

Parma Town Board meeting held on Tuesday, July 15, 2014 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

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

OTHERS IN ATTENDANCE

David Tresholavy, Michael Weldon, Carol Kluth, Helen Ives, Scott Copey, Pat Buskey, Jack Barton, Nancy Kuhn, Kris Schultz, Glynne Schultz and other members of the public.

CALL TO ORDER

Supervisor Smith called the meeting to order at 6:30 p.m. and led those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted. Councilperson Mullen participated in meeting discussion via phone but would not be voting.

MINUTES – JUNE 17, 2014

RESOLUTION NO. 162-2014 Motion by Supervisor Roose, seconded by Councilperson Comardo, to accept the June 17, 2014 Town Board meeting minutes.

Motion carried: Aye 3 Nay 0
Absent Councilperson Mullen
Abstain Councilperson Brown

TOWN CLERK REPORT

The Town Clerk and VFW reports for June have been completed, given to the Town Board and filed. Financial Statements for May and June have been provided for the Boards review and filed with the Town Clerk.

Retirement letters have been received and filed from David Kohler effective August 12, 2014 and Steve Fowler effective August 22, 2014.

Town Clerk reported that she had attended the Leadership seminar on Transparency and Social Media sponsored by the Comptroller's office. A summary of the meeting was provided to the Board. It was a roundtable format with representatives from the Village of Honeoye Falls, Gananda School District, City of Canandaigua and 6th City of Jamestown. Each shared their experiences with how they have tried to encourage local participation through the use of technology, social media and transparency.

The Town Clerk explained a Notice of a Public Hearing was received regarding proposed additions to Agricultural Districts in Monroe County and has been posted. The hearing is scheduled for July 28, 2014 at 5:00 p.m. at the Monroe County Office Building. Proposed additions in Northwestern District #5 where the Town of Parma is located are: 5127 Ridge Road West, 893 Peck Road, and 85 Burritt Road.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported staff has been working on our own projects, County work and helping with other Town work. Work continues on the salt shed drainage with the need to get the fence up for the neighbors.

Supt. Speer estimates it will cost \$22,000 not including our equipment and labor to bring West Creek up to the minimum road standard. There is a little over \$19,000 available from the Letter of Credit. He spoke with Dan Bryson who clarified to him that those funds are available to work on that road. There was discussion on the road not being dedicated, dedication by use after a ten year period and the Town has maintained (started in 2004, Town has plowed and done some work), a lien has been placed on the parcel(s) by other entities; and there are no other improvements (sidewalks, sewer), only the road. Supervisor Smith also spoke with Mr. Bryson and asked that the funds be secured for Town use so that other creditors cannot get it and to nail down who owns it and get the release to finish the road dedication process. It was felt the secured funds need to be used for this purpose, confirm who owns the last remaining parcel so that a release can be finalized and the road dedicated or a dedication by use be completed. Supt. Speer will do more research on this.

Supt. Speer informed the Board they will be “test driving” a small shovel. This is not a proposal for purchase now; but, when the time comes they will have familiarity with it to see if it meets the department’s needs. He noted our small shovel is fifteen years old and is used.

BUILDING DEPARTMENT REPORT

The Building Department report for June has been completed and filed. Mr. Scibetta reported the number of permits is down, primarily in the areas of pools, sheds and commercial. He also noted that regular review of the development regulations and updates can help with eliminating issues in assessing letters of credit as phases of development are taking longer to complete. Jack Barton was thanked for helping out.

PARKS AND RECREATION DEPARTMENT REPORT

Mr. Venniro reported summer camps are underway and there are other programs that will be getting underway. The summer playground programs are almost at capacity. Hilton Heat and Cobra Soccer Tournaments went well. He will be doing follow ups with the groups and staff to assess the Town’s time and expenses and how it affects us. He reported an opening for a Park seasonal day laborer was advertised but not much response was received. A park attendant expressed interest and was moved into that position. A new park attendant was hired to replace him. The Village was thanked for allowing the school district to park buses at the Village DPW for the use by the Recreation programs. The Town would have had to pay additional mileage from Churchville where the buses would be stored while changes are being made at the bus garage. Work orders have been rolled out to request jobs which need to be done at the Town Hall, Library, and other town facilities. Park staff has been working on projects at the Library.

Members of the audience commented on the mowing of the cemeteries. It was noted this is the first year the Town is doing it themselves in an attempt to save money. The amount of time and expense of using our equipment is being tracked and will be evaluated to see if this has been cost effective. It was noted the Dunbar Road Cemetery does not seem to be mowed as often. It has been mowed the same as the contractor, however, a neighbor tended to that cemetery too and has moved away. The restoration project is nearing completion and it is a concern of the Historical Society that the cemetery be maintained after all this time and money has been spent to repair the fences and markers.

PUBLIC FORUM

Supervisor Smith opened the public forum and asked if there was any citizen present who would like to address the Town Board.

Jack Barton complimented the Summer Recreation Playground programs this year. He commented on the variety of events, how pleased his family is with the program offerings and how excited his grandson is to go each day.

Kris Schultz, Schultz Associates, spoke to the Town Board on the proposed Lingeman Sewer District. Mr. Lingeman's septic system is failing, he has contacted Pure Waters and is requesting a public hearing for the creation of a sewer district. Mr. Scibetta reported several calls have been made to Pure Waters for clarification and he has not received a response. There are two neighboring residents who have a private arrangement with Pure Waters to have their laterals connected to the main and they may have to be added to this district if created. Further discussion identified Mr. Lingeman will be paying for the entire installation and there is no expectation that the Town will incur any expense to install or maintain. It was felt a copy of the agreement between Pure Waters and Mr. Lingeman should be obtained or confirmation from Pure Waters that this is being handled directly through them. An accurate legal description and map will be needed before the end of the week in order to timely prepare paperwork needed for the request.

SCHEDULE PUBLIC HEARING - LINGEMAN SEWER DISTRICT

RESOLUTION NO. 163-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to schedule a public hearing for August 19, 2014 at 6:30 p.m. at the Parma on the proposed Lingeman Sewer District for 54 Dunbar Road.

Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

BUSINESS ITEMS

RETIREMENT REPORTING RESOLUTION

ELECTED AND APPOINTED OFFICIALS STANDARD WORKDAY AND REPORTING

RESOLUTION NO. 164-2014 Motion by Supervisor Smith and seconded by Councilperson Comardo,

BE IT RESOLVED, that the Town of Parma hereby establishes the following as standard work days for the following elected and appointed officials and will report the following days worked to the New York

State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is 20)
Elected Officials					
Supervisor	James Smith	7	01/01/2014 – 12/31/2015	N	13.86
Board Member	James Roose	7	01/01/2014 – 12/31/2017	N	2.86
Board Member	Tina Brown	7	01/01/2014 – 12/31/2017	N	1.82
Highway Superintendent	Brian Speer	7	01/01/2014 – 12/31/2015	N	26.31**
Town Clerk	Donna K. Curry	7	01/01/2014 – 12/31/2017	N	26.65**
Appointed Officials					
Assessor	Donald Wells	7	01/01/2014 – 12/31/2019	Y	NA
Conservation Board Member	Michael Ingham	7	01/01/2014 – 12/31/2015	N	.54
Secretary to Supervisor	Marian Aprilano	7	01/01/2014 – 12/31/2014		NA
Court Clerk	Barb Speer	7	01/01/2014 – 12/31/2014	Y	NA
Court Clerk	Wendy Pinzon	7	01/01/2014 – 12/31/2014	Y	NA
Court Officer Attendants	William Butler	7	01/01/2014 – 12/31/2014	Y	NA
Court Officer Attendants	Stephan Zajac	7	01/01/2014 – 12/31/2014	Y	NA
Deputy Highway Superintendent	Al Leone	7	01/01/2014 – 12/31/2014	Y	NA
Deputy Town Clerk and Receiver of Taxes	Carrie Webster	7	01/01/2014 – 12/31/2014	Y	NA
Deputy Town Clerk	Kerri Scoccia	7	01/01/2014 – 12/31/2014	Y	NA
Director of Finance	Mary Gavigan	7	01/01/2014 – 12/31/2014	Y	NA
Dog Control Officer	Arthur Fritz	7	01/01/2014 – 12/31/2014	N	7.74
Planning Board Member	Steven Aprilano	7	01/05/2014 – 12/31/2017	N	.27
Receiver of Taxes	Donna K. Curry	7	01/01/2014 – 12/31/2017 <small>See Town Clerk: this appointment is renewed annually</small>	N	NA
Zoning Board of Appeals	Tim Thomas	7	01/05/2014 – 12/31/2017	N	.79
Zoning Board of Appeals Secretary	Carrie Webster	7	01/01/2014 – 12/31/2014	N	1.30
**the maximum number of days that can be reported to the New York State Retirement System is 20					

Motion carried: Aye 4 Nay 0

Absent

Councilperson Mullen

SET PUBLIC HEARING TO REZONE 5247 RIDGE ROAD

The Clerk reported the SEQR application was not complete. The attorney representing the applicant was contacted to provide the information prior to the meeting but nothing was received. The Town Board wanted to know the status of violations at the property. Mr. Scibetta reported they had been addressed, the tenant is compliant right now and they are eager to proceed. The tenant is unable to “harvest” parts and do repairs as currently zoned. The applicant or his representative has been asked to attend the next Planning Board meeting as the Town Board would like their input on if what is being proposed will impact that area now and in the future; what is the rest of the plan for the building. They would like this feedback before the public hearing. After further discussion, it was decided to schedule the public hearing for the first meeting in September, and that the completed Part I of the SEQR must be provided so the paperwork can go timely to Monroe County Planning and Development, and input from the Planning Board is received.

RESOLUTION NO. 165-2014 Motion by Supervisor Smith, seconded by Councilperson Roose, to set a Public Hearing to rezone 5247 Ridge Road West from General Commercial to Highway Commercial on September 2, 2014 at 6:30 p.m. at the Parma Town Hall.

Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

POSTAGE METER LEASE

The Town Clerk contacted the Pitney Bowes for a quote and looked into the recommendation made by Councilperson Brown about purchasing postage online through the US Postal Service.

Pitney Bowes - did not respond to the request and a follow up call was made. There would be an additional cost for the sealer solution making the supply charges higher and was one of the reasons we switched from them last time.

USPS - The volume of mail we have would not make purchasing postage online, printing and manually placing it on the envelopes time and cost effective.

Neopost – Town Clerk staff reviewed two new models and a refurbished meter like the one we currently have. It was felt the IN600HF Neopost model would best fit our current needs. This will be a downsize from what we are currently using and will not have the auto feed feature. We can upgrade to having the auto feeder at a later time if our needs change. The lease with Mail Finance Neopost (Lineage) will be about \$27.00 lower each month for an overall savings of \$1,400.00 over the span of the lease (51 months) and includes the maintenance.

The last time we reviewed the postage meter lease, the Town Clerk had the opportunity to speak with the Comptroller's office and asked about how a lease should be handled since our procurement policy addresses purchases and not leases specifically. The person from the Comptroller's office felt that since our policy does not specifically address leases, the Town Board should handle this the way they feel appropriate.

RESOLUTION NO. 166-2014 Motion by Councilperson Roose, seconded by Councilperson Brown, to enter into a lease for a Neopost IN600HF postage meter for \$150.22 per month for 51 months.

Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

ROCHESTER COUGARS ELITE BASEBALL CONTRACT

RESOLUTION NO. 167-2014 Motion by Councilperson Comardo, seconded by Councilperson Brown, to authorize the Supervisor to enter into an agreement with the Rochester Cougars Elite Baseball for use of baseball fields.

Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

EMPLOYEE RETIREMENT - FOWLER

RESOLUTION NO. 168-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to accept the resignation of Steve Fowler with regrets and many thanks for his many years of service effective August 22, 2014.

Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

EMPLOYEE RETIREMENT - KOHLER

RESOLUTION NO. 169-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to accept the resignation of David Kohler, a longtime employee with the Town with regrets effective August 12, 2014.

Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

MISCELLANEOUS

LIFELINE ADOPTION – MICRO-CHIPPING

Supervisor Smith reported a request has been received from LiFeline, to have an information table during the Rabies Clinic this Saturday. They provide micro-chipping for pets. After discussion, the consensus of the Town Board was this would not be allowed this year. Liability issues were expressed, a Certificate of Insurance would be needed and they would like more information if it is to be considered in the future.

INFORMATIONAL ITEMS

Supervisor Smith provided information as a follow up to a question raised at the last meeting regarding the expenses for sharing the Clarkson Building Inspector. Consideration is being given to having Clarkson use Parma's vehicle. The 2007 Malibu is not being used to the extent that it used to be and Clarkson is in need of a vehicle. Use of the vehicle would offset the estimated miscellaneous expenses of \$435 by \$300.

FARMLAND PRESERVATION UPDATE

Farmland and Open Space Committee Chairman, Scott Copey, brought the Town Board up to date on what the committee has been working on. They are suggesting new signage at the town lines, welcoming

you to Parma and adding we are a right to farm community. Mr. Copey summarized the status of farmland and open space grants in New York State over the past few years. The committee did not feel they were ready to proceed with a meaningful project but would like to consider one for the next grant cycle. This would start with soliciting interest from the community, describing the grant program with interested candidates and the criteria. This type of funding generally covers up to 75% of the cost and the remaining 25% would be in the form of cash, donations, tax deduction and in kind for administering the grant. An example might be that we obtain 87.5% of what would be needed and the landowner would donate the other 12.5 %. The committee felt a designated fund with 30 to 40 thousand dollars set aside would be needed to get started on another project. It was noted that generally for every \$5,000 budgeted, you can get \$15,000 from the State. In the criteria ranking for these grants, the Town has five of the six bonus points.

Supervisor Smith inquired if Board members would like to see an emergency speed dial or blast email out to residents that sign up would receive when there is important information that needs to be distributed quickly. Overall, it was felt this should be looked into. The recent power outages prompted a mini audit of surge protectors at the Town Hall. Annual budget paperwork has been distributed to department heads for return by the end of the month.

LIAISON REPORTS

**Councilperson Brown Assessor has been collecting income data for commercial properties. The Planning Board addressed a property split and the Conservation Board recommended a negative declaration to the Planning Board on the Profetta Subdivision.

**Councilperson Comardo noted most of the items to report for the Farmland an Open Space Committee had already been covered. A report is expected later this summer on the Hojack Trail Feasibility Study. The Town of Greece is acting as lead agency on this project with the Town of Parma and Village of Hilton as participants. There was discussion on the Genesee Finger Lakes Flood Vulnerability Assessment. Engaging in this process can provide a break on flood insurance for residents. Supt. Speer, Carm Carmestro and Jack Barton last year attended a review by FEMA to go back over the floodplain maps and identify problem areas in the Town. The last time this was done was in 2008. It was noted it is expensive to realize a break on the insurance based on the rating system used and of the over thirty municipalities which joined ten to twelve have dropped out.

**Councilperson Roose reported the Recreation Commission had met. Discussion included the conditions of the tennis courts and what action should be taken. They felt a complete resurfacing is cost prohibitive, it was wise to do something before fall, and we should do minor repairs fixing cracks.

**Councilperson Mullen noted the next Zoning Board meeting would be this Thursday.

**Supervisor Smith noted he had already reported on items he had under the informational section.

WARRANT

RESOLUTION NO. 170-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$107,303.67.

Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

RESOLUTION NO. 171-2014 Motion by Councilperson Comardo, seconded by Councilperson
Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$6,325.89.
Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

RESOLUTION NO. 172-2014 Motion by Councilperson Roose, seconded by Councilperson
Brown, to approve payment of DAO Highway, Townwide Fund bills, in the amount of
\$400.64.
Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

RESOLUTION NO. 173-2014 Motion by Councilperson Brown, seconded by Councilperson
Comardo, to approve payment of DBO Highway, Part Town Fund bills, in the amount of
\$15,226.05.
Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

RESOLUTION NO. 174-2014 Motion by Councilperson Comardo, seconded by Councilperson
Roose, to approve payment of HHO Salt Shed Fund Bills, in the amount of \$3,842.77.
Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

RESOLUTION NO. 175-2014 Motion by Councilperson Roose, seconded by Councilperson
Brown, to approve payment of SDO Townwide Drainage Fund bills, in the amount of
\$3,842.77.
Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

RESOLUTION NO. 176-2014 Motion by Councilperson Brown, seconded by Councilperson
Comardo, to approve payment of TAO Trust & Agency Fund bills, in the amount of
\$1,782.01.
Motion carried: Aye 4 Nay 0 Absent Councilperson Mullen

The total to be paid is \$139,297.03.

ENTER INTO EXECUTIVE SESSION

Supervisor Smith state the Town Board would be entering into executive session and there would be no further business after coming out of the session.

RESOLUTION NO. 177-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo,
to enter into Executive Session to discuss current litigation regarding D.B. Properties and
pending litigation regarding a particular town employee.

Motion approved: Aye 4 Nay 0 Absent Councilperson Mullen

The Board entered into executive session at 8:40 p.m. after a short break so that people could leave.

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 178-2014 Motion by Supervisor Smith, seconded by Councilman Comardo, to
close the Executive Session at 9:55 p.m. and return to regular session.

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Motion approved: Aye 4 Nay 0 Absent Councilperson Mullen

There being no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 9:55 p.m., and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk