

Parma Town Board special workshop and regular meeting held on Tuesday, October 16, 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	Tina Brown
Councilperson	James Roose
Highway Supt.	Brian Speer
Building Inspector	Jack Barton
Recreation Director	Steve Fowler

OTHERS IN ATTENDANCE

Recreation Commissioners Dave Tresohlavy and Al Howe, Library Director Becky Tantillo, Finance Director Mary Gavigan, Helen Ives, Mike Weldon, Carol Kluth, and other members of the public.

CALL TO ORDER

Supervisor Carmestro called the regular meeting to order 6:30 p.m. He led those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted as well as the meeting was being taped.

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 – OCTOBER 2, 2012

RESOLUTION NO. 237-2012 Motion by Councilperson Smith, seconded by Councilperson Roose, to accept the Minutes of the October 2, 2012 meeting as presented.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk and VFW Summary Reports have been submitted and filed for September. Voter registration days this past Thursday and Saturday were very slow. A notice was received and posted from the Town of Greece regarding a minor subdivision at the corner of Peck and Manitou Roads. A second notice was received and posted from the Town of Ogden regarding the Town of Ogden acting as lead agency for SEQR review

for the approval of the Ogden Comprehensive Plan and Agricultural and Farmland Protection Plan. The Town of Parma was identified as an interested party in both actions. The Clerk was in attendance for the annual review of the Workplace Violence Policy during the Department Head meeting on October 15, 2012. The policy has been distributed and reviewed by Town Clerk staff.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported the bridge over Hill Road opened last Friday. It is expected that the Collamer Road Bridge will be open next Friday. He noted staff is working on small projects and they are getting ready for winter.

BUILDING DEPARTMENT REPORT

Mr. Barton reported he has been working on the annual National Incident Management System (NIMS) report. There was discussion on the next sets of training. Some of the requirements can be filled at the County level. He will be looking at each position and explain why we need or do not need. An accounting of the training completed and the type of equipment we have will be provided.

Stuart Brown Associates has provided a summary of the zoning code revisions to the Town Code and a new version for Board members to review. Mr. Barton indicated that he will provide this to the Zoning Board for their review. After that a date can be set for the public hearing. He noted some of the changes that were being made included:

Fire Prevention Code – The Town’s Fire Marshal will no longer be required to investigate fires. Monroe County has trained investigators which will do this. The Town will continue to be notified.

Emergency Closures – He suggested that a contractor be designated, possibly at the Organizational meeting. This entity would be used for vacant properties in the Town when needed.

Portable Storage Structures – Regulations to fill the need for temporary storage in commercial districts. There has not been a problem in residential districts.

RECREATION REPORT

Mr. Fowler reminded the Town Board that the Annual Halloween Celebration at the Village Community Center is this Saturday, from 10:00 am until 12 noon. On October 27th the Community “Make a Difference Day” event is from 9:00 am until 11:30 am. The Town’s sponsored project is a Community Bike Collection. We are teaming up with R Community Bikes which is an organization that collects and repairs used bikes for distribution free of charge to children and adults in need. So far 40 bikes have been collected toward the goal of 100.

Supervisor Carmestro noted that the Town received \$6,000 from the sale of the old senior transport vehicle at auction. He thanked Mr. Fowler and those that helped for their hard work in accomplishing the sale of this vehicle and the savings that resulted for the Town.

OTHER REPORTS

LIBRARY

Library Director Tantillo reported that staff completed CPR and AED training on Columbus Day. Court Attendants were also able to attend. “Friends” of the Parma Library will be having a book sale October 25th through the 27th at the Library.

BUSINESS ITEMS

SURPLUS PAGERS

RESOLUTION NO. 238-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to declare three Town of Parma pagers as surplus equipment and donate them to the Hilton Fire Department for new recruits.

Motion carried: Aye 5 Nay 0

HILTON HEAT 2013 “JUST FOR KICKS” SOCCER TOURNAMENT

RESOLUTION NO. 239-2012 Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve the Field Use Agreement for the Hilton Parma Soccer Club “Just for Kicks” Soccer Tournament May 31st, June 1st and June 2nd, 2013.

Motion carried: Aye 5 Nay 0

PAULINE JOCK – IN MEMORY

RESOLUTION NO. 240-2012 Motion by Councilperson Smith, seconded by Councilperson Comardo, to dedicate a blank page in the Minute Book in memory of Pauline Jock, an employee of the Town of Parma from February 1984 through August 2002, who passed away on October 6, 2012.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFER

TRANSFERS TO BUDGET			Oct-12			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO516162044100	RGE	3,500.00	AOO516162046000	CONTRACTED SERVICES	3,500.00	GAVIGAN
AOO51619904000	MISC CONTINGENCY	10,000.00	AOO516191047600	LIABILITY INSURANCE	10,000.00	GAVIGAN
AOO516162044100	RGE	2,408.00	AOO590904081000	WORKERS COMPENSATION	2,408.00	GAVIGAN
AOO516162044100	RGE	6,200.00	AOO571711041400	GROUNDSPERSON	6,200.00	GAVIGAN
AOO575752048000	MISC EXPENSE	300.00	AOO575752041000	OFFICE SUPPLIES	300.00	GAVIGAN
AOO575752048000	MISC EXPENSE	35.00	AOO575752043000	EDUCATIONAL	35.00	GAVIGAN
AOO536364021100	FIELD EQUIPMENT	389.50	AOO53636402100	OFFICE EQUIPMENT	389.50	GAVIGAN
AOO516142047400	LEGAL/TOWN	20,000.00	AOO516142047200	LEGAL /LABOR	20,000.00	GAVIGAN

	A UNAPPROPRIATED FUND	10,411.46	AOO514141013000	RECORDS MANAGEMENT CLER	674.08	CURRY
			AOO514146046000	CONTRACTED SERVICES REC	9,427.50	CURRY
BOO537362045200	VEHICLE MAINT	750.00	BOO537362045100	GASOLINE	750.00	BARTON
BOO537362047300	LEGAL FEES	4,000.00	BOO537362049100	PROPERTY MAINT	6,000.00	BARTON
	B UNAPPROPRIATED	6,400.00	BOO537362046000	CONTRACTED SERVICES	4,400.00	BARTON
BOO537362049000	LEGAL NOTICE	210.00	BOO537898948000	MISC REIMBURSEMENTS	210.00	BARTON
	L UNAPPROPRIATED FUND	10,000.00	LOO574741049000	BOOKS	10,000.00	CRUMB
LOO574741021000	OFFICE EQUIPMENT	2,700.00	LOO574741041000	OFFICE SUPPLIES	1,500.00	CRUMB
			LOO574741042600	MECHANICAL REPAIRS	1,200.00	CRUMB
AOO570731049132	SOCCER CAMP	725.00	AOO570731048832	RUNNING CAMP	725.00	FOWLER
AOO570762049605	T SHIRTS	260.00	AOO570762049405	LADIES VOLLEYBALL	260.00	FOWLER
BOO599990191100	BRUSH PICK UP	23,058.00	DBO503101	SPRING BRUSH	23,058.00	SPEER
BOO599990191300	PART TOWN EXPENSES	3,430.00	DBO503103	PART WON PROJECT	3,430.00	SPEER

RESOLUTION NO. 241-2012 Motion by Councilperson Smith and seconded by Councilperson Comardo, to approve the Budget Transfers as presented.

Motion carried: Aye 5 Nay 0

PRELIMINARY BUDGET

Supervisor Carmestro reported the Town rate went up 1.78% and is down from what the increase was last year. The increase reflects a \$.05 increase for every 1,000 in assessed value. He noted that there will be less taken from surplus this year, and that funding for three positions will not be filled next year as budgeted for last year. This includes reinstatement of a position in the Recreation department, a clerical position in the Highway Department and the Deputy Highway Superintendent (or as has been referred to as Highway Forman). A 2% increase is expected for employees; except elected officials. Minimal funds have been budgeted for the VFW building.

Supervisor Carmestro asked if there were any questions about the budget. There was no response.

APPROVAL OF 2013 PRELIMINARY BUDGET

RESOLUTION NO. 242-20121 Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve the Preliminary Budget for 2013.

Motion carried: Aye 5 Nay 0

SET PUBLIC HEARING DATE FOR 2013 PRELIMINARY BUDGET

RESOLUTION NO. 243-2012 Motion by Councilperson Smith, seconded by Councilperson Brown, to set the public hearing date for the 2013 Preliminary Budget for November 7, 2012 at 6:30 p.m. at the Parma Town Hall.

Motion carried: Aye 5 Nay 0

There was an inquiry about the status of the agreement for Assessor services with the Town of Hamlin. Supervisor Carmestro noted that the agreement will stay in place for another year. Supervisor Carmestro also noted that he would like to have discussion at the next meeting on a proposal for a Commissioner of Public Works.

MISCELLANEOUS

SURPLUS STEPS DISPOSAL

The Town Board has declared two sets of stage steps stored at the maintenance building as surplus and permission was given to dispose of them as scrap metal for the best market price. It has been determined that there is no value as it would cost more to take them apart to get the metal. It has been suggested that they be donated to Second Hand Treasurers.

RESOLUTION NO. 244-2012 Motion by Councilperson Comardo and seconded by Councilperson Roose, to donate two sets of steps to Second Hand Treasures as there is no value to be gained by selling for scrap metal.

Motion carried: Aye 5 Nay 0

DATES OF INTEREST

Spencerport Fire Department Memorial Dedication – Town Board members have been invited to attend on Saturday, October 20, 2012, 175 Lyell Avenue, Spencerport.

Employee Safety Meeting – There will be a mandatory safety meeting starting at noon on December 21, 2012 for Town of Parma staff. All Town Buildings would close at noon and a Christmas lunch will be provided at no cost to the Town.

Year-End Bill Paying - The year-end bill paying session will be held at 9:00 am on December 28, 2012.

Early Closing Christmas Eve – Suggestion to close Town buildings at noon on December 24, 2012 in recognition of the hard work of employees this year.

BUILDING CLOSING

RESOLUTION NO. 245-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to authorize closing the Town Hall and all other facets of the Town of Parma government on December 24, 2012 at noon.

Motion carried: Aye 5 Nay 0

LAST BILL PAYING SESSION

RESOLUTION NO. 246-2012 Motion by Councilperson Roose, seconded by Councilperson Smith, to hold the last bill paying session on December 28, 2012 at 9:00 am at the Parma Town Hall.

Motion carried: Aye 5 Nay 0

MANDATORY SAFETY MEETING

RESOLUTION NO. 247-2012 Motion by Councilperson Roose, seconded by Councilperson Smith, to authorize closing at noon for a mandatory employee

safety training meeting on December 21, 2012.

Motion carried: Aye 5 Nay 0

LIAISON REPORTS

**Councilperson Brown reported that Recreation Commission has not met since the last meeting and that a date has not been determined for the next Special Police meeting. There has been interest expressed in membership for Court Attendants and Special Police. The selection for the Court Attendants will be done by the Judges. It was noted that the Special Police could potentially go up to between five and eight members; although there is not a great need right at the moment. The question was raised whether the Special Police trailer will be in the way this winter. Supt. Speer stated it would not.

**Councilperson Smith reported there will be two Raider games and the Cyclocross event this weekend. The following weekend will be the Monroe County Cross Country race. He was unable to meet with Mr. Petricone prior to this meeting. However, it is his understanding that a tentative capital equipment budget identifying equipment needs for the next several years has been worked on. The Parma Hilton Historical Society meeting was well attended. Mike O'Brien, the "Get Away Guy" from YNN was the guest speaker.

**Councilman Roose reported that he attended last night's Planning Board meeting. The final phase for the Mercy Flight subdivision was in front of that Board. It has gone to the Town Engineer, who is reviewing the letter of credit, and it is expected to be finalized for the next meeting. RG&E is looking to make upgrades to their location on 1880 North Union Street by adding a trench around a storage/parking area to prevent runoff and to pave the area. There was also discussion on what is stored on the site and security. Mr. Shultz was present at that meeting to report on the status of 4618 Ridge Road West. He felt they had come a long way and were close to 100% on stormwater management.

**Supervisor Carmestro reported that he and Brian Speer attended a meeting for the Salt Shed project. Information on the bids and specs will be coming. There was also discussion on participating in a Joint Fuel Island project. The Hilton Central School District would spearhead this with the Village of Hilton, the Fire Department and the Town of Parma being participants.

WARRANT

RESOLUTION NO. 247-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$67,862.80.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 248-2012 Motion by Councilperson Comardo, seconded by Councilperson Smith, to approve payment of BOO Part Town Fund bills, in the amount of \$5,896.61.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 249-2012 Motion by Councilperson Smith, seconded by Councilperson Roose, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$6,366.41.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 250-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of DBO Highway, Townwide Fund bills, in the amount of \$19,476.71.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 251-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of HCO Park Lighting Capital PR. bills, in the amount of \$30.38.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 252-2012 Motion by Councilperson Comardo, seconded by Councilperson Smith, to approve payment of HDO Town Bridges bills, in the amount of \$192,630.80.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 253-2012 Motion by Councilperson Smith, seconded by Councilperson Roose, to approve payment of S23 King Hamlin Sewer bills, in the amount of \$1,035.27.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 254-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of SDO Townwide Drainage bills, in the amount of \$7,699.99.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 255-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of TAO Trust and Agency bills, in the amount of \$9,793.66.

Motion carried: Aye 5 Nay 0

There being no further business brought before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 7:16p.m., seconded by Councilperson Brown and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

IN MEMORY – PAULINE JOCK