

Parma Town Board meeting held on Tuesday, January 6, 2015 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

	Supervisor	James Smith
	Councilperson	Gary Comardo
	Councilperson	James Roose
	Councilperson	Kyle Mullen
Absent	Councilperson	Tina Brown
	Highway Supt.	Brian Speer
	Town Clerk	Donna K. Curry
	Director of Parks and Recreation	Tom Venniro
	Building and Development Coordinator	Dennis Scibetta

OTHERS IN ATTENDANCE

Mike Weldon, Tammy Mullen, Emily Mullen, Tyler Mullen, Maro Cirigliano, Lon Jacobs, and other members of the public.

CALL TO ORDER

Supervisor Smith called the meeting to order at 7:04 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.

SWEARING IN - KYLE MULLEN PARMA TOWN BOARD

Kyle Mullen was sworn in as Town Councilperson for the term of January 1, 2015 through December 31, 2015 by Supervisor Smith.

MINUTES – DECEMBER 16, 2014

RESOLUTION NO. 1-2015 Motion by Councilperson Comardo, seconded by Councilperson Mullen, to accept the Minutes of the December 16, 2014 meeting.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

MINUTES – DECEMBER 30, 2014

RESOLUTION NO. 2-2015 Motion by Councilperson Mullen, seconded by Councilperson Roose, to accept the Minutes of the December 30, 2014 meeting.

Motion carried: Aye 3 (Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown) Abstain 1 (Smith)

TOWN CLERK REPORT

The Town Clerk and VFW Reports for December has been completed and filed. The Municipal Shelter Report was completed on December 2, 2014 by the New York State Department of Agriculture and Markets for the Town of Hamlin Dog Shelter. The report indicates that the dog shelter services were rated satisfactory and all areas reviewed were met.

Newly elected and appointed officials who participate in the NYS Retirement System will be receiving their time tracking packets before their next meetings. This is where a three month time period is tracked which is representative of what they will be credited for as time towards retirement.

The Association of Towns has sent their Annual meeting and training school packets, requesting that it be provided to the Board. It includes proposed legislation for approval at the annual meeting and proposed by-law changes. A copy has been placed on the Board desk for review. There was discussion on whether our proxy could be turned over to someone from another municipality if someone from our Board would not be attending. Supervisor Smith will look into this.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported staff has been cleaning up the yard, painted barricades along with weather related work. He is still having issues with the truck fixed at Caledonia Diesel. The work being done is by our crew.

He reported Paul Zarpentine will be retiring later in the month. He will be looking to replace him as soon as possible. Supervisor Smith noted he had been to a Veterans Outreach program and noted there were some potentially qualified individuals in attendance. Supt. Speer stated he had some people in mind and he is working on it.

Supt. Speer provided information on the Houston Galveston Area Council Purchasing Consortium for the purchase of the take-along trailer. He asked the Board to look over the information and he will provide more information for the next meeting. He also provided information from General Municipal Law regarding consortiums and a list of other local entities that use this option. There was discussion on who would be the contact person. It was felt a resolution would be needed to authorize the Supervisor to enter into a contract to belong to the consortium and the authorization to make the purchase. It was noted that items other than highway equipment can also be purchased. Their website has a list of what is available.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported the monthly and year end reports for the department have been completed and filed. Overall for the year they are down about seventeen permits. He noted whereas two permits may have been issued in the past, he has combined some

things into one permit since he has come on board. He reported there has been some housekeeping issues completed and if you are back in the office you'll notice some things have changed in that regard. He also reported he has been looking at grant possibilities for the Master Plan Update Project. He has not found anything yet that is specific to our need but there may be an option through NYSERDA.

He participated in a brief presentation about our technology options going forward so we could see what kind of options we have to work more efficiently by possibly using tablets for field work, applications come in electronically and an eye towards saving time, costs and paper. They have looked at the potential for a large format scanner and plotter. There is an opportunity for funding if we could combine with other area municipalities and the potential for some revenues because we would not have to send out for printing. Area builders and residents could use this service and eliminate a costly turn around and it would allow the Town to do some things in-house that we have had to ship out in the past.

He is recommending that his staff take the entire Monroe County Planning training classes offered this spring. He felt it would be beneficial to all Boards and Committees especially the SEQR portion. It is a good refresher and updates individuals on any changes.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported the 2015 Winter Spring brochure will be out tomorrow in hard copy and online as a .pdf document and for online registration. The Clerk and the Recreation Departments will be maintaining two calendars which will list events Town wide and specific to Recreation.

The Winter Fest will be back this year. It will take place out of the VFW Lodge on Saturday, January 31, 2015 from 6:00 pm to 8:00 pm. There are a variety of winter activities such as cross country skiing, snowmobile rides, Mascot Madness (area Mascots will visit), campfire, hot chocolate, s'mores and more.

He will be working on year-end reports and noted there will not be a lot to compare it to in that there was no year-end reports for last year because the program is inaccessible.

PUBLIC FORUM

Supervisor Smith asked if there was any citizen who would like to address the Town Board with any concerns. There was no response.

BUSINESS ITEMS

ORGANIZATIONAL MEETING

Supervisor Smith explained the organizational meeting establishes the policies and our procedures for the upcoming year.

**MILEAGE AGREEMENT FOR REIMBURSEMENT TO EMPLOYEES
WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA
BUSINESS FOR 2015**

RESOLUTION NO. 3-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the amount of \$.50 per mile to be paid to employees who use their personal vehicles for official Town of Parma business.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

2015 SUPERVISOR'S APPOINTMENTS

Supervisor Smith informed the Town Board of the following appointments for 2015.

Deputy Supervisor	Gary Comardo
Director of Finance	Mary Gavigan
Secretary to Supervisor	Marian Aprilano
Historian PT	Dave Crumb
Historian PT	James Stilson

TOWN CLERK APPOINTMENTS FOR 2015

Town Clerk Curry informed the Town Board of the following appointments for 2015.

Deputy Town Clerk and Receiver of Taxes	Carrie Webster
Deputy Town Clerk	Kerri Scoccia

TOWN JUSTICE APPOINTMENTS FOR 2015

The following appointments were made by the Town Justices for 2015.

Court Clerk	Barb Speer
Office Clerk IV P.T.	Wendy Pinzon
Court Attendant	Katie Edenhofer
Court Attendant	Joe Silivestro
Court Attendant	Michael Silivestro
Court Attendant	William Butler
Court Attendant	Steve Zajac
Court Attendant	Don Warney

HIGHWAY SUPERINTENDENT APPOINTMENT FOR 2015

Highway Superintendent Speer informed the Town Board of the following appointment for 2015.

Deputy Highway Superintendent	Al Leone
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2015 TOWN BOARD APPOINTMENTS

The following appointments were made by the Town Board for 2015.

RESOLUTION NO. 4-2015 Motion by Councilperson Roose, seconded by
Councilperson Mullen, to appoint

Registrar	Donna K. Curry
Tax Receiver	Donna K. Curry
Records Management Officer	Donna K. Curry
Dog Control Officer	Arthur Fritz

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

APPROVAL OF BLANKET UNDERTAKING

RESOLUTION NO. 5-2015 Motion by Councilperson Mullen, seconded by
Councilperson Comardo, to acknowledge as sufficient, per Public Officers
Law Section 11(2), the blanket undertaking covering Town Officer, Clerks
and employees as set forth below:

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

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

OFFICIAL DEPOSITORIES OF THE TOWN OF PARMA

RESOLUTION NO. 6-2015 Motion by Councilperson Comardo, seconded by
Councilperson Roose, to approve M&T Bank and First Niagara Bank as
the official depositories for the Town of Parma for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

OFFICIAL NEWSPAPERS OF THE TOWN OF PARMA

RESOLUTION NO. 7-2015 Motion by Councilperson Roose, seconded by
Councilperson Mullen, to designate the Suburban News North and South
Editions as the official newspaper for the Town of Parma for 2015.
Should there be a need, or if a deadline is missed with the Suburban News

the secondary newspaper to be used will be the Rochester Democrat & Chronicle.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

OFFICIAL MEETING DATES FOR THE RECREATION COMMISSION - 2015

The following dates for the Recreation Commission meetings were approved by the Recreation Commission and submitted as informational. The Commission normally meets on the 4th Wednesday of each month. Meetings start at 7:00 p.m. and are held at the Village Community Center.

January 28, 2015	July 22, 2015
February 25, 2015	August 26, 2015
March 25, 2015	September 23, 2015
April 22, 2015	October 28, 2015
May 27, 2015	November 18, 2015
June 24, 2015	December 16, 2015

Will be modified as needed by the Commission.

TOWN BOARD MEETING DATES AND TIME -2015

RESOLUTION NO. 8-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to approve the 2015 meeting dates for the Parma Town Board as follows:

January 6, 2015	July 21, 2015
January 20, 2015	August 18, 2015
February 3, 2015	September 1, 2015
February 17, 2015	September 15, 2015
March 3, 2015	October 6, 2015
March 17, 2015	October 20, 2015
April 7, 2015	November 4, 2015 (Wednesday)
April 21, 2015	November 17, 2015
May 5, 2015	December 1, 2015
May 19, 2015	December 15, 2015
June 16, 2015	December 30, 2015 (Wednesday) (time to be determined)

Meeting time will be 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

PLANNING BOARD MEETING DATES AND TIME -2015

RESOLUTION NO. 9-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the 2015 meeting dates for the Parma Planning Board as follows:

January 5, 2015	July 20, 2015
January 19, 2015	August 6, 2015
February 5, 2015	August 17, 2015
March 5, 2015	September 3, 2015
March 16, 2015	September 21, 2015
April 2, 2015	October 1, 2015
April 20, 2015	October 19, 2015
May 7, 2015	November 5, 2015
May 18, 2015	November 16, 2015
June 4, 2015	December 3, 2015
June 15, 2015	December 21, 2015
July 2, 2015	January 7, 2016

Meeting time will be 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ZONING BOARD OF APPEALS MEETING DATES – 2015

RESOLUTION NO. 10-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve the 2015 meeting dates for the Parma Zoning Board of Appeals as follows:

January 15, 2015	July 16, 2015
February 19, 2015	August 20, 2015
March 19, 2015	September 17, 2015
April 16, 2015	October 15, 2015
May 21, 2015	November 19, 2015
June 18, 2015	December 17, 2015
	January 21, 2016

Meeting time will be 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

CONSERVATION BOARD MEETING DATES – 2015

RESOLUTION NO. 11-2015

Motion by Councilperson Mullen, seconded by Councilperson Comardo, to approve the 2015 meeting dates for the Parma Conservation Board as follows:

January 6, 2015	July 7, 2015
January 20, 2015	July 21, 2015
February 3, 2015	August 4, 2015
February 17, 2015	August 18, 2015
March 3, 2015	September 1, 2015
March 17, 2015	September 15, 2015
April 7, 2015	October 6, 2015
April 21, 2015	October 20, 2015
May 5, 2015	November 4, 2015 (Wednesday)
May 19, 2015	November 17, 2015
June 2, 2015	December 1, 2015
June 16, 2015	December 15, 2015

Meeting time will be 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

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

RESOLUTION NO. 12-2015

Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the 2015 standard workday as follows:

A 7-hour workday will be established for retirement purposes for the following positions:

Assessment Clerk	Assessor
Assistant Assessor	Building and Development Coordinator
Chairman of Conservation Board	Civil Defense Administrator
Clerk PT	Clerk to Town Justice
Conservation Board Member	Councilperson
Court Attendant PT	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	Librarian I
Library Director	Library Page
Library Trainee	Lifeguard – Seasonal
Office Clerk PT	Office Clerk III
Office Clerk IV	Office Clerk IV PT
Office Clerk IV – Seasonal	Planning Board Member

Principal Library Clerk	Receiver of Taxes/Assessments
Recreation Assistant Seasonal	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
Zoning Board Members	Zoning Investigator - PT

A 7.5 hour workday has been established for retirement purposes for the following positions:

Assistant Recreation Director	Recreation Leader
Recreation Supervisor	Senior Citizen Program Specialist

An 8 hour workday has been established for retirement purposes for the following positions:

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

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

TOWN OF PARMA HOURS OF OPERATION

RESOLUTION NO. 13-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve the Town of Parma hours of operation as follows:

Town Hall (any other changes will be posted)	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.
*Town Park Hours	April 1 st – October 31 st	9:00 A.M. – 9:00 P.M.
	November 1 st – March 31 st	9:00 A.M. – 5:00 P.M.

*Changed so that Park Staff can clear the park safely and efficiently.
There are certain circumstances where these hours may need to be modified with the Department Head or the Supervisor’s approval.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

TOWN OF PARMA OFFICIAL HOLIDAYS – 2015

RESOLUTION NO. 14-2015 Motion by Councilperson Mullen, seconded by
Councilperson Comardo, to approve the Town of Parma legal Holidays for
2015 as follows:

Thursday, January 1, 2015	New Year's Day
Monday, January 19, 2015	Martin Luther King Day
Monday, February 16, 2015	Presidents' Day
Friday, April 3 2015	Good Friday
Monday, May 25, 2015	Memorial Day
Friday, July 3, 2015	Independence Day (observed)
Monday, September 7, 2015	Labor Day
Monday, October 12, 2015	Columbus Day
Wednesday, November 11, 2015	Veteran's Day
Thursday, November 26, 2015	Thanksgiving Day
Friday, November 27, 2015	Thanksgiving Holiday
Thursday, December 25, 2015	Christmas Day

The possibility of closing for Christmas Eve and /or New Year's Eve will be set at a later time if the Town Board opts to do so.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

BOARD AND COMMISSION APPOINTMENTS

PLANNING BOARD

RESOLUTION NO. 15-2015 Motion by Councilperson Comardo, seconded by
Councilperson Roose, to approve the appointments to the Town of Parma
Planning Board as they have been presented for 2015.

Mark Acker	Term Jan 1, 2015 to Dec 31, 2019
Maureen Werner, Sec.	Term Jan 1, 2015 to Dec 31, 2015

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ZONING BOARD OF APPEALS

RESOLUTION NO. 16-2015 Motion by Councilperson Roose, seconded by
Councilperson Mullen, to approve the appointments to the Town of Parma
Zoning Board of Appeals as they have been presented for 2015.

Dan Melville	Term Jan 1, 2015 to Dec 31, 2019
Dean Snyder – Alternate	Term Jan 1, 2015 to Dec 31, 2015
Carrie Webster, Rec. Sec.	Term Jan 1, 2015 to Dec 31, 2015

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

CONSERVATION ADVISORY BOARD

RESOLUTION NO. 17-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to approve the appointments to the Town of Parma Conservation Advisory Board as presented for 2015.

Michael White	Term Jan. 1, 2015 to Dec. 31, 2016
Scott Harter	Term Jan. 1, 2015 to Dec. 31, 2016
Peter Stoller	Term Jan. 1, 2015 to Dec. 31, 2016
Diane Brisson, Secretary	Term Jan. 1, 2015 to Dec. 31, 2015

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

LIBRARY BOARD

RESOLUTION NO. 18-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the appointment to the Library as presented for 2015.

Mari Crumb, President	Term Jan. 1, 2015 to Dec. 31, 2019
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Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ASSESSMENT REVIEW BOARD

RESOLUTION NO. 19-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve the appointments to the Town of Parma Assessment Review Board as presented for 2015.

Joseph Reinschmidt	Term Oct. 1, 2014 to September 31, 2019
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Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

RECREATION COMMISSION

RESOLUTION NO. 20-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to approve the appointment to the Recreation Commission as presented for 2015.

Art Cosgrove

Term Jan. 1, 2015 to Dec. 31, 2018

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE

RESOLUTION NO. 21-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the appointments to the Town of Parma Farmland and Open Space Preservation Committee as presented for 2015.

Scott Copey, Chairperson

Term Jan 1, 2015 to Dec 31, 2016

Marilyn DeMeyer

Term Jan 1, 2015 to Dec 31, 2016

Pat Buskey

Term Jan 1, 2015 to Dec 31, 2016

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

**LIAISON ASSIGNMENTS FOR TOWN DEPARTMENTS, BOARDS
AND COMMISSIONS FOR 2015**

The following are the Liaison Assignments for 2015:

Supervisor Smith

Personnel
Union Negotiations
Library
Village of Hilton
Historian

Councilperson Comardo

Parks and Recreation Department
Union Negotiations
Farmland and Open Space

Councilperson Roose

Dog Control
Zoning Enforcement
Special Police

Councilperson Brown

Assessor
Planning Board
Conservation Board

Councilperson Mullen

GIS
Zoning Board
Highway Department

All Fire Districts are sending meeting minutes to us. There will not be a 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.

RESOLUTION NO. 22-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve the Liaison Assignments for Town Departments, Boards and Commissions as presented for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ELECTION EXPENSES FOR 2015

RESOLUTION NO. 23-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to approve the following for 2015 for Election Inspectors:

Hourly rate of pay	\$10.00
Pay for Review/Training/Testing (one-time fee)	\$25.00

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

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

PETTY CASH APPROVALS

RESOLUTION NO. 24-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose to approve the following petty cash amounts for the following departments for 2015:

Finance Department	\$100.00
Highway Department	\$100.00
Town Clerk	\$340.00
Library	\$100.00
Recreation	\$ 75.00

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Nay 0
Absent 1 (Brown)

TOWN OF PARMA PAVILION RENTAL AND VFW RENTAL FEES FOR 2015

RESOLUTION NO. 25-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve the following per event rental fees for 2015 effective January 1, 2015:

Pavilion Rentals:	Resident	\$ 75.00
	Non-resident	\$150.00
Cancellation Fee:		\$ 30.00

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ESTABLISH VFW HALL RENTAL RATES FOR 2015

RESOLUTION NO. 26-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to establish the following rates for rental of the VFW for 2015:
VFW Rentals:

Regular-Full Day	\$225.00	+ \$50.00 Non-refundable cleaning fee	+ \$100 Security Deposit
Active VFW Member	\$50.00	+ \$50.00 Non-refundable cleaning fee	+ \$100 Security Deposit
Inactive VFW Member	\$75.00	+ \$50.00 Non-refundable cleaning fee	+ \$100 Security Deposit

Cancellation Fees: \$30.00 for VFW Hall rentals

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ATTORNEYS FOR THE TOWN FOR 2015

RESOLUTION NO. 27-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to name the official Attorneys for the Town of Parma for the year 2015 as Lacy Katzen, LLP; Badain & Crowder, Harter Secrest & Emery, LLP, Knauf Shaw, LLP, and McConville, Considine, Cooman & Morin PC.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

APPOINTMENT OF SPECIAL PROSECUTORS

RESOLUTION NO. 28-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen,

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 appointment 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 carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ENGINEERING FIRMS FOR THE TOWN OF PARMA FOR 2015

RESOLUTION NO. 29-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to name Larsen Engineers and Chatfield Engineers as engineering firms for the Town of Parma for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

OFFICIAL ELECTRICAL INSPECTION AGENCIES FOR 2015

RESOLUTION NO. 30-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to name Common Wealth and Middle Department as electrical inspection agencies for the Town of Parma for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

DOG CONTROL OFFICER COVERAGE FOR 2015

RESOLUTION NO. 31-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to have Michael Ingham provide coverage for the Dog Control Officer when he is out of town during the 2015 calendar year. A fee of \$25.00 will be paid for each call he responds to.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

DOG CONTROL KENNEL FOR 2015

RESOLUTION NO. 32-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to approve Hamlin Dog Kennel as the official

kennel for the Town of Parma and Lollipop Farms as the secondary kennel for the year 2015. Kennel fees will be \$25.00 per day.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

DOG FINES FOR 2015

RESOLUTION NO. 33-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the dog fines for 2015 as follows:

Penalties for dog ordinances in the Town of Parma for 2015 will be subject to community service and/or a fine of not less than \$250.00 and no more than \$1,000.00 for each offense.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

STATEMENT OF NON-COLLUSION

RESOLUTION NO. 34-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve the Statement of Non-Collusion.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

See end of Minutes for Statement of Non-Collusion

Supervisor Smith noted the following resolutions are related to official policies of the Town of Parma and that Town Board members have reviewed and are prepared to comment and/or vote on them. Copies of the following policies have been included at the end of the minutes

EMPLOYEE REIMBURSEMENT/CREDIT CARD POLICY

RESOLUTION NO. 35-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to approve the Town of Parma Employee Reimbursement/Credit Card Policy.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ONLINE BANKING POLICY

RESOLUTION NO. 36-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the Town of Parma Online Banking Policy.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0

Absent 1 (Brown)

TOWN OF PARMA INVESTMENT POLICY

RESOLUTION NO. 37-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve the Town of Parma Investment Policy as submitted.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

**PROCUREMENT POLICIES AND PROCEDURES FOR
THE TOWN OF PARMA**

Supervisor Smith noted one additional revision that he wished to bring to the Board's attention regarding the signing of contracts with Town Board approval and specifically for when two signatures are required.

RESOLUTION NO. 38-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to approve the Procurement Policies and Procedures for the Town of Parma for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

WHISTLE BLOWER POLICY

RESOLUTION NO. 39-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the Town of Parma Whistle Blower Policy for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

ANNUAL REVIEW OF WORKPLACE VIOLENCE POLICY

RESOLUTION NO. 40-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, that the Town Board has reviewed and accepted the Workplace Violence Policy for the Town of Parma for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

GUIDELINES FOR PUBLIC COMMENT POLICY

RESOLUTION NO. 41-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, that the Town Board has reviewed and accepted the Guidelines for Public Comment Policy for the Town of Parma for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0

Absent 1 (Brown)

GUIDELINES FOR DISASTER RECOVERY PLAN

RESOLUTION NO. 42-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, that the Town Board has reviewed and accepted the Guidelines for the Disaster Recovery Plan for 2015.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

Supervisor Smith noted this policy addresses our technology but not our Town infrastructure. He will be looking at addressing this with departments and the help of Town Board members.

TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2015

RESOLUTION NO. 43-2015 Motion by Councilperson Roose, seconded by Councilperson Mullen, to accept the Active Employee List for the year 2015 as presented.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

**AUTHORIZATION FOR REIMBURSEMENT FOR TOWN BOARD APPROVED
ATTENDANCE AT MUNICIPAL OFFICERS
TRAINING SCHOOLS OR CONFERENCES FOR 2015**

RESOLUTION NO. 44-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to authorize Town Officials of the Town of Parma to attend any training school or conference of Municipal Officers during the year 2015 upon prior approval of the Town Board and that any necessary expense incurred be chargeable to and reimbursed by the Town of Parma; and that officials and employees who attend meetings upon approval of the Town Board outside of the Town of Parma, on matters concerning the Town of Parma be duly compensated for necessary expenses; and that within 30 days of said meetings, training schools, or conferences, the officer or employee shall make a report of said meeting.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

AUTHORIZATION FOR ATTENDANCE AT SEMINARS FOR 2015

RESOLUTION NO. 45-2015 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve attendance at all seminars for 2015 that do not exceed \$150 and/or one day, as long as they are approved and budgeted for by the respective department heads and Town Supervisor.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

This concluded the Organizational portion of the meeting and the regular Town Board meeting continued.

BUSINESS ITEMS

SURPLUS EQUIPMENT – PARKS DEPARTMENT KUBOTA

Mr. Venniro requested that the Town Board declare the old Kubota as surplus equipment opening the way to seek bids for its sale. The department has no need for it and there is no space to store it. He confirmed that Bentley Brothers offered a trade of \$5,000 during the bid process for the new vehicle. It was suggested that we do our due diligence to get the best price we can for it, have the minimum offer be \$5,000, research what an equivalent to a “blue book” value would be and that we should advertise for purchase bids.

RESOLUTION NO. 46-2015 Motion by Supervisor Smith, seconded by Councilperson Comardo, to declare the old Kubota with plow attachment as surplus and authorize the Director of Parks and Recreation to solicit bids with a minimum purchase offer of \$5,000.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

RECREATION DEPARTMENT COPIER LEASE

Mr. Venniro reported he did more research on leasing a new copier and obtained three quotes. He recommended the Town enter into a contract with Eastern Copier for the Xerox machine as a lease on the State Government Contract #072633300. The following information was provided:

- It will be for Copier W7835PT (W7835PT TANDEM) featuring a 3-hole Punch(fin-lx), stapler, 3-size paper option, email/fax scanning, 1 Line Fax, Office Finisher Lx, etc. at a fixed rate of \$122.05 per month plus per copy pricing stated in contract. He estimates 60,000 copies at a rounded \$.01 per copy by averaging color/black and white = Additional \$600.00. The grand total cost per year is estimated at \$2,070.00.
- This special contract pricing is a NYS Contract State and Local Government called PEPPM pricing contract #072633300. This contract was approved and is still in effect.
- We currently are spending \$2,100.00 per year to operate on four (primarily three) machines that do not have half of the capabilities of the proposed machine. Essentially, the cost is the same as what we currently pay and could present an opportunity to actually save.
- Training is included.
- All service and materials are included with the exception of paper.

- We are able to cancel out of the three existing machines with a simple notice and no penalties outside of paying the amount due or a pro-rated amount based on the contract timeline. Additionally, the machines we currently have are the Towns and can either be used elsewhere or declared surplus for potential revenue.
- As a follow up to the Town Board’s prior questions:
 - There is NO fee for going over the estimated copies month provided by the Town.
 - There is NO discount on two machines.
 - Hard drives can be destroyed if we sell the old machines back but we own them.
 - There is Laserfiche compatibility according to Xerox. This was also confirmed directly through Laserfiche.
 - One of the two current color copiers will be kept as a backup.

RESOLUTION NO. 47-2015 Motion by Councilperson Roose, seconded by Supervisor Smith, to authorize the Supervisor to enter into a five year lease agreement with Eastern Copier for a Xerox W7835PT under State Contract Number 0726330 at a cost of \$2,070 per year.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

BUDGET TRANSFERS

BUDGET TRANSFERS

Dec-14

FROM			TO			
ACCT #	DESCRIPTION	AMT.	ACCT #	DESCRIPTION	AMT.	REQUESTED
AOO590.9010.810.00	NYS RETIREMENT	60,000.00	AOO511.1110.110.00	JUSTICES	1,441.00	GAVIGAN
AOO590.9060.810.00	MEDICAL INSURANCE	42,962.00	AOO511.1110.120.00	COURT CLERK	1,720.00	GAVIGAN
			AOO511.1110.130.00	OFFICE CLERK IV	1,225.00	GAVIGAN
			AOO512.1220.110.00	SUPERVISOR	1,000.00	GAVIGAN
			AOO513.1310.110.00	DIRECTOR OF FINANCE	2,524.00	GAVIGAN
			AOO513.1310.130.00	ASSISTANCE FINANCE	917.00	GAVIGAN
			AOO514.1330.110.00	RECEIVER OF TAXES	706.00	GAVIGAN
			AOO514.1410.110.00	TOWN CLERK	1,818.00	GAVIGAN
			AOO514.1410.120.00	DEPUTY TOWN CLERK	1,573.00	GAVIGAN
			AOO515.1355.110.00	ASSESSOR	3,095.00	GAVIGAN
			AOO515.1355.120.00	ASSISTANT ASSESSOR	1,748.00	GAVIGAN
			AOO516.1480.110.00	COURIER	287.00	GAVIGAN
			AOO535.3510.110.00	DOG CONTROL	1,287.00	GAVIGAN
			AOO550.5010.110.00	HIGHWAY SUPERINTENDENT	2,993.00	GAVIGAN
			AOO550.5010.120.00	OFFICE CLERK III	1,300.00	GAVIGAN
			AOO570.7020.110.00	RECREATION DIRECTOR	42,735.00	GAVIGAN
			AOO570.7020.120.00	ASST RECREATION DIRECTOR	2,881.00	GAVIGAN
			AOO570.7020.140.00	RECREATION SUPERVISOR	3,976.00	GAVIGAN
			AOO570.7140.110.01	SUMMER HELP	15,562.00	GAVIGAN
			AOO570.7989.110.06	KITCHEN HELP	3,735.00	GAVIGAN
			AOO571.7110.110.00	PARKS FOREMAN	2,918.00	GAVIGAN
			AOO571.7110.120.00	ASST PARKS FOREMAN	2,151.00	GAVIGAN
			AOO571.7110.170.00	PARKS ATTENDENT	4,940.00	GAVIGAN
			AOO5757510.110.00	HISTORIAN	237.00	GAVIGAN
			AOO5757510.120.00	CURATOR	193.00	GAVIGAN
BOO590.9010.810.00	NYS RETIREMENT	7,018.00	BOO514.4020.110.00	REGISTRAR	67.00	GAVIGAN
			BOO537.3620.110.00	BUILDING INSPECTOR	3,113.00	GAVIGAN
			BOO537.3620.130.00	ZONING	2,138.00	GAVIGAN
			BOO537.3620.140.00	CLERK III	1,700.00	GAVIGAN
LOO574.7410.160.00	CLERKS	14,050.00	LOO574.7410.110.00	LIBRARY DIRECTOR	3,169.00	GAVIGAN

LOO574.9010.810.00 NYS RETIREMENT	3,034.01	LOO574.7410.120.00 LIBRARIAN 1	6,136.00	GAVIGAN
		LOO574.7410.130.00 PRINCIPAL LIBRARIAN	1,316.00	GAVIGAN
		LOO574.7410.140.00 LIBRARIAN 1	3,102.00	GAVIGAN
		LOO574.7410.492.00 VISITING ARTIST	0.01	GAVIGAN
		LOO574.9030.810.00 SOCIAL SECURITY	315.00	GAVIGAN
		LOO574.9040.810.00 WORKER COMP	547.00	GAVIGAN
		LOO574.9060.810.00 MEDICAL INSURANCE	2,499.00	GAVIGAN
DA550.9010.810.00 NYS RETIREMENT	1,278.00	DA550.9030.810.00 SOCIAL SECURITY	1,072.00	GAVIGAN
		DA550.9030.820.00 MEDICARE TAX	206.00	GAVIGAN
AOO5121220.410.00 OFFICE SUPPLIES	8.00	AOO512.1220.450.00 PERSONAL CAR USE	8.00	GAVIGAN
AOO516.1440.475.00 ENGINEERING	2,600.00	AOO516.4120.474.00 LEGAL/TOWN	2,600.00	GAVIGAN
AOO516.1680.410.00 OFFICE SUPPLIES	114.00	AOO516.1680.460.00 CONTRACTED SERVICES	114.00	GAVIGAN
AOO576.7520.444.00 WATER VFW	230.00	AOO576.7520.480.00 MISC EXPENSE	264.00	GAVIGAN
AOO576.7520.441.00 GAS/ ELECTRIC	34.00			GAVIGAN
AOO590.9010.810.00 NYS RETIREMENT	2,286.00	AOO590.9030.810.00 SOCIAL SECURITY	2,286.00	GAVIGAN
AOO570.7310.492.32 BASEBALL CAMP	399.00	AOO570.7310.493.02 VACATION CLUB	349.00	VENNIRO
		AOO570.7020.430.00 EDUCATIONAL/ PROF	50.00	VENNIRO
AOO514.1330.480.00 MISC EXPENSE	103.24	AOO514.1330.410.00 OFFICE SUPPLIES	103.24	CURRY
	134,116.25		134,116.25	

RESOLUTION NO. 48-2015

Motion by Supervisor Smith, seconded by Councilperson Comardo, to approve the 2014 Budget Transfers as presented.

Motion carried: Aye 4 (Smith, Comardo, Roose, Mullen) Nay 0
Absent 1 (Brown)

INFORMATIONAL ITEMS

Supervisor Smith reported he has been approached by an engineering, contracting company to do an energy audit of Town facilities. He referenced an energy performance contract in connection with current public buildings and facilities. He summarized this as: they would come in and do an audit of whatever facilities we request; look at current the electrical and natural gas usage; the efficiency of our current equipment; make recommendations for what could be done to improve; prepare a request for bids and submit them out for bid. He would like to do more homework on this. He felt this company makes the assumption that they can put together the lowest bid thus giving them the work for the project. For the Town it should save dollars and provide an estimate of what can be saved over the next five years. For this particular company, they will estimate what they expect can be saved. If this goal is not reached they will write us a check for the difference between what was estimated and what was not actually saved. Questions were raised on what the baseline would be and how to account for demand consistency – very hot summers, very cold winters, volume of building usage. There needs to be further review and information gathering.

Monroe County Environmental Management Council has requested the Town nominate an individual to that Board to be involved in a variety of activities concerning environmental management issues. They would prefer someone from the Conservation Board although it does not have to be. He will provide to Mr. Scibetta and then decide who will be nominated to participate.

Red Cross Citizen Preparedness Training – Supervisor Smith reminded everyone present of the session to be held this Thursday night at the Fire Department Training Room.

Solar Energy Seminar and Energy Audit Information – The seminar will be held on March 4, 2015 with a likely start time of 6:30 p.m. It will be two back to back training seminars to familiarize people with rooftop solar technology and the various grants and incentives available. The second will be how to get a home energy audit and have it paid for and income based financing that might be available for the options identified. The solar presenter will be a consulting firm from New England and the format will be a webinar. Geothermal and windmills may be future topics.

Drug Coalition – There will be an upcoming series of informational meetings on meetings February 4th, 18th, and March 4th and 25th.

LIAISON REPORTS

**Councilperson Comardo reported the Farmland and Open Space Committee is planning the informational meeting for farmland owners who have responded to the mailing for late February. The Drug Coalition prescription drop-off event was very successful. Mr. Comardo will be their data analysis person and will be gathering data on substance abuse.

**Councilperson Roose reported the committee for the development of the Special Police will met. They interviewed a member of the Greece Special Police to head up this group. Once the position has been filled, things are expected to move quickly as there are several upcoming events. A small ad will be placed in upcoming Recreation brochures for membership. Once established, the group will go through full training even though the duties will be limited. This is being done to meet insurance requirements and for the protection of members.

**Councilperson Mullen presented to the Zoning Board of Appeals on behalf of the Historical Society regarding lettering signage for the west side of the museum. The request was approved and the other agenda item was tabled. He noted he met to discuss technology options in the Board room so Ms. Gavigan can put together requests for information. They will be looking at Wi-Fi versus hardwiring the Board table. The information gleaned from the Zoning Board meeting and the interaction it could provide on a project will be used for setting up the Board Room for this purpose. He also noted that solar, geothermal and wind options may need to be addressed as part of our Master Plan review.

There being no further business before the Town Board, Supervisor Smith made a motion to adjourn the meeting at 9:00 p.m., seconded by Councilperson Mullen.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

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

EMPLOYEE REIMBURSEMENT /CREDIT CARD POLICY

The Town of Parma authorizes the use of individual store credit cards. The store credit card account will be open with the authorization of the finance department.

- Finance office and department heads have custody of the credit cards
- Cards are to be used for purchases related to Town business ONLY
- The original itemized receipt must be attached to a voucher, signed by the department head and submitted for approval by the Town Board at the next bill paying session
- If reimbursement is for more than one person (ex.-two or three individuals attend a luncheon) each person should be noted on voucher and/or receipt.
- Authorized store credit cards are:

<u>VENDOR</u>	<u>CREDIT LIMIT</u>	<u>LOCATION</u>
Lowes	\$8,000.00	Parks Dept.,Highway
Sam’s Club	\$ 3,000.00	Recreation Dept.,Town Hall, Parks, Library
Staples	\$10,000.00	Finance Dept., library
Wegmans	\$ 2,000.00	Recreation Dept.
CVS	\$ 500.00	Recreation Dept.

****ALL CREDIT CARDS ARE KEPT IN LOCKED CABINETS / SAFES WITHIN THE DEPARTMENTS****

Local government officials and employees are prohibited from using government credit cards for making personal charges. All billing statements are to be reconciled to supporting documentation that adequately identifies ALL charges as being valid and proper municipal expenses. Government entity is to seek repayment from those responsible for incurring unauthorized or inappropriate charges.

When an employee makes a purchase related to Town business and pays out of pocket, using cash, personal credit card or store Town Credit Card, they must follow the following procedure for reimbursement:

- Any purchases not for town business will be paid personally by employee
- Any employee personal credit card used for Town purchases will require the same procedures listed above to be followed

ONLINE BANKING POLICY

The designated officials given authority by the Town Board to utilize online transfers of monies are the Town of Parma Finance and the Assistant Finance Directors. The designated bank used for electronic banking is First Niagara Bank. Online banking is necessary for transferring monies from one account to another. The online banking policy incorporates the following procedures:

- Finance Director and Assistant Finance Director authorized to initiate transactions
- Printed documentation of transaction to be kept as receipt of transaction
- All transactions are recorded by the Finance Director and entered into the Towns financial software program, "Incode".
- The Town Clerks office reviews, reconciles and audits the bank statements on a monthly basis.

All Town employees who are involved with the transaction of the Town funds are bonded through the Town's insurance program. This program is reviewed and updated annually.

TOWN OF PARMA INVESTMENT POLICY

A. Investment Policy

The objectives of the Investment Policy of the Town of Parma are to minimize risk, to insure that investments mature when the cash is required to finance operations and to insure a competitive rate of return. The Town Board would like to maximize interest income on all funds not immediately needed for payment of obligations. Investments of excess funds shall be governed by the regulations contained in the Town Law, General Municipal law and Local Finance law. The priorities for investment of funds shall be:

1. To conform with all applicable federal, state and other legal requirements
2. To adequately safeguard principal
3. To provide sufficient liquidity to meet all operating requirements
4. To obtain a reasonable rate of return

B. Delegation of Authority for Investing Town Money

The Town Board delegates the authority to make the day to day investment decisions within the guidelines and limitations of this policy to the:

1. Town Supervisor as Chief Fiscal Officer
2. Director of Finance

C. Investment Regulations

The custodial agreement shall provide that securities held by the bank or agent of and custodian for the local government will be separate and apart from the general assets of the custodial bank and will not in any circumstances be co-mingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

As authorized by General Municipal Law, Section 11, the Town of Parma authorizes the chief fiscal officer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Certificates of deposit
- Special time deposit accounts
- Obligations of the United States of America
- Obligations of the State of New York

All investment obligations shall be payable or redeemable at the option of the Town of Parma within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Parma within two years of the date of purchase.

Banks authorized for the deposit of monies up to the following maximum amount are:

Manufacturers & Traders Trust (M&T)	\$8,000,000.00
First Niagara Bank	\$3,000,000.00

D. Investment Security

The primary objective of this policy is to enhance the safety and availability of any Town funds invested. Regulations of the Federal Deposit Insurance Corporation state that each official custodian of funds of any country, municipality or political subdivision depositing such funds in an insured bank located in the same State shall be insured up to

\$100,000.00 for the time and savings accounts per bank and up to \$100,000.00 for demand deposits per bank. (12 Code Federal Regulations Section 330.8)

The Finance Department, with Supervisor's approval should determine on a regular basis whether:

- The transactions are recorded on the books of the custodial bank.
- The proper obligations have been pledged and whenever possible such obligations should be delivered to a bank or trust company other than the institution with which the investment is made.
- The obligations have an adequate market value to cover the deposits / investments.
- The obligations have been segregated either physically or by appropriate book entry.
- The fiscal officer's written consent is required for the release and substitution of the pledged obligations.

E. Bonding Policy

All Town employees who are involved with the transactions of the Town funds are bonded through the Town's insurance program. This program is reviewed and updated annually.

PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF PARMA

This document sets forth the policies and procedures of The Town of Parma to meet the requirements of General Municipal Law, Section 104-b.

Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Parma Town Board is adopting internal policies and procedures governing all procurements of goods and services which are not required to be pursuant to the competitive bidding requirements of the General Municipal Law, Section 103 or of any other general, special or local law.

Procedures for Determining Whether Procurements are Subject to Bidding

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

Formal Bids – Purchases over \$20,000 and \$35,000 for Public Works

General Municipal Law 103 provides that all purchase contracts involving expenditures in excess of \$20,000 and all contracts for public work involving expenditures in excess of \$35,000 be awarded through the competitive bidding process for political subdivisions. Although not defined in General Municipal Law 103, the Office of the State Comptroller has expressed the opinion that the term “purchase” applies to the procurement of commodities, while the term “contract for public work” encompasses contracts for services, labor or construction. In determining the necessity for competitive bidding, the cumulative amount to be expended for an item or commodity in a fiscal year must be considered.

Formal Bid Procedures:

- A. The Department Head must receive approval from the Town Board for the bid process to start and establish the date and time the bid opening will be held.
- B. The Department Head should prepare sufficient specifications and describe the purchase in enough detail to generate fair competition among multiple vendors. Use of Requests for Proposal (RFP) or Requests for Information (RFI) should be used in establishing specifications.
- C. Formal bids are processed and published by the Town Clerk’s office with direct assistance from the using departments in the preparation of technical specifications, plans and drawings where required.
- D. Formal bids will be received and opened publicly at the specified date, time and place set forth in the bid documents.
- E. All bids received will be tabulated and given to the using department. The using department will prepare a report for the Town Board containing their recommendations for the award to the lowest and best responsible bidder meeting the Town’s specifications. A resolution is passed at the next Town Board meeting.
- F. The Town Clerk is responsible for securing and filing all bids, legal notices, and resolutions. Every transaction should fall within the provisions of applicable law and regulations and should be completely documented for subsequent bid inspection by Town auditors, federal and state agencies, the bidders or any interested citizens.

Non-Bid Procurements (see chart at end)

Purchases under \$10,000 are subject to approvals specified on the chart at the end of the policy. Each Department Head is responsible for compliance with the purchasing procedures adopted in this policy. The procedure for standard purchasing is as follows:

- A. The Department Head determines whether the purchase is a bid or non-bid purchase.
- B. The Department Head should prepare sufficient specifications to generate fair competition among multiple vendors at each of these levels.
- C. The Department Head receives the correct number of quotes and/or approvals for the dollar amount of the purchase. Every attempt should be made to purchase locally providing the costs are competitive. All verbal or written quotes documentation will be attached to the voucher when submitted for payment. A verbal quote form can be obtained from the Finance office. No voucher will be processed without the proper documentation.
- D. Any quotes that will be reviewed by the Supervisor and Town Board should be submitted with sufficient time for review prior to ordering. The written quotes must be submitted with the payment voucher.
- E. Any quotes that will be reviewed and approved by the Town Board should be submitted to the Town Clerk to put in the Town Board minutes and to be filed in the Town Clerk's office.
- F. If the recommended vendor contacts are not achieved, written justification should be submitted by the Department Head to the Finance Director before the purchase can be made/authorized.
- G. The appropriate departmental General Ledger account should have sufficient funds available. If not, a budget transfer form should be submitted to the Finance office for approval by the Town Board when the bill is requested to be paid.

State Pricing Contracts

The State of New York and other governmental entities establish contracts that are extended to all New York municipalities. A list and details of the contracts can be obtained through the Internet. Such procurements shall be regarded as noncompetitive transactions. If purchasing on any approved contracts, documentation of the contract must be provided as noted in **Non-Bid Procurements D, E and F.**

Statutory Exceptions from these Policies and Procedures

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances.

- A. Through county contracts – General Municipal Law 103(3)
- B. Through state contracts – General Municipal Law 104
- C. Through agencies for the blind or severely handicapped – State Finance Law Section 175-b
- D. Through articles manufactured in correctional institutions – Correction Law Section 186
- E. Sole source situation
- F. Personal service contracts – accountants, engineer, architect or attorney
- G. Emergency purchases - An "emergency" exists when a breakdown in machinery, equipment, and/or a threatened termination of essential services, including

maintenance and repair of essential office equipment; or a dangerous condition develops; or when supplies are needed for immediate use in work which may vitally affect the safety, health, or welfare of the public.

- H. The Department heads of the various departments of the Town of Parma be and hereby are authorized to purchase equipment, machinery, goods and supplies from any State, County, Town, Village or School District who have secured an award for such items of equipment, machinery or supplies through the solicitation of the competitive bidding process in accordance with the provisions of General Municipal Law Section 103 and within the parameters of the Town of Parma Procurement Policy.

Adequate Documentation

A good faith effort shall be made to obtain the required number of written (3) or verbal (2) quotes. All written quotes are to be filed with the Town Clerk and a copy to be filed with voucher. Verbal quotes are the responsibility of the Department Head and must be submitted with the payment voucher.

Contracts

All department heads must receive prior approval from the Town Board for all contracts that are enter into on behalf of the Town. The Supervisor should be the designated person to sign the contract, if not available, the deputy Supervisor will have that authority. In the case where a contract requires two signatures the primary individuals designated to sign will be the Supervisor and the Deputy Supervisor if one is not available the Town Clerk will have that authority.

Awards to Other Than the Lowest Bidder

The lowest proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the lowest bidder.

Disposal of Obsolete or Surplus Material

During the course of departmental operations, materials and equipment may become obsolete or surplus to the needs of the department. The disposition of obsolete or surplus Town property is handled through notification to the Finance Office on the Surplus or Obsolete Property Form.

- A. The Report of Surplus or Obsolete Property Form is completed by the Department Head and forwarded to the Finance Office.
- B. The only way to eliminate a surplus item from your recorded fixed asset account is to complete the form and process it through the Finance Office.
- C. If the department knows of another department or agency that can use the surplus item, the Remarks Section of the Report of Surplus or Obsolete Property Form can be used to identify.

D. The Finance Office will have the responsibility for determining the eventual disposition of the surplus material. The first consideration will be whether to transfer to another Department or municipal agency that may need the items. The second consideration will be what to do with the item if it cannot be used by another Department or municipal agency. The Finance Office with the aid of the using Department will then determine the best method of disposition (Auction, transfer, discard, etc.) which will be in the best interest of the Town of Parma.

E. A Resolution identifying the obsolete or surplus material and method of disposition will be prepared and adopted by the Town Board prior to the disposition.

INSURANCE GENERAL

A. During the term of any contract for service, the vendor entering into the contract shall provide evidence of insurance in the amounts stated. Only the Town Board, based on recommendation from the Supervisor, can amend these requirements.

B. All references in this Section to the Town refer to the Town of Parma, Monroe County a political subdivision of New York State.

C. The Finance Director shall have the right to represent the Town, its officials, employees, and volunteers in all matters relating to this Section. (S) He shall provide information, assistance, and recommendations to the Supervisor in the administration of insurance requirements imposed under this Section.

INSURANCE REQUIREMENTS

A. No contract for building, construction, reconstruction, renovation, demolition, or maintenance; or for any activity related to building, construction, reconstruction, renovation, demolition, or maintenance shall be awarded by the Town to any person until that person shall assure; by affidavit, that all the contractors and subcontractors employed, or that will be employed under the provision of the contract; shall be in compliance with New York requirements for worker's compensation insurance, unemployment insurance and all other legal regulations.

B. If deemed necessary by the Town, the vendor entering into a contract for service agrees to maintain continuous professional liability coverage written on an occurrence basis or, if on a claims made basis, with an extended coverage provision (ERP) of not less than three years. Coverage will be provided through insurance companies authorized to do business in the State of New York with the Best Rating of A- or better.

C. Professional liability coverage shall be provided in the following minimum amounts (if applicable):

- a. \$1,000,000 per claim and
- b. \$1,000,000 per annual aggregate

D. The vendor entering into a contract for service shall maintain all other insurance requirements in accordance with the following:

1. The insurance required shall be written for not less than the following:
 - a. Worker's Compensation: obtain form from NYS Workers Comp

website:

1. C-105.2 or U-26.3
2. SI-12 or GSI 105.2
3. CE -200
4. Statutory Employers Liability insurance limits of \$100,000 each accident, \$100,000 each employee and \$500,000 policy limit as required for New York State. The limit shall be \$500,000 in other States
5. Workers Compensation coverage will be written to include all employees, including all executive officers.
- b. NYS Disability: obtain from website
 1. DB-120.1
 2. DB-155
 3. CE-200
- c. Liability Insurance - General
 1. General - per occurrence \$ 2,000,000
 2. Aggregate- Per Project \$ 2,000,000
 3. Personal/Advertising Injury (per person/organization) 1,000,000
 4. Each Occurrence (Bodily Injury & Property damage) 1,000,000
 5. Limit per Person Medical Expense 5,000
 6. Name Town of Parma as additional insured

In addition;

- A) GL coverage shall be written on ISO Occurrence form CG00 01 (10/01) or a substitute form providing equivalent coverage and shall cover liability arising from premise and operations, independent contractors, products-completed operations and personal and advertising injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- B) Town of Parma and all other parties required of _____ shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement CG 20 10 (11/85) (on going and product completed operations) or both CG 20 10 (10/01) (on going operations) and CG 20 37 (10/01) (product completed operations) or an equivalent coverage to the additional insured. This insurance for the additional insured shall be as broad as the coverage provided for the named insured contractor. It shall apply as primary insurance on a non-contributing basis before any other insurance or self-insurance, including any deductible, maintained by or provided to, the additional insured.
- C) There shall be no endorsement of modification of the Contractors CGL policy arising from pollution, explosion, collapse, underground property damage of work performed by subcontractors.
- D) Contractor shall waive all rights of subrogation against Town of Parma and Architect and their agents, officers, directors and employees for recovery of

damages to the extent these damages are covered by commercial general liability policy (CGL).

- E) Contractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain completed operations coverage for itself and each additional insured for at least 3 years after completion

d. Automobile Liability:

- 1. Bodily Injury \$1,000,000 combined single limit
- 2. Name Town of Parma as additional insured

Business Automobile must include coverage for liability arising out of the use of all owned, leased, hired and non-owned automobiles.

e. Excess Liability Umbrella Form(if aggregate is less than 2 million)

- 1. General Aggregate \$1,000,000
- 2. Each Occurrence \$1,000,000
- 3. Name Town of Parma as additional insured
- 4. Umbrella coverage must follow form the CGL

2. The following policies are to contain, or be endorsed to contain the following provisions;

COMMERCIAL GENERAL LIABILITY, CONTRACTUAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE:

a. The Town, its officers, employees, and volunteers are to be covered as insured as respects: liability arising out of activities performed by, or on behalf of, the vendor entering into a contract for service including the insured's general supervision of the premises owned, occupied or used by the vendor entering into a contract for service, or automobiles owned, leased, hired, or borrowed by the vendor entering into a contract for service. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officers, employees, and volunteers.

b. The vendor, entering into a contract for service: insurance coverage shall be primary insurance as respects the Town, its officers, employees, and volunteers. Any insurance or self-insurance maintained by the Town, its officers, employees, and volunteers shall be excess of the vendor entering into a contract for service's insurance and shall not contribute to it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, employees, and volunteers.

d. Coverage is to be written on an occurrence basis through an insurance company, or companies, lawfully authorized to do business in the State of New York with at best rating of no less than A-.

e. The vendor entering into a contract for service agree to hold harmless and indemnify the Town, its officers, employees, and volunteers for all liability arising out of the contract, except that arising out of the sole gross negligence of the Town.

PROPERTY INSURANCE

A. If deemed necessary by the Town, the vendor entering into a contract for service shall carry Builder's Risk/Installation Floater/Contractor's Equipment Insurance against the perils of fire, extended coverage, vandalism, and malicious mischief. Certificates and copies thereof shall be submitted to the Town, its officers, employees, and volunteers for their approval. Such insurance at all times will cover the full cash value of all completed construction covered by the contract with the exception of the usual underground exclusions, as well as material and equipment in place and/or stored at the site, whether or not a partial payment has been made therefore.

B. All insurance will be written through an admitted insurance company or companies lawfully authorized to do business in the State of New York with a Best's rating of no less than A-.

ALL COVERAGE:

A. Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after a thirty (30) day prior written notice by certified mail, return receipt requested, has been given to the Town.

B. Any deductibles or self-insured retention should be declared to, and approved by, the Town.

The vendor entering into a contract for service shall furnish the Town with certificates of insurance and with original endorsements effecting coverage required by these insurance requirements. The certificates and endorsements are to be signed by any persons authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the Town before work commences. The Town reserves the right to require complete, certified copies of all required insurance policies at any time.

C. The vendor entering into a contract for service shall include all subcontractors as insured under its policies or shall furnish separate certificates of insurance and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated in this Section.

Items Except From Policies and Procedures by the Board

The Parma Town Board will decide whether to solicit bids or quotes for professional services based on their needs at the time and whether it is in the best interest of the Town of Parma.

Input from Officers

Comments concerning the policies and procedures shall be solicited from officers of the political subdivision or district therein involved in the procurement process to the

enactment of the policies and procedures, and will be solicited from time to time hereafter.

Annual Review

The Parma Town Board shall annually review these policies and procedures. The Parma Town Supervisor shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of the General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Parma or any officer or employee thereof.

The Quotation Process

The Town and all departments will adhere to the following table for stimulating competitive pricing for small purchases up to \$10,000.

Standard Purchases

Dollars	Department Head	Supervisor	Town Board	Quotes Required
0 - \$1,999	Yes			Verbal or Written
\$2,000 - \$4999	Yes	Yes		2 Written
\$5,000 - \$9,999	Yes	Yes	Yes	3 Written
>\$10,000	Subject to Bid			

* The Highway Superintendent may approve highway purchases between \$2,000 – \$4,999*

Pre- Approved Projects

Dollars	Department Head	Supervisor	Town Board	Quotes Required
0 - \$1,999	Yes			Verbal or Written
\$2,000 - \$4999	Yes			2 Written
\$5,000 - \$9,999	Yes	Yes	Yes	3 Written
>\$10,000	Subject to Bid			

TOWN OF PARMA WHISTLE BLOWER POLICY

POLICY:

The primary duty of all Town employees is to the public whom we serve. If you observe what you believe to be an act of fraud, waste, abuse, misconduct, illegal activity or other violation of the Town 's Code of Ethics by a Town officer or employee, you have a duty to report it. This policy is a safeguard against retaliatory actions that could be taken against a Town officer or employee for such a report made in good faith.

Provisions:

1. **IMPROPER CONDUCT:** If you believe action taken by the Town, or a Town officer or employee in the performance of his/her official duties, violates a federal, state or local law, rule or regulation, or the Town's Code of Ethics, you have a duty to report it.
2. **GOOD FAITH:** A good faith report means you have reasonable grounds to believe the conduct constitutes improper governmental action and is true, even if the belief should later prove to be unsubstantiated.
3. **REPORTING:** In most cases, your immediate supervisor is in the best position to address an area of concern; therefore, you should make the good faith report to your Department Head. However, it is understood that the circumstances will dictate the appropriate avenue to follow. Here is the preferred reporting order:
 - Your Department Head
 - Director of Finance
 - Town Supervisor
 - Town Board

Your Department Head or the Director of Finance will report the conduct to the Town Supervisor.

4. **ANONYMITY / CONFIDENTIALITY:** Your report can be made anonymously. Your report will be kept confidential to the best extent possible, consistent with the need to make a fair and complete investigation.

5. RETALIATION: The Town shall take no retaliatory action against you because you made a good faith report of any information regarding fraud, waste, abuse, misconduct, or any alleged prohibited or illegal activity in violation of any law, rule or regulation governing officers and employees of the Town. If you feel you have been retaliated against, in violation of this policy, report it immediately using the steps outlined above.

Supervisor's Procedures for Implementation:

1. RECEIVING THE REPORT: Supervisors should make no judgment upon the merits of the report when receiving it from the employee. Treat the report seriously and if not anonymous, assure the employee it will be treated confidentially within the constraints outlined in step 4.
2. FORWARDING THE REPORT: Forward the report to the Director of Finance, Supervisor or Town Board as circumstances dictate.
3. RETALIATION: Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. If you observe retaliation or receive a report of retaliation, report it using the steps outlined in step 3.

**MCMWCP
Town of Parma**

**Workplace Violence
Prevention Program**

Revision Date: August 2012

Town of Parma Workplace Violence Prevention
Policy & Incident Reporting

The Town of Parma is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the Town of Parma property or work sites will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Town of Parma has identified response personnel that include a member of management and an employee representative. If appropriate, the Town of Parma will provide counseling services or referrals for employees.

All Town of Parma personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:

Name James Smith

Title: Town of Parma Supervisor

Department: Supervisor

Phone: (585) 392-9462

Location: 1300 Hilton Parma Corners Road Hilton NY 14468

Workplace Violence Prevention

Introduction

Workplace violence presents a serious occupational safety hazard for workers; during the last decade homicide was the third leading cause of death of all workers and the leading cause of occupational death for women workers.

Examples of high risk workplaces including healthcare settings, social services, working alone or in small numbers, service workers, public transportation drivers and many other types of public employment.

New York State requires public employers (with the exception of employers as defined in section twenty-eight hundred one-a of the education law) to perform a workplace evaluation of each worksite. The evaluation is intended to identify factors which may place the workforce at risk to occupational assaults or homicides. The results of the evaluation and the Risk Factors found should be shared with employees; this information should be reviewed initially and annually thereafter. Employers who have 20 or more full time employees are required to develop a written Workplace Violence Prevention Program.

Workplace violence is physical assault, threatening behavior or verbal abuse occurring in the work setting.

As listed below:

- Verbal or physical harassment
- Verbal or physical threats directed toward an employee by another employee or non-employee
- Non-specific threats of violence by employee
- Specific threats of violence by employee
- Display or possession of any weapon
- Violent confrontation by a spouse of significant other with an employee over a personal/domestic dispute
- Violent altercations between two employees or employee and supervisor
- Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment, etc)

-2-

WHAT CAN BE DONE TO PREVENT

WORKPLACE VIOLENCE?

Any preventive measure must be based on a thorough understanding of risk factors associated with the various types of workplace violence. And, even though our understanding of the factors which lead to workplace violence is not perfect, sufficient information is available which, if utilized effectively, can reduce the risk of workplace violence. However, strong management commitment, and the day-to-day involvement of department heads, supervisors, employees and labor unions, is required to reduce the risk of workplace violence.

FOUR TYPES OF WORKPLACE VIOLENCE

Prevention programs include all forms of violence. To help sort out the different types of workplace violence, specialists agree that workplace violence falls into four broad categories. They are:

TYPE 1: Violent acts by criminals who have no other connection with the workplace but enter to commit robbery or another crime.

Type 1 acts of violence account for the vast majority—nearly 80 percent—of workplace homicides. In these incidents, the motive is usually theft, and in a great many cases, the criminal is carrying a gun or other weapon, increasing the likelihood that the victim will be killed or seriously wounded. This type of violence falls heavily on particular occupational groups whose jobs make them vulnerable. This includes taxi drivers (the job that carries by far the highest risk of being murdered), late-night retail or gas station clerks, as well as others who are on duty at night, who work in isolated locations or dangerous neighborhoods, and who carry or have access to cash.

Type 1 preventive strategies include an emphasis on physical security measures, special employer policies, and employee training. Because the outside criminal has no other contact with the workplace, the interpersonal aspects of violence prevention that apply to the other three categories are normally not relevant to Type 1 incidents.

TYPE 2: Violence directed at employees by customers, clients, patients, students, inmates, or any others for whom an organization provides services. In general, the violent acts occur as workers are performing their normal tasks. In some occupations, dealing with dangerous people is inherent in the job, as in the case of a police officer, correctional officer, security guard, or mental health worker. For other occupations, violent reactions by a customer or client are unpredictable, triggered by an argument, anger at the quality of service or denial of service, delays, or some other precipitating event.

Employees experiencing the largest number of Type 2 assaults are those in healthcare occupations—nurses in particular, as well as doctors and nurses aides who deal with

psychiatric patients; members of emergency medical response teams; and hospital employees working in admissions, emergency rooms, and acute care units.

TYPE 3: *Violence committed by a present or former employee against coworkers, supervisors, or managers.*

TYPE 4: *Violence committed in the workplace by someone who doesn't work there, but has a personal relationship with an employee—an abusive spouse or domestic partner.*

Types 3 and 4 are no less or more dangerous, or damaging, than any other violent act. But when the violence comes from an employee or someone close to an employee, there is a much greater chance that some warning sign will have reached the employer in the form of observable behavior. That knowledge, along with the appropriate prevention programs, can at the very least mitigate the potential for violence or prevent it altogether.

RESPONSIBILITY

The Program Administrators for workplace security are the HR Director and Department Heads. They have the authority and responsibility for implementing the provisions of this program for the Town of Parma

All Department Heads and supervisors are responsible for implementing and maintaining this program in their work areas and for answering employee questions about the program. A copy of this program is available from your department head.

It's the responsibility of all employees to report all threatening behavior to management immediately. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents are to be reported ***within the first 24 hours.***

Management, supervisors, and all safety personnel are responsible for the observation of all personnel and identification of potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to management and an action plan developed to minimize and eliminate the potential threat.

THE ROLE OF THE EMPLOYER

The Town of Parma does promote a work environment free from threats and violence and, in addition, can face economic loss as the result of violence in the form of lost work time, damaged employee morale and productivity, increased workers' compensation payments, medical expenses, and possible lawsuits and liability costs

The Town of Parma will adopt a workplace violence policy and prevention program. The Town will be responsible for communicating the policy and program to the employees as well as:

- Supporting, not punish, victims of workplace or domestic violence.
- Adopting and practicing fair and consistent disciplinary procedures.
- Fostering a climate of trust and respect among workers and between employees and management.
- When necessary, seeking advice and assistance from outside resources, including threat-assessment psychologists, psychiatrists and other professionals, social service agencies, and law enforcement.
- Providing regular training in preventive measures for all new/current employees, supervisors and managers.

THE ROLE OF THE EMPLOYEES

Employees have the right to expect a work environment that promotes safety from violence, threats, and harassment. They can actively contribute to preventive practices by doing the following:

- Accept and adhere to an employer's preventive policies and practices.
- Become aware of and report violent or threatening behavior by coworkers or other warning signs.
- Follow procedures established by the workplace violence prevention program, including those for reporting incidents.
- Go to HR Director or Department Head if uncomfortable.

Communication

Town of Parma recognizes that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including supervisors and department heads, on all workplace safety, health and security issues. Town of Parma has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

Record Keeping and Review

In reviewing records, care must be taken to ensure appropriate confidentiality of medical and personnel records.

Periodic updates and reviews of the following workplace violence reports and records will be made.

- Department of Safety and Health (POSH) 900 logs
- Workplace violence incident reports
- Workplace Survey
- Accident Investigations
- Training Records
- Grievances

The employer, with the Authorized Employee Representative, shall evaluate the effectiveness of the WVPP, annually or after serious incidents. The employer should attempt to describe within their WPP the triggering event that will initiate a review. The review should focus on the incident trends and the effectiveness of the control measures. The review should also assess whether the reporting and record keeping systems have been effective in collecting all relevant information.

Training and Instruction

All employees, including Department Heads and supervisors, shall have training and instruction on general and job-specific workplace safety and security practices. Training and instruction shall be provided when Workplace Violence Prevention Program is first established and annually thereafter. Training shall be provided promptly after hiring all new employees and to other employees for whom training has not been previously provided. It shall also be provided to all employees, supervisors and Department Heads given new job assignments for which specific workplace security training for the job assignments has not previously been provided. Additional training and instruction will be provided to all personnel whenever management is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction include, but are not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.

- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- Methods to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee will include First Aid, CPR and/or calling 911.
- Post-event trauma counseling for those employees desiring such assistance.
- Crime awareness
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures.
- Self Protection
- Dealing with angry, hostile or threatening individuals.
- Using the “Buddy” system or other assistance from co-workers.
- Awareness of indicators that lead to violent acts by service recipients.
- Managing with respect and consideration for employee well-being.

Reporting and Incident Investigation

Procedures for reporting incidents and investigation of incidents for workplace violence – threats and physical injury – include:

Employees are responsible for:

- Reporting their concerns to their immediate Supervisor.
- Employees are encouraged to fill out an incident report which can be obtained from management.
- Employee is required to request assistance if necessary.

Employers are responsible for:

- Reviewing and investigating the incident and report findings.
- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the offender.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.

Appendix 1

Workplace Violence Incident Report Form

EMPLOYEE REPORTING

Name
Department

INCIDENT

Name of Assaulter/Threatener	Category of Assaulter/Threatener <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Vendor <input type="checkbox"/> Other-Please explain: _____
Date of Assault/Threat Time	Location of Assault/Threat
Assault/Threat was: <input type="checkbox"/> Personal Confrontation <input type="checkbox"/> Written <input type="checkbox"/> Telephone Conversation <input type="checkbox"/> Electronic <input type="checkbox"/> Physical with Injury <input type="checkbox"/> Physical without Injury <input type="checkbox"/> Other – Please explain: _____	
Were there witnesses? <input type="checkbox"/> yes <input type="checkbox"/> no If Yes, how many? _____ Provide information below and attach witness statements.	

WITNESSES (If additional witnesses, provide information on attached sheet of paper)

Witness 1 – Name	Telephone Work _____ Home _____
Address (street, city, state, zip)	Category of Witness <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Vendor <input type="checkbox"/> Other – Please Explain _____
Witness 2 – Name	Telephone Work _____ Home _____
Address (street, city, state, zip)	Category of Witness <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Vendor <input type="checkbox"/> Other – Please Explain _____
Witness 3 – Name	Telephone Work _____ Home _____
Address (street, city, state, zip)	Category of Witness <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Vendor <input type="checkbox"/> Other – Please Explain _____

IF ASSAULTED, answer next 6 questions. **IF THREATENED**, go to next section

1. What started the assault?
2. What did the assaulter say when you were assaulted?
3. What was used to hit/strike/injure you?
4. What injuries did you sustain? Was medical treatment necessary?
5. How did the assault end?
6. How did you leave the assault site?

IF THREATENED, answer next 3 questions

1. As closely as possible, what were the words used?
2. Was "threatener" in a position to carry out the threat immediately?
3. How serious do you believe the threat was and why?

EMPLOYEE RELATED ACTIONS (Employee must complete next two questions whether a threat or assault)

1. What actions were taken by the employee? (e.g. filed workers' compensation, obtained medical treatment, used sick leave/vacation, etc.)
2. What specific actions from Employer does employee request related to assault/threat? If none, so indicate.

LAW ENFORCEMENT INFORMATION

Law Enforcement Agency Contacted – Name of Person/Officer	Date Contacted	Telephone Number
Was a written report completed? ___yes ___ no (Attach copy of Police report when possible)		
What action was promised?		

MANAGER ACTIONS

Directions given to Employee (i.e. go home, go to hospital, etc.)
Department Head Recommendation: ___ Prosecution ___ Restraining Order ___ Letter to Threatener ___ Other, please specify _____

NOTIFICATION DATES

Received by Department Head	Employee notified of Chosen Action
Received by Personnel Director	

RECOMMENDATIONS

What can be done to prevent future incidents?

Appendix 2

Personal Conduct to Minimize Violence	
Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.	
Do	Do Not
<ul style="list-style-type: none"> ❖ Project calmness, move and speak slowly, quietly and confidentially. ❖ Be an empathetic listener: Encourage the person to talk and listen patiently. ❖ Focus your attention on the other person to let them know you are interested in what they have to say. ❖ Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person. ❖ Acknowledge the person's feelings. Indicate that you can see he/she is upset. ❖ Ask for small, specific favors such as asking the person to move to a quieter area. ❖ Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior. ❖ Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup). ❖ Be reassuring and point out choices. Break big problems into smaller, more manageable problems. ❖ Accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions. ❖ Ask for his/her recommendation. Repeat back to him/her what you feel he/she is requesting of you. ❖ Arrange yourself so that a visitor cannot block your access to an exit. 	<ul style="list-style-type: none"> ❖ Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around ❖ Reject all of a client's demands from the start. ❖ Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact. ❖ Make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech. ❖ Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish. ❖ Criticize or act impatiently toward the agitated individual. ❖ Attempt to bargain with a threatening individual. ❖ Try to make the situation seem less serious that it is. ❖ Make false statements or promises you cannot keep. ❖ Try to impart a lot of technical, or complicated information when emotions are high. ❖ Take sides or agree with distortions. ❖ Invade the individual's personal space. Make sure there is a space of three feet to six feet between you and the person.

*Appendix 3***Five Warning Signs of Escalation Behavior**

Warning Signs	Possible Responses
Confusion	
Behavior characterized by bewilderment or distraction. Unsure or uncertain of the next course of action.	<ul style="list-style-type: none"> ▪ Listen to their concerns. ▪ Ask clarifying questions. ▪ Give them factual information.
Frustration	
Behavior characterized by reaction or resistance to information. Impatience. Feeling a sense of defeat in the attempt of accomplishment. May try to bait you.	<ul style="list-style-type: none"> ▪ See steps above. ▪ Relocate to quiet location or setting. ▪ Reassure them. ▪ Make a sincere attempt to clarify concerns.
Blame	
Placing responsible for problems on everyone else. Accusing or holding you responsible. Finding fault or error with action of others. They may place blame directly on you. Crossing over to potentially hazardous behavior.	<ul style="list-style-type: none"> ▪ See steps above. ▪ Disengage and bring second party into the discussion. ▪ Use teamwork approach. ▪ Draw client back to facts. ▪ Use probing questions. ▪ Create “Yes” momentum.
Anger-Judgment call required	
Characterized by a visible change in body posture and disposition. Actions include pounding fists, pointing fingers, shouting or screaming. This signals very risky behavior.	<ul style="list-style-type: none"> ▪ Utilize venting techniques. ▪ Don't offer solutions. ▪ Don't argue with comments made. ▪ Prepare to evacuate or isolate. ▪ Contact supervisor and/or security office.
Hostility – Judgment call required	
Physical actions or threats which appear imminent. Acts of physical harm or property damage. Out-of-control behavior signals they have crossed over the line.	<ul style="list-style-type: none"> ▪ Disengage and evacuate. ▪ Attempt to isolate person if it can be done safely. ▪ Alert supervisor and contact security office immediately.

Guidelines for Public Comment

Towns are authorized to enact rules and regulations regarding the conduct of public meetings and public hearings. Town Law, §130.

The public shall be allowed to speak only during a public hearing or during the public comment period of the meeting or at such other times as a majority of the Board shall allow. Comments must relate to the business of the Parma Board or the specific Public Hearing being held to provide information to the Board or express their concerns. The Public Comment period is not intended to be a question and answer period. When practical the Board will try to answer short direct questions.

Citizens that have a question or concern that will require some research are encouraged to provide that information to a Board member prior to the meeting. This should allow the Board to have a response or possibly resolve the matter before hand.

The Chair shall recognize the person wishing to speak. Comments shall be limited to three minutes per person. Each participant shall be permitted to speak only once during each Town Board meeting. Comments shall be directed only to the Chairperson and Board members. Comments shall be respectful and in good order. The Chairperson or Board member may reply only after the speaker has finished talking.

Speakers must give their name, address and organization, if any and state the topic they wish to address.

Board members may, with the permission of the Chairperson, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Members of the public shall refrain from debate and argument among themselves during the Board meeting and shall address all remarks to the Board.

Prepared statements and accompanying documents and attachments shall not be read aloud but shall be submitted to the Chairperson for review by the Board in the future and may be included in the Board minutes.

When a group of persons wishes to address the Board on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Board and to limit the number of persons addressing the Board on the same matter so as to avoid unnecessary repetition.

Interested parties or their representatives may address the Board by written communications. Written communications shall be delivered to the Town Clerk or designee. Sufficient time should be allowed to distribute these communications to the Board members so they are aware of them prior to the next meeting.

Any person making offensive, insulting, threatening, insolent, slanderous or obscene remarks or who becomes boisterous or who makes threats against any person or against public order and security while in the Board Room shall be removed at the direction of the presiding officer from further audience at the meeting, unless permission to continue is granted by the majority vote of the Board members present.

A disruptive speaker after a final warning by the Chair will be removed from the meeting by a peace officer. The authority is section 240.20 of the Penal law related to disorderly conduct.

Banners, flyers, or other signs are not permitted in the meeting room. The distribution of flyers is not permitted in the meeting room.

The Open Meetings Law gives the public the right to attend meetings and to listen to deliberations. However, the public may not participate in the meeting except upon the invitation of the Chairperson and, in the case of public hearings, as required by law.

At any time, the Chairperson may entertain or enter a motion to adjourn, which shall be carried upon majority vote. At any time, the Board may vote to exhaust the agenda before possibly inviting further public comment.

There will be a sign up sheet for those wishing to address the Board during a public hearing or a meeting where the attendance is high. The Chairperson will call upon the people that signed up in the order that they appear.



Advanced Technical Solutions
Connecting Your Business with Technology

Town of Parma

IT Disaster Recovery Plan

By ATS Consulting Group Corp

Information Technology Statement of Intent

This document delineates our policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarizes our recommended procedures. In the event of an actual emergency situation, modifications to this document may be made to ensure physical safety of our people, our systems, and our data.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

Policy Statement

Corporate management has approved the following policy statement:

- The Town shall develop a comprehensive IT disaster recovery plan.
- A formal risk assessment shall be undertaken to determine the requirements for the disaster recovery plan.
- The disaster recovery plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key business activities.
- The disaster recovery plan should be periodically tested in a simulated environment to ensure that it can be implemented in emergency situations and that the management and staff understand how it is to be executed.
- The disaster recovery plan is to be kept up to date to take into account changing circumstances.

Objectives

The principal objective of the disaster recovery program is to develop, test and document a well-structured and easily understood plan which will help the company recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on other company sites

Technology Disaster Recovery Plan

Disaster Recovery Plan for Town of Parma

SYSTEM	
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OVERVIEW	
PRODUCTION SERVER	Location: Town Hall Server Model: T610 Operating System: Server 2012 CPUs: 2 x E5-2630 Memory: 32GB Total Disk: 2TB (3x1TB RAID5) DNS Entry: 127.0.0.1,10.200.9.6 IP Address: 10.200.9.2 Other:
HOT SITE SERVER	EarthLink
APPLICATIONS (Use bold for Hot Site)	Hyper-V Replication

KEY CONTACTS	
Hardware Vendor	Dell
System Owners	Town of Parma
Software Vendors	General Code, BAS, Tyler Tech
Offsite Storage	Hyper-V Replication Server

BACKUP STRATEGY FOR SYSTEM ONE	
Daily, Monthly and Quarterly	2 x 2TB HD's connect via USB, Hyper-V Replication

DISASTER RECOVERY PROCEDURE	
<u>Scenario 1</u> Total Loss of Data	Spin up Hyper-V Replication VMs, Restore Data from External HD
<u>Scenario 2</u> Total Loss of HW	Spin up Hyper-V Replication VMs, Contact Dell, Replace Hardware, and Restore Data from External HD
<u>Scenario 3</u> Total Loss of Town Hall	Step 1: Spin up Hyper-V Replication VMs on Local Network, VPN into Local EarthLink Network, and Operate via Remote Access. Step2: Replace Building, Replace hardware, Restore Network, Setup VPN Tunnel back to Town Hall, Restore VM's back to HVHost.

ADDENDUM

CONTACTS	Adam Thorn – W: (585) 475-0605 - Emergency: (585) 200-7634
	Mary Gavigon – W: (585) 392-9462