

Parma Town Board meeting held on Tuesday, October 1, 2013 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

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

OTHERS IN ATTENDANCE

Recreation Commissioners Dave Tresholavy and Al Howe; Fritz Gunther, Mark Bernreuther, Gage Benham, Ed Arnold, Mike Weldon, Amanda Hefner, Carlee Hulsizer, Victoria Fortunato, Lon Jacobs, Stan Hoy, Ken Mullen, Carol Mullen, Kyle Mullen, and other members of the public who did not sign in.

CALL TO ORDER

Supervisor Carmestro called the meeting to order at 7:06 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 and that the meeting was being recorded.

MINUTES SEPTEMBER 17, 2013

RESOLUTION NO. 236-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to accept the Minutes of the September 17, 2013 Town Board meeting.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk reported the first set of funds has been received for the Records Management Document Conversion and Access Grant. The total grant is \$131,099 and the first payment received is \$65,549. Based on the number of records we have identified to be digitized for this project, it will be approximately a 60/40 split between the Village and the Town. Another planning meeting is scheduled with the Village Clerk. During the last grant we participated in, we advertised for bids. The more stringent procurement policy parameters are supposed to be used; therefore the Town's policy will be followed. Because of this, the Clerk requested authorization to advertise for sealed bids.

**AUTHORIZATION FOR BID RECORDS MANAGEMENT CONVERSION
GRANT**

RESOLUTION NO. 237-2013 Motion by Councilperson Smith, seconded by Councilperson Roose, to authorize the Town Clerk to advertise for sealed bids for the Records Management Document Conversion and Access project, with sealed bids to be accepted until noon on Tuesday, October 15, 2013, at which time they will be opened and read out loud.

Motion carried: Aye 5 Nay 0

Tax collections have been very brisk. Today was the cutoff for full payments with no interest.

2014 Tentative Budget has been filed in the Town Clerk's office.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported the salt shed building is up but the floor and reinforcement rods have yet to be installed. Supt. Speer indicated he did not know what the delay was in that each week it is set up to go and it is not. All the materials are in place. The inside and outside electric lights have been installed. Crews have been working on drainage and will be doing County work on Lighthouse Road.

DISPOSAL OF FIXED ASSETS – HIGHWAY TRUCKS

Supt. Speer requested two trucks be declared as surplus equipment and be authorized to take them to the County auction.

RESOLUTION NO. 238-2013 Motion by Councilperson Roose, seconded by Councilperson Smith, to declare the following Highway Equipment: a 1993 Ford Dump Truck and the 1997 Ford Pickup as surplus equipment and authorize that they be sold at the Monroe County Municipal/Contractor Equipment Auction on October 5, 2013.

Motion carried: Aye 5 Nay 0

BUILDING DEPARTMENT REPORT

Mr. Barton did not have a report.

RECREATION DEPARTMENT REPORT

Councilperson Brown reported the Recreation Commission met and discussed upcoming Recreation programs and the Apple Derby in light of Mr. Fowler's absence. The Commission discussed at length the proposal Scott Copey is working on for a grant to fund a planning/feasibility study for a multi-use trail on the old Hojack rail corridor in the Town of Greece, Town of Parma and the Village of Hilton. To move forward letters of

commitment are needed from all the municipalities. It was agreed this was a good project to look into.

BUSINESS ITEMS

DISPOSAL OF FIXED ASSETS – COMPUTER AND OFFICE EQUIPMENT

Supervisor Carmestro reviewed the following list of fixed assets to be disposed of: There was discussion on having all information removed from the equipment. It was confirmed that this has been taken care of.

RESOLUTION NO. 239-2013 Motion by Councilperson Comardo, seconded by Councilperson Smith, to declare the following list of computer equipment fixed assets as obsolete and surplus equipment and to dispose of:

HP ULTIMUM 920 SYSTEM PC SERVER
APC BATTERY BACKUP
BOUROUGHS CHECKWRITER MACHINE
NEXUNK / INTEL MONITOR
HP COMPACQ COMPUTER TOWER (4)
ALL IN ONE PRINTER
SONIC WALL BOX
DICTAPHONE MACHINE
INTRALINK PC COMPUTER
HP LASERJET PRINTER

Motion carried: Aye 5 Nay 0

TOWN HALL FLOOR CLEANING

The Clerk was requested by the Supervisor to obtain quotes for floors/carpet cleaning at the Town Hall since this has not been done for several years. A summary of the quotes was provided to the Board which breaks out the pricing so that portions could be done if not the entire project. Per the Town procurement policy two written quotes are needed when the cost is under \$1,999. *See Schedule A for the quote summary.*

Reliable Cleaning	\$1,712 (does not include Board/Court Room)
ABC Carpet Cleaning	\$1,400

RESOLUTION NO. 240-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to authorize ABC Carpet Cleaning to do floor/carpet cleaning at the Town Hall for \$1,400.

Motion carried: Aye 5 Nay 0

ESTABLISH HEALTH CARE BROKER – PAYCHEX INSURANCE AGENCY

This is a one year agreement to assist the Town in meeting the compliance requirements for the new health care requirements and get the best package. All employees of the Town were notified of the new requirements by October 1st as required.

RESOLUTION NO. 241-2013 Motion by Councilperson Smith, seconded by

Councilperson Roose, to authorize the Supervisor to sign brokerage letters authorizing Paychex Insurance Agency to serve as broker for health and dental insurance.

Motion carried: Aye 5 Nay 0

ESTABLISH POSITION OF DIRECTOR OF PARKS AND RECREATION

A job description has been developed and reviewed for the position of Director of Parks and Recreation in conjunction with civil service. This would be a competitive, full time civil service position which will oversee our Parks Department and the Recreation Department. There was discussion on whether a whole new position is being created, combining existing positions and what the end result will look like. The job title Director of Parks and Recreation will combine the duties of the current position, Recreation Director, and be in charge of the administrative duties in the Parks Department. This is a restructuring where there will be one individual that oversees employees from both departments. There will still be a Foreman in the Parks Department. The starting pay is this in line with surrounding communities. Civil Service has expressed that there are qualified applicants for this type of position.

RESOLUTION NO. 242-2013 Motion by Councilperson Smith, seconded by Councilperson Brown, to approve the creation of the position of Director of Parks and Recreation and post/advertise to fill this opening.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS

SKATE PARK RAMPS

A letter was received from Cameron Yeager and several users of the skate park stating they would like to purchase the ramps which were formerly located in the Town of Ogden skate park. The majority of ramps from that skate park have been dismantled and scrapped. According to the letter there were four remaining ramps given back to the individual who originally welded them and they are for sale. This group of skateboarders would like to purchase the ramps, donate them to the Town to be used in the current skate park. They are willing to transport, install and paint them. The Parks Department has been asked to look at them to be they are structurally sound, impact on our insurance is being reviewed; placement would be in the same footprint as the current skate park area and there was interest expressed in what the actual cost is to have the skate park. There was additional discussion on current users of the skate park do not follow the posted rules for wearing helmets and pads, the liability impact and the feasibility of having an attendant to police the skate park. Signs are clearly posted regarding what the rules are. It was determined that the Board would not accept the ramps at this time and would wait to hear more on the insurance impact.

PUBLIC HEARING – DEVELOPMENT REGULATIONS

Supervisor Carmestro opened the public hearing at 7:40 p.m. and read the following legal notice which was published on September 8, 2013 in the Suburban News and posted as required.

**LEGAL NOTICE
TOWN OF PARMA**

The Parma Town Board has scheduled a public hearing on proposed changes to the Development Regulations for the Town of Parma. The public hearing will be held at the Parma Town Hall, 1300 Hilton-Parma Corners Rd., Hilton, New York on October 1, 2013 at 7:30 p.m. at which time all persons will be heard. Copies of the proposed changes are on file at the Parma Town Clerk's office and will be available on the Town website (www.parmany.org) for public inspection.

Dated: September 4, 2013
Town of Parma
Donna K. Curry, Town Clerk

It was noted that both the old and new versions were posted on the Town's website and available in the Clerk's office for review. Mr. Barton read a letter from Chatfield Engineers in response to the request to have information on the cost impact associated with these changes. *See Schedule B at end of minutes for a copy.*

It was noted this is has been recognized as an unlisted action under SEQR, Part1 has been reviewed and Part 2 will be completed to evaluate the impacts. Mr. Barton read Part2 and the responses. *See Schedule C at the end of the minutes for a copy of Short Environmental Assessment Form.* Mr. Barton noted as a result of this review there are no adverse effects and a negative declaration can be issued. Councilperson Roose expressed the Town Engineer has provided a good synopsis of what needed to be changed and that he was happy with the expertise they provided.

**TOWN BOARD RESOLUTION ISSUING THE NEGATIVE DETERMINATION
OF ENVIRONMENTAL SIGNIFICANCE FOR PROPOSED REVISIONS TO
THE TOWN OF PARMA DEVELOPMENT REGULATIONS**

RESOLUTION NO. 243-2013 Motion by Councilperson Smith, seconded by Councilperson Comardo, resolving that the Parma Town Board has classified this proposal as an unlisted action under SEQR. The Parma Town Board has reviewed parts 1 and 2 of the Environmental Assessment Form (EAF) and any other relevant areas of environmental concern submitted for this proposal. Compared with the criteria listed in section 617.11 of SEQR regulations, all indications are that the proposed action will not cause substantial adverse change in community character, aesthetics, design and natural features. Based on its review, the Parma Town Board has determined that the action will not have a significant adverse impact on the environment of the Town and hereby issues a Negative Declaration.

Motion carried: Aye 5 Nay 0

Kyle Mullen asked if there had been any formal responses received other than the Engineer's. It was noted none were received. There were no other comments and the public hearing was closed.

APPROVAL OF TOWN OF PARMA DEVELOPMENT REGULATIONS

RESOLUTION NO. 244(227)-2013 Motion by Councilperson Brown and seconded by Councilperson Comardo, to replace the current regulations with these revisions to the Town of Parma Development Regulations.

Motion carried: Aye 5 Nay 0 *(Corrected by Resolution 265-2013 November 6, 2013)*

LIAISON REPORTS

**Councilperson Brown reported on the Recreation Commission during the Recreation Department Report. Regarding Dog Control, a request has been received from the Town of Hamlin to raise the kennel usage fee from \$2,000 to \$2,500. There was nothing to report on Special Police.

**Councilperson Comardo reported there were seven actions during the Zoning Board of Appeals meeting. Four were approved, two tabled and one withdrawn. There have been six letters sent by Code Enforcement since the last meeting.

**Councilperson Smith reported the park has been busy with fall activities. A request was received from the New Life Teen Mom and Pregnancy Support Group to have a walk fundraiser at the Park on October 20, 2013 from 2:00 to 4:00 p.m. They expect this to be a small group of thirty people.

APPROVAL FOR PARK USE

RESOLUTION NO. 245(228)-2013 Motion by Councilperson Smith and seconded by Councilperson Roose, to allow the New Life team to use the Parma Town Hall Park on October 20, 2013 for their fundraiser for about thirty people.

Motion carried: Aye 5 Nay 0 *(Corrected by Resolution 265-2013 November 6, 2013)*

**Councilperson Roose reported there was nothing of significance to report from the Planning Board.

**Supervisor Carmestro announced there will be a budget workshop meeting held on October 15, 2013 at 5:00 p.m. This will be an opportunity to talk between the Town Board and Department Heads. This will be an open meeting but public comment will not be taken. That opportunity will occur during the public hearing. The question was raised on who will be speaking on behalf of the Recreation department budget. Councilperson Smith, Supervisor Carmestro, staff persons from each of the program areas and the Recreation Commission have worked on that budget. Staff has been asked not to jump into any new programs that will be time consuming on staff as we are short on leadership and to look at restructuring all summer athletic camps.

PUBLIC FORUM

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

Ed Arnold stated he was disappointed that the Public Hearing was not on the agenda posted on the website. There was a discussion on who does our website. *(Clerk notation this was omitted on the first agenda posted but was corrected and re-posted prior to the meeting)*

There were no other public comments.

A motion was made by Councilperson Comardo to adjourn the meeting at 7:55 p.m. and Councilperson Brown seconded. All were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

SCHEDULE A

Summary of Requests for Quotes - Floor Cleaning Parma Town Hall							
<u>Proposals Received From</u>	<u>Tom Iverson</u>			<u>ABC Carpet Cleaning</u>			
Carpeted Areas							
Hallways	\$ 270.00			\$ 225.00			
Offices - Town Clerk, Finance, Assessor, Breakroom and Building	\$ 483.00			\$ 340.00			
Offices - Court, Special Police and Meeting Room #2	\$ 234.00			\$ 160.00			
Entire Carpeted Area Combined		\$ 987.00		Includes 10% add'l	\$ 650.00		
Tile Floors Bathrooms							
Ladies Room only - Scrub floor and perimeter moulding tile	\$ 175.00			\$ 50.00			
All 4 Bathrooms - Scrub floor and perimeter moulding tile		\$ 575.00			\$ 175.00		
Tile Floor - Board/Court Room							
Strip Clean and Wax	Opted not to quote	No quote received	\$ -			\$ 495.00	
Tile Floor - Foyer							
Clean			\$ 150.00			\$ 125.00	
Total of Areas Not including Board/Court Room							
			\$ 1,712.00			\$ 950.00	
Quote with Board/Court area							
			\$ -			\$ 495.00	
Grand Total for Entire Area							
		without Board/Court Room	1,712.00		With 10% disc. - all floor areas done	\$ 1,400.00	
					without discount	\$ 1,550.00	
Two requests for quotes were requested and received. The amount of each quote did not exceed \$1,999.							

SCHEDULE B



CHATFIELD ENGINEERS, P.C. • 2800 Dewey Avenue • Rochester, New York 14616
(585) 227-6040 • Fax (585) 227-4233

September 30, 2013

CE #11-991

Mr. Jack Barton
Town of Parma
1300 Hilton-Parma Road
P.O. Box 728
Hilton, NY 14468

Re: Town of Parma - Development Regulations

Dear Jack:

In response to the questions regarding the impact of the revised development regulations upon developers, I offer the following:

1. The primary objective in the update of the regulations was to allow the use of modern cost effective materials. For example the new regulations allow High Density Polyethylene Pipe (HDPE) for storm drainage; whereas the 1988 regulations include vitrified clay, concrete and corrugated metal pipe. All of which are more expensive and than HDPE. There are similar updates for the sanitary sewers, laterals, manholes and catch basins that allow use of more cost effective materials.
2. The other significant changes include integrating the new standards with the present stormwater regulations which are now mandated by NYS.
3. Since the MCWA now operates and maintains the water system in Parma, the regulations for water distribution systems were removed.
4. The general road construction standards have changed very little. The only significant exception is the increase in the thickness of the asphalt binder from 2-inches to 3-inches. This standard is now equal to many surrounding Towns and Villages.
5. In short, I believe that the new standards include common cost effective materials used in subdivision construction and are no more onerous than any communities in the area.

Please contact me if you have any questions or comments.

Sincerely,

John Paul Schepp, P.E.

Cc. (Via email only)
Supervisor Carm Carmestro, Town of Parma
Tod Ferguson, PE, Parma Planning Board Chairman

SCHEDULE C

617.20
Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

<p>1. APPLICANT/SPONSOR Town of Parma</p>	<p>2. PROJECT NAME Development Regulations</p>
<p>3. PROJECT LOCATION: Municipality <u>Town of Parma</u> County <u>Monroe</u></p>	
<p>4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) Town wide</p>	
<p>5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration</p>	
<p>6. DESCRIBE PROJECT BRIEFLY: The Town Board is considering updates to the Town's Design Criteria and Construction Specifications for Land Development which if approved will be re-titled Development Regulations for the Town of Parma.</p>	
<p>7. AMOUNT OF LAND AFFECTED: Initially <u>27.650</u> acres Ultimately <u>27.650</u> acres</p>	
<p>8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly</p>	
<p>9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: These regulations will be a guide for construction for all districts within the Town of Parma.</p>	
<p>10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:</p>	
<p>11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:</p>	
<p>12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p style="text-align: center;">I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>Town of Parma</u> Date: <u>8/20/2013</u></p> <p>Signature: <u>Jack D. Barton, Building Inspector</u></p>	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment



PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

<p>A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)</p> <p>C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly: No, the Development Regulations will provide minimum standards for construction of roads, utility services and other improvements in the Town of Parma.</p> <p>C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources, or community or neighborhood character? Explain briefly: No, the proposed amendments would not change the neighborhood character in any district. Site specific environmental review will continue to be required by the Town for new development that may be proposed.</p> <p>C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly: No, Each development that will use these regulations will go through separate reviews under SEQRA when they are proposed.</p> <p>C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly: No, the Development Regulations have no impact on the Town's land use regulations. The Development Regulations are</p> <p>C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly: No, the proposed amendments would not change the overall density of development permitted in any district. Site specific environmental review will continue to be required by the Town for new development that may be proposed.</p> <p>C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly: No, none have been identified.</p> <p>C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly: No, the proposed amendments would not change the overall quantity or type of energy used in any district. Site specific environmental review will continue to be required by the Town for new development that may be proposed.</p>	
<p>D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, explain briefly:</p>	
<p>E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, explain briefly:</p>	

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<p><input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.</p> <p><input type="checkbox"/> Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination.</p>	
<p>TOWN OF PARMA TOWN BOARD</p> <p>_____ Name of Lead Agency</p> <p>CARMEY CARMESTRO _____ Print or Type Name of Responsible Officer in Lead Agency</p> <p><i>Carmey Carmestro</i> _____ Signature of Responsible Officer in Lead Agency</p>	<p>9/17/2013</p> <p>_____ Date</p> <p>SUPERVISOR</p> <p>_____ Title of Responsible Officer</p> <p><i>Jack B...</i> _____ Signature of Preparer (If different from responsible officer)</p>

Reset