASS CUTTING**

1. Contractor must supply the Town of Parma with proof of Liability & Workers Compensation insurance if granted the Contract.
2. The following lot sizes are what the estimates should be based on:

A. Agricultural Conservation (AC)	lot size	300' x 350'
B. Rural Residential (RD)	lot size	260' x 300'
C. Medium Density Residential (MD)	lot size	100' x 175'
D. High Density Residential (HD)	lot size	85' x 120'
E. Waterfront Residential (WF)	lot size	85' x 120'

The height of the grass on the above properties will be anywhere from 12" high to 3' high. The grass has to be cut down to within 3 inches or so and trimmed. The cut grass may be left on site.

(A) 325.00 per
(B) 300.00 per
(C) 225.00 per
(D) 175.00 per
(E) 175.00 per

*Thank you for your interest Paul Neufe
 Evergreen*

Commercial



Fax # 392-6659

Residential

P.O. Box 476 • North Chili, New York 14514 • 585-293-3080 • Fax 585-293-3172
 141 East Buffalo Street • Churchville, New York 14428

PROPOSAL SUBMITTED TO: <i>Town of Parma</i>	PHONE: <i>392-9449</i>	DATE: <i>6/09-6/10</i>
STREET: <i>1300 Hilton Parms Road</i>	JOB LOCATION: <i>VARIOUS</i>	
CITY, STATE, ZIP: <i>Hillon, New York 14468</i>	ADJUS. A/C ESTIM. <i>ADJUS. A/C ESTIM.</i>	

WE HEREBY PROPOSE TO FURNISH MATERIALS AND LABOR NECESSARY FOR:

*Quote for estimate per bid specifications for GRASS cutting
 neglected or vacant properties in the town of PARMA*

A. Agricultural Conservation (AC)	-	260 x 350 - approximately	- \$ 450.00
B. Rural Residential (RD)	-	300 x 300 - "	- \$ 400.00
C. Medium Density (MD)	-	100 x 175 - "	- \$ 375.00
D. High Density (HD)	-	85 x 120 - "	- \$ 300.00
E. Waterfront Residential (WF)	-	85 x 120 - "	- \$ 300.00

** All clippings to be left on site, per bid specifications **

*** All prices are + Tax if applicable ***

SERVICE TO BE PERFORMED WEEKLY OTHER

WE PROPOSE hereby to furnish material and labor complete in accordance with above specifications for the sum of:
\$ 1,500.00

Payment to be made as follows:
As above

Bill for each completion of each job NEXT 21

ACCEPTANCE OF PROPOSAL: 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.

Full payment is due upon completion of work unless otherwise stated above. A 2% per month service charge will be added to all past due accounts in the event of nonpayment. ALL collection costs (including any legal expenses and court fees) will be the responsibility of the buyer.

I have read the above specifications and terms and am in full agreement.
 Date of Acceptance: *6/10* Customer Signature: *[Signature]* Date: *6/10*

NOTE: This proposal may be withdrawn by us if not accepted within 15 days.
 AUTHORIZED SIGNATURE: *[Signature]*