



TOWN OF PARMA

1300 Hilton-Parma Road
P.O. Box 728
Hilton, New York 14468
(585) 392-9461
Fax (585) 392-6659

CARM CARMESTRO
Supervisor

JAMES SMITH
Councilperson

GARY COMARDO
Councilperson

JAMES ROOSE
Councilperson

TINA BROWN
Councilperson

TOWN BOARD MEETING

January 2, 2013
6:30 P.M. Meeting

This Meeting Will Be Recorded By the Town Clerk

Pledge of Allegiance

Moment of Silence

Emergency Exit Instructions

Roll Call

Public Forum/Hearing: 1. Any Citizen May Address the Town Board About Their Concerns

Minutes of December 18, 2012 Town Board Meeting

Town Clerk Report

Highway Superintendent Report

Building Inspector Report

Recreation Director Report

Miscellaneous Report

BUSINESS ITEMS:

1. Employee Contribution for HSA Account
2. Organizational Meeting
3. Miscellaneous

INFORMATIONAL ITEMS:

1. Miscellaneous

LIAISON REPORTS:

WARRANTS:

ADJOURNMENT:

ORGANIZATIONAL MEETING AGENDA

Wednesday January 2, 2013

6:30 p.m.

Pledge of Allegiance
Moment of silence
Emergency Exit Instructions
Roll Call

ORGANIZATIONAL MOTIONS:

1. Mileage Agreement for 2013
2. 2013 Supervisor's Staff / Town Appointments
3. Town Clerk Appointments
4. Blanket Undertaking
5. Official Depositories for 2013
6. Official Newspaper for 2013
7. Official Meeting Dates for Recreation Commission
8. Official Meeting Dates for the Town Board
9. Official Meeting Dates for the Planning Board
10. Official Meeting Dates for the Zoning Board
11. Official Meeting Dates for the Conservation Council
12. Standard Workday/ For Retirement
13. Official Hours of Operation
14. Legal Holidays for 2013
15. Boards and Commissions Appointments
16. Liaisons for Town Departments, Boards and Commissions for 2013
17. Investment Policy
18. Election Expenses
19. Petty Cash Approvals
20. Procurement Policy
21. Statement of Non-Collusion
22. Annual Review of Workplace Violence Policy
23. Pavilion and VFW Rentals
24. Appointment of Special Prosecutor
25. Town Attorneys
26. Town Engineering Firms
27. Town Electrical Inspectors
28. Coverage for Dog Control Officer
29. Official Kennel
30. Dog Fines
31. Active Employee List

ADJOURNMENT:

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

The fee for reimbursement set by the Town of Parma for 2013 for the use of personal vehicle usage for official Town business is set for \$0.50 per mile.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

**IRS standard for 2013 is \$0.565 per mile*

SUPERVISOR'S APPOINTMENTS FOR 2013

APPOINTED POSITION	2012	2013
Deputy Supervisor	Jim Smith	
Director of Finance	Mary Gavigan	
Bookkeeper/Asst. Finance	Marian Aprilano	
Historian PT	Don Stilson	
Historian PT	James Stilson	

TOWN BOARD APPOINTMENTS

APPOINTED POSITION	2012	2013
Registrar	Donna Curry	
Tax Receiver	Donna Curry	
Records Management Officer	Donna Curry	
Dog Control Officer	Arthur Fritz	

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN CLERK APPOINTMENTS FOR 2013

APPOINTED POSITION	2012	2013
Deputy Town Clerk & Receiver of Taxes	Carrie Webster	
Deputy Town Clerk	Kerri Scoccia	

APPROVAL OF BLANKET UNDERTAKING

RESOLUTION NO. _____ -2013 Motion was made by Councilman _____, seconded by Councilperson _____ to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, 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 |
| 2. Employees (including Clerks, Court Clerk, Town Officers and employees not prescribed above) | \$100,000 Limit
\$1,000 Deductible |

Motion carried: Aye _____ Nay _____

OFFICIAL DEPOSITORIES OF THE TOWN OF PARMA

The official Depositories for the Town of Parma for 2013 are M&T Bank and First Niagara Bank.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

OFFICIAL NEWSPAPERS OF THE TOWN OF PARMA

The official primary Newspaper of the Town of Parma for the year 2013 is designated as Suburban News – North / South Edition. Should there be a need, or if deadline is missed with Suburban News the secondary newspaper to be used will be the Rochester Democrat & Chronicle.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

Commission Meeting Dates for 2013

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, January 23 rd	7:00 p.m.	VCC
Wednesday, February 20 th	7:00 p.m.	VCC
Wednesday, March 27 th	7:00 p.m.	VCC
Wednesday, April 24 th	7:00 p.m.	VCC
Wednesday, May 22 nd	7:00 p.m.	VCC
Wednesday, June 26 th	7:00 p.m.	VCC
Wednesday, July 24 th	7:00 p.m.	VCC
Wednesday, September 25 th	7:00 p.m.	VCC
Wednesday, October 23 rd	7:00 p.m.	VCC
Wednesday, November 20 th	7:00 p.m.	VCC
Wednesday, December 18 th	7:00 p.m.	TBD

2013 Commission Chairperson: Arthur Cosgrove
2013 Commission Vice Chairperson: Thomas Ganley

TOWN BOARD MEETING DATES FOR 2013
1ST and 3RD TUESDAY OF EACH MONTH
6:30 P.M.

Exceptions- Wed. 1/02/13, Wed. 11/7/13, Mon. 12/30/13
And Summer Months

January 2, 2013 (Wednesday)
January 15, 2013

August 20, 2013

February 5, 2013
February 19, 2013

September 3, 2013
September 17, 2013

March 5, 2013
March 19, 2013

October 1, 2013
October 15, 2013

April 2, 2013
April 16, 2013

November 6, 2013 (Wednesday)
November 19, 2013

May 7, 2013
May 21, 2013

December 3, 2013
December 17, 2013

June 18, 2013

December 30, 2013-Monday (Last Bill Pay)

July 16, 2013

2013

PARMA PLANNING BOARD MEETING SCHEDULE
(meets the 1st Thursday and 3rd Monday of each month at 7:00PM)

<u>MEETING DATES</u>	<u>AGENDA (12:00 NOON)</u>	<u>APPLICATION DEADLINES</u>	<u>PUBLIC HEARING</u>
January 3, 2013	December 27, 2012		December 17, 2012
January 21 (Martin Luther King Day)	January 14, 2013		January 7, 2013
February 7	January 31		January 18 (Friday)
February 18 (President's Day)	February 11		February 4
March 7	February 28		February 15 (Friday)
March 18	March 11		March 4
April 4	March 28		March 18
April 15	April 8		April 1
May 2	April 25		April 15
May 20	May 13		May 6
June 6	May 30		May 20
June 17	June 10		June 3
July 3 (Wednesday)	June 26 (Wednesday)		June 17
July 15	July 8		July 1
August 1	July 25		July 15
August 19	August 12		August 5
September 5	August 29		August 19
September 16	September 9		August 30 (Friday)
October 3	September 26		September 16
October 21	October 11 (Friday)		October 7
November 7	October 31		October 21
November 18	November 8 (Friday)		November 4
December 5	November 27 (Wednesday)		November 18
December 16	December 9		December 2
January 2, 2014	December 26, 2013		December 16, 2013

- Notes:
- 1) All applications must be submitted with 10 copies of maps by noon of deadline date.
 - 2) All meetings will begin at 7:00 PM and are open to the public.
 - 3) In order to have an advertised Public Hearing, the matter must have been presented to the Board at previous meeting in sketch plan and preliminary plan form and a date set by the Board for a Public Hearing.
 - 4) When scheduled meetings fall on a Legal Holiday, the Board may cancel or change meeting dates by resolution at a regularly scheduled meeting and publishing of the appropriate date.
 - 4) When scheduled meetings fall on a Legal Holiday, the Board may cancel or change meeting dates by resolution at a regularly scheduled meeting and publishing of the appropriate date.

2013

PARMA ZONING BOARD OF APPEALS MEETING SCHEDULE
(meets 3rd Thursday of each month at 7:00 PM)

MEETING DATES

LAST DATE TO BE PUT ON AGENDA

January 17, 2013

December 28, 2012

February 21

February 1, 2013

March 21

March 1

April 18

March 28 (Thursday)

May 16

April 26

June 20

May 31

July 18

June 28

August 15

July 26

September 19

August 30

October 17

September 27

November 21

November 1

December 19

November 27 (Wednesday)

January 16, 2014

December 27, 2013

EB-2013

2013

CONSERVATION BOARD MEETING SCHEDULE
(meets every 1st and 3rd Tuesday of each month at 7:00 PM)

January 2, 2013 (Wednesday)
January 15

February 5
February 19

March 5
March 19

April 2
April 16

May 7
May 21

June 4
June 18

July 2
July 16

August 6
August 20

September 3
September 17

October 1
October 15

November 6 (Wednesday)
November 19

December 3
December 17

**STANDARD WORKDAYS ESTABLISHED FOR RETIREMENT PURPOSES FOR
THE TOWN OF PARMA**

7-hour workday established

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
Secretary to Planning Board
Secretary to Zoning Board
Secretary to Supervisor
Senior Library Clerk
Supervisor
Town Justice
Town Clerk
Zoning Board Member
Zoning Investigator-PT

7.5-hour workday established

Recreation Director
Assistant Recreation Director
Recreation Leader
Senior Citizen Program Specialist

8- hour workday established

Highway Superintendent
Heavy Motor Equipment Operator
Laborer-Highway/Building & Grounds
Laborer PT-Highway/Building & Grounds
Maintenance Mechanic III
Motor Equipment Operator
Parks Foreman
Parks Assistant Foreman

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA HOURS OF OPERATION

TOWN HALL	MONDAY – FRIDAY	8:00 A.M. - 4:00 P.M.
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.

**There are certain circumstances where there may be exceptions, however, the above hours of operation have been established and are not to be altered without Department Head or Supervisors approval.*

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA LEGAL HOLIDAYS FOR 2013

Tuesday January 1, 2013	New Years Day
Monday January 21, 2013	Martin Luther King Day
Monday February 18, 2013	President's Day
Friday March 29, 2013	Good Friday
Monday May 27, 2013	Memorial Day
Thursday July 4, 2013	Independence Day
Monday September 2, 2013	Labor Day
Monday October 14, 2013	Columbus Day
Monday November 11, 2013	Veteran's Day
Thursday November 28, 2013	Thanksgiving Day
Friday November 29, 2013	Thanksgiving Day Holiday
Wednesday December 25, 2013	Christmas Day

TOWN OF PARMA BOARDS, COMMISSIONS AND COMMITTEES FOR 2013

Planning Board (5 year term)

	<u>CURRET TERM</u>	<u>NEW TERM VOTE</u>
Tod Ferguson, Chairperson	December 31, 2015	
Steve Aprilano	December 31, 2013	
Michael Reinschmidt	December 31, 2016	
Bob Pelkey	December 31, 2012 *	Extend to 2017
Mark Acker	December 31, 2014	
Maureen Werner	December 31, 2012 (yearly)*	Extend to 2013

Zoning Board of Appeals (5 year term)

Timothy Thomas	December 31, 2013	
Dean Snyder	December 31, 2014	
Veronica Robillard, Chairperson	December 31, 2015	
Jim Zollweg	December 31, 2016	
Stephen Shelley	December 31, 2012 *	Extend to 2017
G. Blake Keller-alternate	December 31, 2012 (yearly)*	Extend to 2013
Carrie Webster, Secretary	December 31, 2012 (yearly)*	Extend to 2013

Conservation Board (2 year term)

Michael White	December 31, 2012 *	Extend to 2014
Scott Harter	December 31, 2012 *	Extend to 2014
Don Harter	December 31, 2013	
Greg Pacelli, Chairperson	December 31, 2013	
Michael Ingham	December 31, 2013	
Peter Stoller	December 31, 2012 *	Extend to 2014
Diane Brisson, Secretary	December 31, 2012 (yearly) *	Extend to 2013

Library Board (5 year term)

Mari Crumb, Chairperson	December 31, 2014	
Frank Thomas	December 31, 2013	
Linda Kirchgessner	December 31, 2012 *	Extend to 2017
Mary Jane Skarzynski	December 31, 2016	
Don Stilson, Secretary	December 31, 2015	

Assessment Review Board (5 year term)

Robert Prince, Chairperson	September 30, 2015	
Joseph Reinschmidt	September 30, 2014	
James Kibby	September 30, 2016	
Jeff Forberg	September 30, 2013	
Jim Kesselring	September 30, 2012 *	Extend to 2017

Recreation Commission (4 year term)

Thomas Ganley	December 31, 2012 *	Extend to 2016
Carol Lennon	December 31, 2013	
Art Cosgrove	December 31, 2014	
James Zollweg	December 31, 2015	

Farmland & Open Space Committee (2 year term)

Scott Copey, Chairperson	December 31, 2012 *	Extend to 2014
Marilyn DeMeyer	December 31, 2012 *	Extend to 2014
Pat Buskey	December 31, 2012 *	Extend to 2014
Tim Harner	December 31, 2013	
Tim Thomas	December 31, 2013	
Donald Green	December 31, 2013	
Linda Judd	December 31, 2013	

Anything marked with an * is either a one year term or is an expiring term and must be voted on.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

LIAISON ASSIGNMENTS

	2012	2013
Carm Carmestro	Personnel Union Library Village of Hilton	Personnel Union Library Village of Hilton
James Smith	Parks Department Historical Union Negotiations Farmland and Open Space	Parks Department Historical Union Negotiations Farmland and Open Space
Gary Comardo	GIS Zoning Board Zoning Enforcement	GIS Zoning Board Zoning Enforcement
Jim Roose	Assessor Planning Board Conservation Board	Assessor Planning Board Conservation Board
Tina Brown	Dog Control Recreation Special Police	Dog Control Recreation Special Police

****North Greece Fire District and Spencerport Fire District will now send Meeting Minutes to us. There will not be a liaison assigned. Should there be a matter that requires our attention the districts will let us know and we can determine who will attend the meeting at that time***

TOWN OF PARMA INVESTMENT POLICY

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 investment 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. 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. Authorized Investment Instruments

Types of accounts-

1. Savings Accounts
2. Money Market Deposit Accounts
3. Super N.O.W. Accounts
4. 7 to 31 Day Accounts
5. Certificate of Deposits
6. Investments of Obligations – U.S. Treasury Bonds, Bills Notes. Generally obligations of the United States and of the State of New York are permissible investments.
7. 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 resell 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 of 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 of political subdivision depositing such funds in an insured bank located in the same State shall be insured up to \$100,000.00 for the time and savings accounts per bank and up to \$100,000.00 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:

1. Obligations of the United States
2. Obligations of agencies of the United States of 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 office 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 the Town funds are bonded through the Town's insurance program. This program should be reviewed and updated annually.

**OFFICE OF THE STATE COMPTROLLER FINANCIAL
MANAGEMENT GUIDE
MAJOR MANAGEMENT AREA – CASH MANAGEMENT AND INVESTMENTS**

Section-Cash Management and Investment Policies and Procedures	Issued 12/84	Subsection 2.112D
Subsection-Appendix B-Model Investment Policy	Revised 12/92	Page 9

PERMITTED INVESTMENTS

As authorized by general Municipal Law, *11 the (unit of government) authorizes the chief fiscal officer, treasurer of other officer having custody of money to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit
- Certificates of deposit
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America
- Obligations of the State of New York
- Obligations issued pursuant to LFL - *24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or the district corporation other than the unit of government
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments
- Certificates of Participation (COP) issued pursuant to GML *109-B
- Obligations of the local government, but only with any monies in a reserve fund established pursuant to GML, *6-c,6-d,6-e,6-f, 6-g,6-h, 6-j,6-k,6-l, 6-m or 6-n.

All investment obligations shall be payable or redeemable at the option of the unit of government within such times as the proceeds will be needed to meet expenditures for purposed for which the monies were provided and in the case obligations purchased with the proceeds of bonds or notes shall be payable or redeemable at the option of the unit of government within two years of the date of purchase.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA ELECTION EXPENSES FOR 2013

Hourly rate to be paid to elections inspectors \$ 10.00

Amount to be paid to election inspectors for Training/Testing \$ 25.00

Amount to be paid to site chairman will be based on Board of Election Formula

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA PETTY CASH APPROVALS FOR 2013

Finance Office \$ 100.00

Highway \$ 100.00

Town Clerk \$ 340.00

Library \$ 100.00

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

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 \$20,000 and \$35,000 for Public Works

General Municipal Law 103 provides that all purchase contracts involving expenditures in excess of \$20,000 and all contracts for public work involving expenditures in excess of \$35,000 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 Personal service contracts – accountants, engineer, architect or attorney
- F. 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			

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

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

NON - COLLUSION VOTE

Motion by: _____
Seconded by: _____

Resolution _____
Aye _____ Nay _____

**TOWN OF PARMA PAVILION RENT
2013**

The fees for rent of the pavilions per day in the Parma Park for 2013 are:

___ \$ 75 ___ for residents

___ \$150 ___ for non-residents

___ \$ 30 ___ Cancellation Fee for Pavilion rentals

*Rentals for the VFW property are no longer available. The Town Board reserves the right to change this at any time

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

APPOINTMENT OF SPECIAL PROSECUTOR

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 appointed 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 by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

OFFICIAL ATTORNEYS FOR THE TOWN OF PARMA

The official Attorneys for the Town of Parma for the year 2013 are Lacy Katzen, LLP; Sercu & Sercu, LLP; Bond, Schoeneck & King, PLLC, Harter Secrest & Emery LLP and Knauf Shaw, LLP.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

OFFICIAL ENGINEERING FIRMS FOR THE TOWN OF PARMA

The official Engineering Firms for the Town of Parma for the year 2013 will be Larsen Engineers and Chatfield Engineers.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

OFFICIAL ELECTRICAL INSPECTION AGENCIES FOR 2013

The official Electrical Inspection agencies for the Town of Parma for the year 2013 will be Common Wealth and Middle Department.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

DOG CONTROL COVERAGE FOR 2013

The Town of Parma will use Michael Ingham to cover for the Dog Control officer when he is out of town during the 2013 calendar year. A fee of \$25.00 will be paid for each call that he responds to.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

DOG CONTROL KENNEL AGREEMENT

The Town of Parma shall use Lollipop Farms as its official kennel for the year 2013.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

DOG FINES FOR 2013

Penalties for dog ordinances in the Town of Parma for 2013 will be subject to community service and/or a fine of not less than \$250.00 and no more than \$1000.00 for each offense.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2013

(SEE ATTACHED LIST)

Approval of Active Employee list for the year 2013

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____