

Parma Town Board meeting held on Tuesday, January 17, 2012 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### **ATTENDANCE**

Supervisor	Carm Carmestro
Councilperson	James Smith
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Tina Brown
Highway Supt.	Brian Speer
Recreation Director	Steve Fowler
Building Inspector	Jack Barton

### **OTHERS IN ATTENDANCE**

GIS Coordinator and Zoning Board member James Zollweg, Library Director Rebecca Tantillo, Farmland and Open Space Chairperson Scott Copey, Linda Judd, Carol Kluth, Mary Eichas-Gavigan, Kenneth Gavigan, Helen Ives, Mike Clark, T. Townsend, K. Townsend, Larry Speer, Edward Arnold, R. Vance and other members of the public.

### **CALL TO ORDER**

Supervisor Carmestro called the meeting to order at 6:30 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

### **PUBLIC FORUM**

Supervisor Carmestro 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 – DECEMBER 30, 2011**

**RESOLUTION NO. 47-2012** Motion by Councilperson Comardo, seconded by Councilperson Smith, to accept the Minutes of the December 30, 2011 meeting.

Motion carried: Aye 4 Nay 0 Abstain Councilperson Brown

### **MINUTES – JANUARY 3, 2012**

**RESOLUTION NO. 48-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to accept the Minutes of the January 3, 2012 meeting.

Motion carried: Aye 5 Nay 0

### **TOWN CLERK REPORT**

The Town Clerk Report for December and Year-end Report for 2011 have been submitted. Notice has been received from the Association of Towns for the Annual meeting and a packet is available for your review of resolutions they will be presenting to the members. Tax collections have been steady.

Correspondence has been received from Monroe County Board of Elections regarding voting dates. The presidential primary will be April 24, 2012 noon to 9:00 pm and the

General Election is November 6, 2012 6:00 am to 9:00 pm. The regular primary has still not been determined. The legislature is divided on whether it will be June or August.

Letters of resignation have been received and filed from Tim Harner for the Planning Board and Michael Reinschmidt for the Conservation Advisory Board.

### **AUTHORIZATION FOR USE OF VFW**

Earlier today the Town Clerk received an inquiry for use of the VFW hall for a fund raiser for an individual in need of a double lung transplant. The request is for use on April 15<sup>th</sup>. It was noted that the date is available and that in the past there have been times when the Board has allowed this use. There was discussion on a previous pasta dinner; whether the Board wished to get away from these types of events; the expense the Town incurs. It was suggested that the non-profit fee be charged and any other associated fees that would normally be charged. It was clarified that the \$100 non-profit fee, a \$100 cleaning charge and the \$100 security deposit would be charged. The Board was in agreement.

**RESOLUTION NO. 49-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to allow use of the VFW on April 15, 2012 for the reduced fee non profit fee of \$100.00 plus a cleaning fee of \$100.00 for this family fundraiser. The normal \$100.00 security deposit will apply.

Motion carried: Aye 5 Nay 0

The Town Clerk has met with Village Clerk Shari Pearce and Gail Fisher our area representative for records management to discuss the records management grant the municipalities have jointly received. Notification has been received that a check has been cut for the first half of the grant funding.

Annual Reports have been received and filed from the Recreation and Building Departments. Councilperson Brown asked if we get an annual report from the Highway Department. The Clerk indicated that she has not received such a report.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that the new Town truck has been received but is not yet on the road. He is awaiting paperwork and will then register the vehicle. Crews have been doing ditch work. Supervisor Carmestro asked if a report could be provided that summarizes Highway equipment, its age and planned replacement to assist with budget planning for replacement. Councilperson Brown found that the other reports were especially helpful because she is new and would also like to have.

### **BUILDING DEPARTMENT REPORT**

Mr. Barton summarized information on the process to create a water district. Supervisor Carmestro indicated he had been approached by residents in the Moul and Curtis Roads areas who have concerns about the quality of their well water. Mr. Barton noted that a resolution would be needed to contract with the Engineer for the Town to develop a map plan and report. He also noted that back in 2001 or 2002 the Town looked into bringing water to the approximately 165 parcels that did not have water in the Town at that time. Since then there has been new development which has provided additional access to water that was not previously there. There was discussion on what exactly the engineer would be asked to do. It was clarified that it would be a basic map plan and report; not a design to build plan. Mr. Barton will check with Larsen and Chatfield Engineers to see what the associated cost would be and report back at the next meeting. There was additional discussion on influencing factors: unpopulated areas that would not necessarily need access, water quality, different pressure zones and the need to meet with the water authority.

Mr. Barton reported that he has spoke with Bill Van Alst from Larsen Engineers regarding updating associated cost for the Town Hall/Park septic system. Mr. Van Alst

will be updating the three options originally proposed. Mr. Barton expects to receive the update within the next couple of days and will provide to the Town Board.

Mr. Barton reported that the new pickup truck has been ordered and delivery is expected within eight weeks.

In addition to the Building Department Year-End report, the department is completing the Census report, the land use report for Monroe County and the Department of State Construction and Fire Safety Inspection. Work will be also begin on the stormwater report next month. The information will be combined with other municipalities in Monroe County to be sent to the state and then to the federal level.

Interest was expressed by Board members to have Mr. Fritz's reports provided electronically to reduce the amount of paper records.

There was discussion on the status of the court office roof. Mr. Barton indicated he spoke with the architect of record for the addition and Building and Grounds. Because portions of the ceiling drywall will have to be replaced, it was felt that they would cut into the ceiling and attempt to locate where the leak is coming from by inspecting when the weather conditions are right or by intentionally creating the conditions. Mr. Barton was asked to be part of the process. Supervisor Carmestro would like him to oversee and inspect so that this can be put to rest. Mr. Barton noted that he has tried to act as a facilitator and that the architect and contractor will be coming out to establish what the issues are. Mr. Barton will also check with Mr. Petricone on the time frame for this to be done. It was requested that this be done as soon as possible.

### RECREATION DEPARTMENT REPORT

Mr. Fowler reported that the Department's Annual Report has been completed and provided to the Town Board. Mr. Fowler provided a brief synopsis of the report.

### LIBRARY REPORT

Becky Tantillo provided the Board with a summary of December events. In particular, she noted the care packages and letters prepared for local soldiers. There were 45 participants. It was considered to be a very positive experience.

### BUSINESS ITEMS

### BUDGET TRANSFERS

TRANSFERS TO BUDGET

Dec-11

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
LOO574741041500	JANITORIAL SUPPLIES	225.84	LOO574741021000	OFFICE EQUIPMENT	3,822.00	KIRK
LOO574741041000	OFFICE SUPPLIES	2,741.15	LOO574741049200	VAP	129.02	KIRK
LOO574741049000	BOOKS	984.03				
	A UNAPPROPRIATED	40,948.00	AOO511111049000	FINES AND FEES	40,948.00	SPEER
AOO571711016000	GATES/LABORER	727.00	AOO571711011000	PARKS FOREMAN	625.00	DOOL
			AOO571711014000	GROUNDSPERSON	102.00	DOOL
AOO571711049000	PARK IMPROVEMENTS	1,380.00	AOO571711046000	CONTRACTED SERVICES	1,380.00	DOOL
	B UNAPPROPRIATED	10,537.00	BOO537362012000	BUILDIND INSPECTOR 1	10,537.00	BARTON
BOO537362045100	GASOLINE	56.12	BOO537362044300	CELL PHONES	56.12	BARTON
AOO550513244100	GAS & ELECTRIC	2,740.00	AOO550513246000	CONTRACTED SERVICES	2,740.00	GAVIGAN
AOO570798945106	GASOLINE	0.49	AOO570798943006	EDUCATIONAL & PROF	0.49	GAVIGAN
AOO575752044100	GAS & ELECTRIC	480.00	AOO575751046000	CONTRACTED SERVICES	802.00	GAVIGAN
AOO575751044100	GAS & ELECTRIC	322.00	AOO576752048000	MISC	320.00	GAVIGAN
AOO576752044100	GAS & ELECTRIC	433.00	AOO576752049000	PROCEEDS	113.00	GAVIGAN
AOO516167041000	OFFICE SUPPLIES	212.10	AOO516162044300	CELL PHONES	212.10	GAVIGAN
AOO516162044400	WATER	2,070.00	AOO516162046000	CONTRACTED SERVICES	5,000.00	GAVIGAN
AOO516162044200	TELEPHONE	2,100.00				
AOO516162041500	JANITORIAL SERVICES	830.00				
AOO535351046000	CONTRACTED SERVICES	340.00	AOO535351011000	DOG CONTROL OFFICER	340.00	GAVIGAN
AOO515135541000	OFFICE SUPPLIES	61.24	AOO515135512000	ASSIST ASSESSOR	61.24	GAVIGAN
AOO516144046000	CONTRACTED SERVICES	844.37	AOO516143046400	GRANTS	844.37	GAVIGAN
AOO516162044100	GAS & ELECTRIC	9,300.00	AOO516142047400	LEGAL/TOWN	18,940.00	GAVIGAN
AOO516732049000	YOUTH OUTREACH	4,290.00				
AOO516191047600	LIABILITY INSURANCE	4,700.00				
AOO516167046000	CONTRACTED SERVICES	650.00				
	A UNAPPROPRIATED	41,226.00	AOO590901081000	NYS RETIREMENT	41,226.00	GAVIGAN
	B UNAPPROPRIATED	6,600.00	BOO590901081000	NYS RETIREMENT	6,086.63	GAVIGAN
			BOO5909030810000	SOCIAL SECURITY	416.23	GAVIGAN
			BOO590903082000	MEDICARE TAX	97.14	GAVIGAN
	A UNAPPROPRIATED	28,540.00	DAO550901081000	NYS RETIREMENT	8,740.00	SPEER
	B UNAPPROPRIATED	19,950.00	DAO550904081000	WORKERS COMPENSATION	19,800.00	SPEER
			DBO550901081000	NYS RETIREMENT	12,300.00	SPEER
			DBO550904081000	WORKERS COMPENSATION	7,650.00	SPEER
SDO9909190000	INTERFUND TRANSFER	16,911.00	DBO5301.02	DRAINAGE REVENUE	16,911.00	SPEER

**RESOLUTION NO. 50-2012** Motion by Councilman Roose, seconded by Councilman Brown, to approve the Budget Transfers as submitted.

Motion carried: Aye 5 Nay 0

### **MISCELLANEOUS ITEMS**

#### **WEEKEND PLOWING FOR TOWN HALL PARK**

The question has been raised whether the park road will be plowed on weekends. It was determined that Mr. Petricone will call the Parks Department Liaison or the Supervisor to authorize overtime to plow roads in the Park. It was felt that unless the weather was severe or the Historical Building needed to have access that the plowing would not be needed. It was noted that the museum is closed on Sundays during December, January and February; a Highway crew will pass through the entrances and parking lot at the Town Hall and Councilperson Smith will speak with the Park Foreman.

### **INFORMATIONAL ITEMS**

#### **FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE UPDATE**

Chairman Scott Copey introduced Linda Judd who has been attending committee meetings and submitted an application to be a member of that committee.

He informed the Town Board that the draft Right to Farm Law has been reviewed by the attorney, formatted for a local law, and will be sent to the NYS Department of Agriculture and Markets for review. The Town Board was asked to provide any comments they might have.

The Committee is looking for the Town Board's support for Department of State's grant application which is being submitted again this year by the Nature Conservancy and Genesee Land Trust on behalf of the Towns of Parma and Greece. The purpose is for land acquisition in and around the Braddock Bay Fish and Wildlife Management Area to preserve habitat and open space. This grant is similar to what was used for the 200 acre parcel acquired off Bennett Road and would be owned by the State. Mr. Copey noted that the application was turned down last year but recommendations have been given to make our application stronger. The committee would like the Town Board to provide a letter expressing support for this project again this year.

The sign commemorating the Martin Farm conservation easement has been received. The committee would like to have the sign erected and a dedication ceremony in the spring. Mr. Copey will work through Supt. Speer on getting the necessary permits for placement on Route 259. Supt. Speer said he would research.

#### **APPOINTMENT TO FARMLAND AND OPEN SPACE COMMITTEE**

**RESOLUTION NO. 51-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to appoint Linda Judd to the Farmland and Open Space Preservation Committee for the period of January 17, 2012 through December 31, 2013.

Motion carried: Aye 5 Nay 0

#### **LETTER OF SUPPORT FOR GRANT APPLICATION**

Mr. Copey will provide the contact information for the letter.

**RESOLUTION NO. 52-2012** Motion by Councilperson Smith, seconded by Councilperson Brown, to issue of letter of support for the application by the Nature Conservancy and Genesee Land Trust on behalf of the Towns of Parma and Greece for a grant for land acquisition in and around the Braddock Bay Fish and Wildlife Management Area.

Motion carried: Aye 5 Nay 0

### **AUTHORIZATION FOR VFW KEY KEEPER**

As part of the review of how we maintain and operate the VFW the Parks Department has proposed having Park Attendants open and close the VFW Lodge for individuals who rent the building. The proposal is expected to provide a savings of \$3,500 per year. Councilperson Smith proposed that through the coordination of the Parks Department that existing Park Attendant staff become the key keepers. They would be paid \$25.00 per visit to open or close the building. There was discussion on insurance coverage (Park Attendants are already covered by the Town); how this proposal will change from the current coverage provided; renters will only be able to view the building during regular business hours; what happens when people are not timely in showing up or leaving the rental; it will be the Parks Department responsibility to see that this runs smoothly. Councilperson Smith will meet with the Town Clerk to identify the changes that will need to be made and how this affects the current rental process and those that have already rented the building. There was additional discussion on whether the Town will continue to keep the building. Supervisor Carmestro reported that he has not heard back from the Commander of the VFW post with regards to holding a meeting to discuss the building. Getting rid of the building is a possible consideration but there should be open dialogue before any decisions.

**RESOLUTION NO. 53-2012** Motion by Councilperson Smith, seconded by Councilperson Brown, to authorize through the coordination of the Parks Department that Town Park Attendants will act as key keepers for opening and closing the VFW Lodge and will be paid \$25.00 per visit to open and close the building.

Motion carried: Aye 5 Nay 0

### **QUOTES – PLUMBING AND ELECTRICAL**

Supervisor Carmestro asked what the status was for the electrical and plumbing quotes for work provided for the Town. Going forward invoices can no longer be generic they will have to show labor and parts break outs. Councilman Smith will follow up with the Parks Department.

### **LIAISON REPORTS**

\*\*Councilman Roose reported that the Planning Board reviewed and gave preliminary approval for the Doan Chevrolet site plan. They have also started to review the Town Development Regulations (design standards).

\*\*Councilperson Comardo noted there had been no Zoning Board meeting since the beginning of 2012 but he will be attending the upcoming one.

\*\* Councilperson Brown reported she has met with the Zoning Code Enforcement Officer to review processes. The amount of paperwork being generated to the Board will be looked into. She will be attending the Recreation Commission and Special Police meetings later in the month.

\*\*Supervisor Carmestro reported that minutes from the North Greece Fire District have been received and are available for the Board's review. Minutes from the Hilton and Spencerport Fire District should be coming. He and Councilperson Comardo attended a surprise party in honor of Rosalind Lipomi who works in our Library. Roz received her Masters Degree in Library and Information Science. Supervisor Carmestro noted that Roz is a very caring and knowledgeable asset to the Library and our community. Agreements have been presented to both Unions. He hopes that the contracts will be ratified by February.

### **WARRANT**

**RESOLUTION NO. 54-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve payment of AOO General Fund bills, in the amount of \$19,227.40.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 55-2012** Motion by Councilperson Smith, seconded by Councilperson Brown, to approve payment of BOO Part Town Fund bills, in the amount of \$4,601.89.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 56-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$36,983.06.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 57-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$255.50.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 58-2012** Motion by Councilperson Smith, seconded by Councilperson Brown, to approve payment of LOO Library Fund bills, in the amount of \$241.75.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 59-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve payment of S13 West Avenue Sewer Fund bills, in the amount of \$1,090.00.

Motion carried: Aye 5 Nay 0

**RESOLUTION NO. 60-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$2,186.50.

Motion carried: Aye 5 Nay 0

#### **ENTER INTO EXECUTIVE SESSION**

Supervisor Carmestro noted that the Town Board will be entering into an executive session at the end of the meeting and there would be no further business at the end of the meeting.

**RESOLUTION NO. 61-2012** Motion by Councilperson Brown, seconded by Councilperson Roose, to enter into Executive Session to discuss the employment history of a particular employee and matters leading to the employment contract for cleaning services.

Motion carried: Aye 5 Nay 0

There was a short recess while people exited the meeting. The Board entered into Executive session at 7:36 p.m.

#### **CLOSE EXECUTIVE SESSION**

**RESOLUTION NO. 62-2012** Motion by Councilperson Smith, seconded by Councilperson Comardo, to close the Executive Session at 8:14 p.m. and return to regular session.

Motion carried: Aye 5 Nay 0

There being no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 8:15 p.m., seconded by Councilperson Brown.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk