

Parma Town Board meeting held on Tuesday, March 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	
Absent	Building Inspector	Jack Barton

OTHERS IN ATTENDANCE

Jim Christ, John Lodge, Gene DeMeyer, Greg Rombola, Michael Rombola, Kim DeLorenzo, Greg Speer, Art Cosgrove, Joe Petricone, Kris Schultz 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 and that the meeting was being digitally recorded.

PUBLIC FORUM

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

Kim DeLorenzo requested use of parking in the Town Park. She has applied for use of the Lloyd pavilion on July 7, 2007 so that they can park cars in the lot for a family wedding to be held at their home. Mrs. Lorenzo indicated that there would be approximately 90 to 100 cars that would start arriving at 1:00 p.m. and they would provide shuttle transportation from the park to their home and back. The Town Board agreed to allow the parking as long as the cars are removed by 11:00 p.m., that they would cover the additional cost to keep a park attendant on site to lock up and the Town Board would like to have a certificate of insurance naming the Town of Parma as additionally insured.

John Lodge, a business owner across from the Kirby Motel, sought information on work being done at the Kirby Motel and expressed concerns for the lack of communication from emergency personnel with businesses and residents during a gas leak that occurred on the property. It was noted that the property was vandalized which resulted in gas being left on. When discovered, emergency crews were contacted, the road closed and power was shut off. Mr. Barton can provide an update on the construction work being done and Mr. Lodge was referred to the North Greece Fire Department regarding the handling of the gas leak.

Greg Speer, a Highway Department employee, requested approval for carry over of vacation time.

MINUTES – MARCH 6, 2007

RESOLUTION NO. 92-2007 Motion by Councilman Reinschmidt, seconded by
Councilman Carmestro, to accept the Minutes of the March 6, 2007 meeting.
Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk reported that Michele Schmidt has been hired to fill the open position in the Town Clerk's office and will be starting March 28, 2007. There have been two inquiries regarding sex offenders residing in a trailer park on Ridge Road West. They were referred to the Monroe County Sheriff Substation.

HIGHWAY DEPARTMENT REPORT

Supt. Speer noted that winter is over and felt that the department did a very good job this season. Supt. Speer inquired as to whether the Town would be providing workplace violence training for staff to meet the new requirements. The Finance Director is reviewing and will be providing information.

Supt. Speer stated that he would like to talk about the proposal for equipment that referred to at the last Town Board. It was decided to move this under Miscellaneous later in the meeting.

RECREATION DEPARTMENT REPORT

Mr. Fowler reported that we have received confirmation from the National Recreation and Parks Association (NRPA) that our accreditation visit will occur May 22-25, 2007.

RECREATION COMMISSION APPOINTMENT

The Recreation Commission requested Town Board approval for the appointment of James Zollweg to fill the vacant commission seat for a term to expire on December 31, 2007.

RESOLUTION NO. 93-2007 Motion by Councilman Smith, seconded by Councilman Carmestro, to appoint James Zollweg to fill the vacant Recreation Commission seat for a term to expire on December 31, 2007

Motion carried: Aye 5 Nay 0

Mr. Fowler reminded Town Board members that the workshop meeting will be held Tuesday, March 27, 2007 at the Village Community Center.

A request has been received from the Hilton Central School District for use of two baseball fields for Modified teams. There was discussion on dates and times, field conditions, coordination of field usage, relationship with the school district, additional costs incurred, and how other towns address these requests. It was determined that the Parks Department will determine field usage for practice and games based on their determination of acceptable field conditions this includes the start of season practices. There will be a surcharge for costs incurred over and above the normal field preparation done for the Town's Recreation program. The Town will provide all labor and the school will be responsible for supplying or reimbursing the Town for extraordinary materials. There must be adult supervision for all practices. The Town Recreation program has first priority use.

With regard to the discussion on a field use policy and scheduling, Supervisor Lemcke will have his secretary canvass other Towns on their usage policies.

Mr. Fowler reported that representatives from the Recreation and Parks Commission, Village and Town Boards, Library Board, Town Employees and Village/Town residents attended three presentations to determine their recommendation for the architectural firm to generate the work specified by the Town's expectations for the Community/Health Center Project. The group concluded that the DeWolff Partnership should be recommended for this work. There was discussion regarding the overall projects and included a needs assessment and use of a previous report provided by Stuart I. Brown Associates to facilitate the process; cost and what impact that it will have on taxes; location and meeting with the Village.

Mr. Fowler read the following list of the Town's expectations which was also provided to Town Board members:

Produce a study, which would determine a recommendation to renovate this project into the existing Village Community Center at 59 Henry Street or build new at an alternative location.

An approved conceptual Community Center design involving the Town's supplied specifications.

Prepared site plans including parking layout, drainage concepts, site lighting, landscaping and utility layout.

Developed budget, which would involve pre-construction costs, construction costs, finish site work, Architectural Fees, Construction Management fees, projected time frames and all additional fees and charges.

Developed projections on the overall cost estimates associated with maintaining proposed facility.

Assist the Town through the public relations component, leading to the public vote on this project with involvement to include presence at three public meetings.

BUILDING DEPARTMENT REPORT

Mr. Barton was away at a conference, therefore there was no Building Report.

PARKS DEPARTMENT

Mr. Petricone reported that Park staff is finishing interior painting in the Town Hall. Work is being completed on drainage issues at the back of the park and he acknowledged the work done by the Highway Department in relieving the water problems.

Field scheduling requests have been received by the Parks Department. There was discussion on who was coordinating field usage. It was determined that to avoid scheduling conflicts for baseball, scheduling would go through Jim Volkmar. Town Recreation programs are to have first priority and any other Town Board approved group will come next.

Drawings were provided to Town Board members of parking lots that could benefit from redesign for more efficient and effective use of space by striping and adding arrows. The layout has been designed to provide a maximum number of spaces and efficient flow of traffic, in particular the lot by the Lloyd Pavilion.

Recent issues with the septic system have warranted further investigation of the system. The Town Board directed the Park Foreman to investigate the problem.

BUSINESS ITEMS

KARLI DRIVE - STREETLIGHT

A request has been received from Tammi Rice for the installation of a streetlight at the corner of Karli Drive and Route 259. The Town Board agreed to get an estimate to install and cost. It was requested by Councilman Blackburn that this also be looked at for the corner of Collamer Road and Old Hojack. There was discussion regarding the status of Karli Drive as a dedicated street and services provided.

ROCHESTER NATIONAL ADULT BASEBALL ASSOCIATION FIELD USE REQUEST

There was discussion regarding the request by the Rochester National Adult Baseball Association to use baseball fields in the Town Park this season. There was discussion

regarding this and it was noted that there is one local team in this league and that their home field is at the West Ave. field. The request is for the organization's use and not the local team. The Town Board did not feel that they could accommodate this request and was not in favor of approving Town Park field usage for this league.

HILTON PARMA SOCCER CLUB – REQUEST FOR USE OF GATORS

The Hilton Parma Soccer Club will hold their annual “Just for Kicks” Tournament & Festival June 1st, 2nd, and 3rd and have requested the use of two gators during the festival. They will be used for emergency medical personnel and transporting beverages throughout the Park. There was discussion regarding who will operate the gators, insurance and that previous rules that applied to usage are in affect.

RESOLUTION NO. 94-2007 Motion by Supervisor Lemcke, seconded by Councilman Carmestro, to approve the use of two gators during the Hilton Parma Soccer Club “Just for Kicks” Tournament & Festival. No one under the age of eighteen will be allowed to operate the vehicles and current insurance must be provided.

Motion carried: Aye 5 Nay 0

HUMAN RESOURCES

The Finance Director has requested that the Town Board consider a compensation line item for a Human Resources Director. The Town Board agreed that the position was needed but would like a job description provided and the approximate number of hours spent before determining a compensation amount.

BUDGET TRANSFERS

TRANSFERS TO BUDGET

Mar-07

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
	A SURPLUS	24,000.00	A1355.450	CONTRACTED SERVICES	24,000.00	GAVIGAN
A1990.449	MISC CONTINGENT	5,000.00	A7310.448	YOUTH SERVICES	5,000.00	GAVIGAN
L7410.447	BUILDING MAINT	111.95	L7410.446	MAINTENANCE CONTRACT	111.95	KIRK SPEER
	A SURPLUS	26,000.00	DA5110.450	SALT	26,000.00	SPEER
A1620.449	CONTRACTED SERVICES	110.00	A1620.410	CLEANING SERVICES	110.00	DOOL

RESOLUTION NO. 95-2007 Motion by Councilman Blackburn, seconded by Councilman Carmestro, to approve the Budget Transfers as submitted.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS

POD UPDATE

Supervisor Lemcke reported that he has received more information on the POD/Mass Immunization Drill that will take place March 27, 2007 and asked Councilman Carmestro to serve as the Town representative for the drill.

INFORMATIONAL ITEMS

PROPOSED PLANNED DEVELOPMENT–SENIOR RESIDENTIAL (PD-SR) ZONING SCHULTZ ASSOCIATES – NORTH PARMA STATION

Kris Schultz, of Schultz Associates, addressed the Town Board regarding the proposed Planned Development – Senior Residential (PD-SR) Zoning and the proposed project using this type of zoning to be called North Parma Station.

There was discussion regarding the look of the Townhouse code versus the proposed PD-SR. Patio homes in two and four configurations, multistory apartments and professional office space could be part of the PD-SR zoning. Townhouses and commercial retail would not be part of PD-SR. Spacing density would be similar to that of the Town's Townhouse zoning.

The proposed PD-SR is intended to be an overlay district for parcels of 15 acres or more. Property owners would have to apply to the Town Board for rezoning and to the Planning Board and any other agencies deemed appropriate for approval of their particular plan. The importance of a site plan was noted so that a clear picture of what the intent will be for the request is understood. If the Town zones land PD-SR, approval still needs to be obtained on the specific plan. This leaves the town with flexibility in what can be approved and at the same time keep control.

There was discussion regarding the impact that Unionville Station has had on Senior Programs and the impact of additional growth of this type on the Hilton-Parma Recreation Department. It was suggested that review of the builder's recreation fee be considered to defray increased Recreation Department expenses. It was noted that current Town regulations regarding sidewalks would apply and the impact on the Highway department would be mostly seasonal.

With regard to North Parma Station, Mr. Schultz stated that the focus now is the establishment of the district and then apply to the Town to have that zoning applied to this parcel. The project closely parallels Unionville Station in spacing density and the design has incorporated elements of other similar complexes. The site plan was reviewed. Drainage was discussed and the use of oversized ponds for retention. Lighting was discussed and it was noted that the Planning Board would have the ability and flexibility to regulate. The same would hold true for the amount of commercial and its location. Because of the large concentration of seniors, there will be a need to offer support services such as physicians and attorneys. Unity Health has expressed an interest in the professional office space. There was discussion on whether it would be true taxable property. The question of whether COMIDA funding was a factor for the commercial portion was raised. It was noted that it was not planned for such. It was noted that there is no access to or from Burritt Road in the plan. Access would be from Route 259 and there is a connection through Unionville Station. They have been working concurrently with the Village of Hilton regarding sewer capacity and upgrades would be needed for the sewer pumps. The question of lighting was raised and it was noted that the Planning Board would have the ability to regulate

The proposed zoning will be forwarded to the Zoning Board. It was suggested that a member from the Zoning, Planning and Town Board meet together to review, raise questions and return their input within thirty to forty five days.

MISCELLANEOUS

HIGHWAY EQUIPMENT

There was discussion regarding types of leases and whether equipment should be purchased or leased. If equipment is to be purchased, this can be done with Bond Anticipation Notes (BAN) Bonds or Cash. Clarification of what steps need to be taken if equipment is leased is needed. It was noted that if multiple pieces of equipment are to be purchased, BANS or Bonds should be used. The Town Board would like to know the correct procedure and asked Supt. Speer to get specific information from Alliance regarding leases and to provide it to the Finance Director so

that Audit and Control can be consulted. It was noted that Pickup trucks are not on state bid right now but that vehicles are.

LIAISON REPORTS

**Councilman Smith stated that he did not have anything else to add to what had already been reported by Mr. Fowler for Recreation, he was unable to attend the Zoning Board meeting and the Dog Control Officer has had a couple of dog issues.

**Councilman Carmestro just received notification on the new fire hall vote – 585 voting yes and 85 voting no. Starting tomorrow he will be going out on some inspections with the Assessor. He attended the Planning Board meeting and reported that All Seasons has received preliminary approval for 17 lots, issues for 222 Burritt Road have been resolved and Mr. Sobb's site plan was tabled.

**Councilman Reinschmidt reported that the fire house for the Spencerport Fire District was approved and they are still working with the Village of Spencerport Planning and Zoning Boards on the final plans.

**Councilman Blackburn reported that he has met with the Park Foreman and that he had nothing to add to what was already reported. Mr. Fritz is following up on building violations.

WARRANTS

RESOLUTION NO. 96-2007 Motion by Councilman Reinschmidt, seconded by Councilman Blackburn, to approve payment of the A Fund, General Fund bills, in the amount of \$72,252.99.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 97-2007 Motion by Councilman Reinschmidt, seconded by Councilman Smith, to approve payment of the B Fund, Part Town Bills, in the amount of \$11,630.92.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 98-2007 Motion by Councilman Reinschmidt, seconded by Councilman Carmestro, to approve payment of the DA Fund, Highway Town Wide bills, in the amount of \$59,765.54.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 99-2007 Motion by Councilman Reinschmidt, seconded by Councilman Blackburn, to approve payment of the DB Fund, Highway Outside bills, in the amount of \$46,506.63.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 100-2007 Motion by Councilman Reinschmidt, seconded by Councilman Smith, to approve payment of the SS3 Fund for the Dunbar Road East Sewer bills, in the amount of \$531.10.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 101-2007 Motion by Councilman Reinschmidt, seconded by Councilman Carmestro, to approve payment of the SD Fund, West Avenue Sewer bills, in the amount of \$24.20.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 102-2007 Motion by Councilman Reinschmidt, seconded by Councilman Blackburn, to approve payment of the SM Fund for Wilder Road Lighting, in the amount of \$1,303.26.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 103-2007 Motion by Councilman Reinschmidt, seconded by Councilman Smith, to approve payment of the T Fund for Trust and Agency bills, in the amount of \$2,275.79.
Motion carried: Aye 5 Nay 0

ENTER INTO EXECUTIVE SESSION

RESOLUTION NO. 104-2007 Motion by Councilman Reinschmidt, seconded by Councilman Smith, to enter into Executive Session to discuss a personnel question.

Motion carried: Aye 5 Nay 0

The Board entered into executive session at 9:15 p.m.

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 105-2007 Motion by Councilman Carmestro, seconded by Councilman Smith, to close the Executive Session at 9:28 p.m. and return to regular session.

Motion carried: Aye 5 Nay 0

VACATION CARRY OVER – GREG SPEER

RESOLUTION NO. 106-2007 Motion by Councilman Carmestro, seconded by Councilman Blackburn, to approve the carryover of vacation time requested by Greg Speer.

Motion carried: Aye 5 Nay 0

There being no further business brought before the Town Board, Councilman Carmestro made a motion to adjourn the meeting at 9:30 p.m., seconded by Councilman Smith and all were in favor.

Respectively submitted,

Donna K. Curry
Parma Town Clerk