

Parma Town Board meeting held on Tuesday, May 7, 2013 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

**ATTENDANCE**

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

**OTHERS IN ATTENDANCE**

Helen Ives, Michael Weldon, Joe Petricone, Marilyn DeMeyer, Mary Eichas-Gavigan, Carol Kluth, Barb Schwan, Fritz Gunther, Ken Mullen, Carol Mullen, John Duggan, Anne Duggan, Al Howe, Nina VanLare, Charlene Speer, Heidi Reinschmidt, Mary Reazor, Pete Sorensen and other members of the public who did not sign in.

**CALL TO ORDER**

Supervisor Carmestro called the meeting to order at 7:00 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 and that the meeting was being recorded.

**MINUTES APRIL 16, 2013**

**RESOLUTION NO. 124-2013** Motion by Councilperson Smith, seconded by Councilperson Roose, to accept the Minutes of the April 16, 2013 Town Board meeting.

Motion carried: Aye 5 Nay 0

**TOWN CLERK REPORT**

The Town Clerk reported that the Town Clerk Report for April has been submitted and filed. The monthly Supervisor Financial Reports for February and March have been received and filed in the Town Clerk's Office. A new Liquor License Application has been received for 5435 West Ridge Road, LLC, The Juke Box Live and a copy has been given to Mr. Barton. A reminder will be going out to everyone that needs to complete their retirement reporting paperwork. A letter was received Monday afternoon, May 6, 2013, and filed in the Clerk's Office from Superintendent Speer appointing Al Leone to the position of Deputy Highway Superintendent.

## **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported crews have been working on roadside pickup and lawn restoration from winter. Work has begun on the new salt storage shed. Barriers have been removed and the contractor is expected to start next Monday.

At the next meeting Supt. Speer expects to have a change to the Agreement for the Expenditure of Highway monies for 2013. The total money amount will not change.

## **RECREATION DEPARTMENT REPORT**

Mr. Fowler did not have anything specific to report.

## **BUSINESS ITEMS**

### **LAND USE DECISION MAKING TRAINING PROGRAM ATTENDANCE**

**RESOLUTION NO. 125-2013** Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the Land Use Decision-Making Training classes taken by the following persons:

Attendee	Board	Class	Hours	Class	Hours
Mark Acker	Planning Board			Energy: Wind, Solar, Gas, Ground Source Heat Pump, Conservation & Incentives	4
Jack Barton	Planning, Zoning, & Conservation Boards	Water: Storm, Flood & Emergency 3/5/13	4	Energy: Wind, Solar, Gas, Ground Source Heat Pump, Conservation & Incentives	4
Blake Keller	Zoning Board of Appeals			Energy: Wind, Solar, Gas, Ground Source Heat Pump, Conservation & Incentives	4
Stephen Shelly	Zoning Board of Appeals	Water: Storm, Flood & Emergency 3/5/13	4	Energy: Wind, Solar, Gas, Ground Source Heat Pump, Conservation & Incentives	4
Dean Snyder. PE	Zoning Board of Appeals			Energy: Wind, Solar, Gas, Ground Source Heat Pump, Conservation & Incentives	4

Motion carried: Aye 5 Nay 0

### **PROPERTY MAINTENANCE – VACANT STRUCTURES -2013**

T. K. Services formerly T. K. Properties is the lowest of the three bids (quotes) received for the mowing of vacant properties. There was discussion on whether weed-eating was necessary. It was noted that there are two parts to the code, the first being the height of the grass and the second being the all vegetation in proximity to the house per the Fire Code. Currently there are 53 vacant properties. We usually have to cut 15 properties after notices are sent. The charge for this is added to the Town and County tax bill for

these properties. The Town gets the entire cost back after the first of the year. *See Schedule A at end of minutes for copies.*

**RESOLUTION NO. 126-2013** Motion by Councilperson Brown, seconded by Councilperson Smith, to accept the quote from T. K. Services for lawn maintenance services for 2013.

Motion carried: Aye 5 Nay 0

### **CEMETERY MOWING - 2013**

Only one bid (quote) was received from for cemetery mowing this year. It was from T. K. Properties. According to Mr. Petricone, others that bid on this in the past were not interested in providing a quote. It was determined that this would be tabled to the next meeting and updated paperwork with the information as T. K. Services would be needed.

### **DEFIBRILLATOR DISPOSAL**

Replacement of expired defibrillators is needed as the batteries are no longer replaceable. Supervisor Carmestro noted that we will be getting price quotes in addition to the current company.

**RESOLUTION NO. 127-2013** Motion by Councilperson Smith, seconded by Councilperson Comardo, to dispose of six defibrillators as excess inventory.

Motion carried: Aye 5 Nay 0

### **TOWN HALL PARK CULVERT REPAIRS**

Councilperson Smith reviewed the material costs for four repair/culvert projects in the Park provided by the Highway Department. He is proposing to have three culvert jobs (Jobs #2, #3, #4) done but not the parking lot and drainage catch basin job (Job#1). He noted there were funds in the Park Improvement line to cover the expense.

**RESOLUTION NO. 128-2013** Motion by Councilperson Smith, seconded by Councilperson Comardo, to approve the repairs to the Town Hall Park culverts as noted below with work being done in-house and funding to come from Park Improvements line.

Job #2		\$2,242.00
Job #3	\$1,070.00x2	\$2,240.00
Job #4		\$ 326.84

Motion carried: Aye 5 Nay 0

Supervisor Carmestro noted he spoke with Supt. Speer earlier today and he is willing to work with Town Board to get the work done and will work it out at the end of the year

**CEMETERY MAINTENANCE**

Councilperson Smith realized he had the quote from T. K. Services in the amount of \$3,200.

**RESOLUTION NO. 129-2013** Motion by Councilperson Smith, seconded by Councilperson Roose, to accept the quote from T. K. Services in the amount of \$3,200 for cemetery mowing services for 2013.

Motion carried: Aye 5 Nay 0

*See Schedule B at end of minutes for copy.*

**BUDGET TRANSFERS**

BUDGET TRANSFERS			May-13			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO516898948000	MISC REIMBURSEMENTS	750.00	AOO516192043000	EDUCATION/PROFESSIONAL	99.00	GAVIGAN
			AOO516898940100	FRANCHISE FEES	5.51	GAVIGAN
			AOO516898940200	COMIDA TAXES	468.20	GAVIGAN
			AOO590905081000	UNEMPLOYMENT INSURANCE	177.29	GAVIGAN
AOO510101021000	OFFICE EQUIPMENT	500.00	AOO513132047100	AUDITORS	4,000.00	GAVIGAN
AOO510101041000	OFFICE SUPPLIES	500.00				GAVIGAN
AOO512122021000	OFFICE EQUIPMENT	1,000.00				GAVIGAN
AOO513131046000	CONTRACTED SERVICES	1,000.00				GAVIGAN
AOO530398948000	MISC EXPENSES	1,000.00				GAVIGAN
AOO512122041000	OFFICE SUPPLIES	452.00	AOO512122043100	BOOKS/SUBSCRIPTIONS	442.00	GAVIGAN
			AOO512122045000	PERSONAL CAR USE	10.00	GAVIGAN
LOO574741015000	PAGES	3,698.00	LOO574741012000	LIBRARIAN I	3,698.00	KIRK
AOO576752044100	GAS & ELECTRIC	1,812.49	AOO576752012000	VFW CLEANTER	189.00	GAVIGAN
			AOO576752048000	MISC EXPENSES	873.49	GAVIGAN
			AOO576725049000	PROCEEDS	750.00	GAVIGAN
	UNAPP. FUND BALANCE	8,305.25	LOO574741021000	OFFICE EQUIPMENT	5,170.56	KIRK
			LOO574741041000	OFFICE EQUIPMENT	41.84	KIRK
			LOO574741049000	BOOKS/SUBSCRIPTIONS	1,124.63	KIRK
			LOO574741049200	VAP	968.22	KIRK
			LOO574741042600	MECHANICAL REPAIRS	1,000.00	KIRK
AOO570731049242	THEATER	1,600.00	AOO570731049542	CERAMICS	1,600.00	FOWLER
AOO570731049022	SWIMMING EXPENSE	500.00	AOO570731549203	T-BALL TEAM	500.00	FOWLER

**RESOLUTION NO. 130-2013** Motion by Councilperson Comardo, seconded by Councilperson Brown, to approve transfers as submitted.

Motion carried: Aye 5 Nay 0

**INFORMATIONAL ITEMS**

**PARKS DEPARTMENT LAWN (GANG) MOWER**

Councilperson Smith reported he just got these numbers and has not completely gone through them. What they have been looking at is an option to purchase with 3, 4, and 5 year financing program through a State leasing option with First Niagara. They identified interest rates that vary from 2.6% for 3 years to 2.68% for 5 years. One goal was to see if the 1<sup>st</sup> payment could be delayed to the first of the year. This was tabled to the next meeting so that the Board would have time to review the options.

## **BUILDING DEPARTMENT REPORT**

Mr. Barton noted the April Building Department report has been completed and provided. There were 118 inspections done by zoning code enforcement, the building department and the Fire Marshals.

The Town hosted a well-attended four hour training session on erosion and sediment control on April 25, 2013 from 8:00 am to noon. Monroe County Soil and Water Conservation District was the presenter and there were 55 municipal workers and contractors in attendance. An additional training session was provided by the Town for our Planning, Zoning and Conservation Boards. Gerry Goldman, a municipal attorney provided the session.

Accessory Apartments - Mr. Barton provided information from Barb Johnston, of Stuart Brown Associates, on the services she would provide if the Town Board was to decide on moving forward with a zoning amendment for Accessory Apartments. She provided a short report and information on existing regulations and considerations for changes. The fee for those services would not exceed \$975. He noted accessory apartments are currently allowed in every zoning district as a special permitted use. If the Board is interested in moving forward Mr. Barton will continue so that a public hearing can be scheduled. Supervisor Carmestro would like the Board to have time to review the information just given to them and asked that Mr. Phillipone be contacted informing him that they are looking into whether they want to make this kind of change to the code. There was further discussion on adding a second floor to an existing structure as opposed to an entire new structure; minimum and maximum lot size, what would happen after the family member passes away; definition of an in-law apartment; reverting back; how do you track; removal of kitchen with the purpose being to get the owner to come back for review if not a family member; the potential of it being rented out, how it can be enforced. It was noted that this was brought up because of a sizeable project which has already been started. What has been provided to the Board is a draft for them to take a look at and determine if it is something they feel they can work with, tweak, or if it is too much. Supervisor Carmestro asked Town Board members to review over the next couple of weeks and provide comments to Mr. Barton.

## **ENVIRONMENTAL MANAGEMENT COUNCIL APPOINTMENT** **SCOTT HARTER**

Mr. Barton informed the Board that Don Harter could no longer make the meetings and Scott Harter volunteered to attend the monthly meetings of the Environmental Management Council.

**RESOLUTION NO. 131-2013** Motion by Councilperson Smith, seconded by Councilperson Roose, to appoint Scott Harter to the volunteer position of representative to the Environmental Management Council for the Town of Parma.

Motion carried: Aye 5 Nay 0

## **INFORMATIONAL ITEMS - Continued**

### **ANNUAL UPDATE DOCUMENT FILED**

Supervisor Carmestro reported the Annual Update Document (AUD) has been completed and filed with the New York State Comptroller. He also noted they would be meeting with Mr. Hungerford and Mr. Wager regarding their audits.

### **LIAISON REPORTS**

\*\*Councilperson Brown reported Dog Control picked up a loose dog which was held in Hamlin for seven days and then adopted. The owners were not responsive to numerous attempts to contact them and when they finally responded the dog had already been adopted. The computer in the Special Police office is not operational. Options for a donated computer and one from another department will be looked at and set up by our IT person. The Court Attendants also need access to the internet. The Recreation Commission met. It was suggested that if the tennis courts are replaced that perhaps the fencing could be replaced as well. And they felt that having a town wide email list might be something to look at.

\*\*Councilperson Comardo reported the Zoning Board of Appeals reviewed and approved an application for a special permit. He also attended the Land Use Decision-Making Training program.

\*\*Councilperson Smith reported three of the four tennis courts have been opened. To patch the court in lieu of replacing the entire court is estimated to cost \$16,000. Spot patching may be the alternative in the interim until a reserve fund can be established and a decision is made on how to move forward, since we do not have the funding now. The large mower and the culverts have already been discussed. He met with the Supervisor and three IT companies to discuss what it will cost to upgrade our server and provide the disaster recovery program.

\*\*Councilperson Roose reported he attended the Planning Board meeting and there was nothing of consequence to relay.

\*\*Supervisor Carmestro reported correspondence has been received from Dan Rockafellow regarding the Eagle Scout Court of Honor to be held on May 10, 2013 at the Fire Hall on Hojack Lane. An invitation was received from Vay, Schleich and Meeson for a dedication and retiring of flags ceremony on May 11, 2013.

### **PUBLIC FORUM**

Supervisor Carmestro opened the public forum to anyone who wished to address the Board.

John Duggan expressed his concern for items noted in the audit report regarding adopting reasonable budgets for revenues and expenses, and fund balances that have caused Town

outside of the Village (TOV) taxpayers to pay higher than necessary property taxes and decreased the transparency of the process. He wanted to know from each Board member what specific recommendations were made by the Board in response.

Councilperson Brown responded that they are waiting on the finding of the auditors to assist us in making the decision properly and expects any adjustment will be done over the next year or two.

Councilperson Comardo stated we have taken corrective action and are changing our budgeting practices to get in line with the State recommendations. He felt it was worth noting that as the State has audited other municipalities this has been a common issue and is not unique to Parma. We are working on getting in line with the state auditors recommendations.

Councilman Roose noted there is not much more he can add to what has already been said. The State Auditors informed us that our practices are not in line with what they thought we should do; so this will be implemented over the next two years during the budget process to make sure this is taken care of.

Mary Reazor wanted to know what specifically would be done. Supervisor Carmestro responded that the Board is waiting to meet with the auditors and they will make recommendations. Mrs. Reazor felt that an adjustment to the rate was not equitable and that a rebate/refund was appropriate. She felt that the additional amount of taxes she has paid was used for costs that should also have been paid by Village (townwide including the Village) at the same time. There was discussion on the TOV excess being used for upcoming costs, using it to supplement the 2014 tax rate for the B Fund TOV, that there are only certain things that it can be used for and it was clarified that it has not been used to supplement the Village. It was explained that money was accumulated gradually over 20 years and is the balance in the TOV Fund accounts. It was clarified that the bridge replacement projects came out of the townwide fund and it was not known at this point whether a rebate was possible; but it would be looked into. Supt. Speer commented that the taxpayers in the TOV were not overtaxed it was just not spent where he felt it should be; as can be seen by the kind and amount of equipment we have.

Mr. Duggan was asked if he had anything further. He thanked the Board for the information and the discussion.

Heidi Reinschmidt asked what Mr. Leone was going to be paid now that he has been appointed to the position of Deputy Highway Superintendent. Supt. Speer thought the pay was \$27.34 per hour which would be the same as he was being paid before. Supervisor Carmestro noted that he and Supt. Speer had met to discuss and they are in the process of finalizing, Mr. Speer has the number and Mr. Leone will get reimbursed for the difference between this pay and the \$18.00 he has been being paid. She also inquired about the use status of the VFW building. Councilperson Smith responded that there is a meeting scheduled next Monday with some of their members, Councilperson Roose, Town Clerk Donna Curry and himself.

Charlene Speer inquired when was it discussed on what three positions would be eliminated. Supervisor Carmestro responded there was discussion at the budget workshop, which was advertised as required. It was felt that the Recreation Department could continue without the position vacated earlier in the year and looked at administrative positions which included a part time clerk and Mr. Leone's position. There was discussion on the Deputy Highway Superintendent position not being a labor position. Supt. Speer noted Mr. Leone will do the same work he has always done. When asked how this would affect civil service, Supt. Speer responded that it was confusing. He would have to be classified as Deputy Highway Superintendent and did not think that this had ever changed. When asked if this was resolved, it was noted that there were a couple of items to be completed.

Carol Kluth inquired if Mr. Leone's pay would be salaried. The response was yes.

Ed Radke asked if Mr. Leone would be eligible for overtime. Supervisor Carmestro responded he would be paid the same way as before. Mr. Radke also inquired if Mr. Speer and Mr. Leone would be reimbursed for what they had to spend on making Mr. Leone the Deputy Highway Superintendent. Supervisor responded that he could not respond to the question at this time.

Supervisor Carmestro asked for a motion to adjourn. A motion was made by, Councilperson Comardo to adjourn the meeting at 8:00 p.m., seconded by Councilperson Brown. All were in favor.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk



SCHEDULE A

# T.K. Services

**44 Hill Road**  
Hilton, New York 14468  
585-392-4890

## Lawn Mowing Estimate:

**TO: THE TOWN OF PARMA.**

1300 Hilton Parma Crns rd.  
Hilton NY 14468  
(585) 392-9449

We hereby submit specifications and estimates for grass cutting as follows.

**Int cutting will be done with a bush hog type mower & tractor.**

**Normal cutting after Int cutting will be done along with weed eating.**

**Clipping will left on the lawn.**

**For properties zoned as followed.**

**AC-350 X 300 = \$350.00**

**RR-300 X 260 = \$325.00**

**MD-175X100 = \$225.00**

**HD-120 X 85 = \$120.00**

**WF-120 X 85 = \$120.00**

## T & R Property Maintenance



(585)520-8872

(585)392-2709

*Town of Parma Bid Proposal for the 201<sup>3</sup> Property Maintenance Season:*

A. Agricultural Conservation (AC) lot size 300'x 350'	\$400.00 per mowing
B. Rural Residential (RD) lot size 260'x 300'	\$350.00 per mowing
C. Medium Density Residential (MD) lot size 100'x 175'	\$200.00 per mowing
D. High Density Residential (HD) lot size 85'x 120'	\$275.00 per mowing
E. Waterfront Residential (WF) lot size 85'x 120'	\$200.00 per mowing

This pricing is based upon contract guidelines per each mowing to be completed

Thank you for the opportunity to place this bid.

If any questions should arise please contact Corey Harris at (585)520-8872

**BID REQUIREMENTS FOR PROPERTY MAINTENANCE  
 GRASS CUTTING**

1. Contractor must supply the Town of Parma with proof of Liability & Workers Compensation insurance if granted the Contract.
2. The following lot sizes are what the estimates should be based on:
 

A. Agricultural Conservation (AC)	lot size	300' x 350'
B. Rural Residential (RD)	lot size	260' x 300'
C. Medium Density Residential (MD)	lot size	100' x 175'
D. High Density Residential (HD)	lot size	85' x 120'
C. Waterfront Residential (WF)	lot size	85' x 120'

The height of the grass on the above properties will be anywhere from 12" high to 3' high. The grass has to be cut down to within 3 inches or so and trimmed. The cut grass may be left on site.

*(A) 325.00 per*  
*(B) 300.00 per*  
*(C) 225.00 per*  
*(D) 175.00 per*  
*(C) 175.00 per*

*Thank you for your interest Paul Neff  
 Fisherman*

**SCHEDULE B**



**TOWN OF PARMA**

**Parks Department**  
 1300 Hilton-Parma Road  
 P.O. Box 728  
 Hilton, New York 14468  
 (585) 392-5050  
 Fax (585) 392-6659

**General Specifications:**

All quote proposals shall clearly indicate the project price as spelled out in the project specifications.

The Town of Parma reserves the right to waive any informality in, or to accept or reject any and all quotes.

The Town is looking to enter into contract with a qualified lawn and or landscaping company to maintain these six parcels during the 2013 growing season.

**PROJECT SPECIFICATIONS**

Name	Address	Cuts/Season
Atchinson Cemetery	270 Hill Rd.	9
Smith Cemetery	2 Dunbar Rd.	13
Wright Cemetery	636 Hamlin Parma TL. RD.	9
Hoosic Cemetery	1741 Manitou Rd.	13
Sage Cemetery	2742 Clarkson Parma TL. RD.	9
Castle Cemetery	535 Peck Rd.	13

**Maintenance will be as follows:**

The boundaries of each cemetery, all grave sites, gravestones, trees, and fences will properly be mowed and trimmed accordingly. Fallen branches and discarded objects are to be put in a pile in front of the cemetery, and the cemetery made to look presentable. (Please notify the Parks Dept. if a pick up is needed.)

The first cut is to be made in the spring as needed, and the last cut as late into the fall as possible. Extra cuts may be needed during a heavy growing season, notify and arrange with Parks Dept.

Your quote for the above maintenance is 3200.00



## TOWN OF PARMA

**Parks Department**  
1300 Hilton-Parma Road  
P.O. Box 728  
Hilton, New York 14468  
(585) 392-5050  
Fax (585) 392-6659

I, T.K. Services Address, 44 Hill Rd Hilton NY 14468  
Hereby agree to the lawn maintenance of the Six  
cemeteries as quoted out in the Town's specifications.

Let it be further understood that the Town of Parma has the power to cancel this contract at any time for noncompliance of the specifications presented in the quote.

Payment for services will be as follows:

25% to be paid by June 21, 2013  
50% to be paid by September 20, 2013  
25% to be paid by November 22, 2013

Signature of Company Representative

Business ID Number 02-40-1877

Date 5/2/2013

Signature of Parks Dept. Cheryl Dool

Date 5/16/13