

ORGANIZATIONAL MEETING AGENDA

Tuesday January 7, 2014

Pledge of Allegiance
Moment of silence
Emergency Exit Instructions
Roll Call

ORGANIZATIONAL MOTIONS:

1. Mileage Agreement for 2014 (pg. 2)
2. 2014 Supervisor's Staff (pg. 2)
3. Town Clerk Appointments (pg. 2)
4. Town Justice Appointments (pg. 3)
5. Town Board Appointments(pg. 3)
6. Blanket Undertaking (pg. 4)
7. Official Depositories for 2014 (pg. 4)
8. Official Newspaper for 2014 (pg. 4)
9. Official Meeting Dates for Recreation Commission (pg. 5)
10. Official Meeting Dates for the Town Board (pg. 6)
11. Official Meeting Dates for the Planning Board (pg.7)
12. Official Meeting Dates for the Zoning Board (pg. 8)
13. Official Meeting Dates for the Conservation Council (pg. 9)
14. Standard Workday/ For Retirement (pg. 10)
15. Official Hours of Operation (pg. 11)
16. Legal Holidays for 2014 (pg. 12)
17. Board and Commission Appointments (pg. 13,14,15)
18. Liaisons for Town Departments, Boards and Commissions for 2014 (pg. 16)
19. Election Expenses (pg. 17)
20. Petty Cash Approvals (pg. 17)
21. Pavilion and VFW Rentals (pg. 18)
22. Town Attorneys (pg. 18)
23. Appointment of Special Prosecutor (pg. 19)
24. Town Engineering Firms (pg. 19)
25. Town Electrical Inspectors (pg. 20)
26. Coverage for Dog Control Officer (pg. 20)
27. Official Kennel (pg. 20)
28. Dog Fines (pg. 21)
29. Statement of Non-Collusion (pg. 21)
30. Employee Reimbursement / Credit Card Policy (pg. 22)
31. Investment Policy (pg. 22)
32. Procurement Policy (pg. 22)
33. Whistle Blowers Policy (pg. 22)
34. Workplace Violence Policy (pg. 23)
35. Guidelines for Public Comment Policy (pg.23)
36. Active Employee List (pg. 23)

ADJOURNMENT:

MILEAGE AGREEMENT FOR REIMBURSEMENT OF EMPLOYEES WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA BUSINESS

The fee for reimbursement set by the Town of Parma for 2014 for the use of personal vehicle usage for official Town business is set for \$0.50 per mile.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

**IRS standard for 2014 is \$0.565 per mile*

SUPERVISOR'S APPOINTMENTS FOR 2014

APPOINTED POSITION	2013	2014
Deputy Supervisor	Jim Smith	
Director of Finance	Mary Gavigan	Mary Gavigan
Secretary to Superivsor	Marian Aprilano	Marian Aprilano
Historian PT	Don Stilson	Don Stilson
Historian PT	James Stilson	James Stilson

TOWN CLERK APPOINTMENTS FOR 2014

APPOINTED POSITION	2013	2014
Deputy Town Clerk & Receiver of Taxes	Carrie Webster	Carrie Webster
Deputy Town Clerk	Kerri Scoccia	Kerri Scoccia

TOWN JUSTICE APPOINTMENTS FOR 2014

APPOINTED POSITION	2013	2014
Court Clerk	Barb Speer	Barb Speer
Office Clerk IV P.T.	Mary Greenwell	Wendy Pinzon
Court Attendant	Katie Edenhofer	Katie Edenhofer
Court Attendant	Joe Silivestro	Joe Silivestro
Court Attendant	Michael Silivestro	Michael Silivestro
Court Attendant	William Butler	William Butler
Court Attendant	Steve Zajac	Steve Zajac
Court Attendant	Don Warney	Don Warney

TOWN BOARD APPOINTMENTS

APPOINTED POSITION	2013	2014
Registrar	Donna Curry	Donna Curry
Tax Receiver	Donna Curry	Donna Curry
Records Management Officer	Donna Curry	Donna Curry
Dog Control Officer	Arthur Fritz	Arthur Fritz

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

APPROVAL OF BLANKET UNDERTAKING

RESOLUTION NO. _____ **-2014** Motion was made by Councilman _____, seconded by Councilperson _____ to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, Clerks and employees as set forth below:

- | | |
|---|---------------------------------------|
| 1. Town Supervisor, Town Clerk/Receiver of Taxes, Deputy Town Clerk/Receiver of Taxes, Director of Finance and Couriers Assistant Director of Finance | \$500,000 Limit |
| 2. Employees (including Clerks, Court Clerk, Town Officers and employees not prescribed above) | \$100,000 Limit
\$1,000 Deductible |

Motion carried: Aye _____ Nay _____

OFFICIAL DEPOSITORIES OF THE TOWN OF PARMA

The official Depositories for the Town of Parma for 2014 are M&T Bank and First Niagara Bank.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

OFFICIAL NEWSPAPERS OF THE TOWN OF PARMA

The official primary Newspaper of the Town of Parma for the year 2014 is designated as Suburban News – North / South Edition. Should there be a need, or if deadline is missed with Suburban News, the secondary newspaper to be used will be the Rochester Democrat & Chronicle.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

Recreation Commission Meeting Dates for 2014

****No meeting in August***

<u>Date</u>	<u>Time</u>
Wednesday, January 22 rd	7:00 p.m.
Wednesday, February 26 th	7:00 p.m.
Wednesday, March 26 th	7:00 p.m.
Wednesday, April 23 th	7:00 p.m.
Wednesday, May 28 nd	7:00 p.m.
Wednesday, June 25 th	7:00 p.m.
Wednesday, July 23 th	7:00 p.m.
Wednesday, September 24 th	7:00 p.m.
Wednesday, October 22 rd	7:00 p.m.
Wednesday, November 19 th	7:00 p.m.
Wednesday, December 17 th	7:00 p.m.

**TOWN BOARD MEETING DATES FOR 2014
1ST and 3RD TUESDAY OF EACH MONTH
6:30 P.M.**

With the exception of Wed. 11/5 and Summer months

**January 7, 2014
January 21, 2014**

August 19, 2014

**February 4, 2014
February 18, 2014**

**September 2, 2014
September 16, 2014**

**March 4, 2014
March 18, 2014**

**October 7, 2014
October 21, 2014**

**April 1, 2014
April 15, 2014**

**November 5, 2014 (Wednesday)
November 18, 2014**

**May 6, 2014
May 20, 2014**

June 17, 2014

**December 2, 2014
December 16, 2014
December 30, 2014 (Last Bill Pay)**

July 15, 2014

*** Time to be determined**

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

2014
PARMA PLANNING BOARD MEETING SCHEDULE
 (meets the 1st Thursday and 3rd Monday of each month at 7:00PM)

<u>MEETING DATES</u>	<u>APPLICATION DEADLINES</u>	
	<u>AGENDA (12:00 NOON)</u>	<u>PUBLIC HEARING</u>
January 2, 2014	December 26, 2013	December 16, 2013
February 6	January 30	January 17 (Friday)
March 6	February 27	February 14(Friday)
March 17	March 10	March 3
April 3	March 27	March 17
April 21	April 14	April 7
May 1	April 24	April 14
May 19	May 12	May 5
June 5	May 29	May 19
June 16	June 9	June 2
July 3	June 26	June 16
July 21	July 14	July 7
August 7	July 31	July 21
August 18	August 11	August 4
September 4	August 28	August 18
September 15	September 8	August 29 (Friday)
October 2	September 25	September 15
October 20	October 10 (Friday)	October 6
November 6	October 30	October 20
November 17	November 10	November 3
December 4	November 26 (Wednesday)	November 17
December 15	December 8	December 1
January 5, 2015	December 29, 2014	December 22, 2014

- Notes:
- 1) All applications must be submitted with 10 copies of maps by noon of deadline date.
 - 2) All meetings will begin at 7:00 PM and are open to the public.
 - 3) In order to have an advertised Public Hearing, the matter must have been presented to the Board at previous meeting in sketch plan and preliminary plan form and a date set by the Board for a Public Hearing.
 - 4) When scheduled meetings fall on a Legal Holiday, the Board may cancel or change meeting dates by resolution at a regularly scheduled meeting and publishing of the appropriate date.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

2014

PARMA ZONING BOARD OF APPEALS MEETING SCHEDULE
(meets 3rd Thursday of each month at 7:00 PM)

MEETING DATES

LAST DATE TO BE PUT ON AGENDA

January 16, 2014

December 27, 2013

February 20

January 31, 2014

March 20

February 28

April 17

March 28

May 15

April 25

June 19

May 30

July 17

June 27

August 21

August 1

September 18

August 29

October 16

September 26

November 20

October 31

December 18

November 26 (Wednesday)

January 15, 2015

December 26, 2014

EB-2014

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

2014

CONSERVATION BOARD MEETING SCHEDULE
(meets every 1st and 3rd Tuesday of each month at 7:00 PM)

January 7, 2014

January 21

February 4

February 18

March 4

March 18

April 1

April 15

May 6

May 20

June 3

June 17

July 1

July 15

August 5

August 19

September 2

September 16

October 7

October 21

November 5 (Wednesday)

November 18

December 2

December 16

EB-2014

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

**STANDARD WORKDAYS ESTABLISHED FOR RETIREMENT PURPOSES FOR
THE TOWN OF PARMA**

7-hour workday established

Assessment Clerk
Assessor
Assistant Assessor
Building Inspector
Civil Defense Administrator
Clerk to Town Justice
Conservation Board Member
Councilperson
Court Attendant
Deputy Supervisor
Deputy Town Clerk
Deputy Town Clerk & Receiver of Taxes
Director of Finance
Director of Parks and Recreation
Dog Control Officer
Fire Marshal PT
Food Service PT
Historian PT
Laborer
Library Director
Library Page
Library Trainee
Lifeguard-Seasonal
Office Clerk PT
Office Clerk III
Office Clerk IV
Office Clerk IV-Seasonal
Planning Board Member
Principal Library Clerk
Receiver of Taxes / Assessments
Recreation Assistant
Recreation Director
Registrar of Vital Statistics PT
Secretary to Planning Board
Secretary to Zoning Board
Secretary to Supervisor
Senior Library Clerk
Supervisor
Town Justice
Town Clerk
Town Council Members
Zoning Board Member
Zoning Investigator-PT

7.5-hour workday established

Assistant Recreation Director
Recreation Leader
Senior Citizen Program Specialist

8- hour workday established

Deputy Superintendent of Highways
Highway Superintendent
Heavy Motor Equipment Operator
Laborer-Highway/Building & Grounds
Laborer PT-Highway/Building & Grounds
Maintenance Mechanic III
Motor Equipment Operator
Parks Foreman
Head Grounds Equipment Operator

Motion by: _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA HOURS OF OPERATION

TOWN HALL	MONDAY – FRIDAY	8:00 A.M. - 4:00 P.M.
PARKS DEPARTMENT.	MONDAY – FRIDAY	7:00 A.M. - 3:30 P.M.
RECREATION DEPARTMENT	MONDAY - FRIDAY	8:00 A.M .- 4:30 P.M.
HIGHWAY DEPARTMENT	MONDAY – FRIDAY	7:00 A.M. – 3:30 P.M.

**There are certain circumstances where there may be exceptions, however, the above hours of operation have been established and are not to be altered without Department Head or Supervisors approval.*

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA LEGAL HOLIDAYS FOR 2014

Wednesday January 1, 2014

New Years Day

Monday January 20, 2014

Martin Luther King Day

Monday February 17, 2014

President's Day

Friday April 18, 2014

Good Friday

Monday May 26, 2014

Memorial Day

Friday July 4, 2014

Independence Day

Monday September 1, 2014

Labor Day

Monday October 13, 2014

Columbus Day

Tuesday November 11, 2014

Veteran's Day

Thursday November 27, 2014

Thanksgiving Day

Friday November 28, 2014

Thanksgiving Day Holiday

Thursday December 25, 2014

Christmas Day

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA BOARDS, COMMISSIONS AND COMMITTEES FOR 2014

Planning Board (5 year term)

CURRET TERM

NEW TERM VOTE

Tod Ferguson, Chairperson	December 31, 2015	
Steve Aprilano	December 31, 2013	December 31, 2018
Michael Reinschmidt	December 31, 2016	
Bob Pelkey	December 31, 2017	
Mark Acker	December 31, 2014	
Maureen Werner	December 31, 2013 (yearly)*	December 31, 2014

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

Zoning Board of Appeals (5 year term)

Timothy Thomas	December 31, 2013	December 31, 2018
Dean Snyder	December 31, 2014	
Veronica Robillard, Chairperson	December 31, 2015	
Jim Zollweg	December 31, 2016	
Stephen Shelley	December 31, 2017	
OPEN POSITION-alternate	December 31, 2013 (yearly)*	December 31, 2014
Carrie Webster, Secretary	December 31, 2013 (yearly)*	December 31, 2014

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

Conservation Board (2 year term)

Michael White	December 31, 2014	
Scott Harter	December 31, 2014	
Don Harter	December 31, 2013	December 31, 2015
Greg Pacelli, Chairperson	December 31, 2013	December 31, 2015
Michael Ingham	December 31, 2013	December 31, 2015
Peter Stoller	December 31, 2014	
Diane Brisson, Secretary	December 31, 2013 (yearly) *	December 31, 2014

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

Library Board (5 year term)

Mari Crumb, Chairperson	December 31, 2014	
Frank Thomas	December 31, 2013	December 31, 2018
Linda Kirchgessner	December 31, 2017	
Mary Jane Skarzynski	December 31, 2016	
Don Stilson, Secretary	December 31, 2015	

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

Assessment Review Board (5 year term)

Robert Prince, Chairperson	September 30, 2015	
Joseph Reinschmidt	September 30, 2014	
James Kibby	September 30, 2016	
Jeff Forberg	September 30, 2013	December 31, 2018
Jim Kesselring	September 30, 2017	

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

Recreation Commission (4 year term)

Thomas Ganley	December 31, 2016	
Carol Lennon	December 31, 2013	December 31, 2017
Art Cosgrove	December 31, 2014	
James Zollweg	December 31, 2015	

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

Farmland & Open Space Committee (2 year term)

Scott Copey, Chairperson	December 31, 2014	
Marilyn DeMeyer	December 31, 2014	
Pat Buskey	December 31, 2014	
Linda Judd	December 31, 2013	December 31, 2015
Tim Thomas	December 31, 2013	December 31, 2015
Donald Green	December 31, 2013	December 31, 2015

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

Anything marked with an * is either a one year term or is an expiring term and must be voted on.

LIAISON ASSIGNMENTS

2013

2014

CARM CARMESTRO	PERSONNEL UNION LIBRARY VILLAGE OF HILTON	JAMES SMITH	PERSONNEL UNION LIBRARY VILLAGE OF HILTON HISTORIAN
JAMES SMITH	PARKS DEPARTMENT HISTORICAL FARMLAND AND OPEN SPACE UNION NEGOTIATIONS	GARY COMARDO	PARKS DEPARTMENT UNION NEGOTIATIONS FARMLAND AND OPEN SPACE
GARY COMARDO	GIS ZONING BOARD ZONING ENFORCMENT	NEW MEMBER	GIS ZONING BOARD ZONING ENFORCEMENT
JAMES ROOSE	ASSESSOR PLANNING BOARD CONSERVATION BOARD	TINA BROWN	ASSESSOR PLANNNG BOARD CONSERVATION BOARD
TINA BROWN	DOG CONTROL RECREATION SPECIAL POLICE	JAMES ROOSE	DOG CONTROL RECREATION SPECIAL POLICE

- ***North Greece Fire District and Spencerport Fire District will now send Meeting Minutes to us. There will not be liaison assigned. Should there be a matter that requires our attention, the districts will let us know and we can determine who will attend the meeting at that time.***

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

TOWN OF PARMA ELECTION EXPENSES FOR 2014

Hourly rate to be paid to elections inspectors \$ 10.00

Amount to be paid to election inspectors for Training/Testing \$ 25.00

Amount to be paid to site chairman will be based on Board of Election Formula

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

TOWN OF PARMA PETTY CASH APPROVALS FOR 2014

Finance Office	\$ 100.00
Highway	\$ 100.00
Town Clerk	\$ 340.00
Library	\$ 100.00

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

TOWN OF PARMA PAVILION RENT

The fees for rent of the pavilions per day in the Parma Park for 2014 are:

___ \$ 75 ___ for residents

___ \$150 ___ for non-residents

___ \$ 30 ___ Cancellation Fee for Pavilion rentals

*Rentals for the VFW property will be available pending final contract signatures.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

OFFICIAL ATTORNEYS FOR THE TOWN OF PARMA

The official Attorneys for the Town of Parma for the year 2014 are Lacy Katzen, LLP; Sercu & Sercu, LLP; Bond, Schoeneck & King, PLLC, Harter Secrest & Emery LLP and Knauf Shaw, LLP.

Motion by: _____

Resolution _____

Seconded by: _____

Aye _____ Nay _____

APPOINTMENT OF SPECIAL PROSECUTOR

WHEREAS, the Town Board of the Town of Parma, Monroe County has been advised that in order to properly prosecute certain violations of the Town of Parma Ordinances and Local Laws, it is necessary to obtain the appointment of the Attorneys' for the town as Special Prosecutor; and,

WHEREAS, the Town Board desires the Assistant Counsel for the Town, Lara Badain, Esq., be appointed as Special Prosecutor for this purpose; and,

WHEREAS, the Town Board desires the Assistant Counsel for the Town, Peter Rodgers, Esq., be appointed as Special Prosecutor for this purpose; and,

WHEREAS, the Town Board, once it has so appointed the Attorney for the Town, would ask the District Attorney of the County of Monroe to approve the appointment and take whatever steps are necessary to authorize the Assistant Counsel for the Town to act as Special Prosecutor for these purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Parma hereby appoints Attorneys for the Town Lara Badain, Esq. and Peter Rodgers, Esq. to act as a Special Prosecutor for the purpose of prosecuting any alleged violations of or offenses against the Ordinances, Local Laws and Code of the Town of Parma, in and for the Town of Parma, in the County of Monroe and requests the District Attorney of the County of Monroe to approve the appointment made herein and take whatever steps are necessary to properly authorize Lara Badain, Esq. and Peter Rodgers, Esq. to act as a Special Prosecutor as set forth herein.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

OFFICIAL ENGINEERING FIRMS FOR THE TOWN OF PARMA

The official Engineering Firms for the Town of Parma for the year 2014 will be Larsen Engineers and Chatfield Engineers.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

OFFICIAL ELECTRICAL INSPECTION AGENCIES

The official Electrical Inspection agencies for the Town of Parma for the year 2014 will be Common Wealth and Middle Department.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

DOG CONTROL COVERAGE

The Town of Parma will use Michael Ingham to cover for the Dog Control officer when he is out of town during the 2014 calendar year. A fee of \$25.00 will be paid for each call that he responds to.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

DOG CONTROL KENNEL AGREEMENT

The Town of Parma shall use Hamlin Dog Kennel as official kennel and Lollipop Farms as secondary kennel for the year 2014. Kennel fees will be \$25.00.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

**Agreement currently expires in February 28, 2014. We would like contract to run on a calendar year from January 1st through December 31st.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

DOG FINES

Penalties for dog ordinances in the Town of Parma for 2014 will be subject to community service and/or a fine of not less than \$250.00 and no more than \$1000.00 for each offense.

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

STATEMENT OF NON-COLLUSION

By Submission of the Bid of Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Company Name

Address

Signature

Title

Date

NON – COLLUSION VOTE

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

RESOLUTION TO PASS EMPLOYEE REIMBURSEMENT/CREDIT CARD POLICY

*(*SEE ATTACHED POLICY)*

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

RESOLUTION TO PASS INVESTMENT POLICY

*(*SEE ATTACHED POLICY)*

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

RESOLUTION TO PASS PROCUREMENT POLICY

*(*SEE ATTACHED POLICY)*

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

RESOLUTION TO PASS WHISTLE BLOWERS POLICY

*(*SEE ATTACHED POLICY)*

Motion by: _____ Resolution _____

Seconded by: _____ Aye _____ Nay _____

RESOLUTION TO PASS WORKPLACE VIOLENCE POLICY
*(*SEE ATTACHED POLICY)*

Motion by: _____ Resolution _____
Seconded by: _____ Aye _____ Nay _____

RESOLUTION TO PASS GUIDELINES FOR PUBLIC COMMENT POLICY
*(*SEE ATTACHED POLICY)*

Motion by: _____ Resolution _____
Seconded by: _____ Aye _____ Nay _____

RESOLUTION TO PASS ACTIVE EMPLOYEE LIST
*(*SEE ATTACHED LIST)*

Approval of Active Employee list for the year 2014

Motion by: _____ Resolution _____
Seconded by: _____ Aye _____ Nay _____