

Parma Town Board meeting held on Tuesday, January 20, 2015 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

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|--------------------------------------|-----------------|
| Supervisor | James Smith |
| Councilperson | Gary Comardo |
| Councilperson | James Roose |
| Councilperson | Tina Brown |
| Councilperson | Kyle Mullen |
| 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

Dog Control and Code Enforcement Officer Art Fritz, Recreation Commissioner Dave Tresohlavy, Mike Weldon, and other members of the public.

CALL TO ORDER

Supervisor Smith called the meeting to order at 7:05 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

MINUTES – JANUARY 6, 2015

RESOLUTION NO. 49-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to accept the Minutes of the January 6, 2015 meeting.

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

TOWN CLERK REPORT

The Town Clerk reported tax collections have been steady and that the year-end report for the Town Clerk office has been completed and submitted to the Town Board for their review. It is the Clerk's understanding that these records will be reviewed by Board members for this year's audit requirement.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported owners of a proposed fifteen lot subdivision located on Ogden Parma Town Line Road came before the Planning Board for a pre-conceptual meeting. They are looking at the end of summer for a start date.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported the 2015 Winter Spring brochure has been distributed. The registration period has been open for several weeks and has been going very well. Upcoming Recreation events include:

Winterfest, Saturday, January 31st at the VFW Lodge from 6-8 p.m. featuring snowmobile rides, cross country skiing, a bon fire, snow building, snow games, Mascot Madness, hot chocolate and s'mores.

Family Sweetheart Dance will be, Saturday, February 7th at the Village Community Center from 6-8 p.m. featuring dancing, treats and pictures.

Reptile Night, Friday, February 27th at Village Community Center 6:30-7:30 pm featuring a visit from the Reptile Guys.

Parma Pizza Playoff, Friday, March 13th at the Village Community Center featuring a friendly Pizza Competition and tasting to compare local pizzeria's.

Mr. Venniro spoke with the Board about posting the bid request for the sale of the Kubota on Craigslist in addition to a legal notice in the Suburban News. The Board was in agreement to advertise on Craigslist with the bids to be received in the usual manner. A bid opening date was not set.

Supervisor Smith acknowledged receipt of a letter from the U.S. Department of Interior regarding the Town report filed for the Bogus Point Park. They commended Mr. Venniro's thorough report and noted we do not have to submit again for five years.

Supt. Speer entered the meeting at 7:10 p.m.

HIGHWAY DEPARTMENT REPORT

Supt. Speer expects to have salt usage reports for the next meeting. There was discussion on how well the new salt shed is working out. There is still 1,300 ton to be purchased on the required 70% of this year's total order. Supervisor Smith asked that an orientation and a set of goals be made for the work Ms. Aprilano will be doing part time at the Highway Department.

LIBRARY REPORT

Library Director, Becky Tantillo reported a staff development day was held. Deputy McKinney from the Monroe County Sheriff's Office provided a personal safety training in addition to the a CPR and Heimlich maneuver training scheduled. Area Librarians met with new Assemblyman Peter Lawrence to explain how the Monroe County Library System works. The Town Board received the December Library stats and it was noted the response to the technology tutoring services has been good.

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.

Nature Conservancy Presentation – Stevie Adams was present to provide an update on the *Flood Smart Communities* project. The purpose of the project is to reduce vulnerability to flooding for the participating communities – Towns of Greece, Parma and the Village of Hilton. The project is twofold - first to complete the vulnerability study and second to use the results to develop recommendations to for actions to reduce exposure and sensitivity to, and increase adaptive capacity. The end result will be a Floodplain Action Plan which will include the results of the assessment and a prioritization of the recommendations. *See provided information at the end of the minutes.*

BUSINESS ITEMS

2015 DOG KENNEL LEASE

RESOLUTION NO. 50-2015 Motion by Councilperson Roose, seconded by Councilperson Brown, to authorize the Supervisor to enter into the 2015 Dog Kennel Lease Agreement for use of the Hamlin Dog Kennel. The agreement reflects two changes: Town of Parma residents will be allowed to surrender dogs to Hamlin at no charge to the Town of Parma and that the lease dates be changed to January 20, 2015 to January 20, 2016.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

INTERMUNICIPAL AGREEMENT FOR DOG CONTROL SERVICES

RESOLUTION NO. 51-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, to authorize the Supervisor to enter into the 2015 Intermunicipal Agreement with the Town of Hamlin for dog control service coverage on an emergency basis and/or at such times as Parma or Hamlin personal are unavailable.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

FOOD SHELF DONATION RESOLUTION

RESOLUTION NO. 52-2015 Motion by Supervisor Smith, seconded by Councilperson Comardo, to contribute \$1,000 to the Hilton Parma Food Shelf with funds to come out of the Supervisor's department lines.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

GFOA CONFERENCE

Mary Gavigan, Director of Finance has requested permission to attend the 2015 Government Finance Officers Association Conference to be held in Albany on March 25th through 27th. This conference is particularly relevant as it will provide information

on Financials (GASB) and updates on health care, audits and the NYS Retirement program

RESOLUTION NO. 53-2015 Motion by Supervisor Smith, seconded by Councilperson Comardo, to authorize the Director of Finance to attend the Government Finance Officers Association Conference to be held in Albany on March 25th through the 27th at an expected cost of \$451.00 which will cover registration, meals and hotel costs.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

**RESOLUTION TO ENTER INTO AN INTERLOCAL CONTRACT
HOUSTON GALVESTON AREA COUNCIL (H-GAC)
COOPERATIVE PURCHASING PROGRAM**

This agreement allows municipalities to purchase cooperatively through this program, will renew annually and should be added to the procurement policy for the next organizational meeting

RESOLUTION NO. 54-2015 Motion by Councilperson Mullen, seconded by Councilperson Brown,
WHEREAS, the Town of Parma wishes to purchase equipment and goods through the Houston-Galveston Area Council (H-GAC), Cooperative Purchasing Program, located at 3555 Timmons Lane, Suite 120, Houston, Texas 77027; and

WHEREAS, the Town of Parma is an eligible entity under the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code as a local government; and

WHEREAS, the Town of Parma is eligible to participate in such program per General Municipal Law Article 5A, Section 103, Paragraph 16; and Per Public Authorities Law, Chapter 410 of the Laws of 2009, Section 2881; and now

THEREFORE BE IT RESOLVED, that the Town of Parma wishes to enter into an Interlocal Contract with the Houston-Galveston Area Council (H-GAC) for the purchase of goods and services through their cooperative purchasing program, and authorizes the Supervisor to sign the contract; which will take effect immediately.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

TAG ALONG TRAILER – HIGHWAY EQUIPMENT PURCHASE

Town Board members just received the specifics regarding the tag along trailer and did not have time to review prior to the meeting. There was discussion on whether this would be paid from B Fund surpluses as it was not budgeted for during the budget process. This will be added to the next agenda.

PAUL ZARPENTINE - RETIREMENT

RESOLUTION NO. 55-2015 Motion by Councilperson Mullen, seconded by Councilperson Brown, to accept the retirement letter of Paul Zarpentine effective January 24, 2015 with regrets and thanks for his many years of service.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

MISCELLANEOUS BUSINESS ITEMS

TOWN HALL PARK HOURS CHANGE

RESOLUTION NO. 56-2015 Motion by Supervisor Smith, seconded by Councilperson Comardo, to change the Town Hall Park hours back to the original hours of April 1st through October 31st 9:00 a.m. to 10:00 p.m. and November 1st through March 31st 9:00 a.m. to 6:00 p.m. effective immediately.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

HILTON CENTRAL SCHOOL DISTRICT – HOLD HARMLESS AGREEMENT

RESOLUTION NO. 57-2012 Motion by Councilperson Comardo, seconded by Councilperson Brown, to authorize the Supervisor to enter into a hold harmless agreement with the Hilton Central School District as the lessor and the Town of Parma the lessee for use of school district facilities and to certify that the Town of Parma at all times will have insurance related to the use of Hilton Central School District properties.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

SPECIAL MEETING – FEBRUARY 3, 2015

Supervisor requested a special meeting of the Town Board which would be open to the public for a presentation on the Town to consider solar power for the Town, possibly a solar farm to generate power to be sold to the grid and to discuss the economics of how this could save the Town \$15,000 to \$20,000 per year for electricity for all the electric meters the Town has.

RESOLUTION NO. 58-2012 Motion by Councilperson Roose, seconded by Councilperson Mullen, to set a special meeting of the Parma Town Board on February 3, 2015 at 6:00 p.m. at the Parma Town Hall Small Meeting Room. The meeting is being held for a presentation on solar power related to the Town of Parma and a solar farm to be considered.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

INFORMATIONAL ITEMS

None

LIAISON REPORTS

**Councilperson Brown reported the Assessor has been working on reassessments, exemption letters have gone out and responses are being received. The Planning Board reviewed pre-construction plans for a new development on Ogden Parma Town Line Road and approved a split merge.

**Councilperson Comardo reported the Recreation Commission will be meeting next Wednesday. The Farmland and Open Space Committee will be holding an informational meeting on February 25, 2015 at the VFW Hall at 7:00 p.m. Invitations will be mailed to those who responded to the letter which went out to farmland property owners late in 2014. The Hojack Trail Study Project has received six bids for consulting firms on the project. Two of the bidders have been selected for interviews. The study is expected to begin in March. He noted a request was received for placement of signs for slow tractor moving and was denied by the New York State Department of Transportation. The Committee would like to see follow up on the Welcome to Parma signs noting we are a Right to Farm Community. The Hilton Parma Drug Coalition has been active with attendance at recent training sessions and will be hosting a presentation on February 4, 2015 from 6:30 to 8:00 p.m. in the Ingham Room at the Community Center. They are looking to expand their scope and would like to hold their meetings at the Town Hall if possible. It was agreed they could hold their meetings on the second Monday of the month in the small meeting room with the stipulation that meetings might have to be changed if there was a Town function that had to take precedence. All Board members were in agreement.

**Councilperson Roose reported he was out of town for the last meeting regarding the Special Police. The Mayor will take the lead on interviewing to gather more information by seeking input from the Chiefs of Special Police at Ogden and Gates to garner a broader picture. Councilperson Mullen suggested contacting Mr. Barton for input on a tactical training company that might be used. There is a company in the Scottsville area that may be able to provide information. The appropriate classification and by-laws for the unit may help clarify the specific training that will be needed for State requirements and insurance purposes.

**Councilperson Mullen reported the Zoning Board reviewed a previously tabled itemed. He will assist in the set up for the solar presentation.

**Supervisor Smith reported three letters have been sent to companies for bid spec input on the Board/Court Room divider door. A bid spec has been drafted and we need it reviewed so that we can move forward.

There was an inquiry from a member of the audience about the looks and condition of the local transmission business at the center of Town. Mr. Scibetta reported there have been weekly visits and but minimal progress has been made and this has been a constant issue.

WARRANTS

RESOLUTION NO. 59-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$38,877.49.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

RESOLUTION NO. 60-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$7,682.51

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

RESOLUTION NO. 61-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$90,463.23.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

RESOLUTION NO. 62-2014 Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$10,634.81.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

RESOLUTION NO. 63-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of S02 Country Village Estates Sewer Fund bills, in the amount of \$875.00.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

RESOLUTION NO. 64-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of S13 West Avenue Sewer Fund bills, in the amount of \$2,100.00.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

RESOLUTION NO. 65-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$241.00.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

RESOLUTION NO. 66-2014 Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$605.68.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

The total to be paid is \$148,478.72.

ENTER INTO EXECUTIVE SESSION

RESOLUTION NO. 67-2015 Motion by Councilperson Comardo, seconded by Councilperson Brown, to enter into Executive Session to discuss the employment history and promotion of a particular employee.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

The Board entered into executive session at 8:40 p.m.

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 68-2015 Motion by Supervisor Smith, seconded by Councilman Comardo, to close the executive session at 9:45 p.m. and return to regular session.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

**ESTABLISHMENT AND APPOINTMENT TO
SECRETARY OF PLANNING AND ZONING BOARD POSITION**

RESOLUTION NO. 69-2015 Motion by Councilperson Mullen, seconded by Councilperson Comardo, that upon validation from Civil Service that the position of Secretary to the Planning and Zoning Boards exists as an authorized position in the list of the Town of Parma's civil service positions; the Town Board authorizes the Supervisor to take whatever actions to promote to Elaine Begy to Secretary to the Planning and Zoning Boards with a one dollar per hour increase, and a review at six months. If it is found the Town of Parma is not listed for that position with Civil Service, the Supervisor is authorized to work with the Director of Finance to ensure that the position is added as an authorized position for the Town of Parma.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

There being no further business before the Town Board, Supervisor Smith made a motion to adjourn the meeting at 9:55 p.m., seconded by Councilperson Comardo.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

Flood Smart Communities

Project Overview

Flood Smart Communities will work with the Village of Hilton, the Town of Greece and the Town of Parma to reduce their vulnerability to flooding. The Nature Conservancy (TNC) and Genesee/Finger Lakes Regional Planning Council (G/FLRPC) will engage local government decision makers and members of the community in 1) an assessment of current flooding vulnerability, and then 2) development of actions they can take to reduce vulnerability. This approach will produce a proactive plan that will enable local government and community members to put their resources into preventing flood damage rather than costly reactive repairs.

These communities were selected because they represent a diversity of community types and experience regular flooding. They are connected by their streams which flow to the coastal wetlands of the Braddock Bay Fish and Wildlife Management Area. They currently have strong relationships with one another and regularly collaborate on other issues.

The first component of the project is to complete a flooding vulnerability assessment. "Vulnerability" has three factors:

1. Exposure - the degree to which a community is exposed to flooding or its impacts
This includes the magnitude of flooding as well as infrastructure, buildings, resources or other assets that are at risk of inundation or damage from flooding.
2. Sensitivity - the degree to which a community is affected by the impacts
What proportion of the exposed population has limited resources to avoid flooding, evacuate or recover from flooding? How dependent is the community on the resources that have been impacted?
3. Adaptive capacity - potential to prepare for, respond to, adjust to, and recover from the impacts
This includes knowledge, the ability to learn and re-organize, access to different types of resources, availability of alternative livelihood, and experience in coping with flooding.

The Project Team (TNC, GFLRPC, University of Buffalo and SUNY Environmental Science and Forestry) will engage municipal staff in conducting a community study to determine the current exposure, sensitivity and adaptive capacity of the communities. Among other things this will include an economic assessment of flooding costs and a study of how local governments can take advantage of shared services to best manage their streams that flow across municipal boundaries. Once data have been collected and evaluated, they will be compiled into a vulnerability assessment.

The results of the assessment will then be used to inform the second component: development of recommendations for actions to reduce exposure and sensitivity, and increase adaptive capacity. While TNC and G/FLRPC will facilitate the process, the recommendations will be generated by both the technical staff who deal with this issue day to day and those who make decisions about investing community resources.

The final product of the project will be a Floodplain Action Plan that will include the results of the vulnerability assessment and the prioritized recommendations. Both the process and the outcomes of *Flood Smart Communities* will serve as a model for other communities in New York State and possibly the region.



Central & Western New York
1048 University Avenue
Rochester, New York 14607

Tel (585) 546-8030
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nature.org

Hello!

The Nature Conservancy is working on a project with Town of Greece, Town of Parma and Village of Hilton to get a better sense of how creeks in this area respond to storm events, snow melt, and flooding. We have placed two stream gages along Hill Rd.; one at the bridge that crosses Salmon Creek and another at the bridge just to the north. These gages mark the height of the water flowing down these creeks. Very expensive gages would record those heights so that we could periodically download them. However, we are recording heights at numerous locations throughout Greece, Parma and Hilton so collecting these data with expensive gages would be cost prohibitive.

Consequently, we are looking to citizens to help us collect data. The gages utilize crowd sourcing to not only measure water heights, but to send those data to a website where they are captured and made available for viewing or download. All you have to do is read the gage as often as you can and send a text with the gage number (NY1006 for Salmon Creek and NY1020 for the creek to the north) and the water height to (716) 218-0282.

For example, "NY1006 27.4".

Gages have a sign at the top with the text information too.

You can then check out the data you're helping collect by visiting www.crowdhydrology.com. On the opening page, zoom into Rochester, click on the blue marker for your gage of interest, and select whether you'd like to view a table of data or a graph.

We really need to have one reading per day, but the more data that are collected, the better the story about your creek. During storms, we would love to have even hourly readings. Please encourage your neighbors to help and any folks who regularly pass by. All they need is a cell phone and the ability to text.

If you have any questions or would like more information, feel free to contact me either by email at sadams@tnc.org or by phone at 585.546.8030 ext. 29. Thank you so much!

Sincerely,

Stevie Adams

