



TOWN OF PARMA

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

TOWN BOARD MEETING
July 16, 2013
7:00 P.M. Meeting

CARM CARMESTRO
Supervisor

JAMES SMITH
Councilperson

GARY COMARDO
Councilperson

JAMES ROOSE
Councilperson

TINA BROWN
Councilperson

This Meeting Will Be Recorded By the Town Clerk
Pledge of Allegiance
Moment of Silence
Emergency Exit Instructions
Roll Call

Minutes of June 18, 2013 Town Board Meeting
Town Clerk Report
Highway Superintendent Report
Building Inspector Report
Recreation Director Report
Miscellaneous Report

BUSINESS ITEMS:

1. Ray Wager CPA – Audit
2. NYS Retirement Reporting Resolution
3. Hilton Applefest Request Form
4. 3rd Quarter H.S.A. Installment Payment Approval
5. Budget Transfers
6. Resident Letter Pertaining to Clearview Ave./Lighthouse Beach
7. Miscellaneous

INFORMATIONAL ITEMS:

1. Miscellaneous

LIAISON REPORTS:

PUBLIC FORUM:

1. 7:30 p.m.-Accessory Apartment Code Changes
2. 8:00 p.m.-5064 Ridge Road W. –Public Hydrant District
3. 8:30 p.m.-Town of Parma Right to Farm Law
4. Any Citizen may Address the Town Board About Their Concerns

WARRANTS: General Funds (AOO) Part Town (BOO) Highway Town Wide (DAO)
Town Bridges (HDO) Salt Shed (HHO)
Highway Part Town (DBO) Town Wide Drainage (SDO) Trust and Agency (TAO)

ADJOURNMENT:

DRAFT Retirement Reporting Resolution for 2013.

ELECTED AND APPOINTED OFFICIALS
STANDARD WORKDAY AND REPORTING

BE IT RESOLVED, that the Town of Parma hereby establishes the following as standard work days for the following elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is 20)
Elected Officials					
Town Clerk	Donna K. Curry	7	01/01/2010 – 12/31/2013	N	26.65**
Board Member	James Smith	7	01/01/2012 – 12/31/2015	N	6.17
Board Member	Tina Brown	7	01/03/2013 – 12/31/2013	N	1.44
Appointed Officials					
Receiver of Taxes	Donna K. Curry	7	01/01/2012 -12/31/2012 <small>See Town Clerk this appointment is renewed annually</small>	N	
Conservation Board Member	Michael White	7	01/01/2013 – 12/31/2014	N	36
Dog Control Officer	Arthur Fritz	7	01/01/2013 – 12/31/2013	N	7.74
Planning Board Member	Robert Pelky	7	01/05/2012 – 12/31/2017	N	.40
Zoning Board of Appeals Secretary	Carrie Webster	7	01/01/2013 – 12/31/2013	N	1.30

**the maximum number of days that can be reported to the New York State Retirement System is 20

RESOLUTION NO. _____ -2013 Motion by Councilperson _____ and
seconded by Councilperson _____.

Motion _____: Aye _____ Nay _____

TOWN OF PARMA

TOWN BOARD RESOLUTION ISSUING THE NEGATIVE DETERMINATION OF ENVIRONMENTAL SIGNIFICANCE FOR PROPOSED REVISIONS TO THE PARMA TOWN CODE

WHEREAS:

1. The Parma Town Board (hereinafter referred to as Town Board) has reviewed the Environmental Assessment Form and narrative for the adoption of amendments to the Parma Town Code that apply to all residential zoning districts and would allow accessory apartments in accessory structures as well as within the principal residential structure and eliminate the requirement that the occupant of the accessory apartment be elderly or infirm.
2. The Town Board has considered the Environmental Assessment Form and narrative and the proposed Negative Determination of Environmental Significance.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Town Board declares that the actions to adopt amendments to the Parma Town Code will not have a significant adverse effect on the environment.
2. The Town Board further declares that the reasons supporting this negative declaration include:
 - a. Compared with the criteria listed in Section 617.11 of SEQR regulations, all indications are that the proposed action will not cause substantial adverse change in community character, aesthetics, design and natural features; and,
 - b. Review of the proposed zoning amendments, as well as the Environmental Assessment Form and narrative, has indicated that the proposed zoning amendments will not have a significant adverse impact on the environment of the Town of Parma.
3. The Supervisor is directed to sign page 1 of the Full Environmental Assessment Form to indicate that a Negative Determination of Environmental Significance has been issued.
4. The Town Clerk is directed to file a copy of the Negative Determination of Environmental Significance and Attachment thereto in the Town Office and with the NYS Department of Environmental Conservation.

The above Resolution was made by Councilman _____ and seconded by Councilman _____ at a Town Board Meeting held on _____, 2013, and after discussion was approved by a roll call vote of the Town Board recorded as follows:

ROLL CALL VOTE:

I, _____, Town Clerk, Town of Parma, Monroe County, do hereby certify that the foregoing resolution to be a true and exact copy of said original resolution as adopted by the Parma Town Board and contained in the official minutes of said Board.

_____, Town Clerk

Dated:

TOWN OF PARMA

**TOWN BOARD RESOLUTION TO ADOPT AMENDMENTS TO THE PARMA TOWN
CODE**

1. The Parma Town Board has received a final draft of proposed amendments to the Parma Town Code applying to all residential zoning districts that would allow accessory apartments in accessory structures as well as within the principal residential structure and eliminate the requirement that the occupant of the accessory apartment be elderly or infirm.
2. Appropriate public notice of the proposed amendments to the Parma Town Code was made, as well as referral to the Monroe County Planning Department for review and comment; and
3. The Parma Town Board has considered comments made by the public and interested agencies at the Public Hearing held on July 16, 2013; and
4. The Parma Town Board, as the only involved agency, has completed the Environmental Review of the adoption of said Code revisions and issued a "Negative Declaration" of significance, pursuant to the State Environmental Quality Review (SEQR) regulations; and

NOW THEREFORE BE IT RESOLVED THAT:

1. The Parma Town Board hereby adopts the above described amendments to the Parma Town Code.
2. The Clerk is directed to notify the Monroe County Planning Department of this action and to file the appropriate notices as required by NYS law.
3. This resolution shall take effect immediately.

ROLL CALL VOTE:

I, Donna K. Curry, Town Clerk, Town of Parma, Monroe County, do hereby certify that the foregoing resolution to be a true and exact copy of said original resolution as adopted by the Parma Town Board and contained in the official minutes of said Board.

, Town Clerk L.S.

Dated:

DRAFT RESOLUTIONS

SEQR DETERMINATION
REQUEST TO CREATE
5064 RIDGE ROAD WEST PUBLIC HYDRANT DISTRICT

After reviewing the Short Environmental Assessment Form and other relevant information for the request to create the 5064 Ridge Road West Public Hydrant District;

the Town Board of the Town of Parma determines that the proposed rezoning will have no significant adverse impact on the area and therefore the Town Board issues a negative declaration.

Motion _____: Aye _____ Nay _____

Motion by Councilperson _____

Seconded by Councilperson _____

REVIEW THE “ORDER ESTABLISHING THE DISTRICT”

ESTABLISH 5064 RIDGE ROAD WEST PUBLIC HYDRANT DISTRICT

to approve the creation of the 5064 Ridge Road West Public Hydrant District per the Order to Establishing the District just reviewed.

Motion _____: Aye _____ Nay _____

Motion by Councilperson _____

Seconded by Councilperson _____

Board members have to sign two original copies of the order

At a regular meeting of the Town Board of the Town of Parma, in the County of Monroe, New York, held at the Parma Town Hall, 1300 Hilton Parma Corners Road, on _____, 2013

In the Matter of the Establishment of 5064 Ridge Road West Public Hydrant District in the Town of Parma, County of Monroe, New York.

ORDER ESTABLISHING DISTRICT

WHEREAS, a map, plan and report relating to the establishment of the proposed 5064 Ridge Road West Public Hydrant District prepared by Razak Associates, PLLC duly licensed civil engineers of the State of New York, in a manner and in such detail as has been determined by this Town Board, has been duly filed with the Town Clerk in accordance with the requirements of article 12 of the Town Law; and

WHEREAS, Resolution was duly adopted by this Town Board on June 18, 2013, reciting the filing of said map, plan and report, the improvements proposed, the boundaries of the proposed district, the proposed method of financing, the fact that the map, plan and report describing the same were on file in the Town Clerk's Office for public inspection, and stating all other matters required by law to be stated, and specifying July 16, 2013 as the date, at 8:00 p.m. on said day as the time, at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York 14468 as the place where this Town Board would meet and consider said map, plan, and report, and to hear all persons interested in the subject thereof, concerning the same and to take such action thereon as is required or authorized by law; and

WHEREAS, such order was duly published and posted as required by law; and

WHEREAS, a hearing on said matter was duly held by said Town Board on July 16, 2013 at 8:00 p.m. on said day, in the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York 14468; and

WHEREAS, pursuant to said petition, it is the intention of the Petitioner(s), as sole owner(s) of all the taxable property in said public hydrant district, to construct said water hydrant and appurtenances, there will be no town funds expended,

WHEREAS, the said Petitioner shall be responsible for all fees to be charged annually for the inspection and maintenance of said water hydrant and appurtenances, which is currently \$200.00, and

Now, after due deliberation, it is

RESOLVED AND DETERMINED:

- a. That the Notice of Hearing was published and posted as required by law, and is otherwise sufficient;
- b. That all property and property owner(s) within the proposed district are benefited thereby;
- c. That all property and property owner(s) benefited are included within the limits of the proposed district;
- d. That it is in the public interest to establish said district; and be it further

RESOLVED AND DETERMINED:

That the establishment of the proposed district as set forth in said map, plan and report be approved; that the improvements herein mentioned be constructed by the Petitioner(s); and such district shall be known and designated as "5064 Ridge Road West Public Hydrant District" and shall be bounded and described as set forth in Exhibit A attached hereto and made a part hereof; and be it further

RESOLVED AND DETERMINED:

That the public hydrant for said district is to be constructed by Petitioner(s), owner of the Exhibit A premises, wholly at its own expense, and it has offered to convey the same without cost to the Town of Parma, that the cost of connecting the same with the Monroe County Water Authority shall be borne by the properties benefited thereby; and be it further

RESOLVED AND DETERMINED:

That the Town Clerk be, and hereby is, authorized and directed to file a certified copy of this Resolution in the Office of the Clerk of Monroe, which is in the County in which the said Town of Parma is located, and in the Office of the State Department of Audit & Control, Albany, New York State, within ten days after the adoption of this Resolution, pursuant to the provision of section 195 of the Town Law.

Vote on Resolution No. ____-2013

Supervisor Carmey Carmestro	_____
Councilperson James Smith	_____
Councilperson Gary Comardo	_____
Councilperson James Roose	_____
Councilperson Tina Brown	_____

Dated: _____

Exhibit A

All that tract or parcel of land situate in the Town of Parma, County of Monroe, and State of New York being part of Town Lot 12 in Township 4 of the Triangular Tract and being more particularly described as follows:

Beginning at a Point in the northerly right of way line of Ridge Road West (N.Y.S. Rte. 104, 99.00' feet wide right of way) at a distance of 908.25' feet westerly, as measured in said northerly right of way line, from westerly right of way line of Parma Corners Hilton Road, thence;

1. Southerly, forming an angle of $96^{\circ}29'13''$ in the southeast quadrant, a distance of 50.23' feet to the centerline of Ridge Road West, thence;
2. Westerly, and along the centerline of said Ridge Road West, and forming an interior angle of $96^{\circ}29'13''$ with Course 1, a distance of 180.01' feet to a point, thence;
3. Northerly, and forming an interior angle of $83^{\circ}30'47''$ with Course 2, a distance of 981.12' feet to a point, thence;
4. Easterly, and forming an interior angle of $96^{\circ}18'53''$ with Course 3, a distance of 179.93' feet to a point, thence;
5. Southerly, and forming an interior angle of $83^{\circ}41'07''$ with Course 4, a distance of 930.18' feet to the Point of Beginning, containing 3.82+ acres as measured to the right of way line of Ridge Road West

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1 APPLICANT/SPONSOR TOWN OF PARMA	2. PROJECT NAME RIGHT TO FARM LAW
3 PROJECT LOCATION Municipality TOWN OF PARMA County MONROE	
4 PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) TOWN OF PARMA, MONROE COUNTY, NEW YORK.	
5 PROPOSED ACTION IS: <input checked="" type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6 DESCRIBE PROJECT BRIEFLY: To maintain and preserve the agricultural tradition and character of the Town of Parma, to permit the continuation of sound agricultural practices necessary for the business of farming, to protect the existence and operation of farms and to encourage the initiation and expansion of farms and agribusiness where compatible with existing land use regulations.	
7 AMOUNT OF LAND AFFECTED Initially <u>27,650</u> acres Ultimately <u>27,650</u> acres	
8 WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9 WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe THIS LOCAL LAW WILL APPLY TO ALL AREAS IN THE TOWN OF PARMA	
10 DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, list agency(s) name and permit/approvals	
11 DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, list agency(s) name and permit/approvals.	
12 AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>TOWN OF PARMA</u> Date _____ Signature _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment



PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR PART 617.4? If yes, coordinate the review process and use the FULL EAF
 Yes No

B WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR PART 617.6? If No, a negative declaration may be superseded by another involved agency
 Yes No

C COULD ACTION RESULT IN **ANY** ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING (Answers may be handwritten if legible)

C1 Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly
 No, the intent of this action will promote the continued sound agricultural practices for the business of farming

C2 Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources, or community or neighborhood character? Explain briefly
 No, the community character is rural and farming is an integral part of the Town

C3 Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly
 No, the Right To Farm Law will promote and preserve open space within the Town of Parma which will help maintain wildlife habitat

C4 A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly
 No, this law will help reinforce the goals in chapter 3 of the Town's Master Plan which promotes farming and discourages development in areas of the Town designated as agricultural on the land use plan

C5 Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly
 No, this law promotes open space, continuation of farming and development of farm land

C6 Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly
 No, none have been identified in the review process.

C7 Other impacts (including changes in use of either quantity or type of energy)? Explain briefly
 No, none have been identified

D WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?
 Yes No If Yes, explain briefly

E IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If Yes, explain briefly

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural), (b) probability of occurring, (c) duration, (d) irreversibility, (e) geographic scope, and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

Town of Parma Town Board	July 16, 2013
Name of Lead Agency	Date
Carmey Carmestro	Supervisor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from responsible officer)