

Parma Town Board meeting held on Tuesday, December 3, 2013 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

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

OTHERS IN ATTENDANCE

Helen Ives, Tom Bertrand, Nancy Kuhn, Ed Arnold, Mark Bernreuther, Lon Jacobs, Carol Kluth, Kenneth Mullen; Kyle Mullen; Carol Mullen, Al Howe, Stan Hoy, and other members of the public.

CALL TO ORDER

Deputy Supervisor Smith 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.

MINUTES NOVEMBER 19, 2013
JOINT MEETING WITH VILLAGE OF HILTON

RESOLUTION NO. 288-2013 Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the Minutes of the November 19, 2013 Joint meeting with the Village of Hilton.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

TOWN CLERK REPORT

The Town Clerk reported a letter of resignation has been received and filed with the Clerk from Blake Keller as the alternate on the Zoning Board of Appeals.

The notice was published in the Suburban News and posted for the special meetings scheduled for December 5th at 6:00 p.m. and on the 9th at 5:30 p.m. to conduct interviews for the position of Director of Parks and Recreation.

Recreation Department Phone System - A summary was given on options for their phone system. *See Schedule A at end of minutes.* It was felt the Clerk should proceed with

getting the required number of quotes needed per our procurement policy and a determination can be made at the next meeting.

HIGHWAY DEPARTMENT REPORT

Supt. Speer was not in attendance. Deputy Supervisor Smith provided a follow up on the request by Supt. Speer at the last meeting to increase the Townwide Drainage fee. The reason for the request was that Supt. Speer foresees more drainage work to be done. It was noted that because the budget has been set this increase cannot be made until the next budget cycle and should be addressed as part of the budget process in the future.

BUILDING DEPARTMENT REPORT

Mr. Barton noted the report for November has been submitted and filed. There were 98 inspections done by the department in November. Deputy Supervisor Smith explained, for those that might not be familiar with the report, the Town Board is given a report on all the permits issued for the month. The report also includes a comparison of the current year to the prior year and cumulative numbers.

RECREATION DEPARTMENT REPORT

Steve Fowler had nothing specific to report.

BUSINESS ITEMS

HEALTH INSURANCE 2014

Deputy Supervisor Smith reported that each year the Town approves the health insurance plans that will be offered to employees and retirees for the coming year. These plans are offered through Excellus.

RESOLUTION NO. 289-2013 Motion by Councilperson Roose, seconded by Councilperson Comardo, to offer the following health and dental insurance plans for 2014: Current employees and retirees under 55 will be offered Healthy Blue HDHP with a Health Savings Account through First Niagara paid in quarterly installments. Those over 65 will be offered the Medicare Blue Choice Copay Plan through Excellus. Smile Saver 1 will be the dental plan for the Town of Parma.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

BUDGET TRANSFERS

RESOLUTION NO. 290-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve budget transfers as submitted.

BUDGET TRANSFERS			Dec-13			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO571711017000	PARK ATTENDANT	122.01	AOO57711018000	LABORER	122.01	DOOL
AOO571711045200	VEHICLE MAINTENANCE	2,000.00	AOO571711042500	MAINTENANCE SUPPLIES	2,000.00	DOOL
AOO571711046000	CONTRACTED SERVICES	1,441.68	AOO571711042500	MAINTENANCE SUPPLIES	1,441.68	DOOL
AOO516881046000	CONTRACTED SERVICES	1,392.71	AOO571711042200	EQUIPMENT REPAIR	1,392.71	DOOL
AOO571711021000	EQUIPMENT	600.00	ZOO571711045100	GASOLINE	600.00	DOOL
AOO516881046000	CONTRACTED SERVICES	400.00	AOO571711045100	GASOLINE	400.00	DOOL
AOO571711049000	PARK IMPROVEMENTS	183.12	AOO571711045100	GASOLINE	183.12	DOOL
AOO570714049201	PLAYGROUND BEAR	1,650.00	AOO570714049101	YOUTH PLAYGROUND	1,650.00	VOLKMAR
AOO570731049022	SWIMMING	1,355.00	AOO570714049101	YOUTH PLAYGROUND	755.00	VOLKMAR
			AOO570731549303	YOUTH BASKETBALL	600.00	VOLKMAR
BOO580801046000	CONTRACTED SERVICES	1,200.00	BOO537362049100	PROPERTY MAINTENANCE	1,862.50	BARTON
BOO537362048000	MISC EXPENSES	662.50				
		11,007.02			11,007.02	

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

MISCELLANEOUS

Director of Parks and Recreation – Deputy Supervisor Smith stated the interview committee will be meeting on December 5th and 9th to conduct interviews for this position. He reminded everyone that it was a public meeting but after convening the committee would be entering into executive session and when they come out of executive session there would be no business actions taken. The committee will rank and tabulate the results of the interviews. It is hoped there will be a recommendation for filling the position to the Town Board for the December 17th meeting and motion to approve by the Board.

SET TIME FOR YEAR-END MEETING

The year-end meeting has been scheduled for December 30th but the time needs to be established.

RESOLUTION NO. 291-2013 Motion by Councilperson Smith, seconded by Councilperson Comardo, to hold the year-end meeting and bill paying session at 8:00 a.m. on December 31, 2013 at the Parma Town Hall.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

VACATION CARRY OVER REQUESTS

Deputy Supervisor Smith noted there have been two requests received to carryover vacation time by Gregory Speer and Daniel Eichas. Discussion included:

- There was a similar request last year from Mr. Speer, not present to explain the reason for a second request; were requests not made or made and denied;
- A schedule change from the day to the night shift was unknown by Mr. Eichas and affected his ability to take time owed
- None of the parties involved was present to make their case
- Carry over the time to a specified date that it must be used by, i.e, end of January; this will be difficult because this is the Highway Department’s busy time.

- Do not want to see them lose this time
- Clarify that there is a rule that you use it or lose it. Communicate to these employees we will not be able to do this next year
- It must be taken so repeat requests are not made. Extenuating circumstances should be the only reason carryover requests.
- A letter will go to both employees explaining this and a copy will be provided to Supt. Speer so they all understand that vacation time is to be scheduled and used in the appropriate year.

VACATION CARRY OVER REQUEST – GREGORY SPEER

RESOLUTION NO. 292-2013 Motion by Councilperson Smith, seconded by Councilperson Roose, to approve the carryover of five additional unused vacation days for Gregory Speer with a note to his file and copy to Highway Superintendent.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

VACATION CARRY OVER REQUEST – DANIEL EICHAS

RESOLUTION NO. 293-2013 Motion by Councilperson Smith, seconded by Councilperson Brown, to approve the carryover of four additional unused vacation days for Daniel Eichas with a note to his file and copy to Highway Superintendent.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

INFORMATIONAL ITEMS

None

LIAISON REPORTS

**Councilperson Brown reported she was unable to attend the last Recreation Commission meeting. The commission was informed of the resignation of Tracy LaFountain as the Senior Programing Specialist.

**Councilperson Comardo reported the Zoning Board of Appeals had six items on their agenda. Four were approved, one was denied and one tabled.

**Councilperson Roose reported there had been no Planning Board meeting since we last met.

**Councilperson Smith reported he will be working with the Parks Department to arrange through the winter months at scheduling for six day coverage during the winter to accommodate snow cleanup at the Town Hall and Library. This would involve working alternate Saturdays and having the following Monday off is a possibility. The union contract allows for this with advance notice.

PUBLIC FORUM

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

Anne Duggan inquired if the Town had to go through the New York State Exchange. Councilperson Brown responded that we do not have to. The Town has more employees thus not allowing us to use the exchange. We used a broker who looked at different plans and chose the best one for the Town. Deputy Supervisor Smith noted there is a great deal of reporting that needs to be done and revisions are expected in the future. It is hoped there will be better rate information available during the budget process. We do not get the actual numbers until after the budget process is completed making it difficult to project what the expense will be.

Carol Kluth asked why the minutes were not being approved tonight. Deputy Supervisor Smith explained there was not sufficient time to review prior to the meeting. The Clerk noted they were ready at noon today.

A motion was made by Councilperson Comardo to adjourn the meeting at 8:30 p.m. and Councilperson Brown seconded. All were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

SCHEDULE A

Phone System – Matrix

Questions from 11/19/13 Town Board meeting

1. Maintenance Charge: \$178.00/year through May 2014. Billed by Matrix to the Recreation Department. They will prorate any remaining portion that was paid in advance to a new agreement. Village was unaware we were paying a maintenance fee. The remaining portion we have prepaid could be applied to any additional charge incurred to keep the phones running until we are switched over.
2. What allows us to have 4-digit calling between Highway, Town Hall, Parks and Historical Bldg?
It is a Frontier Bundle package (not a Centrex line). Further information will be gotten from Mary Gavigan after the holiday on our current billings with Frontier. This will be part of Option 4.
3. Status of existing lines in the Community Center. Will there be additional unknown charges if we stay with being in the Village System?
No additional charge for rewiring lines. The Village's new system will be using the same lines (confirmed with Matrix 11/25/13). After speaking with Village Bd. 12/3/13, unknown until they decide if Town can use old system till mid-end of January.

4. How was the 30% portion for Recreation’s portion of the upgrade arrived at?

It was a prorated amount based on 19 phones, with 6 of those phones being used by the Town. (\$31.58=30%)
 So in essence it includes some of the cost of the system not just the phones which would be ours like last time.

5. What **options** do we have if we do not join the Village system? *Not ranked in any order.*

OPTIONS

	Option 1	Option 2	Option 3	Option 4
	Village System	Recreation Own System	Merge to Town System	Frontier/Time Warner Option
		\$3500		
Set up	\$2,965 Will be 6 phones same as current	Can be done for under \$4,000 with one line wiring. Initially a smaller expandable system with 6-8 phones Under \$500 (est \$200)	Not needed at this time. The new system can be moved to the Town Hall and expanded to accommodate all Town sites in the future.	Have six incoming lines with Frontier (or some other service provider). No coordinated Voice Mails and features we currently have. Will be stand alone and not interactive with the Town. Time did not permit any additional follow up
Wiring	\$0	A. Locate Board in utility room no additional charge OK with Village Bd 12/3/13 B. Locate Board in Rec Office and have one wire run from utility room	The Town needs to plan for an upgrade or a new system for the Town Hall system in the next 3 years if we expect a 10 year life expectancy of our current system.	This would pertain to incoming lines and services provided
Maintenance per year	\$180	\$180		

Additional Comments:

- Based on the Matrix price another written quote will be needed for a comparable system.
- Regardless of which option is chosen we will still have access to phone jacks in the other rooms
- IP based (phones act like PC’s) or Digital Phones. With either we will be able to work over a LAN, WAN or the Internet. Will give us connectivity between the offsite departments.
- The quote provided by Matrix includes all the charges with the Maintenance fee and any wiring charge as extra.
- Recreation can stay on old system for up to through mid to end of January until a switch over is made. They will not be without phones (pending Village approval).