



# TOWN OF PARMA

1300 Hilton-Parma Road  
P.O. Box 728  
Hilton, New York 14468  
(585) 392-9461  
Fax (585) 392-6659

**CARM CARMESTRO**  
*Supervisor*  
**JAMES SMITH**  
*Councilperson*  
**GARY COMARDO**  
*Councilperson*  
**JAMES ROOSE**  
*Councilperson*  
**TINA BROWN**  
*Councilperson*

TOWN BOARD MEETING  
February 21, 2012  
6:30 P.M. Meeting

This Meeting Will Be Recorded By the Town Clerk

Pledge of Allegiance

Moment of Silence

Emergency Exit Instructions

Roll Call

Public Forum/Hearing: 1. Any citizen may address the Town board about their concerns

Minutes of February 7, 2012 Town Board Meeting

Town Clerk Report

Highway Superintendent Report

Building Inspector Report

Recreation Director Report

Miscellaneous Report

## BUSINESS ITEMS:

1. Approval of Tentative union Agreement
2. Electric Quotes
3. Reserve Account-Library
4. Budget Transfers
5. Records Management Conversion/Access Bids
6. NYS Snow & Ice Amended Agreement
7. VFW Rental Fee
8. Miscellaneous

## INFORMATIONAL ITEMS:

1. Miscellaneous

## LIAISON REPORTS:

## CORRESPONDENCE:

WARRANTS:            General Funds (AOO)    Part Town (BOO)    Highway Town Wide (DAO)  
                         Highway Part Town (DBO)    Parks Lighting (HCO)    Hill Road Bridge (HDO)  
                         Town Wide Drainage (SDO)    Trust & Agency (TAO)

## ADJOURNMENT:

AVAIL

**DRAFT Resolution**

**MUNICIPAL WORKERS COMPLIANCE PLAN**

**RESOLUTION NO. XXXXX-2012** Motion by Councilman \_\_\_\_\_,  
seconded by Councilman \_\_\_\_\_,

**WHEREAS**, the Town of Parma has participated in the Upstate New York Municipal Worker Compensation Plan (the "Plan"); and

**WHEREAS**, The Town Board of the Town of Parma has determined that it is in the best interests of the Town of Parma to continue to act cooperatively with the other Plan participants in the course of carrying out the Town of Parma's obligations under the New York Workers' Compensation Law, including in order to undertake effective risk management techniques, the promotion of safety and the effective administration of claims;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Parma hereby:

- a) Approves the Intermunicipal Agreement for the upstate New York Municipal Workers' Compensation Program (Program"), as presented;
- b) Designates the Town of Parma's Director of Finance as the Town of Parma's Member on the Board of Directors of the Program and designates the Supervisor as the Town of Parma's Alternate Director; and
- c) Authorizes and directs the Supervisor of the Town of Parma to do all things necessary to effectuate the intent and operation of this resolution.

Motion carried: Aye \_\_\_ Nay \_\_\_\_\_

## UNYMWCP Member Representative Appointments (2012)

**Member Name: Town of Parma**

Dear Member: As specified in the Intermunicipal Agreement, it is expected that all Members will be active in Program governance matters, including having a representative present at Directors' meetings to assist the Members in deciding and implementing policies and procedures to assure the effectiveness of the program (see Article 2 c (iii)). The Intermunicipal Agreement also requires a quorum (as defined in Article 1 m) to be present at a Directors' meeting in order to conclude business.

Consequently, the Intermunicipal Agreement calls for appointment of three positions by each member organization; a Director, an Alternate Director, and a Facilitator (see Articles 4 and 11). Kindly indicate your organization's selection for each of these positions for our records and for notification and meeting attendance purposes.

Thank you.

### Current Member Representatives

Position	Name	Title	Phone	Email
Director	Mary Ellen Gavigan	Finance Director	585-392-9462	<a href="mailto:finance@parmany.org">finance@parmany.org</a>
Alt. Director	Pete McCann	Supervisor	585-392-9462	<a href="mailto:supervisor@parmany.org">supervisor@parmany.org</a>
Facilitator	Mary Ellen Gavigan	Finance Director	585-392-9462	<a href="mailto:finance@parmany.org">finance@parmany.org</a>

### 2012 Member Representatives

Position	Name	Title	Phone	Email
Director	Mary Ellen Gavigan	Finance Director	585-392-9462	<a href="mailto:finance@parmany.org">finance@parmany.org</a>
Alt. Director	Carm Carmestro	Supervisor	585-392-9462	<a href="mailto:supervisor@parmany.org">supervisor@parmany.org</a>
Facilitator	Mary Ellen Gavigan	Finance Dir.	585-392-9462	<a href="mailto:finance@parmany.org">finance@parmany.org</a>

AVAIL

At a Regular Meeting of the Library Board of the Town of Parma, in the County of Monroe, State of New York, held at the Parma Public Library on the 10<sup>th</sup> day of January, 2012.

**RESOLUTION ESTABLISHING RESERVE FUND  
TO MAKE CAPITAL IMPROVEMENTS  
AND/OR EXPANSION TO LIBRARY**

**WHEREAS**, the Library Board of the Town of Parma Public Library (the "Library Board") is desirous of preserving and maintaining the long-term vitality of the Town of Parma Public Library to benefit the residents of the Town of Parma; and

**WHEREAS**, in order to ensure the foregoing objective, the Library Board is seeking to implement any number of techniques including, but not limited to, the establishment of a dedicated fund for the purpose of making capital improvements to the library;

**NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD AS FOLLOWS:**

There is hereby established a capital reserve fund to be known as the "Town of Parma Library Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to fund the cost of a type of capital improvement. The type of capital improvement to be funded from the Reserve Fund is the improvement to the Library building and or expansion thereto including the purchase of real property as well as any other site or incidental improvements in connection therewith.

The Town's chief fiscal officer is hereby directed to deposit the sum of \$ 285,000 from the Library's unappropriated fund balance and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. Thereafter future deposits to the Reserve Fund, if any, shall be determined by Library Board resolution. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of

investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by law.

This resolution shall take effect immediately.

**VOTE OF THE LIBRARY BOARD**

President	Mari Crumb	<i>Mari Crumb</i>
Board Member	Elsie Webster	<i>Elsie Webster</i>
Board Member	Doug Hurlbutt	<i>Doug Hurlbutt</i>
Board Member	Mary Jane Skarzynski	<i>Mary Jane Skarzynski</i>
Board Member	Frank Thomas	<i>Frank Thomas</i>

Dated: January 10, 2012

**BOARD OF THE TOWN OF PARMA  
PUBLIC LIBRARY**

By: *Rosemary Mari Crumb*  
January 10, 2012

AVAIL

**AGREEMENT ADJUSTMENT WORKSHEET  
2013/14 EXTENSION YEAR**

<b>Municipality</b>	PARMA	<b>Contract</b>	
<b>County</b>	MONROE	<b>Region</b>	4

<b>2012/13-Extension's Estimated Expenditure</b>				\$274,704.41		
<b>%</b>	<b>Labor</b>	40.58%	<b>Materials</b>	28.03%	<b>Equipment</b>	31.39%
<b>Value</b>	\$111,463.37		\$76,997.65		\$86,243.40	
<b>Contract Snow &amp; Ice Lane Miles of Responsibility</b>						
<b>Existing Lane Miles of Contract</b>	52.96	<b>New Lane Miles of Contract</b>			52.96	
<b>% Change in Lane Miles of Contract</b>					0.00%	
<small>(1) - The % change in LM's is used in the calculation of Labor, Material &amp; Equipment</small>						

**LABOR \***

Labor Portion of 2012/13 Extension's Estimated Expenditure	\$111,463.37
% Labor Increase includes (+/-) Fringe Benefits for 2011/12 Season	x 2.53%
Additional Labor Costs for 2013/14	\$2,820.02

<b>Labor Portion of 2013/14 Extension's Estimated Expenditure</b>	\$114,283.39
---	--------------

\* Attach Municipality's certification of applicable labor cost increase

**MATERIALS**

Materials Portion of 2012/13 Extension's Estimated Expenditure \$76,997.65

	<b>Salt</b>	<b>Sand</b>	<b>Other</b>
<b>% Materials</b>	87.00%	0.00%	13.00%
2012/13 Total Material \$	\$76,997.65	\$76,997.65	\$76,997.65
Proportionate \$ Amount (1)	\$66,987.96	\$0.00	\$10,009.69
2010/11 Price Per Unit	\$40.13	\$0.00	\$0.80
2009/10 Price Per Unit	\$39.73	\$0.00	\$0.77
Difference (Show +/-)	\$0.00	\$0.00	\$0.03
+/- ▲% (2)	1.01%	#DIV/0!	3.90%
(1) x (2) Increase/Decrease	\$674.43	#DIV/0!	\$389.99
<b>Materials Total</b>	\$67,662.39	\$0.00	\$10,399.68

<b>Materials Portion of 2013/14 Extension's Estimated Expenditure (1)</b>	\$78,062.07
---	-------------

FIL

### EQUIPMENT

Equipment Portion of 2012/13 Extension's Estimated Expenditure		\$86,243.40
% Equipment Increase for 2011/12 Season	x	0.00%
Additional Equipment Costs for 2013/14		\$0.00

Equipment Portion of 2013/14 Extension's Estimated Expenditure	\$86,243.40
--	-------------

### FIXED COSTS ADD-ONS

Salt Storage (Barns)	\$0.00
Snow Fence	\$0.00
Total Fixed Costs	\$0.00

FINAL 2013/14 ESTIMATED EXPENDITURE	\$278,588.86
-------------------------------------	--------------

Recommended By: \_\_\_\_\_  
Transportation Maintenance Division Representative