



TOWN OF PARMA

1300 Hilton-Parma Road
P.O. Box 728
Hilton, New York 14468
(585) 392-9461
Fax (585) 392-6659

CARM CARMESTRO
Supervisor

JAMES SMITH
Councilperson

GARY COMARDO
Councilperson

JAMES ROOSE
Councilperson

TINA BROWN
Councilperson

TOWN BOARD MEETING March 6, 2012 6:30 P.M. Meeting

This Meeting Will Be Recorded By the Town Clerk
Pledge of Allegiance
Moment of Silence
Emergency Exit Instructions
Roll Call
Public Forum/Hearing

1. Any citizen may address the Town Board about their concerns

Minutes of the February 21, 2012 Town Board Meeting
Town Clerk Report
Highway Superintendent Report
Building Inspector Report
Recreation Director Report
Miscellaneous Report

BUSINESS ITEMS:

1. Drainage Improvement Project-State Route 259
2. Draft Open Meeting Agenda Information
3. Shared Services Grant Support Resolution
4. Miscellaneous

INFORMATIONAL ITEMS:

1. VFW
2. Miscellaneous

LIAISON REPORTS:

CORRESPONDENCE:

ADJOURNMENT:

DRAFT RESOLUTION

The New York State Department of Transportation has requested a Town Resolution for a warranty on work done for the drainage improvements made on Rt. 259. The following is wording for a draft resolution.

DRAINAGE IMPROVEMENT PROJECT – STATE ROUTE 259

Motion 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.



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DRAFT

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. and/or
- Please direct requests and questions to the Parma Town Clerk, 1300 Hilton Parma Corners Road, Hilton, NY 14468, 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.