

Parma Town Board meeting held on Tuesday, April 17, 2012 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### **ATTENDANCE**

Supervisor	Carmey Carmestro
Councilperson	Gary Comardo
Councilperson	James Smith
Councilperson	James Roose
Councilperson	Tina Brown
Highway Supt.	Brian Speer
Building Inspector	Jack Barton
Recreation Director	Steve Fowler

### **OTHERS IN ATTENDANCE**

Dave Tresholavy, Al Howe, Helen Ives, Carol Kluth, Mike Weldon Sr., Ken Gavigan, Tod Edenhofer, Kate Edenhofer, Mike Silivestro, Joe Silivestro, Randy Mousaw, Dick Vance, Andrew DelDuca, Donna Jestel, Mike Clark, and other members of the public.

### **CALL TO ORDER**

Supervisor Carmestro called the meeting to order at 6:35 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. He noted emergency exit procedures.

### **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.

### **MINUTES – APRIL 3, 2012**

**RESOLUTION NO. 115-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to accept the Minutes of the April 3, 2012 meeting.

Motion carried: Aye 5 Nay 0

### **TOWN CLERK REPORT**

The Town Clerk reminded newly elected/re-elected and appointed officials that participate in the retirement system to submit their time tracking reports when completed.

A request was received from a pavilion renter to have the Luigi's Ice Cream Truck come to the Park for the graduation party they are holding. After discussion the Town Board determined that Lugia's could come onsite for the party without having to obtain a vendor permit, general liability insurance must be provided following our standard procedures and that a copy of their Monroe County Health Department permit must be provided.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that crews have been completing driveway restoration, adding topsoil and seeding from drainage projects.

Collamer Road over West Creek – Supt. Speer reported that Fisher Associates will be providing the legal information for advertising of bids for construction of this project. The bid opening will be May 16, 2012. They would like the Town Board to hold a special meeting to approve the awarding of the bids on May 29, 2012 and a pre-

construction meeting will be held June 6, 2012 so that work can commence as soon as possible.

**AGREEMENT FOR EXPENDITURE OF HIGHWAY MONEYS 2012**

Supt. Speer reviewed the following request for funding of Highway Department projects for the Town in 2012.

General Repairs in the sum of \$115,000 for repairs upon 21.80 miles of town highways including pavement markings for \$9,000, surface treat and fog seal (\$11,035) for Black Tern Terrace, Crimson Woods Court and Davidson Beach.

Permanent Improvements for Webster Road for a sum not to exceed \$60,000

Supt. Speer also noted there may be work done to Twin Ponds which would be part of General Repairs and that these amounts were budgeted for in 2012. He also indicated he would be working with the bridge project engineers on providing a cash flow statement projection for the projects.

**RESOLUTION NO. 116-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve the 2012 Agreement for the Expenditure of Highway Moneys for General Repairs in the amount of \$115,000 and Permanent Improvements to Webster Road from Ridge Road to Ogden Parma TL Road not to exceed \$60,000; for a total of \$175,000.

Motion carried: Aye 5 Nay 0

**SPECIAL TOWN BOARD MEETING TO AWARD COLLAMER ROAD OVER WEST CREEK BRIDGE PROJECT CONSTRUCTION BID**

**RESOLUTION NO. 117-2012** Motion by Councilperson Brown, seconded by Councilperson Roose, to hold a special Town Board meeting on May 29, 2012 at 6:00 p.m. at the Parma Town Hall for the purpose of awarding the construction bid for the Collamer Road over West Creek Bridge Construction Project.

Motion carried: Aye 5 Nay 0

Supervisor Carmestro inquired about the status of creating a hole in the highway garage wall for installation of the air conditioner. Supt. Speer indicated that it may get done this week.

**BUILDING DEPARTMENT REPORT**

Mr. Barton reported the annual stormwater report has been submitted to Monroe County and they are reviewing all the Towns and then will submit the MS4 reports.

On May 5<sup>th</sup> the Town in conjunction with Cornell Cooperative Extension will be sponsoring a workshop on chemical free lawns. This has been advertised on the website, Town Hall bulletin board and flyers have been placed at the Library.

The department continues to close out old permits, complete various annual reports. Mr. Barton will be attending and emergency operations training early in May. There was discussion on whether Parma would be required to attend because it will be repetitive of training already completed. It was noted that several Special Police members have also taken training. The category training levels were discussed and inclusion of who has participated in training for the annual report.

**BUSINESS ITEMS**

**FARMLAND AND OPEN SPACE RESERVE FUND CORRECTION  
AMENDMENT TO RESOLUTION 92-2011**

**RESOLUTION NO. 118-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to amend Resolution 92-2012 to change the Fund where funds will come from for the Town of Parma Farmland Reserve Fund from the A Fund to the B Fund. The resolution will now read "...the sum of \$10,000 from the Town's unappropriated B fund balance..."

Motion carried: Aye 5 Nay 0

**BUDGET TRANSFERS**

TRANSFERS TO BUDGET

Mar-12

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
	A UNAPPROPRIATED FUNG	10,602.00	AOO514146046000	CONTRACTED SERVICES	7,627.50	CURRY
			AOO514146014000	RECORDS MANAGEMENT	2,974.50	CURRY
AOO512122021000	OFFICE EQUIPMENT	400.00	AOO512122043100	BOOKS/SUBSCRIPTIONS	400.00	GAVIGAN
AOO516898948000	MISC REIMBURSMENTS	11.00	AOO516898940100	FRANCHISE FEES	11.00	GAVIGAN
AOO516898948000	MISC REIMBURSMENTS	52.00	AOO516898940200	COMIDA TAX BILLS	52.00	GAVIGAN
AOO576752046900	CLEANING SERVICE VFW	8,825.00	AOO576752011000	VFW KEY KEEPER	5,825.00	GAVIGAN
			AOO576752012000	VFW CLEANER	3,000.00	GAVIGAN
AOO511111014000	COMMUNITY SERVICE	807.70	AOO571711011000	PARKS FOREMAN	403.85	GAVIGAN
			AOO571711012000	ASST PARK FOREMAN	403.85	GAVIGAN
AOO571711013000	BUILDING GROUNDS MAIN	4,784.80	AOO571711012000	ASST PARK FOREMAN	4,784.80	GAVIGAN
BOO530341012000	FIRE MARSHAL PT	653.01	BOO537362012000	BUILDING INSPECTOR 1	653.01	GAVIGAN

**RESOLUTION NO. 119-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the Budget Transfers as submitted.

Motion carried: Aye 5 Nay 0

**PROPERTY MAINTENANCE CONTRACT - 2012**

Mr. Fritz intended to be at the meeting but was delayed due to Town matters before the Court. He had spoken with Councilperson Comardo prior to the meeting. He noted that bids were received from three vendors and the quotes were close. TK Properties was the vendor last year and have been reliable. The following quotes were received from T. K. Properties, T&R Property Maintenance, and Evergreen Lawn Care. *(See quotes at end of minutes.)*

**RESOLUTION NO. 120-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the quote from T. K. Properties of lawn maintenance services for 2012.

Motion carried: Aye 5 Nay 0

**CEMETERY MOWING - 2012**

Councilman Smith reported the Parks Department requested quotes from the same three companies as last year but received only one response. *(See quote at end of minutes.)*

**RESOLUTION NO. 121-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to accept the quote from Tyrone Kelly for cemetery mowing services for 20112.

Motion carried: Aye 5 Nay 0

**INFORMATIONAL ITEMS**

**PARMA SPECIAL POLICE**

Supervisor Carmestro reported that the Town Justices requested a meeting to discuss having members of the Special Police be either Court Attendants or Special Police but not both. The Judges would like the Court Attendants to be one entity and spoke very highly of the group. There was further discussion and it was determined that a meeting will be scheduled with the Judges, Chief of the Special Police, the Supervisor and the Liaison Councilperson Brown to explain why the Judges are requesting this. Later in the meeting, a presentation was made by Special Police Officer Mike Silivestro.

## **RECREATION REPORT**

Mr. Fowler wanted to reconfirm the use of funds previously requested from the Recreation Fund for the purchase of in-field baseball/softball diamond material to maintain the Town Hall Park fields (Resolution #139-2010). This work was scheduled to be done last year but due to the extreme wet conditions never occurred. He is looking for the Town Board's continued support to go forward with this work.

**RESOLUTION NO. 122-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to authorize the expenditure of \$2,000 for the purchase of in-field baseball/softball diamond material to maintain the Town Hall Park fields with funds to come from the Recreation Fund.

Motion carried: Aye 5 Nay 0

The department is holding the annual Senior Citizens Dinner on Friday, April 20, 2012 and a Turkey Calling Presentation on Wednesday. This year's "Kites in the Park" event will be held on Saturday, May 12, 2012. This event is free to the public. There will be professional kite flyers demonstrating their skills and kites.

## **LIAISON REPORTS**

\*\*Councilperson Brown noted that what she intended to report had already been brought up.

\*\*Councilperson Comardo reported the Zoning Board of Appeals held a special meeting to review six area variances for the new Hess gas station at Routes 104 and 259. They were approved. Their next meeting is this Thursday. On April 25<sup>th</sup> and 26<sup>th</sup>, he will be attending the Bio Terrorism Mass Prophylaxis Training.

\*\*Councilperson Smith thanked the Highway Department for assisting in the placing of posts for scoreboards and noted their help will be needed with setting the scoreboard and various other projects including use of the roller.

The Hilton Cadet Travel Baseball Club has not responded for use of the pavilions for their tournament. They have been notified that they will lose their spots if the pavilions are not reserved. A request has also been received to use the lights for two games one in May and another in June. There was a brief discussion on the demand meter that was installed as part of the Park Lighting Project and the associated costs. It will need to be turned on for these occasions. The actual cost for usage is minimal but the meter charge is significant. A commitment from other teams for usage to offset this charge should be considered before turning the power on for this light meter.

\*\*Councilperson Roose reported the Planning Board has given final approval with some minor revision to Mico Transmission. Planning Board Chairman, Edward Fuierer, has informed the Planning Board that he will be selling his home and when this occurs he will no longer be a resident of the Town of Parma. He will be submitting his resignation at that time. Cardinal Landscaping has a new engineer and is working to get everything going in the right direction.

\*\*Supervisor Carmestro reported Fire Department minutes have been made available to the Town Board. The Village will be holding a tribute to Walter Horylev on April 21<sup>st</sup> for his 23 years of service to the Village of Hilton.

## **WARRANT**

**RESOLUTION NO. 123-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$52,214.13.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 124-2012** Motion by Councilperson Comardo, seconded by Councilperson Smith, to approve payment of BOO Part Town Fund bills, in the amount of \$5,234.41.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 125-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$23,931.69.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 126-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town bills, in the amount of \$18,017.33.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 127-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of HCO Park Lighting Capital PR. bills, in the amount of \$261.00.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 128-2012** Motion by Councilperson Comardo, seconded by Councilperson Smith, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$2,502.77.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 129-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve payment of TAO Trust and Agency bills, in the amount of \$4,238.51.

Motion carried: Aye 5 Nay 0

The Special Police slide presentation took place.

#### **SPECIAL POLICE APPOINTMENTS**

**RESOLUTION NO. 130-2012** Motion by Councilperson Smith, seconded by Councilperson Brown to appoint the following individuals in the Parma Special Police:

Donald Warney	Full member and Peace Officer
A. J. DelDuca	Full member and Peace Officer
Robert Gerlach	Special Police Officer Probation

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 7:59 p.m., seconded by Councilperson Brown.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk

SEE NEXT PAGE FOR QUOTES

# T.K. Properties

**44 Hill Road**

Hilton, New York 14468  
585-392-4890

## Lawn Mowing Estimate:

**TO: THE TOWN OF PARMA**

1300 Hilton Parma Crms rd.  
Hilton NY 14468  
(585) 392-9449

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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

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**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 \_\_\_\_\_

## T & R Property Maintenance



**(585)520-8872**

**(585)392-2709**

### *Town of Parma Bid Proposal for the 2012 Property Maintenance Season:*

A. Agricultural Conservation (AC) lot size 300' x 350'	\$400.00 per mowing
B. Rural Residential (RD) lot size 260' x 300'	\$350.00 per mowing
C. Medium Density Residential (MD) lot size 100' x 175'	\$200.00 per mowing
D. High Density Residential (HD) lot size 85' x 120'	\$275.00 per mowing
E. Waterfront Residential (WF) lot size 85' x 120'	\$200.00 per mowing

This pricing is based upon contract guidelines per each mowing to be completed

Thank you for the opportunity to place this bid.

If any questions should arise please contact Korey Harris at (585)520-8872

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TOWN OF PARMA**

**Building Department**  
 P.O. Box 728  
 1300 Hilton-Parma Road  
 Hilton, 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'
C. 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.

*(Handwritten bids)*  
 A 325.00 per  
 B 300.00 per  
 C 225.00 per  
 D 175.00 per  
 C 175.00 per

*Thank you for your interest Paul Neefe  
 Evergreen*



**TOWN OF PARMA**

**Parks Department**  
 1300 Hilton-Parma Road  
 P.O. Box 728  
 Hilton, New York 14468  
 (585) 392-5050  
 Fax (585) 392-6659

**General Specifications:**

No quote may be withdrawn for a period of thirty (30) days after the date set for the opening thereof, and no quote may be withdrawn at any time prior to the opening of bids.

All quote proposals shall clearly indicate the project price as spelled out in the project specifications.

The Town of Parma reserves the right to waive any informality in, or to accept or reject any and all quotes.

The Town is looking to enter into contract with a qualified lawn and or landscaping company to maintain these six parcels during the 2012 growing season.

**PROJECT SPECIFICATIONS**

Name	Address	Cuts/Season
Atchinson Cemetery	270 Hill Rd.	9
Smith Cemetery	2 Dunbar Rd.	13
Wright Cemetery	636 Hamlin Parma TL. RD.	9
Hoosic Cemetery	1741 Manitou Rd.	13
Sage Cemetery	2742 Clarkson Parma TL. RD.	9
Castle Cemetery	535 Peck Rd.	13

**Maintenance will be as follows:**

The boundaries of each cemetery, all grave sites, gravestones, trees, and fences will properly be mowed and trimmed accordingly. Fallen branches and discarded objects are to be put in a pile in front of the cemetery, and the cemetery made to look presentable. (Please notify the Parks Dept. if a pick up is needed.)

The first cut is to be made in the spring as needed, and the last cut as late into the fall as possible. Extra cuts may be needed during a heavy growing season, notify and arrange with Parks Dept.

Your quote for the above maintenance is 3100



## TOWN OF PARMA

**Parks Department**  
1300 Hilton-Parma Road  
P.O. Box 728  
Hilton, New York 14468  
(585) 392-5050  
Fax (585) 392-6659

I, Tyone Kelly Address, 44 Hill Rd Hilton NY.  
14468 Hereby agree to the lawn maintenance of the Six  
cemeteries as quoted out in the Town's specifications.

Let it be further understood that the Town of Parma has the power to cancel this contract at any time for noncompliance of the specifications presented in the quote.

Payment for services will be as follows:

25% to be paid by June 22, 2012  
50% to be paid by September 21, 2012  
25% to be paid by November 22, 2012

Signature of Company Representative [Signature]  
Business ID Number \_\_\_\_\_  
Date 3/27/12

Signature of Parks Dept. \_\_\_\_\_  
Date \_\_\_\_\_



"EVERY DAY SHOULD BE ARBOR DAY."