

Parma Town Board meeting held on Tuesday, January 3, 2012 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### **ATTENDANCE**

	Supervisor	Carm Carmestro
	Councilperson	James Smith
	Councilperson	Gary Comardo
	Councilperson	James Roose
	Councilperson	Tina Brown <i>(after appointment during meeting)</i>
	Highway Supt.	Brian Speer
	Building Inspector	Jack Barton
Absent	Recreation Director	Steve Fowler

### **OTHERS IN ATTENDANCE**

GIS Coordinator James Zollweg, Zoning Board of Appeals member Tina Brown, Carol Kluth, Helen Ives, Edward Arnold, Danielle Wilkin, Nicole Patterson, Brad Whittemore, Jordan Coster, Shannon Mason, Adam Haffen, Carter Comden, Alaina Maiorano, Stephenie Boula, Sveticiana Blagoverna and other members of the public.

### **CALL TO ORDER**

Supervisor Carmestro called the meeting to order at 6:40 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

Supervisor Carmestro explained that the first order of business would be to accept resignations.

#### **ACCEPT TOWN BOARD RESIGNATION – CARMEY CARMESTRO**

**RESOLUTION NO. 1-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to accept the resignation of Carmey Carmestro effective December 31, 2011 from the position of Parma Town Councilperson.

Motion carried: Aye 4 Nay 0

#### **ACCEPT ZONING BOARD OF APPEALS RESIGNATION – TINA BROWN**

**RESOLUTION NO. 2-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to accept the resignation of Tina Brown from the Zoning Board of Appeals effective December 31, 2011.

Motion carried: Aye 4 Nay 0

#### **APPOINTMENT TO PARMA TOWN BOARD - TINA BROWN**

**RESOLUTION NO. 3-2012** Motion by Councilperson Roose, seconded by Councilperson Comardo, to appoint Tina Brown to the Parma Town Board beginning January 3, 2012 and ending December 31, 2012.

Motion carried: Aye 4 Nay 0

Supervisor Carmestro asked Ms. Brown to come forward to be sworn in. Ms. Brown took her oath of office and was congratulated on her appointment.

## **PUBLIC FORUM**

Supervisor Carmestro 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.

## **ORGANIZATIONAL MEETING**

Supervisor Carmestro closed the regular meeting and opened the organizational meeting for 2012 at 6:45 p.m.

### **MILEAGE AGREEMENT FOR REIMBURSEMENT TO EMPLOYEES WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA BUSINESS FOR 2012**

**RESOLUTION NO. 4-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, 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

## **2012 SUPERVISOR'S APPOINTMENTS**

Supervisor Carmestro informed the Town Board of the following appointments for 2012.

Deputy Supervisor	Jim Smith
Director of Finance	Mary Gavigan
Bookkeeper	Marian Aprilano
Historian PT	Don Stilson
Historian PT	James Stilson

## **2012 TOWN BOARD APPOINTMENTS**

The following appointments were made by the Town Board for 2012.

**RESOLUTION NO. 5-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to appoint

Registrar	Donna K. Curry
Tax Receiver	Donna K. Curry
Records Management Officer	Donna K. Curry
Dog Control Officer	Arthur Fritz

Motion carried: Aye 5 Nay 0

## **TOWN CLERK APPOINTMENTS FOR 2012**

Town Clerk Curry informed the Town Board of the following appointments for 2012.

Deputy Town Clerk and Receiver of Taxes	Carrie Webster
Deputy Town Clerk	Kerri Scoccia

## **APPROVAL OF BLANKET UNDERTAKING**

**RESOLUTION NO. 6-2012** Motion by Councilperson Roose, seconded by Councilperson Smith, to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officer, 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



**PLANNING BOARD MEETING DATES – 2012**

**RESOLUTION NO. 10-2012** Motion by Councilperson Roose, seconded by Councilperson Smith, to approve the 2012 meeting dates for the Parma Planning Board as follows:

January 5, 2012	July 16, 2012
January 16, 2012 (Martin Luther King Day)	August 2, 2012
February 2, 2012	August 20, 2012
February 20, 2012 (no meeting)	September 6, 2012
March 1, 2012	September 17, 2012
March 19, 2012	October 4, 2012
April 5, 2012	October 15, 2012
April 16, 2012	November 1, 2012
May 3, 2012	November 19, 2012
May 21, 2012	December 6, 2012
June 7, 2012	December 17, 2012
June 18, 2012	January 3, 2013
July 5, 2012	

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 – 2012**

**RESOLUTION NO. 11-2012** Motion by Councilperson Smith, seconded by Councilperson Brown, to approve the 2012 meeting dates for the Parma Zoning Board of Appeals as follows:

January 19, 2012	July 19, 2012
February 16, 2012	August 16, 2012
March 15, 2012	September 20, 2012
April 19, 2012	October 18, 2012
May 17, 2012	November 15, 2012
June 21, 2012	December 20, 2012
	January 17, 2013

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 – 2012**

**RESOLUTION NO. 12-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve the 2012 meeting dates for the Parma Conservation Board as follows:

January 3, 2012	July 3, 2012
January 17, 2012	July 17, 2012
February 7, 2012	August 7, 2012
February 21, 2012	August 21, 2012
March 6, 2012	September 4, 2012
March 20, 2012	September 18, 2012
April 3, 2012	October 2, 2012
April 17, 2012	October 16, 2012
May 1, 2012	November 7, 2012 (Wednesday)
May 15, 2012	November 20, 2012
June 5, 2012	December 4, 2012
June 19, 2012	December 18, 2012

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**

**RESOLUTION NO. 13-2012** Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the 2012 standard workday as follows:

A 7-hour workday will be established for retirement purposes 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 III
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 Justice	Town Clerk
Zoning Board Member	Zoning Investigator PT

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 14-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the 2012 standard workday as follows:

An 8 hour workday has been established for retirement purposes for the following positions:

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

Motion carried: Aye 5 Nay 0

**TOWN OF PARMA HOURS OF OPERATION**

The following hours will be the hours of operation for the departments noted. It was noted there are certain circumstances where there may be exceptions and they should not be altered without the Department Head or Supervisor's approval.

**RESOLUTION NO. 15-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the Town of Parma hours of operation as follows:

Town Hall	Monday –Friday	8:00 A.M.- 4:00 P.M.
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Parks Department	Monday –Friday	7:00 A.M.- 3:30 P.M.
Recreation Department	Monday –Friday	8:00 A.M.- 4:00 P.M.
Highway Department	Monday –Friday	7:00 A.M.- 3:30 P.M.

Motion carried: Aye 5 Nay 0

**TOWN OF PARMA OFFICIAL HOLIDAYS – 2012**

**RESOLUTION NO. 16-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to approve the Town of Parma 2012 Official Holidays as follows:

Monday, January 2, 2012	New Years Day Observed
Monday, January 16, 2012	Martin Luther King Day
Monday, February 20, 2012	Presidents' Day
Friday, April 6, 2012	Good Friday
Monday, May 28, 2012	Memorial Day
Wednesday, July 4, 2012	Independence Day
Monday, September 3, 2012	Labor Day
Monday, October 8, 2012	Columbus Day
Monday, November 12, 2012	Veterans Day Observed
Thursday, November 22, 2012	Thanksgiving Day
Friday, November 23, 2012	Thanksgiving Holiday
Tuesday, December 25, 2012	Christmas Day

Motion carried: Aye 5 Nay 0

**BOARDS AND COMMISSIONS APPOINTMENTS**

**PLANNING BOARD**

**RESOLUTION NO. 17-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the appointments to the Town of Parma Planning Board as they have been presented for 2012.

Maureen Werner, Sec.	Term Jan 1, 2012 to Dec 31, 2012
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Motion carried: Aye 5 Nay 0

**ZONING BOARD OF APPEALS**

**RESOLUTION NO. 18-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the appointments to the Town of Parma Zoning Board of Appeals as they have been presented for 2012.

James Zollweg, Alternate	Term Jan 1, 2012 to Dec 31, 2016
Carrie Webster, Sec.	Term Jan 1, 2012 to Dec 31, 2012

Motion carried: Aye 5 Nay 0

**CONSERVATION ADVISORY BOARD**

**RESOLUTION NO. 19-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the appointments to the Town of Parma Conservation Advisory Board as presented for 2012.

Don Harter	Term Jan. 1, 2012 to Dec. 31, 2013
Greg Pacelli	Term Jan. 1, 2012 to Dec. 31, 2013
Michael Ingham	Term Jan. 1, 2012 to Dec. 31, 2013

Motion carried: Aye 5 Nay 0

**LIBRARY BOARD**

**RESOLUTION NO. 20-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the appointment to the Library as presented for 2012.

Mary Jane Skarzynski Term Jan. 1, 2012 to Dec. 31, 2016

Motion carried: Aye 5 Nay 0

**ASSESSMENT REVIEW BOARD**

**RESOLUTION NO. 21-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to approve the appointments to the Town of Parma Assessment Review Board as presented for 2012.

James Kibby Term Oct. 1, 2011 to Sept. 30, 2016

Motion carried: Aye 5 Nay 0

**RECREATION COMMISSION**

**RESOLUTION NO. 22-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve the appointment to the Recreation Commission as presented for 2012.

James Zollweg Term Jan. 1, 2012 to Dec. 31, 2015

Motion carried: Aye 5 Nay 0

**FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE**

Supervisor Carmestro noted that there is a vacant spot on this committee. He has spoken with Scott Copy the Chairperson who has indicated that they have a person interested in the open spot.

**RESOLUTION NO. 23-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to approve the appointments to the Town of Parma Farmland and Open Space Preservation Committee as presented for 2012.

Tim Thomas December 31, 2013  
Donald Green December 31, 2013

Motion carried: Aye 5 Nay 0

**LIAISON ASSIGNMENTS FOR TOWN DEPARTMENTS, BOARDS AND COMMISSIONS FOR 2012**

The following are the Liaison Assignments for 2012:

Supervisor Carmestro	Personnel Union Library Village of Hilton
Councilperson Smith	Parks Department Historical Union Negotiations Farmland and Open Space Preservation
Councilperson Comardo	GIS Zoning Board Zoning Enforcement
Councilperson Roose	Assessor

Planning Board  
Conservation Board

Councilwoman Brown      Dog Control  
Recreation  
Special Police

Supervisor Carmestro noted that the Fire Districts will send meeting minutes to us monthly. Therefore there will not be a liaison assigned.

### **TOWN OF PARMA INVESTMENT POLICY**

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

**RESOLUTION NO. 24-2012**      Motion by Councilperson Smith, seconded by Councilperson 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 2012**

**RESOLUTION NO. 25-2012**      Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the following for 2012 for Election Inspectors:

Hourly rate of pay	\$10.00
Pay for Review/Training/Testing (one time fee)	\$25.00
Amount to be paid to site chairman will be based on Board of Election Formula.	

Motion carried: Aye 5 Nay 0

### **PETTY CASH APPROVALS**

**RESOLUTION NO. 26-2012**      Motion by Councilperson Comardo, seconded by Councilperson Brown, to approve the following petty cash amounts for the following departments for 2012:

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**

There were no changes to the Procurement Policies and Procedures for the Town of Parma.

**RESOLUTION NO. 27-2012**      Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the Procurement Policies and Procedures for the Town of Parma for 2012.

Motion carried: Aye 5 Nay 0

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

**STATEMENT OF NON-COLLUSION**

**RESOLUTION NO. 28-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to approve the Statement of Non-Collusion.

Motion carried: Aye 5 Nay 0

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

**TOWN OF PARMA PAVILION RENTAL AND VFW RENTAL FEES FOR 2012**

**RESOLUTION NO. 29-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to approve the following per event rental fees for 2012 effective January 4, 2012:

**Pavilion Rentals:**

Resident	\$ 75.00
Non-resident	\$150.00

**VFW Rentals:**

Regular-Full Day	\$225.00	+ \$50.00 Non-refundable cleaning fee	+ \$100 Security Deposit
Active VFW Member	\$50.00	+ \$25.00 Non-refundable cleaning fee	+ \$100 Security Deposit
Inactive VFW Member	\$75.00	+ \$25.00 Non-refundable cleaning fee	+ \$100 Security Deposit
Non-Profit	\$100.00		+ \$100 Security Deposit

VFW facility is to be left in the same condition as it was received. All returns of security deposits are subject to approval of inspection by the Parks Department.

Fees are subject to change at the discretion of the Town Board

**Cancellation Fees:** \$30.00 for VFW and Pavilion rentals

Motion carried: Aye 5 Nay 0

Supervisor Carmestro noted he has attempted to set a meeting with the VFW Commander and the same counterpart for the Auxiliary to discuss the agreement with the Town. Fees may be changed after that meeting.

**APPOINTMENT OF SPECIAL PROSECUTOR**

**RESOLUTION NO. 30-2012** Motion by Councilperson Comardo, seconded by Councilperson Smith,

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 appointment 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

#### **ATTORNEYS FOR THE TOWN FOR 2012**

**RESOLUTION NO. 31-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to name the official Attorneys for the Town of Parma for the year 2012 as Lacy Katzen, LLP; Sercu & Sercu, LLP; Bond, Schoeneck & King, CLLP, Harter Secrest & Emery, LLP, and Knauf Shaw, LLP.

Motion carried: Aye 5 Nay 0

#### **ENGINEERING FIRMS FOR THE TOWN OF PARMA FOR 2012**

**RESOLUTION NO. 32-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to name Larsen Engineers and Chatfield Engineers as engineering firms for the Town of Parma for 2012.

Motion carried: Aye 5 Nay 0

#### **OFFICIAL ELECTRICAL INSPECTION AGENCIES FOR 2012**

**RESOLUTION NO. 33-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to name Common Wealth and Middle Department as electrical inspection agencies for the Town of Parma for 2012.

Motion carried: Aye 5 Nay 0

#### **DOG CONTROL OFFICER VACATION COVERAGE FOR 2012**

**RESOLUTION NO. 34-2012** Motion by Councilperson Roose, seconded by Councilperson Comardo, to have 2012 out of town vacation coverage for the Dog Control Officer provided by the Parma Special Police including access to the Town truck and equipment required to do the job as well as payment of \$25.00 for each call responded to.

Motion carried: Aye 5 Nay 0

#### **DOG CONTROL KENNEL FOR 2012**

**RESOLUTION NO. 35-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve Lollipop Farms as its official kennel for the year 2012.

Motion carried: Aye 5 Nay 0

Councilperson Smith noted that the Dog Control Officer is looking at other options. Logistics of getting all the way out to Lollipop and increases to their fees have prompted looking for a closer location.

**DOG FINES FOR 2012**

**RESOLUTION NO. 36-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the dog fines for 2012 as follows:

Penalties for dog ordinances in the Town of Parma for 2012 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

**ADDITIONAL APPOINTMENTS**

Mr. Barton had stepped out of the meeting to attend the Conservation Advisory Board meeting and had returned. Supervisor Carmestro asked for the status of Tim Harner on the Planning Board and who would be filling the Conservation Board Secretary position. Mr. Barton noted that Tim Harner would sit for the January 5, 2012 Planning Board meeting and resign effect the next day and Diane Brisson will fill the position as Conservation Advisory Board Secretary.

**CONSERVATION ADVISORY BOARD APPOINTMENT**

**RESOLUTION NO. 37-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to approve the following appointment for Recording Secretary to the Town of Parma Conservation Advisory Board for 2012.

Diane Brisson Term Jan 1, 2012 to Dec 31, 2012

Motion carried: Aye 5 Nay 0

**PLANNING BOARD APPOINTMENT**

Mr. Barton reported that Planning Board Chairman Ed Fuierer, Liaison Comardo, Bob Prince and himself interviewed candidates and are recommending that Michael Reinschmidt be appointed to fill the position.

**RESOLUTION NO. 38-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to approve the following appointment to the Town of Parma Planning Board for 2012.

Michael Reinschmidt Term Jan 6, 2012 to Dec 31, 2016

Motion carried: Aye 5 Nay 0

**TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2012**

**RESOLUTION NO. 39-2012** Motion by Councilperson Comardo, seconded by Councilperson Smith, to accept the Active Employee List for the year 2012 as presented.

Motion carried: Aye 5 Nay 0

Supervisor Carmestro concluded the Organizational portion of the meeting at 7:20 p.m. and reopened the regular Town Board meeting.

**MINUTES – DECEMBER 20, 2011**

**RESOLUTION NO. 40-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to accept the Minutes of the December 20, 2011 meeting.

Motion carried: Aye 4 Nay 0 Abstain Councilperson Brown

### **TOWN CLERK REPORT**

The VFW Year-end Summary Report for December has been submitted. The Clerk reported that tax bills have been mailed and collection has begun for the 2012 Town and County tax cycle.

Letters of resignation have been received and filed from Carmey Carmestro, Shannon Balbi and Tina Brown.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer noted that the Town is obligated to purchase 70% of the salt we have said we would use. This is not normally a concern but due to the weather there has been very minimal need for salt. If the weather continues this way there will be a problem on where the salt can be stored.

Supt. Speer reported that he expects there will be one more payment to be made for the bridge replacement project. A disagreement with quantities is being resolved. Councilperson Smith inquired about the timeliness of reimbursements from the State and Federal grants. Supt. Speer indicated that the Federal funds are coming in timely but the reimbursements from the State have been slower. Supt. Speer indicated that the payments are not detailed for how to apply.

### **BUILDING DEPARTMENT REPORT**

Mr. Barton noted that the new appointment to the Town Board has created an opening on the Zoning Board of Appeals. It is his recommendation that James Zollweg be moved from the Alternate position to fill the opening vacated by Tina Brown and that the Alternate position be advertised.

### **APPOINTMENT TO ZONING BOARD OF APPEALS**

**RESOLUTION NO. 41-2012** Motion by Councilperson Roose, seconded by Councilperson Comardo, to appoint James Zollweg from Alternate to fill the open position on the Zoning Board of Appeals for the period of January 3, 2012 through December 31, 2016.

Motion carried: Aye 5 Nay 0

Mr. Barton confirmed that an ad could be placed to advertise for the open position on the Conservation Advisory Board and the Alternate position on the Zoning Board of Appeals.

### **BUILDING DEPARTMENT TRUCK BIDS**

The Town Board has previously authorized Mr. Barton to go out for bid for the purchase of a 2012 Pickup Truck for the Building Department. A request for sealed bids was advertised (*see end of minutes for a copy of the legal notice*) and opened at noon by the Town Clerk. Mr. Barton has reviewed the three bids received and compiled a summary of those bids as follows:

	<u>Vehicle Price</u>	<u>Trade-In</u>	<u>Net Cost</u>
Spurr Chevrolet	\$23,867.00	\$7,200.00	\$16,667.00
Doan Chevrolet	\$24,858.00	\$6,000.00	\$18,858.00
Vision Ford	\$24,583.00	\$5,000.00	\$19,583.00

It was noted the truck for all three bids would be ordered and the maximum turnaround is expected to be eight weeks. There was discussion on whether there would be something off the lot available so that additional repair expenses to the current truck would not be incurred.

**RESOLUTION NO. 42-2012** Motion by Councilperson Smith, seconded by Councilperson Brown, to accept the low bid of \$16,667.00 from Spurr Chevrolet for the purchase of a 2012 Pickup Truck for the Building Department out of the unappropriated B Funds.

Motion carried: Aye 5 Nay 0

### **RECREATION DEPARTMENT REPORT**

There was no Recreation report. Supervisor Carmestro noted that he had spoken with Mr. Fowler about having an exit interview with Ms. Balbi and the department will be holding off on replacing the position until the next round of civil service listings is available. As an option to a full time person they will be considering filling the position with two part time people.

### **BUSINESS ITEMS**

#### **EMPLOYER CONTRIBUTION TO HSA ACCOUNTS**

There was discussion on whether to pay this all at once, quarterly semiannually.

**RESOLUTION NO. 43 -2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to authorized the Finance Director to disburse the total of \$196,409.52 to fund employee HSA accounts in one transfer.

Motion carried: Aye 5 Nay 0

### **INFORMATIONAL ITEMS**

Supervisor Carmestro noted that the Town Board will be entering into an executive session at the end of the meeting and there would be no further business at the end of the meeting.

### **LIAISON REPORTS**

\*\*Councilperson Smith reported he and Supervisor Carmestro met last week with three of the sports organizations regarding field utilization. They hammered out agreements similar to what has been agreed to in the past. The agreements reflect a step increase in the fees for the 2012 and 2013 year period and includes wording that potential future changes may limit field availability.

#### **APPROVAL OF SPORTS ORGANIZATION FIELD USE AGREEMENTS**

**RESOLUTION NO. 44-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve field use agreements for the Hilton Cadets Youth Travel Baseball, Hilton Raiders Youth Football and Cheerleading and Hilton Parma Soccer Club effective January 3, 2012 through December 31, 2013 which includes the following fee structure:

<u>Organization</u>	<u>2012</u>	<u>2013</u>
Hilton Cadets Youth Travel Baseball	\$1,000	\$1,500
Hilton Raiders Youth Football and Cheerleading	\$1,750	\$2,000
Hilton Parma Soccer Club	\$2,000	\$2,000

Motion carried: Aye 5 Nay 0

He also reported that the Parks Department still has information coming in from vendors for electrical and plumbing work rates along with cleaning services for the Town Hall and the VFW. They hope to have ready for the next meeting.

\*\*Supervisor Carmestro attended the Village Board meeting tonight. They will be going out to bid for the purchase of a new sweeper. The joint committee for the salt shed will

explore applying for another shared services grant that could potentially provide a savings of \$200,000 savings over ten years. It is hoped that the addition of the school district to the grant application will better their chances for receiving a grant.

There were no other reports.

**ENTER INTO EXECUTIVE SESSION**

**RESOLUTION NO. 45-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to enter into Executive Session to discuss matters leading to the potential dismissal of particular employees.

Motion carried: Aye 5 Nay 0

There was a short recess while people exited the meeting and the Town Board signed attendance confirmations for students who attended the meeting as part of their Participation in Government class. The Board entered into Executive session at 7:40 p.m.

**CLOSE EXECUTIVE SESSION**

**RESOLUTION NO. 46-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to close the Executive Session at 8:12 p.m. and return to regular session.

Motion carried: Aye 5 Nay 0

There being no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 8:13 p.m., seconded by Councilperson Brown.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk

**Legal Notice  
Town of Parma**

**Request for Bid**

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Parma hereby requests sealed bids for the following:

- 1. One (1) 2012 Four Wheel Drive Extended Cab ½ Ton LS or Comparable with a 6' Box, 4.8L V-8 Engine.**

Copies of the specifications may be obtained from the Parma Town Clerk's Office, 1300 Hilton Parma Corners Road, Hilton, New York between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday and until 5:00 p.m. on Thursdays.

A NON-COLLUSIVE BIDDING CERTIFICATE is required.

All bids must be submitted to the Parma Town Clerk, at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York, 14468 by 12:00 p.m. Noon on Tuesday, January 3, 2012. Bids will be opened and read aloud at that time.

Each bid must be submitted in a separate, sealed envelope addressed to the Town Clerk and marked for the equipment you are bidding on as described above.

The Town Board of the Town of Parma reserves the right to reject any or all bids or to waive any formality deemed to be in the best interest of the Town.

Dated: December 8, 2011  
Donna K. Curry  
Parma Town Clerk

**TOWN OF PARMA INVESTMENT POLICY – Version 1 2004**

**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 transactions 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