

Parma Town Board meeting held on Tuesday, March 6, 2012 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### **ATTENDANCE**

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

### **OTHERS IN ATTENDANCE**

GIS Coordinator and Zoning Board member James Zollweg, Recreation Commissioner Al Howe, Helen Ives, Mike Weldon, Ken Gavigan, Carol Kluth, Mike Clark, Richard 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. He noted emergency exit procedures and that the meeting was being recorded.

### **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 – FEBRUARY 21, 2012**

**RESOLUTION NO. 85-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the Minutes of the February 21, 2012 meeting.

Motion carried: Aye 4 Nay 0 Abstain Councilperson Smith

### **TOWN CLERK REPORT**

The Town Clerk and VFW monthly reports have been submitted for February and that minute books have gone to General Code as part of the Records Management Grant.

### **HILTON ROTARY EASTER EGG HUNT**

Hilton Rotary has requested use of the two playground areas and the grassy area at the north end of the building for their Annual Easter Egg Hunt on Saturday, April 7, 2012 from 8:00 a.m. to 9:30 a.m. Proof of general liability insurance has been provided.

**RESOLUTION NO. 86-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to grant permission for the Hilton Rotary to hold their annual Easter Egg Hunt at the Parma Town Hall and Park on Saturday, April 7, 2012 from 8:00 a.m. to 9:30 p.m.

Motion carried: Aye 5 Nay 0

Ryan Hand of the Rochester Disc Golf Club came in to pay the additional \$200 you requested and has provided a letter regarding service they have provided to the community and information about their organization. Supervisor Carmestro noted that

there was no reference to a specific fundraising opportunity for a local charity during this event. The Clerk noted their general liability insurance certificate will be provided closer to the date of the event. There were no additional comments.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Speer is attending Advocacy Day in Albany.

### **BUILDING DEPARTMENT REPORT**

Mr. Barton reported the Building Department Report for February has been completed. Between March 12<sup>th</sup> through the 15<sup>th</sup>, Building and Code Enforcement staff will be attending training. This will fulfill the training requirement for State certification. The office will be short staffed but coverage will be available. The training will take place during the normal work period.

Interviews for the Zoning Board of Appeals opening have been scheduled for March 19, 2012 and a yet to be determined time later in that week. Applicants for the opening on the Conservation Board were invited to attend tonight's Conservation Board meeting and then interviews will be scheduled.

Staff is reviewing old building permits and trying to close them out. These include permits that go back as far as 20 years for such things as sheds, pools, and additions. Since 2008 the BAS program has helped to track the status of permits and the notices go out. A letter was drafted and sent to the attorney for review that is being sent to property owners who never closed out their permits. The letter informs them that they need to respond within thirty days or the permit will be null and void. If they sell the house in the future, they will have to reapply. The response has been good from those that have been contacted.

Supt. Speer and Mr. Barton will begin work on the annual stormwater report. Monroe County Emergency Operations software will be tested in May. The Town of Parma will participate and training sessions will be scheduled prior to the test exercise.

### **RECREATION DEPARTMENT REPORT**

Mr. Fowler reported that registration for spring programs has begun. The department has processed 148 individual registrations, totaling \$5,340.75 so far. This Friday, Mr. Fowler will be attending a Recreations Director's symposium hosted by the Town of Webster Recreation Department. An agenda was provided to Town Board members.

Field Lighting Project – The Town has a balance owed from the grant of \$26,311.84. This is for the erection of two scoreboards at Field #2 and Field #4. Once the scoreboards are installed the final reimbursement package will be sent to the State.

AARP appointments are being scheduled on Tuesdays, Thursdays and Fridays from February 10<sup>th</sup> through April 13<sup>th</sup>. The Department expects that over 350 returns will be prepared this season.

### **BUSINESS ITEMS**

#### **DRAINAGE IMPROVEMENT PROJECT – STATE ROUTE 259**

New York State Department of Transportation has requested a Town Board resolution indicating that the Town of Parma will warranty the drainage work done on Route 259. There was discussion on the Town being able to do this work as we have not been able to do it in the past. Apparently now the state will allow us to do the work but they do not reimburse for it, requires that the Town take ownership of the work and a permit is needed.

**RESOLUTION NO. 87-2012** Motion by Councilperson Smith, seconded by Councilperson Roose, that the Town of Parma will warranty all work performed under the Town of Parma Drainage Improvement Project located within the following limits: West side of State Route 259 between 1199 Parma Corners Hilton Rd and Newman Drive. The warranty period shall be for a period of three years.

Motion carried: Aye 5 Nay 0

### **OPEN MEETING AGENDA INFORMATION**

The draft guidelines regarding the recent changes in the Open Meetings Law for agenda information have been completed and provided to the Town Board (*See Schedule A at end of minutes*). The Town Board was asked if they had any changes. There were none.

**RESOLUTION NO. 88-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to adopt the guidelines for the availability and posting of agenda information for Town of Parma Board meetings as required under the Open Meetings Law.

Motion carried: Aye 5 Nay 0

### **SHARED SERVICES GRANT SUPPORT RESOLUTION**

It was noted the grant writer has provided a uniform resolution be passed by each applicant. During discussion it was noted that maintenance and upkeep costs will be based on the same percentages that are being used for completion of the project.

**RESOLUTION NO. 89-2012** Motion by Councilperson Smith, seconded by Councilperson Roose,

RESOLVED:

1. The Town Board of the Town of Parma authorizes Town Supervisor Carmey Carmestro to submit a Local Government Efficiency grant application for the 2011-2012 Local Government Efficiency Grant Program Year.
2. The Town of Parma shall act as the Lead Applicant for such grant application and Town Supervisor Carmey Carmestro is hereby named as the Lead Applicant Contact person on the grant application form and he is hereby authorized to sign the grant application and to execute all financial and/or administrative processes relating to the grant program.
3. The Parma Town Board's authorization is made with the understanding that the Village of Hilton, the Hilton Central School District and the Hilton-Parma Fire District have agreed to serve as Co-Applicants and have authorized the chief executive officer and/or designee of their respective local government entities to execute all financial and/or administrative processes relating to the grant program.
4. The project is titled the *Hilton-Parma Shared-Use Salt Storage Shed Project* and will involve the joint construction of a shared-use, salt storage shed that will be utilized by the Village of Hilton, the Town of Parma, the Hilton Central School District and the Hilton-Parma Fire District.
5. The Town of Parma, as the Lead Applicant, and the Village of Hilton, the Hilton Central School District, and the Hilton-Parma Fire District, as Co-Applicants, will apply for an Implementation Grant of \$303,300 and will provide local matching funds equal to the amount of the Local Government Efficiency grant funds being requested which represents 50 percent of the project cost.
6. The Town of Parma, the Lead Applicant, will contribute \$234,640 as its share of the local matching funds.
7. The Village of Hilton, a Co-Applicant, will contribute \$29,330 as its share of the local matching funds.

8. The Hilton Central School District, a Co-Applicant, will contribute \$29,330 as its share of the local matching funds.
9. The Hilton-Parma Fire District, a Co-Applicant, will contribute \$10,000 as its share of the local matching funds
10. The Town of Parma, the Lead Applicant, will work with the Village of Hilton, the Hilton Central School District and the Hilton-Parma Fire District, the Co-Applicants, to prepare and execute an intermunicipal agreement setting forth the individual responsibilities relating to the construction, operation, maintenance, and repair of the salt storage shed including the ordering and utilization of the road salt and the allocation of costs therefor.

Votes were recorded as follows:

Supervisor Carmestro	Aye
Councilperson Smith	Aye
Councilperson Comardo	Aye
Councilperson Roose	Aye
Councilperson Brown	Aye

Motion carried: Aye 5 Nay 0

### **INFORMATIONAL ITEMS**

#### **VFW LODGE RENTAL FEE**

Supervisor Carmestro has drafted a proposal for discussion with the VFW regarding the VFW Lodge. Town Board members were asked to review and provide input before the end of the week. He will then forward on to the VFW.

#### **MISCELLANEOUS**

The status of field use by the local men's soccer team was discussed. Councilperson Smith has spoken with Coach Reber and received a roster and certificate of insurance for the team. They will be operating under Hilton Heat as will the women's team. Each team will be charged \$100 for the year by the Town of Parma for this use and will coordinate with Hilton Heat for available field time.

#### **LIAISON REPORTS**

\*\*Councilperson Brown did not have anything additional to report for the Recreation Commission. The Special Police meeting has been canceled. The follow up visit from the Department of Agriculture and Markets inspector took place for Dog Control and we passed.

\*\*Councilperson Comardo reported the Zoning Board of Appeals has not met since our last meeting. And interviews are being scheduled for the opening on that Board starting on the nineteenth.

\*\*Councilperson Smith reported that the Historical Society is expecting a larger than normal crowd for their March meeting. The presentation will be on what Hilton was like before the fire. He suggested that anyone interested in attending should come early.

He also spoke with the Parks Department about completion of the scoreboard project. There was discussion on whether the electrician that started the work on the scoreboard last year should complete the work rather than the new electrician selected for this year. There was discussion on what work still needs to be done; who is paying for it; reimbursement coming from the grant; on who should do the work, the differences in the rates that would be charged and the Parks Department role in assisting with the project. It was determined that the new electrician will be used to finish this phase of the project.

He also reported there will be a meeting with the Hilton Cadet Baseball organization to work on their field use agreement.

**\*\*Councilperson Roose reported the Planning Board gave preliminary approval for the Doan Chevrolet expansion.**

**\*\*Supervisor Carmestro reported that he is hopeful that a Union contract will be signed with the Highway Department. He attended an Honor Guard for Eagle Scouts ceremony. It was noted a lot of time and effort have been put into Eagle Scout projects for the Park and throughout community. The Supervisor will be meeting with the Mayor and the new Zone C Sheriff Captain, Drew Forsythe. Supervisor Carmestro informed the Town Board that the financial statements for February have been completed and are available.**

There being no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 7:10 p.m., seconded by Councilperson Smith.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk

### Schedule A

Town of Parma Guidelines

Public Officers Law §103 2

In response to the recent changes to Public Officers Law §103 2, the Town of Parma will post information for all meetings open to the public where applicable and to the extent practicable as determined by the Town of Parma. The following is intended to act as a guideline to meeting these new changes:

**What will be made available:** Agendas and any documents that are subject to disclosure under the Freedom of Information Law (FOIL) which are scheduled to be discussed during portions of meetings open to the public. Also, any proposed resolution, law, rule, regulation, policy or amendment to them that is scheduled to be discussed by a public body during an open meeting.

These items will be made available upon request before the meeting that it will be discussed at to the extent practicable as determined by the Town of Parma.

**Where:** Documents may be posted on:

- Official Town Bulletin Board; and/or
- Town of Parma website – [www.parmany.org](http://www.parmany.org). and/or
- Please direct requests and questions to the Parma Town Clerk, 1300 Hilton Parma Corners Road, Hilton, NY 14468, [townclerk@parmany.org](mailto:townclerk@parmany.org), 585-392-9461.

#### **When will information be made available**

Upon review by the Town Clerk or the Executive Secretary for the appropriate Board and to the extent practicable for that particular meeting, items will be posted on the Town Hall Bulletin Board and the website a minimum of twenty-four hours prior to the meeting.

FOIL requests for copies of specific meeting documents must be received no later than 10:00 a.m. the day prior to the meeting and will be responded to the extent practicable for that particular meeting. Every effort will be made to honor these requests on this short of notice. There may be some times, however, when time will not permit this. FOIL requests for items not related to a particular meeting will follow the standard FOIL guidelines.

Under FOIL guidelines, there will be a charge for all copies made (generally this will be \$.25 per page). Items can be picked up and paid for during regular business hours prior to the meeting. Arrangements should be made with the Town Clerk or the Executive Secretary for that specific Board, if copies are to be delivered to the meeting. Payment in the exact amount must be received. There will be no change made at the meeting.

The Town of Parma will make every effort to post earlier to the extent practicable and this could vary from meeting to meeting depending on the circumstances at the time.