

Parma Town Board special workshop and regular meeting held on Tuesday, September 18, 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	Tina Brown
	Recreation Director	Steve Fowler
	Highway Supt.	Brian Speer
Absent	Councilperson	James Roose
	Building Inspector	Jack Barton

OTHERS IN ATTENDANCE

Library Director Becky Tantillo, Recreation Commissioner Dave Tresohlavy, Court Officer Joseph Silivestro, Helen Ives, Ken Gavigan, and other members of the public.

CALL TO ORDER - SPECIAL WORKSHOP MEETING

Supervisor Carmestro called to order the special workshop meeting at 5:00 p.m. Discussions were held with the Library Director, Recreation Director and Highway Superintendent on their 2013 budgets. This provided the opportunity for all to understand the makeup of these budgets and express ideas for directions that may be taken. All three department heads made their department reports at this time. (*Clerk Notation: department report items are noted in the regular meeting minutes below.*)

This portion of the meeting ended at 6:57 pm and a brief recess took place before the start of the regular meeting.

CALL TO ORDER - REGULAR MEETING

Supervisor Carmestro called the regular meeting to order 7:04 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 – SEPTEMBER 4, 2012

RESOLUTION NO. 218-2012 Motion by Councilperson Smith, seconded by Councilperson Brown, to accept the Minutes of the September 4, 2012 meeting.

Motion carried: Aye 3 Nay 0

Absent Councilperson Roose
Abstain Councilperson Comardo

TOWN CLERK REPORT

The collection of first installments for school taxes ends September 20th. Second and third installments go directly to Monroe County. Full payments will continue to be collected in this office through October 31, 2012.

The Secretary of State has filed and authenticated statement of population for each town as required by Town Law Section 11. The 2010 Federal Census shows the Town of Parma's population as 15,633. This up 811 from the 2000 census and is a 5.5% change.

Monthly reports for August have been completed and filed.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that work on both bridge projects is on schedule. He noted that sometime in October there could be another big payment for work completed on the project and that we have been fortunate not to have had to borrow so far. A meeting is scheduled with the Village for the salt shed and a meeting with LaBella and Hunte to review what the project will look like.

BUILDING DEPARTMENT REPORT

Mr. Barton was not in attendance. However, he provided information to the Supervisor for reporting.

JOINT SALT SHED PROJECT ESTABLISH LEAD AGENCY AND CLASSIFICATION UNDER SEQR

RESOLUTION NO. 219-2012 Motion by Supervisor Carmestro, seconded by Councilperson Smith the Parma Town Board intends to be the lead agency for the salt shed project and that the Parma Town Board classifies this project as an unlisted action under SEQR.

Motion carried: Aye 4 Nay 0

Absent Councilperson Roose

TOWN CODE REVISIONS – STUART BROWN ASSOCIATES

RESOLUTION NO. 220-2012 Motion by Supervisor Carmestro, seconded by Councilperson Brown to contract with Stuart Brown Associates for assistance with the environmental review and adoption of zoning revisions to the Parma Town Code for an amount not to exceed \$1,500.

Motion carried: Aye 4 Nay 0

Absent Councilperson Roose

The Building Report for August has been completed and there were 174 inspections completed.

RECREATION REPORT

Mr. Fowler reported that since the last meeting he met with RG&E and discussed the process to lower the Town's monthly cost for the field lights. He identified three steps to be taken if the field lights were going to be operated this fall. They were to:

Have an electrical inspection of the field lighting system. This is needed because the system has been off more than six months and will be required before submitting a request to RG&E to turn the power on to the system.

Request that the classification be changed from SC3 to SC7. Town will have to stay under 100kw per month for this classification.

Going forward utilized a soft turn off procedure so the inspection process and cost will not be incurred each year.

This is expected to save about \$140 to \$150 per month when the lights are operational. There will still be costs associated with usage.

The final reimbursement submittal of \$26,311.84 for the Field Lighting Project will be submitted this week. Mr. Fowler thought that the payment would be received by mid-October and it will complete the project.

OTHER REPORTS

LIBRARY REPORT

Library Director Becky Tantillo provided a summary of summer reading stats for children, young adult and adult programs. She was very pleased with this year's participation.

APPOINTMENT OF LIBRARY BOARD TRUSTEE

The Library Board has appointed Donald Stilson to fill the unexpired term of Elsie Webster on the Library Board.

RESOLUTION NO. 221-2012 Motion by Councilperson Smith, seconded by Councilperson Comardo, to acknowledge the appointment of Donald Stilson as a Library Board Trustee as recommended by the Library Board to fulfill the unexpired term of Elsie Webster through December of 2015.

Motion carried: Aye 4 Nay 0

Absent Councilperson Roose

COURT OFFICERS REPORT

Joe Silivestro, Lead Court Officer, reported that Donald Warney will be resigning his duties as a Court Officer. A letter of resignation was provided and has been regretfully accepted by Mr. Silivestro. (*Clerk notation: The resignation was received by the Town Clerk at the end of the meeting.*) A Court Officers meeting will be scheduled for October to work on standard operation procedures. The date will be determined on availability of members and the liaison. Mr. Silivestro noted he is working with the liaison to address budgeting concerns and will be attending future Town Board meetings so he can answer any questions or concerns of the Board.

BUSINESS ITEMS

JUSTICE COURT ASSISTANCE PROGRAM GRANT

A request was received from the Parma Town Court for permission to apply for a grant through the New York State Justice Assistance Program. The purpose is to provide assistance for the purchase of new equipment and alleviate security deficiencies. It is not expected that there will be any cost to the Town.

RESOLUTION NO. 222-2012 Motion by Councilperson Smith and seconded by Councilperson Comardo, authorizing the Parma Town Court to apply for a grant through the New York State Justice Assistance Program.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

SURPLUS STEPS DISPOSAL

The Parks Department has requested that two sets of stage steps stored at the maintenance building be deemed surplus and permission to dispose of them. There was further discussion on disposal as scrap metal and get the best market price. There was also discussion on the potential to log wood from the park with the funds to be used for future mower purchases.

RESOLUTION NO. 223-2012 Motion by Councilperson Smith and seconded by Councilperson Brown, to declare two sets of steps as surplus and authorize Mr. Petricone to dispose of as scrap metal to get the best market price.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

SALT SHED PROJECT

Village Manager, Janet SurrIDGE, contacted the Supervisor to inform the Town that there will be a special Zoning Board meeting on September 25, 2012 to present the conceptual salt shed plans. LaBella will be making the presentation and Town Board members and any involved staff are invited to attend. The date of the bid opening also needs to be changed.

BID OPENING SALT SHED PROJECT – DATE CHANGE

RESOLUTION NO. 224-2012 Motion by Councilperson Smith, seconded by Councilperson Comardo, amend Resolution No. 178-2012 changing the bid opening date from October 25, 2012 to November 1, 2012 from

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

LIAISON REPORTS

**Councilperson Brown reviewed the information Mr. Fowler had provided in his report regarding the field lighting at Town Hall Park.

ELECTRICAL INSPECTION TOWN PARK FIELD LIGHTING

RESOLUTION NO. 225-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to authorize Steve Fowler to get the electrical inspection of the field lighting system

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

She also reported there had been a few dog control issues this month.

**Councilperson Comardo reported the Zoning Board has not met since the last meeting but will be meeting this Thursday.

**Councilperson Smith reported that the Historical Society in conjunction with other area Historical Societies are in the planning stages for a Civil War demonstration, June 22 and 23 of 2013. More information will be needed on the size of the event and the impact it may have on park staff and facilities.

Park Use by Athletic Organizations - The Hilton Heat Soccer Club has tentatively set the dates for their 2013 tournament for May 31st, June 1st and 2nd. He does not expect any contract changes except for costs. He will be meeting with Park staff to get the specific costs associated with this function.

He will be looking at modifying the HAYLO agreement due to the increase in the number of teams that attended which in turn increased costs to the Town. The agreement will have to reflect fees not previously incurred.

Councilperson Smith contacted Monroe County Cross Country to get clarification on whether their meet will be held here again this year. He asked for more details and indicated that the Town would like to be compensated for use of the Park. There has been no response. He indicated that Mr. Fowler did not have any information on this and he will follow up.

**Supervisor Carmestro reported he attended the Planning Board meeting and that final approval was given for the Doan project and two new subdivision projects – Summertime Trail in the All Seasons Subdivision and Country Village. The Planning Board granted an extension to the fill permit for Mr. Miller at 4618 Ridge Road West until the next Planning Board meeting. There was discussion on status and what items still needed to be completed. Kris Schultz was present on behalf of Mr. Miller.

Supervisor Carmestro and Mayor Lee attended a meeting of the Coalition of Churches and were asked to come back to the next meeting. Tables in the Ingram room used by the Senior Program need to be replaced. There will be further follow up as there is disagreement on what the right tables should be.

WARRANT

RESOLUTION NO. 226-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$49,106.43.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

RESOLUTION NO. 227-2012 Motion by Councilperson Comardo, seconded by Councilperson Smith, to approve payment of BOO Part Town Fund bills, in the amount of \$15,692.10.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

RESOLUTION NO. 228-2012 Motion by Councilperson Smith, seconded by Councilperson Brown, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$1,937.78.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

RESOLUTION NO. 229-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of DBO Highway, Townwide Fund bills, in the amount of \$52,108.73.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

RESOLUTION NO. 230-2012 Motion by Councilperson Comardo, seconded by Councilperson Smith, to approve payment of HDO Town Bridges bills, in the amount of \$449,302.11.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

RESOLUTION NO. 231-2012 Motion by Councilperson Smith, seconded by Councilperson Brown, to approve payment of SDO Townwide Drainage bills, in the amount of \$63,027.99.

Discussion noted that these payments will over draw this account and that we are waiting on a payment from the school district for materials.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

RESOLUTION NO. 232-2012 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of TAO Trust and Agency bills, in the amount of \$4,156.90.

Motion carried: Aye 4 Nay 0 Absent Councilperson Roose

There being no further business brought before the Town Board, Councilman Comardo made a motion to adjourn the meeting at 7:35 p.m., seconded by Councilman Brown and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk