

Parma Town Board meeting held on Wednesday, November 20, 2007 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### **ATTENDANCE**

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

### **OTHERS IN ATTENDANCE**

Bob Prince, Kathryn Lemcke, Steve Fowler, Frank Showers, Julie Showers, Allie Showers, Jim Zollweg, JoAnn Kruiuzenga, Russ Herman, Steve Beauvais, Debbi Beauvias, Dave Keech, Gene DeMeyer, Tim Spencer, Tim Holt, Gary Comardo, Russell Wood and other unidentified members of the public.

### **CALL TO ORDER**

Supervisor Lemcke called the meeting to order at 7:00 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Supervisor Lemcke noted emergency exit procedures. It was noted that the meeting is being digitally recorded.

### **PUBLIC FORUM**

### **FIRE PROTECTION STANDARDS**

Supervisor Lemcke reviewed the steps that had been taken to date regarding the Fire Protection Standards that are proposed to be added to the Design Criteria and Construction Specifications for Land Development. Representatives from the North Greece, Hilton-Parma and Spencerport Fire Districts were present. Feedback had been received from all three fire districts and Larsen Engineers. Suggested changes have been incorporated into the document. Mr. Barton noted that there had not been a legal review of the document as yet. Supervisor Lemcke noted that the Planning Board had passed a motion that supports the idea of including these standards in the Towns Design Criteria for Construction Specifications for Land Development.

Councilman Reinschmidt sought clarification that these standards would be uniform in the Towns served by these fire departments. Chief Joe Muncz from Spencerport Fire District noted that these standards have been given to the Town of Ogden for review and it was noted that for North Greece Fire Department, the Town of Greece standards are even more stringent.

There was discussion on holding a public hearing, there being enough turnaround time for legal review and adoption for the 2008 Organizational Meeting.

**RESOLUTION NO. 290-2007** Motion by Supervisor Lemcke , seconded by Councilman Carmestro, to hold a public hearing on December 18, 2007 at the Parma Town Hall at 7:00 pm. on the Proposed Fire Protection Standards to be added to the Design Criteria and Construction Specifications for Land Development.

Motion carried: Aye 5 Nay 0

Chief Jeff Mullen, of the Hilton Parma Fire Department, commended the Planning Board for being supportive of these measures and noted that they have been suggested to applicants and voluntarily implemented during this review period.

### **HILTON HEAT SOCCER CLUB – TOURNAMENT FIELD REQUEST**

Supervisor Lemcke read the request from the Hilton Heat to hold their annual Just for Kicks tournament at the Town Hall Park on the weekend of June 6 through June 8, 2008. This item had been previously discussed at the November 7, 2007 Town Board meeting.

Kathy Lemcke, President of the Hilton Heat Soccer Club presented a history of the club; described the tournament, community participants, and the work done to set up and take down for the tournament; a recap of the funds and time contributed to field maintenance, the benefits of the club to the community and its youth, and introduced other Hilton Heat Board members who were present. There was discussion about the Boards actions regarding this item at the November 7, 2007 board meeting and the Town Clerk read from the minutes so that all understood what had taken place.

Supervisor Lemcke asked if any of the Town Board members had questions for Hilton Heat regarding the tournament. Councilman Blackburn requested and was provided information regarding the Hilton Heat finances. The tournament revenues and expenses were discussed in more detail. Councilman Blackburn indicated that the his inquiries were intended to provide information to assist in making future related decisions as it pertains to costs to residents in the Town and what should be expected of taxpayers. There were further comments on if the program did not exist what the impact might be, on the fields belonging to the town, the Town Board's custodial responsibility to all taxpayers in this regard and the need for written agreements that identify responsibilities and is fair to all parties.

The Hilton Heat organization was very responsive to having such a meeting and would like to meet as soon as possible as they have scheduling issues that will need to be addressed.

Councilman Reinschmidt commented that the information provided was very thorough and expressed that there should be a contractual agreement with non Town sponsored organizations.

Councilman Carmestro expressed that he would like to see a meeting with the Hilton Heat representatives and that a line item be established for revenue to show what is being contributed toward cost is clear. There was discussion on meeting with all the groups and when. It was determined that initially the Town Board Park liaison along with other key representatives from the Parks Department would meet with each organization separately to work out the unique needs of each group and present back to the Town Board sometime after the first of the year.

Councilman Smith felt that this was the correct path to take.

**RESOLUTION NO. 291-2007** Motion by Councilman Smith, seconded by Councilman Carmestro, to accept the Hilton Heat request to hold their annual "Just for Kicks" Tournament at the Town Hall Park on the weekend of June 6 – June 8, 2008.

Motion carried: Aye 5 Nay 0

Kathy Lemcke asked for a written response and Supervisor Lemcke stated that he would follow up with a letter of confirmation.

Supervisor Lemcke 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 – NOVEMBER 7, 2007**

**RESOLUTION NO. 292-2007** Motion by Councilman Blackburn, seconded by Councilman Smith, to accept the Minutes of the November 7, 2007 meeting.

Motion carried: Aye 5 Nay 0

### **TOWN CLERK REPORT**

The Town Clerk reported that preparations have begun for the 2008 Town & County Tax collection. During December she will be obtaining an Oath of Office from all Town employees. NYS Civil Service law requires an oath be obtained for all employees except for labor class. Historically, the oath has been obtained only for elected officials, appointees, and board or committee members. The oath was read out loud.

Ms. Curry noted that January 1, 2008 is the first Tuesday in January. She requested that the date for the first Town Board meeting of the new year be discussed at the next Town Board meeting. There was discussion about the last bill paying session. It was noted that the last bill paying session had been established for Friday, December 28, 2007.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that work was being completed on stone shoulders for Town roads and equipment was being prepared for winter.

### **RECREATION DEPARTMENT REPORT**

Mr. Fowler had nothing specific to report.

### **PARKS DEPARTMENT**

#### **EASEMENT - CLEARVIEW DRIVE**

Mr. Petricone, Park Foreman, reported that there are issues with the location of the Town's ingress/egress easement on Clearview Dr. (Lots 11 and 12 of the Lighthouse Beach Subdivision). There was discussion on alternate locations. Further discussion was postponed until Mr. Barton joins the meeting as he has talked with the owner.

### **BUSINESS ITEMS**

#### **WALL PARTITION**

Mr. Petricone reported that work will begin in January after the parts come in. All parties will be notified as soon as a start date is known.

### **GIS**

Supervisor Lemcke postponed this until the December 4<sup>th</sup> meeting.

### **TOWN CLERK / RECEIVER OF TAX AND ASSESSMENTS BONDING**

**RESOLUTION NO. 293-2007** Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the surety form and the amount of the

official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes and Assessments as follows:

Type of Undertaking: Crime Policy  
 Insurance Policy: Travelers Insurance Company  
 Amount: \$500,000.00

Motion carried: Aye 5 Nay 0

**BUDGET TRANSFERS**

Supervisor Lemcke noted that the Library is using their surplus to buy more books. It was verified with the Library Director that this was approved by the Library Board. It was also noted that another request will be made to use the surplus for a new employee's health insurance.

Supervisor Lemcke stated that the \$500 request from the Special Police for a transfer from A Surplus to A3640.249 Field Equipment would be put on hold until more information is provided. It was noted that the \$169,134.46 for payment for the previously approved excavator is part of these transfers.

TRANSFERS TO BUDGET				Nov-07		
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
A7020.427	PERSONAL CAR	150.00	A7020.482	CONFERENCES	150.00	FOWLER
A7020.415	POSTAGE	300.00	A7020.489	MISC	300.00	FOWLER
L7410.447	BUILDING MAINTENANCE	586.50	L7410.446	MAINTENANCE CONTRACTS	586.50	KIRK
L7410.415	POSTAGE	108.29	L7410.427	MILEAGE	108.29	KIRK
	L SURPLUS	948.00	L7410.210	OFFICE EQUIPMENT	948.00	KIRK
	L SURPLUS	4,341.04	L7410.481	BOOKS	4,341.04	KIRK
A3640.200	EQUIPMENT	1100.00	A3640.412	OFFICE SUPPLIES	1,100.00	EDENHOFER
A3640.200	EQUIPMENT	200.00	A3640.471	UNIFORMS	500.00	EDENHOFER
A3640.489	MISC	200.00	A3640.471	UNIFORMS	200.00	EDENHOFER
	A SURPLUS	500.00	A3640.249	FIELD EQUIPMENT	500.00	EDENHOFER
DB5130.11A	FULL TIME	969.89	DB5130.12A	SUMMER HELP	969.88	SPEER
DB9010.810	NYS RETIREMENT	2,406.47	DB5130.468	OUTSIDE REPAIR	5,648.35	SPEER
DB5130.463	GAS	4,000.00	DB9040.830	WORKERS COMP	1,558.12	SPEER
DB5130.465	TIRES	800.00				SPEER
DA9010810	NYS RETIREMENT	3,876.71	DA9040.830	WORKERS COMP	3,876.71	SPEER
A5132.421	GAS & ELECTRIC	180.52	A5132.449	CONTRACTED EXPENSES	180.52	SPEER
	B SURPLUS	169,134.46	DB5130.200	HIGHWAY MACHINERY	169,134.46	SPEER

**RESOLUTION NO. 293-2007** Motion by Councilman Smith, seconded by Councilman Blackburn to approve the Budget Transfers excluding line item A3640.249 for \$500.00 from Surplus A for Special Police Field Equipment pending further information.

Motion carried: Aye 3 Nay 2 Voting Nay: Supervisor Lemcke  
 Councilman Carmestro

**SHARED MUNICIPAL SERVICES INCENTIVE GRANT APPLICATION -  
 CLARKSON, HAMLIN, PARMA AND SWEDEN HIGHWAY  
 PARTNERSHIP PROGRAM**

The Towns of Clarkson, Hamlin, Parma and Sweden would like to develop an inter-municipal agreement and submit an application for a Shared Municipal Services Incentive Grant for the purchase of a street sweeper.

**RESOLUTION NO. 294-2007** Motion by Supervisor Lemcke, seconded by Councilman Blackburn

WHEREAS: the governing board of the Town of Parma authorizes Brian Speer, Highway Superintendent, to submit an application to the New York State Shared Municipal Services Incentive Grant Program for the 2007 – 2008 program year.

WHEREAS: the Town of Parma, as co-applicant with the Towns of Hamlin and Sweden, will support the Town of Clarkson, serving as lead applicant, with all grant administration matters pertaining to this application.

WHEREAS: the purpose of the application, titled the Clarkson, Hamlin, Parma and Sweden Highway Partnership Program, is to secure funds to purchase a street sweeper for use by the Towns of Clarkson, Hamlin, Parma and Sweden to reduce costs for all municipalities. Prior to purchase of the sweeper, all municipalities involved will enter into a formal inter-municipal agreement concerning service and usage of the equipment.

THEREFORE, BE IT RESOLVED: the maximum amount of funds applied for is not to exceed \$200,000. Should an award be made, the Town of Parma will contribute one-fourth of the 10% match required through funds from its 2008 budget.

Discussion: There was discussion about this being the same grant applied for and denied last year and the fact that the estimated total commitment for the Town of Parma, ¼ of 10%, will be \$5,000 if the full grant is received.

Motion carried: Aye 5          Nay 0

**AUTHORIZING THE TOWN OF PARMA AS A CO-APPLICANT WITH THE  
COUNTY OF MONROE ON SHARED MUNICIPAL SERVICES INCENTIVE GRANT  
WITH NYS DEPARTMENT OF STATE**

Supt. Speer noted that Monroe County would also like to apply for a Shared Municipal Services Incentive Grant for equipment and have Towns be co-applicants. The County of Monroe will apply for \$200,000, would be the lead agency and would pay the 10% cost. They would like to buy a road widener and a rubber tire roller. They will store and perform all maintenance on whatever is purchased.

**RESOLUTION NO. 295-2007**          Motion by Councilman Smith, seconded by Councilman  
Blackburn,

WHEREAS, The County of Monroe, the Town of Parma and other Towns in Monroe County are eligible to receive grant funds under the NYS Department of State's Shared Municipal Services Incentive Grant program that provides funds to undertake projects or purchase equipment that encourages inter-municipal cooperation; and

WHEREAS, Monroe County and Towns within the County have identified specific pieces of equipment at a cost of \$200,000.00 that could be shared and benefit each municipality; and

WHEREAS, the Shared Municipal Services Incentive Grant Program will fund 90 % of the cost to purchase the equipment, and requires a 10 % cash match; and

WHEREAS, The County of Monroe has agreed to be the lead applicant for the grant application and provide the 10 % cash match toward the equipment grant; and

WHEREAS, should grant funding be secured, the County would store and perform all maintenance on the equipment.

NOW THEREFORE BE IT RESOLVED, that the Town of Parma will be a co-applicant with the County of Monroe on Shared Municipal Services Incentive Grant through New York State.

This resolution shall take effect immediately upon its adoption.

Motion carried: Aye 5          Nay 0

## **BUILDING DEPARTMENT REPORT**

### **FIRE MARSHALL - WAGE INCREASE**

Mr. Barton requested a salary increase to \$13.00 an hour for the Deputy Fire Marshal position. The proposed increase, which is in the budget, would be retroactive to the six month review date of September 27, 2007.

**RESOLUTION NO. 296-2007** Motion by Councilman Carmestro, seconded by Councilman Smith, to approve a salary increase for the Deputy Fire Marshal to \$13.00 an hour retroactive to September 27, 2007.

Motion approved: Aye 5 Nay 0

### **EASEMENT - CLEARVIEW DRIVE - CONTINUED**

Discussion on the Town's ingress/egress easement on Clearview Dr. (Lots 11 and 12 of the Lighthouse Beach Subdivision) was continued. Mr. Barton noted the property owner had come to the Building Department regarding a permit for a fence and at that time the location of the pathway not being within the easement surfaced. Mr. Barton indicated that it appeared the homeowner would be receptive to leaving the path as it is and modifying the easement. He will write a letter and proceed with the necessary steps. Any costs incurred would be born by the Town. Mr. Petricone requested that Mr. Barton have the homeowner call him regarding trimming of the tree branches that will be needed to do repairs to the flagpole. This impacts the equipment type that would be used in the repairs.

### **DATE SET FOR JOINT VILLAGE BOARD/TOWN BOARD MEETING**

There was discussion by the board about rescheduling the joint Town/Village Board meeting. The previously scheduled meeting was cancelled due to a lack of a quorum by the Village Board. Supervisor Lemcke noted that the Mayor and one Trustee have previously declined to meet while there is litigation still pending; however, the remaining Village Trustees were willing to meet and would present the required quorum. Councilman Blackburn expressed his opinion that the meeting should take place when a full board could be represented by both.

**RESOLUTION NO. 297-2007** Motion by Supervisor Lemcke, seconded by Councilman Smith, to hold a joint meeting between the Village of Hilton Board and the Parma Town Board on Tuesday, December 18, 2007 at 6:00pm at the Parma Town Hall.

Discussion: Councilman Blackburn stated that he would not attend unless there is a full quorum of both Boards.

Motion approved: Aye 4 Nay 1 Councilman Blackburn

## **MISCELLANEOUS**

### **DUNBAR ROAD EAST SEWER DISTRICT COMPLETION**

It was noted by Supervisor Lemcke that the final paperwork is needed for the Dunbar Road East Sewer District in order to put it on the tax roll as a special district for the upcoming tax cycle. Larsen Engineers was awaiting the Highway Superintendent's return from vacation and has an additional invoice that they would like added. The County is willing to hold that special district so that the complete numbers can be added but this must be addressed immediately. Otherwise, a whole year will be missed for that district.

Councilman Reinschmidt expressed his opinion that should the Town ever do this type of installation again that a board level member oversee the entire project.

### **WORKER COMPENSATION CLAIM**

Supervisor Lemcke reported that correspondence had been received and forwarded to Town Board members regarding a Highway Department Workman's Compensation claim.

### **INFORMATIONAL ITEMS**

#### **TOWN HALL SIGN**

Mr. Fowler provided information on digital marquis signs and there was discussion on a joint community effort involving the Town, Hilton –Parma Fire Department, Village of Hilton, and the Hilton Central School District. He conveyed information on possible grant funding that might be available. There was continued discussion on locations, cost and logistics. Supervisor Lemcke noted he would contact the school and fire department and include the signs as an agenda item for the joint Village/Town meeting.

#### **LARSEN ENGINEERS – PAYMENT**

A letter was received from Larsen Engineers regarding their fee quote for the Dunbar Road East Sewer District. A construction stakeout was performed by Larsen's that would normally be the responsibility of the contractor. Since the Highway Department did the installation in lieu of hiring a contractor, it was not known at the time of the fee quote that the construction stakeout would be done by them. They are requesting that the Town Board approve \$1,250.00 to cover this additional work. It was noted that they will continue to bill for Construction Phase services and expect that the full amount quoted will be used. There was discussion.

**RESOLUTION NO. 298-2007** Motion by Councilman Smith, seconded by Councilman Blackburn, to approve expenditure of \$1,250.00 to Larsen Engineers for construction stakeout work on the Dunbar Road East Sewer District and assuming that it will fall into the total project budget and realizing that if it does not it will be added to the special district tax for the first year.

Motion carried: Aye 5 Nay 0

### **WARRANTS**

**RESOLUTION NO. 299-2007** Motion by Councilman Reinschmidt, seconded by Councilman Blackburn, to approve payment of the A Fund, General Fund bills, in the amount of \$127,681.87

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 300-2007** Motion by Councilman Reinschmidt, seconded by Councilman Smith, to approve payment of the B Fund, Part Town Bills, in the amount of \$29,665.73.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 301-2007** Motion by Councilman Reinschmidt, seconded by Councilman Carmestro, to approve payment of the DA Fund, Highway Town Wide bills, in the amount of \$27,808.80

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 302-2007** Motion by Councilman Reinschmidt, seconded by Councilman Blackburn, to approve payment of the DB Fund, Highway Outside bills, in the amount of \$211,496.41.





Dave Keech asked what the rationale was for picking one department over another, in this case the Highway Dept. rather than Parks. Supervisor Lemcke responded that the budget he proposed made cuts in the Highway Department because each department was asked to submit a 0% increase and the Highway did not. Therefore, he made cuts in that department. He also noted that the problem exists in DB and that reduction in departments that do not draw from B will not fix the problem. Mr. Keech also expressed, that while extreme, he would rather see cuts made to an area that would not threaten his life or the well being of his family.

There was discussion on where the budget process is at this point and what can and can't be done going forward. They also discussed what happens to funds that are not spent and rolled over to the next year, how sales tax is recorded, what can be expected from sales tax revenue for the next year.

Additional alternatives, opinions, and rationale were offered. There was extensive discussion and debate with no action taken on any proposal or suggestion offered. Discussion ended at 10:35 p.m.

**ADOPTION OF 2008 TOWN BUDGET AND 2008 SPECIAL DISTRICT  
ASSESSMENTS**

**RESOLUTION NO. 306-2007** Motion by Supervisor Lemcke, seconded by Councilman Carmestro, to accept the 2008 Preliminary Budget as presented.

Roll Call Vote:	Councilman Smith	Aye
	Councilman Carmestro	Aye
	Councilman Reinschmidt	Nay citing effects on the Highway Department
	Councilman Blackburn	Nay
	Supervisor Lemcke	Aye

Motion carried: Aye 3                      Nay 2

**LIAISON REPORTS**

\*\*Councilman Smith reported that at the last Zoning Board meeting Mr. Wenzel's application was approved. He had been given conditional, hardship approval by the Town Board at the October 16, 2007 meeting to proceed with construction prior to approval.

Councilman Smith reported that he had received a copy of the annual Lollipop Farm Agreement from Mr. Fritz and it had been signed by the Supervisor.

\*\*Supervisor Lemcke inquired as to the status of the utility situation for the Egenlauf property on Ogden Parma TL Road. Mr. Barton reported there was still no final resolution but that he had spoken with both the resident's and the Village of Spencerport's attorney and was told that RG&E is going to purchase power from the Village.

\*\*Councilman Carmestro reported the Planning Board met Monday, November 19<sup>th</sup> and had nine items on their docket. He noted some of the projects that came before that Board.

He also reported that the Fire Department is going out for bids on December 10, 2007 with bid opening on January 8, 2008, and hopefully awarding the bid in mid-January. Construction would start in March or April 2008 with completion April 2009

\*\*Councilman Reinschmidt had nothing to report.

\*\*Councilman Blackburn had nothing to report.

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There being no further business brought before the Town Board, Councilman Carmestro made a motion to adjourn the meeting at 10:40 p.m., seconded by Supervisor Lemcke and all were in favor.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk