

Parma Town Board meeting held on Tuesday, December 6, 2011 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	
Building Inspector	Jack Barton	
Recreation Director	Steve Fowler	
Absent	Highway Superintendent	Brian Speer

### OTHERS IN ATTENDANCE

Jim Keller, Kathy Keller, Helen Ives, Mike Weldon, Sr., Carol Kluth, Mike Clark, Tina Brown, Art Cosgrove, Ken Gavigan, Ed Arnold, 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.

### PUBLIC FORUM

Supervisor McCann asked if there was any citizen present who would like to address the Town Board on any concerns. There was no response.

### MINUTES – NOVEMBER 15, 2011

**RESOLUTION NO. 214-2011** Motion by Councilman Carmestro, seconded by Councilman Roose, to accept the Minutes of the November 15, 2011 meeting.

Motion carried: Aye 5 Nay 0

### TOWN CLERK REPORT

The Town Clerk and VFW Summary have been submitted for November. Notification has been received that the Town of Parma and the Village of Hilton's joint application for a records management grant has been approved. Because the full amount requested (over \$98,000) was not received, the scope of the project will be scaled back to work within the funding (over \$21,000) received. There were significant cut backs to the number of grants and the amounts awarded. The fact that our grant was a joint project with another municipality and will fulfill a shared need by both entities gave us an advantage in receiving the award.

A request has been received by the Disc Golf Club to use the VFW for a tournament they wish to hold this Saturday. When the club representative first contacted the Town Clerk's office they were informed that the application must be submitted; that they would be charged the non-profit fee; the security deposit must be provided and insurance indemnification rider provided. They asked to have the insurance waived and were informed that this would have to be approved by the Town Board and were asked to provide a letter or email explaining what they wanted to do and it would be presented to the Board. The application and the fee have been received but the insurance has not; nor has a letter been received. Our insurance carrier was

contacted for an opinion and they felt the proof of coverage should be provided but that the final decision rested with the Board.

**REQUEST FOR WAIVER OF INSURANCE REQUIREMENT**  
**ROCHESTER DISC GOLF CLUB**

**RESOLUTION NO. 215-2011** Motion by Councilman Carmestro, seconded by Councilman Comardo, to authorize the use of the VFW building and disc golf course for the Disc Golf Club event on December 11, 2011 as long as insurance is provided that lists the Town of Parma as additional insured and is provided no later than noon on Friday, December 9, 2011.

Motion approved: Aye 5 Nay 0

**HIGHWAY DEPARTMENT REPORT**

There was no report.

**BUILDING REPORT**

Jack Barton reported that the Building Department Report for November has been submitted.

Responses have been received to the ads run for the Planning Board openings. He would like to have the Planning Board Chairman, Mr. Prince, the Town Board Liaison and himself conduct the interviews. They will use the same ranking process that has been used in the past and then make a recommendation to the Town Board. Mr. Barton was asked to coordinate the interview process.

There was a brief discussion about interviews for the Town Board opening. This was addressed in more detail later in the meeting

**PICKUP TRUCK PURCHASE FOR BUILDING DEPARTMENT**

Mr. Barton requested that the Town Board authorize a request to bid for a 2012 pickup truck to replace the 2003 F150 being used by the building department. Mr. Barton will be using the specs from the vehicle to be replaced to establish what will be bid.

**REQUEST FOR BIDS – 2012 PICKUP FOR BUILDING DEPARTMENT**

**RESOLUTION NO. 215-2011** Motion by Councilman Carmestro, seconded by Councilman Comardo, to put out for sealed bids for the purchase of a 2012 Pickup Truck for the Building Department. Bids must be submitted no later than 12:00 noon on January 3, 2012 to the Town Clerk at which time they will be opened.

Motion approved: Aye 5 Nay 0

**RECREATION DEPARTMENT REPORT**

Mr. Fowler reported that he has met with the motor coach company who are contracted by the State for our transport vehicle. Mr. Fowler provided a summary of the additional options and a visual layout of what will be purchased. The contracts will be signed and sent to the State after the January 3, 2012 Town Board meeting.

**BUSINESS ITEMS**

**VACATION CARRY OVER REQUEST - FOWLER**

**RESOLUTION NO. 216-2011** Motion by Councilman Comardo, seconded by Councilman Smith, to authorize the carryover of 17.50 days of vacation time in addition to the allowable 10 days so that a total of 27.50 vacation days will be carried over.

Motion approved: Aye 5 Nay 0

### **HAYLO TOURNAMENT - 2012**

Councilman Smith noted this had been tabled from the last meeting and indicated he has updated agreements for sports organizations. HAYLO would like to hold their annual tournament on Sunday, June 10, 2012. Their agreement is the same as last year but with the fee going to \$250 and a dumpster fee of \$100.

**RESOLUTION NO. 217-2011** Motion by Councilman Smith, seconded by Councilman Carmestro, to authorize HAYLO to use Town Park facilities June 10, 2012 and the associated contract for this tournament.

Motion approved: Aye 5 Nay 0

Contracts for the other sports organizations are ready for the 2012 year. These will be approved after the first of the year.

### **SET TIME FOR YEAR END MEETING**

**RESOLUTION NO. 218-2011** Motion by Councilman Carmestro, seconded by Councilman Comardo, to hold the December 30, 2011 year end meeting at 9:00 am at the Parma Town Hall.

Motion carried: Aye 5 Nay 0

### **SET DATE FOR 2012 ORGANIZATIONAL MEETING**

**RESOLUTION NO. 219-2011** Motion by Councilman Carmestro, seconded by Councilman Comardo, to hold the 2012 Organizational meeting on January 3, 2012 at 6:30 PM at the Parma Town Hall.

Motion carried: Aye 5 Nay 0

### **WILDER ROAD STREET LIGHT – BETWEEN OLD WILDER ROAD AND BENNETT ROAD**

An unidentified neighbor, who resides on the curve, indicated they had been notified; that the pole has been hit several times and felt it would help to have the light. Mr. Barton noted that it will be the same type of apparatus as is on the corner of Bennett Road and Easy Avenue and the east corner of Old Wilder and Wilder Roads. The cost will be \$12.09 per month and there will be no installation fee as there is already a pole in place to attach the light.

**RESOLUTION NO. 220-2011** Motion by Councilman Smith, seconded by Councilman Roose, to authorize the placement of a street light on Wilder Road on the first pole east of the Salmon Creek Bridge at a cost of \$12.09 per month and .

Motion carried: Aye 5 Nay 0

Supervisor McCann noted that the executive session would be held at the end of the meeting and that the only business to be conducted after that would be to close the meeting.

### **MISCELLANEOUS ITEMS**

#### **INTERVIEWS FOR TOWN BOARD OPENING**

There was discussion on when to hold interviews for the Town Board position that becomes vacant at the end of the year. It was determined that the start time for the December 20<sup>th</sup> meeting would be changed to 5:00 pm to hold a special meeting at which time the Board would go into executive session for matters leading to the employment of applicants for the open

Town Board position. Applicants will be contacted to set up interview times. If there is not sufficient time to complete all the interviews before the start of the regular meeting at 6:30 pm the remainder will be scheduled at the end of the meeting.

**RESOLUTION NO. 221-2011** Motion by Councilman Comardo and seconded by Councilman Smith, to change the meeting start time for the December 20, 2011 Town Board meeting to 5:00 pm. for the purpose of conducting interviews for the opening on the Parma Town Board effective December 31, 2011. The normal business meeting will start at 6:30 pm.

Motion carried: Aye 5 Nay 0

### **LIAISON REPORTS**

\*\*Councilman Smith reported that although we have had a considerable amount of rain there have been no new leaks reported since the recent repairs to the court office roof.

\*\*Councilman Comardo reported that the Planning Board reviewed two fill permit extensions of which one was approved and the other denied. A POD training session has been scheduled for December 20, 2011 by the Monroe County Emergency Response team.

\*\*Councilman Roose did not have a report.

\*\*Councilman Carmestro reported the Village meeting was quiet and the Hilton Fire Commissioners meet tomorrow.

Supervisor McCann asked if there were was any other matter to be brought before the Town Board. There was nothing and the Town moved to go into executive session.

### **ENTER INTO EXECUTIVE SESSION**

**RESOLUTION NO. 222-2011** Motion by Councilman Smith, seconded by Councilman Comardo, to enter into Executive Session to discuss a disciplinary of a particular employee.

Motion carried: Aye 5 Nay 0

The Board entered into executive session at 7:10 p.m. after a short break so that people could leave.

### **CLOSE EXECUTIVE SESSION**

**RESOLUTION NO. 223-2011** Motion by Councilman Smith, seconded by Councilman Carmestro, to close the Executive Session at 7:55 p.m. and return to regular session.

Motion carried: Aye 5 Nay 0

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

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk