

Parma Town Board meeting held on Tuesday, December 16, 2014 at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

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

OTHERS IN ATTENDANCE

Library Director Becky Tantillo, Ben Perrone, Connor Wolk, Niko Nitti, Nate Simpson, Crystal Giuliano, Brandon Lazeski, Marco Cirogliano, and other members of the public.

CALL TO ORDER

Supervisor Smith called the meeting to order at 7:05 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.

MINUTES – DECEMBER 2, 2014

RESOLUTION NO. 291-2014 Motion by Councilperson Roose, seconded by Councilperson Comardo, to accept the December 2, 2014 Town Board meeting minutes.

Motion carried: Aye 5 Nay 0

MINUTES – SPECIAL MEETING - DECEMBER 8, 2014

RESOLUTION NO. 292-2014 Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the December 8, 2014 Town Board special meeting minutes.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

Preparations are underway for the 2015 Town and County tax collection cycle. The test file has gone to the printer and we expect to get the bills on December 29, 2014 and start collection on the December 31, 2014, if the warrant is dated appropriately.

November financials have been received and provided to the Town Board for review. They are on the Town Board desk in the finance office, together with a checklist to sign off on after reviewing. The Town Clerk attended the Monroe County Town Clerk's Association Meeting on December 12, 2014 and noted none of the clerks were aware of the new option for state contract procurement for Light Duty Vehicles.

It was a very informative meeting. Gail Fisher from New York State Archives was the speaker and she provided everyone with a comprehensive assessment for all different areas of records management. It was agreed by those present that it was extensive and she suggested prioritizing and doing one or two each year.

Supervisor Smith stated he had been to some training recently and because of the changes in the banking regulations the larger banks that we deal with now may not want to bother with small towns going forward. It is very conceivable that down the road we may be dealing with smaller banks.

HIGHWAY DEPARTMENT REPORT

SURPLUS EQUIPMENT – CHIPPER BOX

Supt. Speer reported that there is someone interested in buying the box that was on the chipper truck. He explained the plywood is shot, is starting to separate and is not something we can use. He has received an offer of \$100 and wanted to know the Board's thoughts on this.

RESOLUTION NO. 293-2014 Motion by Supervisor Smith and seconded by Councilperson Comardo, to declare the old chipper box surplus equipment and direct the Highway Superintendent to dispose of it for the \$100 offered.

Motion carried: Aye 5 Nay 0

SURPLUS EQUIPMENT – 3 FUEL STORAGE TANKS

Supt. Speer stated the four three thousand gallon fuel tanks are around ten years old. He would like to keep one and the Town of Webster has indicated they would like one of them. Three of them need to be declared surplus equipment. Supt. Speer has not researched what an asking price for these should be.

RESOLUTION NO. 294-2014 Motion by Councilperson Mullen and seconded by Councilperson Roose, to declare three of the three thousand gallon fuel tanks in the Highway Department as surplus equipment and authorize the Highway Superintendent to dispose of them as an opportunity arises and he sees fit.

Motion carried: Aye 5 Nay 0

Supt. Speer reported he has started to do some research on the take-along trailer. There are two types of joint purchasing agreements that could be applicable to this purchase. He hopes to have further information to the Board by the first meeting in January. Until then he has borrowed a trailer from the Town of Wheatland. It will be available indefinitely because they only use it to transport a roller, which is not needed this time of year. Supt. Speer reported he received his new pick-up truck. There was a discussion on it being sent to Ziebart for rustproofing and the cost to do so. In addition to the rustproofing, Supt. Speer reported there were other things done he felt were needed. Supervisor Smith noted the North Greece Fire District has an extensive document for purchases which includes a variety of contract agreements. He will be looking at this more closely to see if any parts of it might be applicable for our use. There was discussion on whether the information would be ready for the organizational packet.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported the Building Department is wrapping up the year. He had a call today from the person buying the Baxendell property on Ridge Road. The utilities were disconnected to the barn last week; demolition of the barn will be starting; the property is being cleaned up and the new owner indicated he has a tenant.

The GIS meeting on December 9th was very successful. It gave us some good information moving forward. We are hosting the Natures Conservatory meeting tomorrow which will discuss how we are going to proceed and the impact of flooding on the Parma, Hilton and Greece communities. The stream gauges have been installed so that should give some good data and information. This does not impact us as much as we think but it does impact Greece and the Village. Supt. Speer often works directly with these municipalities regarding this.

There was no Planning Board meeting last night; there was nothing on the Agenda and not enough members were going to be present to have a quorum.

PARKS AND RECREATION DEPARTMENT REPORT

Mr. Venniro reported tonight was the last night of pee-wee basketball. There was a great turnout for the Tree Lighting Ceremony. He felt the new format helped with traffic flow and spread people around the facility. Santa's line was packed through the whole event. There will be a Senior Christmas Luncheon on December 23, 2014 with entertainment and a visit from Santa Claus.

The brochure is ahead of schedule and will be sent to print this week. There was discussion about tracking how many hits the department gets on Facebook and the website. They have 425 likes on their page and have seen steady growth since the inception. Generally videos and pictures get more likes than the advertisements for programs. Discussion on the quantity of brochures included the number has been reduced with each printing; there were not many extras with the last printing of the brochure; and they will continue to monitor.

Mr. Venniro reported the Kubota has been delivered and taken to the Highway Department for undercoating. The Recreation Commission will be meeting on Wednesday, December 17th because of the holiday and will go back to the fourth Wednesday of the month beginning in January.

There was a lengthy discussion on getting a new copier in the Recreation Department. He would like a machine with a little bit more speed, higher printing quality, the ability to staple and hole punch. Currently, they have three outdated machines. There are many problems with the main machine which is the only one that prints in color. He has researched, obtained three quotes all of which are on state contract. This information was provided to the Board. It will cost between \$9,000 to \$10,000 to purchase a machine with these capabilities and certain products or pieces would have to be purchased in addition. Currently, for the three machines it is costing almost \$2,000 per year for yearly service contracts. There is a special lease option for municipalities through Xerox which would be \$122.00 per month for the servicing, all equipment and toner, plus a per copy price. The only thing not included is the paper. They estimated 10,000 copies per month because when doing a school mailing they will do about 5,000 just for that. Based on this estimate, he felt the cost would also be about \$2,000. At the end of this lease, there is

a buyout option available or it could be upgraded. He does not feel that purchasing would be the best option but would like the board's opinion.

Councilperson Brown stated that usually leasing is the better option because you have a newer piece of equipment but that we might want to look at a longer lease because then sometimes the monthly amount is lower. There was discussion surrounding the per copy cost, how many copies the office does, and the per copy charge if we go over the maximum copies allowed. It was also suggested to keep one as a back-up in case this one went down. There was discussion on the on a new machine for the Town Hall because of maintenance issues and the possibility of getting a deal on two. This copier would have the capability of scanning, email, and faxing. Training and toner (black and color) would all be included. The Town Clerk shared with the Board that during the Clerk Association meeting, Gail Fisher of New York State Archives, explained the hard drives of copiers should be removed and destroyed; not returned with the copier. The machine stores the images that are made for copies on the hard drive. Even if the company says they will scrub them, it could be scrubbed 60 times and not get completely cleaned. Supt. Speer is looking for a multi-function machine and inquired if one of these might be usable for his department. Ms. Tantillo indicated the Library has this type of machine and is looking to dispose of it.

LIBRARY REPORT

Library Director Becky Tantillo said that they will be posting the information for the Red Cross event and have posted the information for the Got Drugs Event. The Library will have the tax forms available for distribution, they distribute as much as the Federal Government sends them, which is not as much as before so they will also print out any forms at the request of a patron at the rate of .20 cents a page. She brought some calendar printouts that they have started; people seem to like them and they highlight the activities going on at the Library for a two month period. They will be out at the counter at the Town Hall also. There will be some new ways to contact the patrons in the New Year. The Monroe County Library System is offering the Constant Contact program. It would be paid for as part of our cost share fee.

Supervisor Smith reported that the new website is almost up and running and should be soon. There will be better access to this website and the ability to be able to update this from within the office.

PUBLIC FORUM

Supervisor Smith opened the public forum and asked if there was any citizen present who would like to address the Town Board. There was no response.

BUSINESS ITEMS

2015 APPOINTMENT FORM – WORKERS COMPENSATION

Supervisor Smith explained that the Town is in a group and is basically self-insured for our workman's comp. Each year they ask us to have an active membership committee. Via the bylaws there are three positions for each member organization. Voting member is Mary Gavigan, Town of Parma Finance Director; Alternate Voting Member is Jim Smith, Town Supervisor; Facilitator, for any issues that need to be addressed, is Gary Comardo, Deputy Town Supervisor.

MUNICIPAL WORKERS COMPLIANCE PLAN

RESOLUTION NO. 295-2014 Motion by Councilman Comardo, seconded by Councilman Brown, to approve the Municipal Worker's Compliance Plan.

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) Designates the Town of Parma's Director of Finance as the Town of Parma's Voting Member; and
- b) Designates the Supervisor as the Town of Parma's Alternate Voting Member; and
- c) Designates the Deputy Supervisor as the Town of Parma's Facilitator; and
- d) 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 5 Nay 0

FIXED ASSET DISPOSAL LIST

Supervisor Smith noted the items to be disposed of are no longer in working condition.

RESOLUTION NO. 296-2014 Motion by Councilperson Roose and seconded by Councilperson Mullen, to approve the disposal of the following items:

- 2 - Accusync LCD Computer Monitors, these do not have a fixed asset number
- 1- Nexlink Computer Tower, Fixed Asset # 2949

Motion carried: Aye 5 Nay 0

NEW YORK STATE

EXTENDED INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT

RESOLUTION NO. 297-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to accept the Amendment to Change the Estimated Expenditure for Snow and Ice Agreement with New York State for the Indexed Lump Sum Contract; authorize the Town Supervisor to enter into the agreement which will change the amount that the Town will be reimbursed to \$213,233.60 for the 2014/2015 season; and extend the contract through June 30, 2017.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFERS

BUDGET TRANSFERS

Dec-14

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO575752041000	OFFICE SUPPLIES	500.00	AOO576752044200	TELEPHONE	45.00	GAVIGAN
AOO575752043100	BOOKS	300.00	AOO576752048000	MISC EXPENSES	350.00	GAVIGAN
AOO575751048000	MISC EXPENSES	200.00	AOO576752049000	PROCEEDS	780.00	GAVIGAN
AOO575752048000	MISC EXPENSES	175.00				
AOO575751048000	MISC EXPENSES	300.00	AOO575751044200	TELEPHONE MUSEUM	100.00	GAVIGAN
			AOO575752044200	TELEPHONE HISTORICAL	100.00	GAVIGAN
			AOO575752046000	CONTRACTED SERVICES	100.00	GAVIGAN
AOO590906081000	MEDICAL INSURANCE	1,500.00	AOO590904081000	WORKERS COMP	1,500.00	GAVIGAN
AOO510101012000	DEPUTY SUPERVISOR	8,000.00	AOO510101011000	TOWN BOARD MEMBERS	8,000.00	GAVIGAN
AOO513131048000	MISC EXPENSE	100.00	AOO513131043000	EDUCATIONAL/PROF	100.00	GAVIGAN
AOO516162042200	EQUIPMENT REPAIR	500.00	AOO516148045000	PERSONAL CAR USE	500.00	GAVIGAN
AOO516167046000	CONTRACTED SERVICES	1,000.00	AOO516168046000	CONTRACTED SERVICES	1,000.00	GAVIGAN
AOO516167041000	OFFICE SUPPLIES	1,000.00	AOO516162044200	TELEPHONE	2,100.00	GAVIGAN
AOO516162042200	EQUIPMENT REPAIR	1,100.00				
BOO537362012000	BUILDING INSPECTOR	11,000.00	BOO537362046000	COTRACTED SERVICES	11,000.00	SCIBETTA
BOO582802047500	ENGINEERING	6,500.00	BOO537362047300	LEGAL FEES	6,500.00	SCIBETTA
BOO582802047500	ENGINEERING	3,000.00	BOO537362045200	VEHICLE MAINTENANCE	3,000.00	SCIBETTA
AOO535351049000	DOG CENSUS	470.00	AOO535351043000	EDUCATIONAL	22.56	FRITZ
AOO535351041000	OFFICE SUPPLIES	200.00	AOO535351045200	VEHICLE MAINTENANCE	395.00	FRITZ
			AOO535351046000	COTRACTED SERVICES	252.44	FRITZ
AOO535351021000	EQUIPMENT/CAPITAL	237.00	AOO535351046100	UNIFORMS	237.00	FRITZ
AOO570702041000	OFFICE SUPPLIES	150.00	AOO570702043000	EDUCATIONAL / PROFESSIONAL	150.00	VENNIRO
AOO570731040102	ICE SKATING EXPENSE	100.00	AOO570731040002	ARCHERY EXPENSE	100.00	VENNIRO
AOO570711149000	SPECIAL EVENTS	650.00	AOO570731048942	HOLIDAY PROGRAM EXPENSE	1,050.00	VENNIRO
AOO570731049022	SWIMMING EXPENSE	400.00				
AOO570731049042	SKI CLUB EXPENSE	1,500.00	AOO570731049302	VACATION CLUB EXPENSE	1,500.00	VENNIRO
AOO570731549003	BASEBALL TEAM EXP	800.00	AOO570731049842	OTHER PROGRAMS	800.00	VENNIRO
AOO570731549203	T BALL TEAM	1,400.00	AOO570731549303	BASKETBALL -YOUTH TEAM	1,400.00	VENNIRO
AOO570762049905	SWIMMING ADULT	600.00	AOO570762049305	CRAFTS	600.00	VENNIRO
AOO570762049005	AEROBICS FEES	500.00	AOO570798949006	NUTRITION	500.00	VENNIRO
AOO571711042500	MAINTENANCE SUPPLIES	200.00	AOO571711049000	PARK IMPROVEMENTS	200.00	VENNIRO
	UNAPP. FUND BAL -L	22,632.00	LOO574741021000	OFFICE EQUIPMENT	20,691.09	KIRK
			LOO574741041000	OFFICE SUPPLIES	1,781.54	KIRK
			LOO574741049200	VAP	159.37	KIRK
		65,014.00			65,014.00	

RESOLUTION NO. 298-2014 Motion by Supervisor Comardo, seconded by Councilperson Brown, to approve the budget transfers as presented.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS BUSINESS ITEMS

2015 AMENDATORY AGREEMENT ALL SEASONS COUNTY/TOWN WORK AGREEMENT

RESOLUTION NO. 299-2014 Motion by Councilperson Comardo, seconded by Councilperson Mullen, to accept the 2015 Amendatory Agreement – All Seasons County/Town Work Agreement for the period of January 1, 2015 to December 31, 2015; and authorize the Town Supervisor to execute this agreement upon Town Board approval.

Motion carried: Aye 5 Nay 0

**INTERMUNICIPAL AGREEMENT FOR SHARED SERVICES – HAMLIN,
CLARKSON, SWEDEN AND PARMA**

RESOLUTION NO. 300-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to enter into a new Intermunicipal Agreement with the Town of Hamlin, Clarkson and Sweden for the operational protocol for the 2009 GMC Truck and Johnston VT650 Sweeper which will extend the original agreement entered into on September 16, 2008. The new term for the agreement will be January 1, 2015 through December 31, 2019 and the Town of Hamlin will be the lead for this term.

Motion carried: Aye 5 Nay 0

INFORMATIONAL ITEMS

There was nothing to report.

LIAISON REPORTS

**Councilperson Brown reported there was nothing for Conservation Board and as mentioned earlier Planning Board was cancelled. The Assessor's Office has started the reassessing process and it was brought to her attention that they are a little bit behind because of server issues. Supervisor Smith confirmed this and noted this was discussed during the Department Head meeting this morning. Sometimes it is very slow and by the end of the day it was running at the appropriate speed. He felt there was a reliability issue with our server and it is a significant concern. There was discussion about the possibility of Mr. Wells going to Hamlin because he normally processes 100 per day and he is nowhere near that number right now. Supervisor Smith said that we have been in constant contact with ATS and the problem seems to be that there is a program trying to replicate a monstrous file every day. ATS has checked for viruses and does not believe there is one.

The new hiring and disciplinary procedures were reviewed with the Department Heads in attendance during today's Department Head meeting.

**Councilperson Comardo reported that the Farmland and Open Space committee has not met since the last Town Board meeting. The Hilton Parma Drug Coalition is having a Prescription Drug Drop-off at Tops Market this Saturday from 8 a.m. to 1 p.m.

**Councilperson Roose reported there was Special Police meeting last week. They are looking for a coordinator, short or long term, because of some upcoming events. Inventory is being done on the trailer. It is a nice trailer with a lot of stuff in it, including four bicycles and a generator. It was felt the padlock on that trailer had recently been changed. Also, Councilperson Roose reported they met with the Chief of the Greece Special Police and he gave them some information on how Greece Special Police is run and there was some discussion about how to recruit.

**Councilperson Mullen reported the Zoning Board meets this Thursday and he thanked Mr. Scibetta for setting up the GIS meeting, which went well. From this meeting he will be meeting with Ms. Gavigan and Ms. Curry this Thursday to look at what the next steps will be moving forward and discuss the possibility of having a projector in the Board Room. The projector and GIS may be utilized Thursday night when he presents to the Zoning Board for the Historical building lettering.

**Supervisor Smith reported that the Red Cross in conjunction with the Village, Town and Hilton Department will be having an emergency training on how to be prepared for, get through and recover from a natural disaster. In March, there will be joint training presenting basic solar technology for home owners and the different financial incentives that are available. The governor has announced the State wants to almost quadruple the amount of solar power in New York State. In conjunction with that presentation, he is hoping to have an engineer on hand to discuss doing an energy audit, what can be done on your own or what they could help you with.

WARRANT

RESOLUTION NO. 301-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$154,591.53.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 302-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$5,432.42.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 303-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$23,536.30.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 304-2014 Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$39,718.19.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 305-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$240.00.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 306-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$1,105.86.
Motion carried: Aye 5 Nay 0

The total to be paid is \$224,624.30.

There being no further business before the Town Board, Councilperson Comardo made a motion, seconded by Councilperson Brown to adjourn the meeting at 8:20 p.m., and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk