

Parma Town Board meeting held on Tuesday, July 18, 2006 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

**ATTENDANCE**

Supervisor	Richard Lemcke	
Councilman	Kenneth Blackburn	
Councilman	Carm Carmestro	
Councilman	James Smith	
Highway Supt.	Brian Speer	
Recreation Director	Steve Fowler	
Entered Late	Building Inspector	Jack Barton
Absent	Councilman	Joseph Reinschmidt

**OTHERS IN ATTENDANCE**

James Cobia, Marilyn DeMeyer, Elizabeth DeMeyer, Art Fritz, Joseph Petricone,  
Brandon Van Buskirk

Supervisor Lemcke called the meeting to order at 7:00 p.m. and led those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Supervisor Lemcke noted emergency exit procedures.

Supervisor Lemcke asked if anyone present would like to address the Town Board on any topic not on the agenda.

**JAMES COBIA - BARKING DOG ISSUE**

James Cobia, 240 Hamlin Parma TL Rd. – stated that he had received a copy of a letter sent to Supervisor Lemcke from the NYS Department of Agriculture and Markets.

Supervisor Lemcke noted that the Town Attorney has responded and we are now waiting for a response from NYS Department of Agriculture and Markets.

Mr. Cobia requested a copy of the response letter and it was decided that a copy would also be provided to the court.

**MINUTES – JULY 5, 2006**

**RESOLUTION NO. 206-2006** Motion by Councilman Carmestro, seconded by  
Councilman Blackburn, to approve the Minutes of the July 5, 2006  
meeting.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

**TOWN CLERK REPORT**

Town Board has received copies of a notice received from the Monroe County Department of Transportation regarding the three week closure of Huffer Road for repairs. The VFW report for the month of June has been submitted. The auditors were here July 10<sup>th</sup> and 11<sup>th</sup>. The microphones for the public address system have been looked at and adjusted for use. It is hoped that we can use them at the next meeting.

A request has been received from the Hilton Raiders to use a room in the Town Hall on Saturday, July 22, 2006 for a CPR and First Aid Training class. William Palma has

been contracted by the Raiders to provide the training. Board members were in agreement for use of a meeting room for this purpose.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that the bridge replacement reports are being sent to the County as part of the grant application process.

Supt. Speer is looking at guard rails to be attached to the walls of the Hill Road Bridge as a less expensive alternative to the jersey barriers.

### **RECREATION DEPARTMENT REPORT**

#### **REQUESTS FOR BASEBALL FIELD USAGE**

Mr. Fowler submitted two requests for use of Town Park baseball fields:

1. Hilton Fire Department for a game on July 23, 2006 on field #4 or #6
2. North Coast Baseball from August 1, 2006 through August 24, 2006 on Tuesday, Thursday and Sundays for evening practice on field #1

**RESOLUTION NO. 207-2006** Motion by Councilman Smith, seconded by Councilman Blackburn, to approve usage of baseball fields for the Hilton Fire Department for a game on July 23, 2006 on field #4 or #6 and North Coast Baseball from August 1, 2006 through August 24, 2006 on Tuesday, Thursday and Sundays for evening practice on field #1.

Motion carried: Aye 4 Nay 0 Absent: Councilman Reinschmidt

#### **"PARK IT IN PARMA"**

The Town will be hosting the annual "Park It In Parma" celebration August 4<sup>th</sup> and 5<sup>th</sup>. A packet has been put together offering information on activities taking place during the event. Signs advertising the event will go up just before the Hilton Fireman's Carnival.

#### **LEO R. DOWNEY, JR. - RETIREMENT**

Mr. Fowler proposed a resolution to congratulate Mr. Leo R. Downey on his retirement from the NYS Office of Parks, Recreation, and Historic Preservation.

**RESOLUTION NO. 208-2006** Motion by Supervisor Lemcke, seconded by Councilman Blackburn;

WHEREAS: Mr. Leo R. Downey, Jr. has retired from the New York State Office of Parks, Recreation, and Historic Preservation representing Region 3 for parts of three decades; AND

WHEREAS: during his tenure with NYSOPRHP Mr. Downey was instrumental in securing development grants under EQBA and EPF funding programs totaling more than one-half million dollars for our community; AND

WHEREAS: the outcome of Mr. Downey's efforts is the development of our prestigious 156-acre Parma Town Hall Park offering year-round recreational opportunities, and recognized as an award-winning municipally owned and operated outstanding Park facility;

THEREFORE: the Parma Town Board congratulates Mr. Downey for his years of service and personally thanks him for his commitment to his position and his diligence toward the recreation and leisure needs of our residents.

It is special to know how important one person can be to a community.

PARMA TOWN BOARD  
RICHARD A. LEMCKE, TOWN SUPERVISOR  
JULY 18, 2006

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

**2005 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

By the end of the week, the Town will have submitted a request for reimbursement for the Town Hall paving project from 2005 Community Development Block Grant Funding totaling \$19,800.00.

**GRANT FUNDING - SIDEWALKS FOR EAST AVENUE  
AND WILDER ROAD**

Councilman Smith asked if grant funding would be jeopardized for sidewalks to Carrie Marie Lane if the portion to Manitou Road was not done.

Mr. Fowler responded that the portion from Bennett Road, across Salmon Creek to Carrie Marie Lane (Phase I) funded in the amount of \$25,000.00 by the Community Development Block Grant would cover a portion of the cost for that section. Funding for Phase I was filed in February and has been approved. The half million dollar SAFETEA-LU federal grant funding would take the project east to Manitou Road and include the 900 feet portion in front of the high school (Phase II). If received, we would have to do Phase I. If we do not receive the funding or you decide not to do Phase II, it will not affect the Community Development Block Grant for Phase I.

**PARKS DEPARTMENT REPORT**

Mr. Petricone informed the Town Board that the parking lot will be stripped this Thursday. In addition, topsoil will be added to the perimeter of the newly paved parking lot to bring it up to grade.

As many skate park ramps as possible will be revamped before the Town celebration. There is one ramp that may have to be pulled from service. In light of this, the Board would like as many safety repairs done as possible so the ramps do not become a safety liability to the Town. Ramps that cannot be repaired will be taken out of service.

There was discussion on mulch for the playground areas and extending the sidewalk on the southwest side of the building.

**EXMARK MOWER PURCHASE**

Mr. Petricone submitted a proposal for the purchase of a new Exmark mower. A copy of the proposal has been included at the end of the minutes. Currently, the department has two Exmarks. The Town Board would like a written estimate from the dealer and the Parks Department for what it would cost to repair the radiator and the hour meter before deciding on the trade in.

**BUSINESS ITEMS**

**DOG CONTROL COVERAGE**

A letter from Mr. Fritz requesting that Bruce Smith from the Parks Department be approved to cover for the Dog Control Office when on vacation . Mr. Fritz would

provide the necessary training and Mr. Smith would be paid \$20.00 per call. The Town Board was in agreement to allow Bruce Smith to assume this responsibility.

**BUDGET TRANSFERS**

TRANSFERS TO BUDGET			Jul-06			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
A1110.12D	BALIFF	3,500.00	A1110.444	DA CLERK	3,500.00	SPEER
	A SURPLUS	22,661.28	A7110.439	PARKING LOT	22,661.28	GAVIGAN
				PARK		
A1220.12A	SECRETARY P/T	877.88	A7110.438	IMPROVEMENTS	877.88	GAVIGAN
A1220.12A	SECRETARY P/T	1,000.00	A1430.477	HANDBOOK	1,000.00	GAVIGAN
	COMPUTER			MAINT		
A1680.413	SUPPLIES	500.00	A1680.445	CONTRACTS	500.00	GAVIGAN
	B SURPLUS	2,500.00	B3620.441	PROPERTY MAINT	2,500.00	GAVIGAN
	B SURPLUS	3,000.00	B39040.830	WORKERS COMP	3,000.00	GAVIGAN
A7141.487	SR FITNESS	350.00	A7141.434	START SMART	350.00	FOWLER

**RESOLUTION NO. 209-2006** Motion by Councilman Blackburn, seconded by Councilman Carmestro, to approve the budget transfers as submitted.

Motion carried: Aye 4 Nay 0 Absent: Councilman Reinschmidt

**PROCEEDS FROM SALE OF LOADER**

A memo from Mary Gavigan informed the Town Board that the Town of Parma received a check for \$9,900.00 from the sale of a loader. She would like to know if the Town Board would like to set up a Reserve Fund for the Highway Department for the purchase of new equipment with this money. The Town Board did not take action to set up a reserve account at this time.

**INFORMATIONAL ITEMS**

**DEVELOPMENT RIGHTS**

The Town has not received a response from Peter Rodgers regarding development rights proposal.

**MISCELLANEOUS**

**NATIONAL INCIDENT MANAGEMENT SYSTEMS**

Supervisor Lemcke attended a Council of Government meeting today which provided information on the National Incident Management System (NIMS) requirements. The minimum requirement of elected officials to take the training would be the Supervisor and Deputy Supervisor. This training must be completed before September 30, 2006 in order for the Town to be represented in command post coordination. Information was given to Town Board members on how and where the classes are provided. Supervisor Lemcke, as the chief elected official responsible for Incident Management, named

Councilman Carmestro to serve as the designated representative in case the Supervisor is not available in a command post situation and throughout the certification process. Councilman Carmestro has already been NIMS certified through the fire department.

A sample resolution was given to the Town Board for use in adoption of the National Incident Management System.

**ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT RESOLUTION**

**RESOLUTION NO. 210-2006** Motion by Supervisor Lemcke, seconded by Councilman Carmestro, that

**It is hereby resolved by the Town of Parma in the State of New York that:**

WHEREAS, In Homeland Security Presidential Directive (HSPD) -5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission on Terrorist Attacks (911 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the Town Board of the Town of Parma and provisions of the Town Law I do hereby mandate the National Incident Management System be utilized for all incident management in the Town of Parma.

I further proclaim this to take effect immediately.

GIVEN under my hand and the Seal of the Town of Parma, at 1300 Hilton Parma Corners Road, Hilton, New York, this eighteenth day of July in the year of our Lord two thousand six.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

*\*\*Jack Barton entered the meeting at 7:45 p.m.*

### **CIVIL PREPAREDNESS – MONROE COUNTY MASS PROPHYLAXIS STRATEGY**

Also presented at the Council of Government meeting, was Monroe County's Mass Prophylaxis Strategy in the event of a public health emergency. The Town Board was given a copy of the presentation on how we will respond, a map of Monroe County identifying proposed pod sectors and Supervisor Lemcke reviewed key points. The county has been divided into pods. Our pod includes the Towns of Hamlin and Parma, the Village of Hilton and the Hilton Central School District. These entities will be responsible for designating a coordinator for our pod. That individual will act as a liaison with all entities; work on the development of a template for how the strategy will be implemented and a sector plan. More planning meetings will be held regarding this.

### **UNEMPLOYMENT REQUEST**

Correspondence has been received from the Town's attorney regarding the appeal of the Andrew Nau unemployment request. The appeal has been filed.

### **LIAISON REPORTS**

*\*\*Councilman Smith reported that he met with Park Department staff and the Town Clerk to show them the spreadsheet to be used for tracking and coordinating field and pavilion usage in the park. This is the next step toward the goal to provide a means for the Parks Department, the Town Clerk's office and the Recreation Department to share the information they have on park usage to avoid use conflicts, potential over usage and identify areas that should be addressed (i.e. parking). Shared access to the folder where this information is stored will be necessary.*

The north side of the Historical Building has sustained soffit and roof related damage. Concern was expressed that repairs should be made before winter. Mr. Petricone was asked to get quotes.

*\*\*Councilman Carmestro reported that the Fire Department is in the final stages of appropriating their property. The Fireman's Carnival is next week. The court ruling for the Dyminski property, 4742 and 4728 Ridge Road West, is coming up on July 25, 2006.*

*\*\*Councilman Blackburn – no report.*

### **BUILDING DEPARTMENT REPORT**

#### **SABLE CREEK SUBDIVISION – LETTER OF CREDIT**

Mr. Barton presented a request for approval of a Letter of Credit Amount for Sable Creek Subdivision which was reviewed approved by William VanAlst of Larsen Engineers on July 14, 2006.

There was discussion regarding a private drive being built to Town specifications with the possibility that they will dedicate the road in the future. The original proposal was a four lot subdivision and has been changed to three negating the requirement to dedicate the road at this time.

**RESOLUTION NO. 211-2006** Motion by Councilman Blackburn, seconded by Councilman Smith, to accept the recommendation for the letter of credit for Sable Creek Subdivision in the amount of \$67,602.00.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

A letter was received from the Tioga County Emergency Management Office thanking Bob Prince for his hard work in evaluating property after the recent flood and expressing appreciation to the Parma Town Board for the use of his professional services.

Building Department staff met with a representative from Business Automated Services (BAS) for a demonstration of their software package. It provides permit tracking and ties in planning and zoning functions. BAS is the current software for the Town Clerk's office and the company is working on an interface with that version of the software. Several packages have been reviewed and Mr. Barton expects to include it as part of his budget request.

The department has been working on closing out old permits. Letters have been sent to parties that were issued permits but required inspections were never requested. Currently, there will be four or five parties that will be taken to court because they have not responded to requests. Attempts have been made to track this better.

Work continues on the Administrative Code which will require operating permits. The Building Department is identifying what operating permits need to be put in place. Annual fees can be charged for this permit as a means to cover the associated costs.

### WARRANTS

**RESOLUTION NO. 212-2006** Motion by Supervisor Lemcke, seconded by Councilman Carmestro, to approve payment of the A Fund, General Fund bills, in the amount of \$85,305.68.

Motion not carried: Aye 2 Nay 0

Abstain: Supervisor Lemcke

Councilman Blackburn

Absent: Councilman Reinschmidt

**RESOLUTION NO. 213-2006** Motion by Supervisor Lemcke, seconded by Councilman Blackburn, to approve payment of the B Fund, Part Town Bills, in the amount of \$9,620.08.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

**RESOLUTION NO. 214-2006** Motion by Supervisor Lemcke, seconded by Councilman Smith, to approve payment of the DA Fund, Highway Town Wide bills, in the amount of \$415.58.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

**RESOLUTION NO. 215-2006** Motion by Supervisor Lemcke, seconded by Councilman Carmestro, to approve payment of the DB Fund, Highway Outside bills, in the amount of \$5,783.55.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

**RESOLUTION NO. 216-2006** Motion by Supervisor Lemcke, seconded by Councilman Blackburn, to approve payment of the SD Town Wide Drainage Fund bills, in the amount of \$7,066.72.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

**RESOLUTION NO. 217-2006** Motion by Supervisor Lemcke, seconded by Councilman Smith, to approve payment of the SS3 Dunbar Road East Sewer District bills, in the amount of \$375.00.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

**RESOLUTION NO. 218-2006** Motion by Supervisor Lemcke, seconded by Councilman Carmestro, to approve payment of the Trust & Agency bills, in the amount of \$7,936.17.

Motion carried: Aye 4 Nay 0

Absent: Councilman Reinschmidt

**RESOLUTION NO. 219-2006** Motion by Supervisor Lemcke, seconded by Councilman Blackburn, to approve payment of the ST Fund bills, in the amount of \$107.00.  
Motion carried: Aye 4 Nay 0 Absent: Councilman Reinschmidt

**ADJOURN REGULAR SESSION**

There being no further regular business brought before the Town Board, a motion by Supervisor Lemcke, seconded by Councilman Blackburn, to adjourn the regular session at 8:35 p.m. All were in favor.

**EXECUTIVE SESSION**

**RESOLUTION NO. 220-2006** Motion by Supervisor Lemcke, seconded by Councilman Smith, to enter into Executive Session at 8:35 p.m. for personnel matter.

Motion carried: Aye 4 Nay 0 Absent: Councilman Reinschmidt

**RESOLUTION NO. 221-2006** Motion by Councilman Smith, seconded by Councilman Carmestro, to close the Executive Session at 9:00 p.m. and return to regular session.

Motion carried: Aye 4 Nay 0 Absent: Councilman Reinschmidt

There being no further business brought before the Town Board, Councilman Smith made a motion to adjourn the meeting at 9:00 p.m., seconded by Councilman Carmestro and all were in favor.

Respectively submitted,

Donna K. Curry  
Parma Town Clerk