

Parma Town Board meeting held on Tuesday, September 4, 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
Highway Supt.	Brian Speer

OTHERS IN ATTENDANCE

Recreation Commissioners Dave Tresohlavý and Al Howe, Village Trustee Larry Speer, Court Officer Joseph Silivestro, Carol Kluth, Helen Ives, Mike Weldon, Sr., Tom Cullen, Mike Clark, and other members of the public.

CALL TO ORDER

Supervisor Carmestro called the meeting to order at 6:32 p.m. He led 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 – AUGUST 21, 2012

RESOLUTION NO. 211-2012 Motion by Councilperson Roose, seconded by Councilperson Smith, to accept the Minutes of the August 21, 2012 meeting.

Motion carried: Aye 4 Nay 0 Absent Councilperson Comardo

TOWN CLERK REPORT

The Town Clerk and VFW Monthly Summary reports for August have been completed and submitted. The 2012/13 School tax collection cycle has begun. Payments were brisk today as bills were received over the weekend. The Receiver will be open on Saturday September 15th from 9:00 am until noon and payment will be accepted on Monday, the 17th since the due date falls on the weekend.

As a follow up to the questions from the last Town Board meeting regarding the disposal of fixed assets/surplus equipment, a call was placed to the Association of Towns. The Town must declare the asset as no longer needed by the Town and specify the means that they would like to dispose of it. The guiding principal should be to obtain the highest market price and show what steps were taken to do that. Historically if the item had value and we chose to attempt selling outright it was advertised and sealed bids were obtained, opened and awarded to the highest bidder. Sometimes the item(s) were sold at auction or donated. It is the Town Board's responsibility to establish if and how it will be disposed of. They have the option to establish a policy to be followed so that this does not have to be done each time.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that work continues on both bridge projects. They have work on Huffer Road left to do for the County which includes implementing the County's plan for better safety on the Huffer Road curve. He reported they are almost done with school district work and that most of the PESH violations have been taken care of. Supervisor Carmestro noted that PESH will be back to re-inspect.

BUILDING DEPARTMENT REPORT

COUNTRY VILLAGE ESTATES PHASE 3 – LETTER OF CREDIT

Correspondence has been received from Chatfield Engineers that they have reviewed the estimate for the letter of credit for Country Village Estates Subdivision – Phase 3 and is looking for the Town Board to approve.

RESOLUTION NO. 212-2012 Motion by Councilperson Smith, seconded by Councilperson Brown to approve the Letter of Credit for Country Village Estates Subdivision – Phase 3 in the amount of \$406,679.00.

Motion carried: Aye 4 Nay 0 Absent Councilperson Comardo

Village Trustee Speer noted that the Village Commissioner of Public Works and the Building Inspector were pleased with the change to the stormwater drainage ditch between Tallwood and Fraser. The benefit will be that the grade will be easier to maintain by the property owners, the developer's engineer has been contacted and an easement exists.

The department is reviewing the construction plans for the Hess project at 5018 Ridge Road West and the Doan Chevrolet dealership project at 5039 Ridge Road West. There was discussion on what is going to happen with the area across the street from the Doan Chevy project. Mr. Barton explained that it is his understanding that the area will be used to park vehicles during the construction of the new building. They will need to go to the Zoning Board of Appeals for a special permit and the Planning Board for site plan approval. It is currently zoned to allow this use. A special permit is generally granted for one year and is then up for

renewal again. The Planning Board has some discretion on the number of vehicles that could be parked at this location.

Mr. Barton provided Town Board members with a summary of proposed changes to the Parma Town Code. He has contacted Stuart Brown Associates to provide services for making these changes. Their work would include drafting the legal notice, filling out SEQR for Town Board review and assisting with filing if needed. The cost would not exceed \$1,500 per their quote. He hopes to have this ready for the next meeting. Some of the changes noted include the size of parking spaces and parameters for temporary storage units/PODS. There was discussion on updating fines/fees. Mr. Barton noted that fees were reviewed and updated last year. One area for consideration would be operating permits which are now required. The Town would be allowed by law to charge a fee for operating permits but is currently not charging a fee. It was suggested that consideration to what surrounding towns are charging be looked at.

RECREATION REPORT

Mr. Fowler reported that he has researched the process for decreasing the costs associated with the Town Hall Park field lighting system. RG&E classifies our system as an SC3, which means usage of over 100kw each month. We need to reclassify to the original SC7 classification which will save about \$112 per month. A review of our 2011 bill indicates that we are using under 100kw in the months that the lights were operational. The Town would then need to request that the system be classified as seasonal, allowing the Town to turn on and off the power at no additional cost. The question was raised as to who owns the transformer. Upon researching, it was found that the Town paid for the vehicles, labor and materials to hook up the transformer but not the purchase of the transformer. He also discussed with RG&E how the Town has upgraded the Town Hall Park and what suggestions they might have for downsizing or eliminating service charges. Supervisor Carmestro has been in touch with NYSERDA and HEAP in this regard. There was support for going to seasonal service, with the users to incur the cost of service. Councilman Smith will review the contracts with the sports groups. The Town Board was in favor of proceeding to get these changes made.

OTHER REPORTS

Village Trustee, Larry Speer, noted that the Village Board has officially approved the chipper truck for \$9,999.00

BUSINESS ITEMS

FEDERAL SINGLE AUDIT – BRIDGES

The United States Office of Management and Budget requires a single audit for projects of \$500,000 or more of federal funds. We fall into this category because of the Collamer and Hill Road Bridge Replacement Projects. A proposal was received for performing an audit on each of the bridge projects. There was discussion on whether this was an actual quote from a company or if it was an estimate of what it would be to perform this type of audit. It was not clear in that there was no auditing firms name provided with the proposal.

RESOLUTION NO. 213-2012 Motion by Councilperson Brown and seconded by Councilperson Smith, to authorize that an audit be performed on each bridge project currently active in the Town of Parma.

Motion carried: Aye 4 Nay 0 Absent Councilperson Comardo

RETIREMENT REPORTING RESOLUTION

RESOLUTION NO. 214-2012 Motion by Councilperson Smith, seconded by Councilperson Brown,

BE IT RESOLVED, that the Town of Parma hereby establishes the following as standard work days for the following elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is20)
Elected Officials					
Highway Superintendent	Brian Speer	8	01/01/2012 – 12/31/2013	N	23.02 **

**the maximum number of days that can be reported to the New York State Retirement System is 20

Motion carried: Aye 4 Nay 0 Absent Councilperson Comardo

The Town Clerk noted there is a possibility of a third resolution in that retirement system has asked us to look at some additional employees.

BID PROPOSALS FOR CLEANING SERVICE

Supervisor Carmestro reported that the Town will be looking to obtain bids for cleaning services at the Town Hall.

INFORMATIONAL ITEMS

MISCELLANEOUS

Department of Labor PESH Inspection – Supervisor Carmestro reported that training on fire extinguisher usage has been scheduled for October 8, 2012 for Library staff. The Library will be hosting and another date will be scheduled for remaining staff. Training on use of the defibrillator and an emergency evacuation plan is also being completed.

BUDGET WORKSHOP SPECIAL MEETING

Supervisor Carmestro requested that the Town Board meet prior to the next Town Board meeting for a budget workshop to speak with specific departments before finalizing the tentative budget. No budget information has been received from the highway department. Numbers have been entered based on last year's budget and there was a brief discussion on reducing the salt line due to the excess carried over from last year.

RESOLUTION NO. 215-2012 Motion by Councilperson Brown, seconded by Councilperson Smith, to hold a budget workshop meeting at 5:00 pm, prior to the regularly scheduled Town Board meeting on September 18, 2012

Motion carried: Aye 4 Nay 0 Absent Councilperson Comardo

Supervisor Carmestro noted that the Town Board will enter into an executive session at the end of the meeting.

LIAISON REPORTS

**Councilperson Brown reported there was no Recreation Commission meeting since the last Town Board meeting and things were quiet with the Dog Control Officer

**Councilperson Smith reported that the Parks Department is still looking for stone from the Highway Department. Supt. Speer indicated that he had taken care of this. There was discussion on filling the potholes in the parking lots, a liquid sulfate material that can be used for the potholes and spots on the cross country course; and chip sealing the parking lots after the potholes are fixed.

**Councilperson Roose reported there is a Planning Board meeting this Thursday.

There was no further business to be discussed.

ENTER INTO EXECUTIVE SESSION

RESOLUTION NO. 216-2012 Motion by Councilman Smith, seconded by Councilman Roose, to enter into Executive Session to discuss a pending litigation and an ongoing legal action.

Motion carried: Aye 4 Nay 0 Absent Councilperson Comardo

The Board entered into executive session at 7:12 p.m. after a short break so that people could leave.

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 217-2012 Motion by Councilman Smith, seconded by Councilman Roose, to close the Executive Session at 7:50 p.m. and return to regular session.

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Motion carried: Aye 4 Nay 0

Absent Councilperson Comardo

There being no further business brought before the Town Board, Councilman Smith made a motion to adjourn the meeting at 7:50 p.m., seconded by Councilman Brown and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk