

Parma Town Board meeting held on Tuesday, December 17, 2013 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

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

OTHERS IN ATTENDANCE

Joe Petricone, Park Foreman; Art Cosgrove and Al Howe, Recreation Commissioners; Carol Kluth; Helen Ives; Robert Holder; Mindy Holder; Lon Jacobs; Ken Mullen; Carol Mullen; Kyle Mullen; John Duggan; Mike Weldon; Alex Harrison; Shayna Caves; Mark Lukomskiy; Mark Bernreuther; Stan Hoy; Ed Arnold; Chuck Johnson; Richard Bent and other members of the public.

CALL TO ORDER

Deputy Supervisor Smith called the meeting to order at 7:00 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 NOVEMBER 19, 2013

RESOLUTION NO. 300-2013 Motion by Councilperson Smith, seconded by Councilperson Comardo, to accept the final draft of the Minutes from the November 19, 2013 Town Board meeting.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

MINUTES DECEMBER 3, 2013

RESOLUTION NO. 301-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to accept the final draft of the Minutes for the December 3, 2013 Town Board meeting.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

TOWN CLERK REPORT

The Town Clerk Report for November has been completed and filed. A copy of Tracy

LaFountain's resignation was received and filed.

PAVILION RENTAL FEES

Charges for area rentals of similar size and amenities were compiled. Our rates are in line with what other facilities are charging. The Clerk did not recommend changing the fees based on the information gathered unless the Board had other reasons for changing them.

RESOLUTION NO. 302-2013 Motion by Councilperson Smith, seconded by Councilperson Comardo, to maintain the current pavilion rental fees of \$75 for Residents and \$150 for nonresidents for 2014.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

Minutes for the Director of Parks and Recreation interviews were provided from Supervisor Carmestro for December 5th and 9th and December 14th from Councilperson Smith. There will not be a majority of those in attendance at those meetings until the December 30th meeting and they will be approved at that time.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported work was started in the Park but weather conditions have not allowed them to complete. The original batch of salt has been used. New deliveries are being received. One of those delivery trucks tipped over on Route 259 north of Burritt Road, when attempting to avoid having an accident with the vehicle in front of the truck. It went into the ditch and rolled over. No one was injured.

There have been mechanical issues with the John Deere loader and the dump truck which has been at Caledonia Diesel for repairs and is still being worked on.

Court/Board Room Divider Door – weather conditions on the roads have prevented any further work on the motor.

Deputy Supervisor Smith asked Supt. Speer to get together the specs for a new dump truck for plowing and salting and provide for the organizational meeting. Supt. Speer indicated he knew where there were three trucks available that had been put together on speculation.

BUILDING DEPARTMENT REPORT

Mr. Barton had no report.

RECREATION DEPARTMENT REPORT

Steve Fowler had nothing to report that was not already on the agenda.

BUSINESS ITEMS

VFW CONTRACT AMENDMENT

Deputy Supervisor Smith reported he had been meeting with the VFW Commander for the past several months for the purpose of reviewing the original agreement from December 23, 2002. The goals were to amend and clarify the use of the building; the fee structure and in making these changes it would lower the operating costs for the Town of Parma; and insure an open dialogue between both of the parties. It was noted the Town will only be responsible for cleaning after the Town has rented the building. He was pleased with the overall result and expressed the same for the VFW. Looking forward, we will be looking at renting right after the first of the year. An estimated projection of revenues and expenses was reviewed by Deputy Supervisor Smith. *(See Schedule A at end of minutes and a copy of the amendments)*

RESOLUTION NO. 303-2013 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve amendments to the original agreement of December 2002 between the Town of Parma and Hilton-Parma Memorial Post 6105 Veterans of Foreign Wars.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

Councilperson Roose thanked Councilperson Smith and Town Clerk Donna Curry for their work in facilitating a resolution to the agreement. And the Commander and members were acknowledged for their efforts as well.

SET DATE AND TIME FOR ORGANIZATIONAL MEETING

The Organizational meeting will be held January 7, 2014 at 7:00 p.m. Deputy Supervisor Smith noted that portion of the meeting deals with a variety of policies which the Town operates under for the upcoming year.

RESOLUTION NO. 304-2013 Motion by Councilperson Smith, seconded by Councilperson Comardo, to hold the organizational meeting on January 7, 2013 at 7:00 p.m. at the Parma Town Hall and to conduct all regular business that may come before the Town Board.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

DIRECTOR OF PARKS AND RECREATION DEPARTMENT

Deputy Supervisor Smith summarized the process used for the selection of the Director of Parks and Recreation. He noted requests for applications were advertised and ten applications were received. The Town Board reviewed and rated; resulting six applicants being invited to interview for the position. Five of the six accepted the invitation. The candidates were then interviewed by a committee consisting of three Town Board members, two Recreation Commissioners and the Athletic Director from the Hilton

Central School District. The committee met on three occasions; two for interviewing and one follow up meeting to make a recommendation for the Town Board to vote on. The committee was thanked for the time they volunteered in participating in the process. Thomas Venniro was the candidate selected by the committee. He is currently the Assistant Recreation Director for the Town of Chili and has been in a similar capacity for the Town of Gates. The committee felt he had a lot of energy and good ideas and was aware of the need to accomplish our programs within the budget allotted and focus on revenue generating events that will help offset other events. This is a civil service position which will be provisional. It will require that the appropriate exam be taken when offered and passed for the position to become permanent.

RESOLUTION NO. 305-2013 Motion by Councilperson Smith, seconded by Councilperson Brown, to authorize the Town of Parma to offer the civil service provisional position of Director of Parks and Recreation to Thomas Venniro.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

RECREATION DEPARTMENT PHONE SYSTEM

The Town Clerk presented the Board with a summary of the quotes received. (*See Schedule B*) The summary was reviewed. Under our procurement policy two written quotes are needed and the Supervisor's approval. The clerk noted she had conferred with Supervisor Carmestro earlier today. Although the Matrix quote is a bit higher at this point, they are familiar with the existing system, will be doing the Village transition, are familiar with the old system that we will be using in the interim and there is potential adjustment because of the battery backup.

RESOLUTION NO. 306-2013 Motion by Councilperson Roose, seconded by Councilperson Comardo, to use Matrix Communications as the vendor for the phone system in the Recreation Department for an amount not to exceed \$3,500.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

TOWN OFFICES HOLIDAY HOURS

RESOLUTION NO. 307-2013 Motion by Councilperson Smith, seconded by Councilperson Brown, to establish the following additional holiday office hours for Town Offices: December 24, 2013 and December 31, 2013 closing at noon

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

TOWN BOARD POSITION INTERVIEWS

Deputy Supervisor Smith explained interviews for the upcoming open Town Board

position will take place similar to the process done for the Director of Parks and Recreation. The opening has been advertised and nine applications were received. The application information provided was shared with Councilpersons Smith, Comardo, Roose, and Brown who have reviewed and compiled there recommendations for who will be interviewed. It is their intention to interview six of the candidates on Saturday, December 21, 2013 at 8:00 a.m. and Monday, December 30th after the year-end Town Board meeting. The question was raised on whether interviews could be done before the position was actually open. It was felt we can interview but you cannot appoint any one to the position. This will be confirmed and the meetings will be advertised.

RESOLUTION NO. 308-2013 Motion by Councilperson Comardo, seconded by Councilperson Brown, to hold a special meeting for interviews for the open Town Board position on December 24, 2013 at 8:00 a.m. and December 30, 2013 at 8:30 a.m. (after the year-end meeting business) and to be advertised as needed.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

BUDGET TRANSFERS

RESOLUTION NO. 309-2013 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve budget transfers as submitted.

BUDGET TRANSFERS

Dec-13

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO514141048000	MISC EXPENSES	1,000.00	AOO516167041800	POSTAGE	1,200.00	CURRY
AOO514141048000	MISC EXPENSES	550.00	AOO514141041000	OFFICE SUPPLIES	350.00	CURRY
AOO514133012000	OFFICE CLERK	1,000.00	AOO514141012000	DEPUTY CLERK/RECEIVER	1,000.00	CURRY
AOO514141021000	OFFICE EQUIPMENT	500.00	AOO514146014000	RECORDS MANAGEMENT	3,500.00	CURRY
AOO514145049000	ELECTION INSPECTOR	2,000.00				
AOO514145049000	POLLING RENT	1,000.00				
AOO516168041000	OFFICE SUPPLIES	335.00	AOO576752044100	GAS @ ELECTRIC	300.00	GAVIGAN
AOO530398921000	EQUIPMENT	615.00	AOO576752044400	WATER VFW	208.00	GAVIGAN
AOO516144047500	ENGINEERING	223.00	AOO576752048000	MISC VFW	1,013.00	GAVIGAN
AOO516143046300	EMPLOYEE HANDBOOK	200.00				
AOO589809043000	EDUCATIONAL	148.00				
AOO535351046000	CONTRACTED SERVICES	400.00	AOO535351045100	GAS	400.00	FRITZ
AOO512122043000	EDUCATIONAL	395.00	AOO512122043100	BOOKS	405.00	GAVIGAN
AOO512122048000	MISC EXPENSES	10.00				
AOO512122046000	CONTRACTED SERVICES	115.00	AOO536364021000	EQUIPMENT	327.00	GAVIGAN
AOO536364041000	OFFICE SUPPLIES	62.00				
AOO536364043000	EDUCATIONAL	50.00				
AOO536364043100	BOOKS	50.00				
AOO536364048000	MISC EXPENSES	50.00				
AOO5161430463000	EMPLOYEE HANDBOOK	300.00	AOO516148045000	PERSONAL CAR	300.00	GAVIGAN
AOO516168046000	OFFICE SUPPLIES	60.00	AOO516168046000	CONTRACTED SERVICES	60.00	GAVIGAN
AOO575752041000	OFFICE SUPPLIES	40.00	AOO575752043000	EDUCATIONAL	40.00	GAVIGAN
AOO575751044100	GAS @ ELECTRIC	100.00	AOO575751044200	TELEPHONE	50.00	GAVIGAN
AOO575752044100	GAS @ ELECTRIC	367.00	AOO575752044200	TELEPHONE	50.00	GAVIGAN
AOO575752041000	OFFICE SUPPLIES	54.00	AOO575751046000	CONTRACTED SERVICES	251.00	GAVIGAN
			AOO575752046000	CONTRACTED SERVICES	170.00	GAVIGAN
		9,624.00			9,624.00	

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

INTERFUND TRANSFERS

RESOLUTION NO. 310-2013 Motion by Councilperson Roose, seconded by Councilperson Comardo, to approve an interfund transfer as submitted.

INTERFUND TRANSFERS

Dec-13

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
BOO599990191100	BRUSH PICK UP EXPENSE	18,132.00	DB5031.01	BRUSH PICK UP REVENUE	18,132.00	SPEER

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

Councilperson Brown noted there was \$22,000 of expenses but only \$18,000 was requested in the transfer. It was noted there were more runs made than what was expected.

MISCELLANEOUS

Boiler System – Deputy Supervisor Smith reported there has been no heat in the foyer. There are three rooftop Trane units. One has not worked for some time and the foyer one failed leaving only one operational. Because of the very cold temperatures and the possibility of there being no heat at all for the portions of the Town Hall that use these units, the decision was made by Deputy Supervisor Smith to order the parts necessary for the failed unit and fix under the emergency option of our procurement policy. The entire system will need to be addressed

RESOLUTION NO. 311-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to authorize payment for emergency repairs to one of the Trane rooftop units to Van Hook Service Co. for an amount not to exceed \$2,500.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

INFORMATIONAL ITEMS

Last meeting of the year is our bill paying session. A reminder was made that this will be held on Monday, December 30th at 8:00 and has been advertised.

WARRANTS

RESOLUTION NO. 312-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$150,892.88.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

RESOLUTION NO. 313-2013 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$2,603.29.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

RESOLUTION NO. 314-2013 Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$8,283.84.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

RESOLUTION NO. 315-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of HDO Town Bridges Fund bills, in the amount of \$25,395.10.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

RESOLUTION NO. 316-2013 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of HHO Salt Shed Fund bills, in the amount of \$8,961.31.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

RESOLUTION NO. 317-2013 Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of S01 All Seasons Sewer Fund bills, in the amount of \$180.00.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

RESOLUTION NO. 318-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$4,154.40.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

RESOLUTION NO. 319-2013 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$3,841.58.

Motion carried: Aye 4 Nay 0 Absent Supervisor Carmestro

The total to be paid is \$204,312.40.

LIAISON REPORTS

There were none.

PUBLIC FORUM

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

Robert and Melinda Holden asked the Town Board for assistance in resolving an issue they are having with lighting installed at St. Leo's parking lot. The light shines directly into their backyard and into their house, is on from dusk to dawn regardless of whether there is an event going on. He has been working with Mr. Lissow from the Village of

Hilton. Requests have been made to have the pole in the parking lot turned off when there are no church events. They have been unable to attend a Village Board meeting and this was the only public meeting they could attend and are asking for the Town's assistance. Deputy Supervisor Smith stated that he would follow up with the Village. Mr. Holden will provide his contact information to the Clerk.

Kyle Mullen inquired why there was such a span of time between the first and second dates for interviews for the open Town Board position. Deputy Supervisor Smith responded that interviews were not being scheduled between Christmas and New Year's due to family commitments.

A motion was made by Councilperson Comardo to adjourn the meeting at 7:50 p.m. and Councilperson Brown seconded. All were in favor.

Respectfully submitted,

Donna K. Curry
 Parma Town Clerk

SCHEDULE A

VFW Rev and Exp Analysis Projection for 2014

	Projected ¹	2014	2013 Actual as of 12/31/13	2012
Revenues	2014 Rentals & Exp	Budgeted	Baseline for Expenses	Actual
Rentals	\$12,675.00	\$7,200.00	\$0.00	\$12,675.00
Total Revenue	\$12,675.00	\$7,200.00	\$0.00	\$12,675.00
Expenses				
Key Keeper	\$925.00	\$0.00	\$0.00	\$1,333.42
Cleaner	\$925.00	\$2,000.00	\$0.00	\$1,809.25
Gas & Electric	\$4,500.00	\$4,500.00	\$4,063.61	\$4,038.14
Telephone	\$550.00	\$600.00	\$513.18	\$524.06
Water	\$400.00	\$360.00	\$317.95	\$372.63
Cleaning Service	\$0.00	\$0.00	\$0.00	\$1,575.00
MISC EXP (Dumpster, repairs, etc.)	\$3,000.00	\$2,200.00	\$2,795.68	\$4,645.56
PROCEEDS (VFW portion, Sec Dep refunds)	\$7,250.00	\$3,000.00	\$0.00	\$8,382.50
Total Expenses	\$17,550.00	\$12,660.00	\$7,690.42	\$22,680.56
Net Income (Loss)²	(\$4,875.00)	(\$5,460.00)	(\$7,690.42)	(\$10,005.56)

¹ Projected based on having actual rentals; based on 2012 rentals paid in 2012 - Partial year as will be 2014

² This will be the expected cost (\$4,500 to \$5,500) to the Town with no unseen major expenses the first year. Future goal will be to bring this to a breakeven situation

³ This number includes a half year with the outside cleaner and does not take into effect that the VFW will be paying their own cleaner after Bingo

In addition to these expenses there are the services provided directly by the Town for the care and maintenance of the building
 This includes the Finance and Clerk Offices time for rentals and accounting, lawnmowing, snow plowing, general maintenance

WHEREAS, the Town of Parma Memorial Post No. 6105 of the Veterans of Foreign Wars of the USA (“VFW”) and the Town of Parma (“Town”), entered into an agreement dated December 23, 2002 (“the agreement”), concerning the transfer, operation, use, maintenance and improvement of improved real property located in the Town of Parma, County of Monroe and the State of New York, known as the Hilton-Parma Memorial No. Post 6105 consisting of a wood frame structure (Building) and (“Property”); and

WHEREAS, the VFW and the Town seek to amend, modify, and clarify the Agreement;

The VFW and the Town agree:

- At no time shall the occupancy inside the VFW building exceed 99 persons per the Town fire code. Larger groups may gather outside of the building on the property.
- Paragraph 3, Subparagraph A of the agreement is modified to allow Town specific functions, as determined mutually by the Town and the VFW, to use the VFW Building without paying the rental fee. Examples of Town functions shall include but are not limited to events for seniors organized by the Town Recreation Department, events organized by the Town Historian and Historical Society, events organized by the Town Clerk, Town employee training programs and Town meetings where table space is needed which cannot be accommodated at Town Hall.
- The public rental fees shall be divided equally between the Town and the VFW.
- Paragraph 3 of the Agreement is modified to include the following subparagraphs:
 - 3(b) The rental fees for bookings made by inactive VFW members shall be seventy-five (\$75.00) dollars per reservation; plus the cleaning fee (currently \$50.00). The rental fee shall be paid entirely to the VFW and the cleaning fee entirely to the Town of Parma.
 - 3 (c) The rental fees for bookings made by active VFW members shall be fifty (\$50.00) dollars per reservation; plus the cleaning fee (currently \$50.00). The

rental fee shall be paid entirely to the VFW and the cleaning fee entirely to the Town of Parma.

3(e) If the VFW or the VFW Auxiliary wish to use the property for an organizational function there will be no fee applied to the reservation. The members will be responsible for Building clean up after said function within 24 hours and prior to any next day rentals (generally by 1:00 p.m.).

3(f) The VFW will continue to operate the weekly bingo. The VFW will be responsible for cleaning the property within 24 hours following bingo events and prior to any next day rentals (generally by 1:00 p.m.).

3(g) The Town of Parma will only be responsible for cleaning the Building within 24 hours after non-VFW related events and prior to any next day rentals (generally by 1:00 p.m.).

- Paragraph 4 of the Agreement is modified to read as follows: “All money collected from Bingo (VFW) or ‘Bell Jar’ (VFW Auxiliary) shall be retained by the VFW, unless limited or prohibited by law.”
- Subparagraph 4 of the Agreement shall be further amended as follows:
 - 4(a) The Town agrees to notify the VFW of any change in rental and cleaning fees. The current full rental fee is \$ 225.00 plus a \$ 50.00 cleaning fee per day. There will be no 4 hour rentals. The fee for charitable functions will not be waived unless there is prior approval by the VFW.
 - 4(b) The Town agrees to give the VFW quarterly reports on rentals, maintenance, and related costs associated with the building.
 - 4 (c) All items not addressed in these amendments are to stay intact per the original contract. The Town shall be solely responsible for the payment of all expenses incurred in connection with this amendment, including but not limited to recording fees, and all attorney fees related to filing this amendment.

SCHEDULE B

Phone System Recreation Department

Quote Summary and Recommendation

Per Town Board instructions during the December 3, 2013 meeting, requests for quotes were sent to the following companies. Our procurement policy requires two written quotes for purchases between \$2,000 and \$4,999 and Town Supervisor approval. An additional quote was requested in an attempt to guarantee there would be two quotes to review.

	<u>Quote</u>	<u>Adjustment</u>	<u>Totals</u>
Matrix Communications	\$3,500.00	*	\$3,500.00
Next Generations Communications (NGC)	\$2,991.00 **	\$226.00	\$3,217.00
TeleConcepts	No quote submitted		\$0.00

* Correction for 30 minute battery back up should be 10 minutes.

** did not include software assurance and upgrades

The difference between the Matrix and the NGC quote is \$283.00

I conferred with Supervisor Carmestro on this today. Although the Matrix quote is a bit higher, they are familiar with the existing system and will be doing the Village transition and are very familiar with the system we will be using in the interim. This should result in less problems with our changeover¹. They have had to provide alternate parts and temporary fixes to get them through. The other vendor will not be able to accommodate this. The exact specs were provided to each vendor and what was first provided by NGC did not meet those specs. Several attempts to get an apples to apples comparison from NGC were made and a new quote was provided yesterday. There was still an adjustment necessary for the software assurance and upgrades which were not noted on the NGC quote. I recommend that we accept the Matrix quote for these reasons and Supervisor Carmestro was in agreement.

¹ 12/9/13 Per Amy Harter, who is working on the Village phone upgrade, it has been agreed that the Town can use the old Village system until our system can be installed. During the December 3rd Village Board meeting, it was confirmed that the system could be located in the community center basement.