

Parma Town Board meeting held on Tuesday, February 21, 2012 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

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

OTHERS IN ATTENDANCE

GIS Coordinator and Zoning Board member James Zollweg; Recreation Commissioner Al Howe, Library Director Becky Tantillo; Scott Reber, Edward Arnold, Helen Ives, Mike Weldon, Mike Clark, Richard Vance, Members of Boy Scout Troop 125, and other members of the public.

CALL TO ORDER

Supervisor Carmestro called the meeting to order at 6:35 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.

Ed Arnold asked if he would start to see more information on the website. The Town Clerk responded that the information that was available by the cutoff was posted. Since the Clerk intended to talk about this during her report, she further explained that draft guidelines have been drawn up and this was the dry run for using them. Items submitted for the agenda by the close of the day Thursday will be reviewed using the FOIL guidelines; posted on the Town Hall bulletin board and submitted for posting on the website. The goal is to have the information on the website so the public can view documents over the weekend. Mr. Arnold was interested in the union contract and was informed by the Supervisor that it would not be made available to the public until the Town Board has seen it first. It was noted by the Clerk that this would be available through FOIL.

Mr. Arnold also wanted to know if the Town has the authority to change taxation by means of a reduction in taxes for property owners who make improvements to their homes. He felt that individuals do not make improvements to their homes for fear of the increase in their taxes. He felt, because the economy has stalled, offering a tax reduction for improvements that would not put an additional burden on Town services. It would encourage this kind of building and in turn would put people to work and create a demand for materials. He suggested the value would go up when the property is sold. He has contacted Assemblyman Hawley in this regard as well but has not had a response. Supervisor Carmestro noted that Mr. Hawley may not be our representative after the redistricting lines are approved.

Scott Reber coaches a men's soccer team whose players have come up through the Hilton Heat program but because of age are older than the Heat program allows. In the past scheduling has been coordinated through the Hilton Heat program. Mr. Reber explained that due to a Club change his team will have to schedule its own games; therefore he has come to the Town Board to ask for field time. He has been in touch with Councilperson

Smith. There was discussion on whether insurance would be provided, providing a roster of players and a donation made to the Hilton Heat Club to cover scheduling and field striping. There was further discussion. Mr. Reber is concerned that a decision will not be made before the last day to make schedule changes without penalty. It was noted that this will also affect the women's team and that this has come before the Town Board in the past. It was felt the roster and insurance concerns could be addressed when Councilperson Smith returns.

Dan Rockafellow thanked the Town Board for use of the Town Park in January for this year's Boy Scout Klondike Derby. He complimented the Park crew on getting the area ready for the event the service provided and received many compliments on the venue for this event. Supervisor Carmestro thanked the Scouts for the contributions they have made to the Park through Eagle Scout Projects and felt it was a good working relationship. Scouts in the audience were present to work towards their Citizenship and Community Service badge.

Supervisor Carmestro asked if there was anyone else who wished to address the Town Board. There was no response.

MINUTES – FEBRUARY 7, 2012

RESOLUTION NO. 67-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to accept the Minutes of the February 7, 2012 meeting.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

TOWN CLERK REPORT

The Town Clerk reported that a letter of resignation has been received from Gene DeMeyer from his position on the Board of Assessment Review. An ad has run in the Suburban News to fill the position and there have been inquiries.

Parma Town Historian report for July through December 2011 has been submitted.

Guidelines to meet the requirements to recent changes in the Open Meetings Law have been drafted. There are a few kinks to work out and a better written draft is expected for the next meeting.

Letters have been sent to VFW Lodge renters regarding changes to the contact information.

Correspondence has been received from Monroe County Planning Board regarding informational meetings on the County's proposed Capital Improvement Program for 2013 through 2018.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported crews were busy with the weekend snow and are continuing drainage and brush pick up. He will not be at the next meeting because he will be attending the Advocacy Day in Albany. Highway Superintendents from across the state gather to advocate for funding for roads. The Town receives CHIPS and Marchiselli funds which come from the State.

BUILDING DEPARTMENT REPORT

Mr. Barton was not in attendance. Supervisor Carmestro noted he had spoken with Mr. Barton and there was nothing pressing to report.

RECREATION DEPARTMENT REPORT

Mr. Fowler stated he had nothing specific to report.

LIBRARY REPORT

Becky Tantillo provided flyers on upcoming reading programs and there were nice articles in the Suburban News about the Library. The Library was closed Wednesday for a staff development day. Staff brushed up on skills and was beneficial to all.

BUSINESS ITEMS

APPROVAL OF TENTATIVE UNION AGREEMENT PARKS, RECREATION AND BUILDING DEPARTMENT UNIT

Supervisor Carmestro reported the tentative union agreement had been made available for the Town Board to review. He asked if there were any questions about the agreement. Comments included that the agreement seemed straight forward and there was nothing real controversial.

RESOLUTION NO. 68-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to accept the tentative union agreement between the Town of Parma and Local Union 832S of the International Union of Operating Engineers representing the Town of Parma Parks, Recreation and Building Department Units.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

ELECTRICAL AND PLUMBING QUOTES

Quotes were requested and received from three vendors for electrical work for the Town. Welch Electric quoted the lowest hourly rate at \$45 per hour versus the \$75 per hour that has been paid in the past. Supervisor Carmestro checked references and noted this company provides electrical work for the Highway Garage, the Fire Department and the Village of Hilton. One quote was received for plumbing services. It was from David C. Rowley Plumbing & Heating for an hourly rate of \$65 per hour and service call charge of \$75.00.

See Schedule A at end of minutes for a copy of quotes

ANNUAL ELECTRICAL QUOTE - 2012

RESOLUTION NO. 69-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to accept the quote for annual electrical work from Welch Electric at an hourly rate of \$45 per hour.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

ANNUAL PLUMBING QUOTE - 2012

RESOLUTION NO. 70-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to accept the quote for annual plumbing work from David C. Rowley Plumbing & Heating at an hourly rate of \$65 per hour.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

LIBRARY BOARD RESOLUTION ESTABLISHING TOWN OF PARMA LIBRARY RESERVE FUND TO MAKE CAPITAL IMPROVEMENTS AND/OR EXPANSION TO LIBRARY

Supervisor Carmestro noted that the following was informational as the Library Board has the authority to request and has passed a resolution creating a capital reserve fund to be known as the "Town of Parma Library Reserve Fund". The resolution directs the Town's chief fiscal officer to deposit the sum of \$285,000 from their unappropriated fund balance into a reserve account which they would like established for the purpose of

making capital improvements and or the expansion to the Library including the purchase of real property. It was noted that this fund is subject to the same rules as any other reserve fund.

See Schedule B at end of minutes for a copy of Resolution

MUNICIPAL WORKERS COMPLIANCE PLAN

RESOLUTION NO. 71-2012 Motion by Councilperson Roose, seconded by Councilperson Brown,

WHEREAS, the Town of Parma has participated in the Upstate New York Municipal Worker Compensation Plan (the “Plan”); and

WHEREAS, The Town Board of the Town of Parma has determined that it is in the best interests of the Town of Parma to continue to act cooperatively with the other Plan participants in the course of carrying out the Town of Parma’s obligations under the New York Workers’ Compensation Law, including in order to undertake effective risk management techniques, the promotion of safety and the effective administration of claims;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Parma hereby:

- a) Approves the Intermunicipal Agreement for the upstate New York Municipal Workers’ Compensation Program (Program’), as presented;
- b) Designates the Town of Parma’s Director of Finance as the Town of Parma’s Member on the Board of Directors of the Program and designates the Supervisor as the Town of Parma’s Alternate Director; and
- c) Authorizes and directs the Supervisor of the Town of Parma to do all things necessary to effectuate the intent and operation of this resolution.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

BUDGET TRANSFERS

TRANSFERS TO BUDGET

Feb-12

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO513131041000	UNAPPROPRIATED FUND	3,626.00	LOO574741012000	LIBRARIAN 1	3,626.00	CRUMB
	OFFICE SUPPLIES	638.45	AOO516162049000	TOWN HALL IMPROVEMENTS	638.45	GAVIGAN.
	UNAPPROPRIATED FUND	16,667.00	BOO537362020000	EQUIPMENT	16,667.00	BARTON
AOO3.909	UNAPPROPRIATED FUND	100,250.00	AOO409559900	APPROPRIATED FUND BAL	100,250.00	GAVIGAN.
DAO3.909	UNAPPROPRIATED FUND	154,186.00	DAO409559900	APPROPRIATED FUND BAL	154,186.00	GAVIGAN.
BOO3.909	UNAPPROPRIATED FUND	185,512.00	DBO409559900	APPROPRIATED FUND BAL	185,512.00	GAVIGAN.

RESOLUTION NO. 72-2012 Motion by Councilperson Comardo, seconded by Councilperson Brown, to approve the Budget Transfers as submitted.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

RECORDS MANAGEMENT CONVERSION GRANT BIDS

The Town Clerk reported that the legal notice was published (*see Schedule C at end of minutes*), all vendors who were solicited for quotes during the grant application process were sent notification and sealed bids received were opened and read aloud at noon today. Because the Town is currently using Laserfiche software for records management and it would better our chances to receive funding if we were both using the same software, it was applied for as part of the cooperative grant. Funds were awarded specifically for this software. General Code is the vendor for Laserfiche.

The following amounts reflect adjusted bid totals that take into account the prep work that was included in General Code’s bid and the additional cost that will be necessary to OCR (Optical Character Recognition) the converted images that were not part of the other submitted bids:

General Code	\$14,947.00
NanoArk	\$24,249.40

Continuum	\$19,146.36
Amtek	\$15,404.32 (did not include all the requested information.)

In all cases the bids came in higher than what the State budgeted for the conversion service portion of the grant. Therefore, the number of records will be reduced to bring the cost in line with the amount of grant money received for that budget line.

The Town Clerk recommended that General Code be awarded the bid to convert the meeting minutes and as many of the payroll records that can be done into the Laserfiche format and have NanoArk transfer those images to waferfiche. The waferfiche product is being recommended over microfilm because it has an estimated life of 500 years, is water and fire proof and the archival lookup DVD has an estimated life of 80 years.

Although the upfront cost to microfilm is less, the long range cost will be greater. The Town and Village will incur future expense to store because the microfilm will need to be stored in a temperature controlled environment; the integrity of the microfilm will need to be checked regularly (every three to five years) and replaced if it deteriorates and has a shorter shelf life (at most 100 years). This cost is estimated to be over \$15,000 over the eighty year period. The additional cost for a microfilm reader/printer or paying an outside vendor to produce records for us; annual rental storage fees; delivery/shipping costs; the need to check the integrity of the film; additional labor and benefits cost to accomplish this and having to convert the microfilm in the future will in the long run be very costly to the Town and Village. Waferfiche can be viewed with a battery light source and magnification and can be stored locally on site.

The higher cost now to put records on wafer will be offset by fewer records being scanned and indexed. Because the State was late in awarding the grants, the Town has already started to scan some of their minutes. This has reduced the overall number of records to be converted and will keep the project on track with the funding available.

**AWARD BID FOR RECORDS MANAGEMENT
CONVERSION AND ACCESS PROJECT**

RESOLUTION NO. 73-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to accept General Code and NanoArk as vendors for the Records Management Conversion and Access Project for Town of Parma and Village of Hilton records with funding to come from the New York State Archives Local Government Records Management Improvement Grant. The funds will be spent in accordance to the grant specifications.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

**AGREEMENT TO EXTEND INDEXED LUMP SUM
MUNICIPAL SNOW AND ICE AGREEMENT**

Supt. Speer reported that paperwork had been received to renew the Snow and Ice Agreement with New York State. He noted the amount to be received by the Town has been adjusted to \$278,588.86; up from \$274,741 the prior year. This is an increase of \$3,884

RESOLUTION NO. 74-2012 Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the Amendment to Change the Estimated Expenditure for Snow and Ice Agreement with New York State for the Indexed Lump Sum Contract; authorize the Town Supervisor to enter into the agreement which will increase the amount that the Town will be reimbursed to \$278,588.86 for the 2011/12 season; and extend the contract through June 30, 2014.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

VFW LODGE RENTAL FEE

Supervisor Carmestro and Councilperson Smith met with representatives of VFW Post

6105 to address concerns the town has on the amount of money lost annually on the VFW building. During that meeting, it was discovered that the agreement signed for the purchase of the VFW Lodge states the least amount we can rent the building for is \$175. The Town is currently renting to non-profits for a fee of \$100. This will now need to be raised \$75.00. There was discussion on where this puts the fees in relation to similar facilities. It has been previously suggested that a \$100 increase be added to the rental fee to cover cleaning costs. This will put the rental fee at the high end of rates for similar facilities.

RESOLUTION NO. 75-2012 Motion by Councilperson Brown, seconded by Councilperson Roose, to raise the non-profit/charitable VFW rental fee from \$100 to \$175.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

Supervisor Carmestro informed the Board of additional discussions that took place during the meeting with VFW representatives. The Town pays the VFW a portion of the rental fees it receives and members (including the Auxiliary) receive a reduced rate for rentals. All the proceeds from VFW member fees are given back to the VFW. Currently, their members want to rent as often as they want at the reduced fee. Topics discussed included reduction of the rental fee portion paid to the VFW, having one rental per year for each VFW member at the reduced rate, the purchase of new sturdier chairs and that a new roof is needed. A written proposal of the changes that the Town is looking for from the VFW will be the next step.

There was discussion on alternate options such as giving the building back to the VFW and the Town keeping the land, razing the building, or selling the building. The attorney has been contacted to review what our options are. Steps have been taken to reduce costs by changing who and how the building is being cleaned and possibly raising the rate is also a consideration. It was felt that it is not a legitimate function of the Town especially since it is not generating enough revenue to cover the expenses.

It was felt that further discussions and a response to the VFW should include a reduction to \$25 for the rental fee returned to the VFW and that members can rent the hall once a year for the reduced fee. The contract does not currently specify the number of times it can be rented at the reduced rate. There was further discussion on how the agreement came to be. Supervisor Carmestro felt the goal was not to alienate the VFW or to force them out but to fulfill the Town Board's responsibility to the taxpayers. It was felt we can no longer afford to keep the building with the current arrangement. Suggestions discussed will be proposed to the VFW.

SHARED SERVICES SALT SHED

The Shared Services Team would like to apply for another grant to build the salt shed. There was discussion on what our chances might be in getting funding. Supervisor Carmestro noted that at a recent Supervisor's Association meeting there was a speaker from the Governor's office who discussed grants funding. The speaker indicated there was not going to be a lot of grant money available, the focus would be roadways and economic development and cities would likely be first before suburbs and Towns to receive funding. Supt. Speer reported that input received by the Shared Services Team indicated that the chances are more promising this time. It was also hoped that there might be "clean water money" because of the salt runoff. It does not appear that this is likely at this point. He felt we should submit an application so we have an opportunity to receive funds.

There was discussion on the Town's portion to apply for the grant. It was later determined that the Town portion would be \$4,800 of the \$6,000 needed for the grant application.

It has been proposed to apply for \$200,000 for the project including the equipment storage area. If funds are received Supervisor Carmestro would like to see the money put toward the salt shed before the storage bays. Supt. Speer confirmed that the storage area

would be cold storage for the things that were formerly in the old bus garage and out in the open now. He felt the emphasis should be on the salt shed and then the department can work on the storage. He would like to see what the cost would be for the cold storage areas. The Village, School District and Fire Department are on board to apply for the grant. The consensus was to support the application for this grant.

RESOLUTION NO. 76-2012 Motion by Councilperson Comardo, seconded by Councilperson Brown, to support going forward with applying for a grant to build a new salt shed.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

INFORMATIONAL ITEMS

None

LIAISON REPORTS

**Councilperson Brown reported Mr. Fritz is still trying to find a new location for kenneling and is working with local veterinarians to find an alternate solution. The Special Police met last week. The meeting went well. The Recreation Commission has not met since the last Town Board meeting.

**Councilperson Comardo reported the Zoning Board of Appeals met to address two modifications of special permits involving displaying of vehicles and two area variances for people doing construction on their property. All of which were passed. There was also a presentation requesting an interpretation of a decision made by the building department which was tabled to allow that Board time to review all the material presented.

**Councilperson Roose reported that the Planning Board did not hold a meeting this week and they are still dealing with violations at Glacier Ridge.

**Supervisor Carmestro reported he attended the Monroe County Supervisors Association meeting, the Boy Scout Blue and Gold Dinner, the Hilton Central School District Community Awareness meeting, and the regularly scheduled department head meeting.

WARRANT

RESOLUTION NO. 77-2012 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of AOO General Fund bills, in the amount of \$57,866.42.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

RESOLUTION NO. 78-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of BOO Part Town Fund bills, in the amount of \$22,326.88.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

RESOLUTION NO. 79-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$82, 879.27.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

RESOLUTION NO. 80-2012 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$135,167.10.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

RESOLUTION NO. 81-2012 Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of HCO Park Lighting Capital PR. bills, in the amount of \$4,185.50.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

RESOLUTION NO. 82-2012 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of HDO Town Bridges, in the amount of \$93,733.19.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

RESOLUTION NO. 83-2012 Motion by Councilperson Brown, seconded by Councilperson Roose, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$2,700.53.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

RESOLUTION NO. 84-2012 Motion by Councilperson Roose, seconded by Councilperson Comardo, to approve payment of TAO Trust and Agency bills, in the amount of \$1,392,427.65.

Supervisor Carmestro noted this includes payments to the fire districts for taxes collected.

Motion carried: Aye 4 Nay 0 Absent Councilperson Smith

There being no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 8:00 p.m., seconded by Councilperson Brown.

Respectfully submitted,


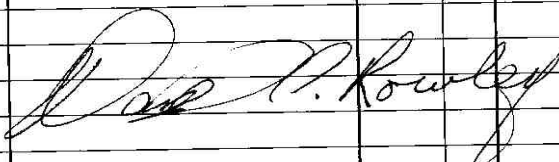
Donna K. Curry
 Parma Town Clerk

Schedule A

868782

STATEMENT

DATE 2012

TO		TOWN OF PARMA HILTON-PARMA TCD.		TERMS
IN ACCOUNT		 David C. Rowley Plumbing & Heating 20 Brook Street Hilton, NY 14468 (585) 392-9495		
	Hour rate			\$ 65.00
	for 2012			
	Service Call			\$ 75.00
NOTE:	Some jobs are FLAT-RATE SEWER-CLEANING WATER-HEATERS WINTERIZE			
				

GUENTHER ELECTRIC

2035 Roosevelt Hwy, Hilton, N.Y. 14468 585-964-9620 Fax 585-964-7934

Customer: Town of Parma
Address: 1300 Hilton - Parma Rd
Quote No.: 9821
Quote Date: 12-20-11
Terms: COD
PO#:
Job Description: Labor Rates for 2012

QUANTITY | DESCRIPTION | PRICE | AMOUNT

Provide labor for electrical work for the town of Parma -

Electrical Rate for 2012 - \$75.- per hour



WELCH ELECTRIC

122 Underwood Avenue • Hilton, NY 14468 • (585) 392-8261



Name TOWN OF PARMA Date 12-27-11
 Address _____ Phone _____
45.00 PER HOUR 60.00 SERVICE CALL

DESCRIPTION OF WORK	AMOUNT
I HAVE WORKED FOR THE TOWN HIGHWAY DEPT, FIRE DEPT, VILLAGE OF HILTON AND THE COMMUNITY CENTER	
I HAVE WORKED FOR 45.00 AN HOUR FOR SEVERAL YEARS. I DO NOT HAVE A REGULAR HELPER BECAUSE I USUALLY ONLY NEED HIM FOR A FEW MINUTES, I WILL USE ONE OF YOUR PEOPLE TO SAVE TIME AND MONEY	
I SOMETIMES USE YOUR ELECTRICAL ACCOUNT, SO I DON'T MARK UP THE MATERIAL	
MY COMPANY HAS AN ELECTRICAL LICENSE AND IS INSURED FOR ONE MILLION DOLLARS	
THIS ESTIMATE IS GOOD FOR THE YEAR OF 2012	
MATERIAL	
LABOR	
SUBTOTAL	
TAX	
TOTAL	

David Welch

**ELECTRICAL
CONTRACTORS**



**• COMMERCIAL
• INDUSTRIAL**

35 Regency Oaks Boulevard, Suite 3 • Rochester, NY 14624 • Phone (585) 594-2700 • Fax (585) 594-2721

December 20, 2011

Town of Parma
Parks Facilities
Attn: Joe Petricone
1300 Hilton Parma Corners Rd.
Hilton, NY 14468

Re: **Preferred Services Contract Proposal**

Contractor: McMullen Bishop Inc. dba.
Northeastern Electrical Company (585) 594-2700
Tax ID# 16146577

Services Offered: Electrical Maintenance, repair, and installation

Contact person: Kurt Bishop, George Miller, and Kevin McMullen

24-hour emergency numbers : (585) 594-2700, (585) 415-4725, (585) 615-5780,
(585) 797-8677

Journeyman Electrician	"a" shift	\$ 69.90/Hour
	Overtime	\$ 94.00/hour
	Sunday's	\$120.00/hour

*minimum 2 hour charge for "off hours" call out

Truck and van charge \$5.25/hour

Materials mark up 15% over cost

We appreciate this opportunity to serve you. We are available 24 hours 7 days a week.

Very truly yours,

Heather McMullen
President

Schedule B

At a Regular Meeting of the Library Board of the Town of Parma, in the County of Monroe, State of New York, held at the Parma Public Library on the 10th day of January, 2012.

RESOLUTION ESTABLISHING RESERVE FUND TO MAKE CAPITAL IMPROVEMENTS AND/OR EXPANSION TO LIBRARY

WHEREAS, the Library Board of the Town of Parma Public Library (the "Library Board") is desirous of preserving and maintaining the long-term vitality of the Town of Parma Public Library to benefit the residents of the Town of Parma; and

WHEREAS, in order to ensure the foregoing objective, the Library Board is seeking to implement any number of techniques including, but not limited to, the establishment of a dedicated fund for the purpose of making capital improvements to the library;

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD AS FOLLOWS:

There is hereby established a capital reserve fund to be known as the "Town of Parma Library Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to fund the cost of a type of capital improvement. The type of capital improvement to be funded from the Reserve Fund is the improvement to the Library building and or expansion thereto including the purchase of real property as well as any other site or incidental improvements in connection therewith.

The Town's chief fiscal officer is hereby directed to deposit the sum of \$ 285,000 from the Library's unappropriated fund balance and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. Thereafter future deposits to the Reserve Fund, if any, shall be determined by Library Board resolution. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of

investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by law.

This resolution shall take effect immediately.

VOTE OF THE LIBRARY BOARD

President	Mari Crumb	<i>Mari Crumb</i>
Board Member	Elsie Webster	<i>Elsie Webster</i>
Board Member	Doug Hurlbutt	<i>Doug Hurlbutt</i>
Board Member	Mary Jane Skarzynski	<i>Mary Jane Skarzynski</i>
Board Member	Frank Thomas	<i>Frank Thomas</i>

Dated: January 10, 2012

BOARD OF THE TOWN OF PARMA
PUBLIC LIBRARY

By: *Rosemary Mari Crumb*
January 10, 2012

Schedule C

**Legal Notice
Town of Parma
Request for Bids**

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Parma hereby requests sealed bids for the purchase of services for conversion of Town of Parma and Village of Hilton records through use of a cooperative grant funded by the University of the State of New York, State Education Department; Local Government Records Management Improvement Fund.

Copies of the specifications may be obtained from the Parma Town Clerk's Office, 1300 Hilton Parma Corners Road, Hilton, New York between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday and until 5:00 p.m. on Thursdays.

A NON-COLLUSIVE BIDDING CERTIFICATE is required.

All bids must be submitted to the Parma Town Clerk, at the Parma Town Hall, 1300 Hilton Parma Corners Road, P.O. Box 728, New York, Hilton, 14468 by 12:00 p.m., noon on Tuesday, February 21, 2012. Bids will be opened and read aloud at that time.

The bid must be submitted in a separate, sealed envelope addressed to the Town Clerk and marked "Records Management - Conversion and Access Bid".

The Town Board of the Town of Parma reserves the right to reject any or all bids or to waive any formality deemed to be in the best interest of the Town.

Dated: February 8, 2012
Donna K. Curry
Parma Town Clerk