



# TOWN OF PARMA

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

TOWN BOARD MEETING  
January 6, 2015  
7:00 P.M.

JAMES SMITH  
*Supervisor*

GARY COMARDO  
*Councilperson*

JAMES ROOSE  
*Councilperson*

TINA BROWN  
*Councilperson*

KYLE MULLEN  
*Councilperson*

This Meeting Will Be Recorded By the Town Clerk  
Pledge of Allegiance  
Moment of Silence  
Emergency Exit Instructions  
Roll Call

Minutes of December 16, 2014 Town Board Meeting  
Town Clerk Report  
Highway Superintendent Report  
Building Inspector Report  
Parks and Recreation Director Report  
Miscellaneous Report

PUBLIC FORUM:           1. Any Citizen may Address the Town Board About Their Concerns

BUSINESS ITEMS:

1. Organizational Packet
2. Kubota –Surplus Equipment
3. Recreation Department Copier
4. Budget Transfers
5. Miscellaneous

INFORMATIONAL ITEMS:

1. Miscellaneous

LIAISON REPORTS:

ADJOURNMENT:

## ORGANIZATIONAL MEETING AGENDA

Tuesday January 6, 2015

Pledge of Allegiance

Moment of silence

Emergency Exit Instructions

Roll Call

### ORGANIZATIONAL MOTIONS:

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2. Supervisor's Staff (pg. 2)
3. Town Clerk Appointments (pg. 2)
4. Town Justice Appointments (pg. 3)
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15. Standard Workday/ For Retirement (pg. 10)
16. Official Hours of Operation (pg. 11)
17. Legal Holidays (pg. 12)
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21. Petty Cash Approvals (pg. 17)
22. Pavilion and VFW Rentals (pg. 18)
23. Town Attorneys (pg. 18)
24. Appointment of Special Prosecutor (pg. 19)
25. Town Engineering Firms (pg. 19)
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27. Coverage for Dog Control Officer (pg. 20)
28. Official Kennel (pg. 20)
29. Dog Fines (pg. 21)
30. Statement of Non-Collusion (pg. 21)
31. Employee Reimbursement / Credit Card Policy (pg. 22)
32. On Line Banking Policy (pg. 22)
33. Investment Policy (pg. 22)
34. Procurement Policy (pg. 22)
35. Whistle Blowers Policy (pg. 22)
36. Workplace Violence Policy (pg. 23)
37. Guidelines for Public Comment Policy (pg.23)
38. Active Employee List (pg. 23)

ADJOURNMENT:

**MILEAGE AGREEMENT FOR REIMBURSEMENT OF EMPLOYEES WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA BUSINESS**

The fee for reimbursement set by the Town of Parma for 2015 for the use of personal vehicle usage for official Town business is set for \$0.50 per mile.

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

*\*IRS standard for 2015 is 55.5 cents per mile*

**SUPERVISOR’S APPOINTMENTS FOR 2015**

<b>APPOINTED POSITION</b>	<b>2014</b>	<b>2015</b>
Deputy Supervisor	Gary Comardo	
Director of Finance	Mary Gavigan	
Secretary to Supervisor	Marian Aprilano	
Historian PT	Don Stilson	
Historian PT	James Stilson	

**TOWN CLERK APPOINTMENTS FOR 2015**

<b>APPOINTED POSITION</b>	<b>2014</b>	<b>2015</b>
Deputy Town Clerk & Receiver of Taxes	Carrie Webster	
Deputy Town Clerk	Kerri Scoccia	

**TOWN JUSTICE APPOINTMENTS FOR 2015**

<b>APPOINTED POSITION</b>	<b>2014</b>	<b>2015</b>
Court Clerk	Barb Speer	
Office Clerk IV P.T.	Wendy Pinzon	
Court Attendant	Katie Edenhofer	
Court Attendant	Joe Silivestro	
Court Attendant	Michael Silivestro	
Court Attendant	William Butler	
Court Attendant	Steve Zajac	
Court Attendant	Don Warney	

**HIGHWAY SUPERINTENDENT APPOINTMENTS**

<b>APPOINTED POSITION</b>	<b>2014</b>	<b>2015</b>
Deputy Highway Superintendent	Al Leone	

**TOWN BOARD APPOINTMENTS**

<b>APPOINTED POSITION</b>	<b>2014</b>	<b>2015</b>
Registrar	Donna Curry	
Tax Receiver	Donna Curry	
Records Management Officer	Donna Curry	
Dog Control Officer	Arthur Fritz	

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**APPROVAL OF BLANKET UNDERTAKING**

**RESOLUTION NO.** \_\_\_\_\_ **-2015** Motion was made by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, Clerks and employees as set forth below:

- |   |                                       |
|---|---------------------------------------|
| 1. Town Supervisor, Town Clerk/Receiver of Taxes, Deputy Town Clerk/Receiver of Taxes, Director of Finance and Couriers Assistant Director of Finance | \$500,000 Limit                       |
| 2. Employees (including Clerks, Court Clerk, Town Officers and employees not prescribed above)  | \$100,000 Limit<br>\$1,000 Deductible |

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

**OFFICIAL DEPOSITORIES OF THE TOWN OF PARMA**

The official Depositories for the Town of Parma for 2015 are M&T Bank and First Niagara Bank.

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**OFFICIAL NEWSPAPERS OF THE TOWN OF PARMA**

The official primary Newspaper of the Town of Parma for the year 2015 is designated as Suburban News – North / South Edition. Should there be a need, or if deadline is missed with Suburban News, the secondary newspaper to be used will be the Rochester Democrat & Chronicle.

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

## **Recreation Commission Meeting Dates for 2015**

<u>Date</u>	<u>Time</u>
Wednesday, January 28, 2015	7:00 p.m.
Wednesday, February 25, 2015	7:00 p.m.
Wednesday, March 25, 2015	7:00 p.m.
Wednesday, April 22, 2015	7:00 p.m.
Wednesday, May 27, 2015	7:00 p.m.
Wednesday, June 24, 2015	7:00 p.m.
Wednesday, July 22, 2015	7:00 p.m.
Wednesday, August 26, 2015	7:00 p.m.
Wednesday, September 23, 2015	7:00 p.m.
Wednesday, October 28, 2015	7:00 p.m.
Wednesday, November 18, 2015	7:00 p.m.
Wednesday, December 16, 2015	7:00 p.m.

**TOWN BOARD MEETING DATES FOR 2015  
1<sup>ST</sup> and 3<sup>RD</sup> TUESDAY OF EACH MONTH  
7:00 P.M.**

*With the exception of Wed. 11/4 (for Election Day) and Summer months*

**January 6, 2015  
January 20, 2015**

**August 18, 2015**

**February 3, 2015  
February 17, 2015**

**September 1, 2015  
September 15, 2015**

**March 3, 2015  
March 17, 2015**

**October 6, 2015  
October 20, 2015**

**April 7, 2015  
April 21, 2015**

**November 4, 2015 (Wednesday)  
November 17, 2015**

**May 5, 2015  
May 19, 2015**

**June 16, 2015**

**December 1, 2015  
December 15, 2015  
December 30, 2015 (Last Bill Pay) Wednesday  
\* Time to be determined**

**July 21, 2015**

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**2015**

**PARMA PLANNING BOARD MEETING SCHEDULE**  
**(meets the 1<sup>st</sup> Thursday and 3<sup>rd</sup> Monday of each month at 7:00PM)**

**APPLICATION DEADLINES**

**MEETING DATES**

**AGENDA (12:00 NOON)**

**PUBLIC HEARING**

January 5, 2015 (Monday)  
January 19

December 29, 2014  
January 12

December 22, 2014  
January 5

February 5  
February 16

January 29  
February 9

January 16 (Friday)  
February 2

March 5  
March 16

February 26  
March 9

February 13(Friday)  
March 2

April 2  
April 20

March 26  
April 13

March 16  
April 6

May 7  
May 18

April 30  
May 11

April 20  
May 4

June 4  
June 15

May 28  
June 8

May 18  
June 1

July 2  
July 20

June 25  
July 13

June 15  
July 6

August 6  
August 17

July 30  
August 10

July 20  
August 3

September 3  
September 21

August 27  
September 14

August 17  
September 4 (Friday)

October 1  
October 19

September 24  
October 9 (Friday)

September 14  
October 5

November 5  
November 16

October 29  
November 9

October 19  
November 2

December 3  
December 21

November 25 (Wednesday)  
December 14

November 16  
December 7

January 7, 2016

December 31, 2015

December 21, 2015

- Notes: 1) All applications must be submitted with 10 copies of maps, along with an electronic copy of all materials submitted, by noon of deadline date.  
2) All meetings will begin at 7:00 PM and are open to the public.  
3) In order to have an advertised Public Hearing, the matter must have been presented to the Board at previous meeting in sketch plan and preliminary plan form and a date set by the Board for a Public Hearing.  
4) When scheduled meetings fall on a Legal Holiday, the Board may cancel or change meeting dates by resolution at a regularly scheduled meeting and publishing of the appropriate date.

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_



**2015**

**PARMA ZONING BOARD OF APPEALS MEETING SCHEDULE**  
**(meets 3<sup>rd</sup> Thursday of each month at 7:00 PM)**

<b><u>MEETING DATES</u></b>	<b><u>LAST DATE TO BE PUT ON AGENDA</u></b>
January 15, 2015	December 26, 2014
February 19	January 30, 2015
March 19	February 27
April 16	March 27
May 21	May 1
June 18	May 29
July 16	June 26
August 20	July 31
September 17	August 28
October 15	September 25
November 19	October 30
December 17	November 25 (Wednesday)
January 21, 2016	December 31, 2015

Notes: 1) All applications must be submitted with 7 copies of maps, along with an electronic copy of all materials submitted, by 4:00 pm of deadline date.

2) All meetings will begin at 7:00 PM and are open to the public.

EB-2015

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**2015**

**CONSERVATION BOARD MEETING SCHEDULE**  
**(meets every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 PM)**

January 6, 2015  
January 20

February 3  
February 17

March 3  
March 17

April 7  
April 21

May 5  
May 19

June 2  
June 16

July 7  
July 21

August 4  
August 18

September 1  
September 15

October 6  
October 20

November 4 (Wednesday)  
November 17

December 1  
December 15

EB-2015  
EB-2014

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**STANDARD WORKDAYS ESTABLISHED FOR RETIREMENT PURPOSES FOR  
THE TOWN OF PARMA**

**7-hour workday established**

Assessment Clerk  
Assessor  
Assistant Assessor  
Building and Development Coordinator  
Chairman of Conservation Board  
Civil Defense Administrator  
Clerk PT  
Clerk to Town Justice  
Conservation Board Member  
Councilperson  
Court Attendant PT  
Deputy Supervisor  
Deputy Town Clerk  
Deputy Town Clerk & Receiver of Taxes  
Director of Finance  
Director of Parks and Recreation  
Dog Control Officer  
Fire Marshal PT  
Food Service PT  
Historian PT  
Laborer  
Librarian 1  
Library Director  
Library Page  
Library Trainee  
Lifeguard-Seasonal  
Office Clerk PT  
Office Clerk III  
Office Clerk IV  
Office Clerk IV PT  
Office Clerk IV-Seasonal  
Planning Board Member  
Principal Library Clerk  
Receiver of Taxes / Assessments  
Recreation Assistant Seasonal  
Recreation Director  
Registrar of Vital Statistics PT  
Secretary to Planning Board  
Secretary to Zoning Board  
Secretary to Supervisor  
Senior Library Clerk  
Supervisor  
Town Justice  
Town Clerk

**7- hour workday continued**

Zoning Board Members  
Zoning Investigator - PT

**7.5 –hour workday established**

Assistant Recreation Director  
Recreation Leader  
Recreation Supervisor  
Senior Citizen Program Specialist

**8- hour workday established**

Deputy Superintendent of Highways  
Head Grounds Equipment Operator  
Heavy Motor Equipment Operator  
Laborer–Highway/Building & Grounds  
Laborer PT-Highway/Building & Grounds  
Maintenance Mechanic III  
Motor Equipment Operator  
Parks Foreman  
Superintendent of Highway

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**TOWN OF PARMA HOURS OF OPERATION**

TOWN HALL	MONDAY – FRIDAY	8:00 A.M. - 4:00 P.M.
PARKS DEPARTMENT	MONDAY – FRIDAY	7:00 A.M. - 3:30 P.M.
RECREATION DEPARTMENT	MONDAY - FRIDAY	8:00 A.M. - 4:30 P.M.
HIGHWAY DEPARTMENT	MONDAY – FRIDAY	7:00 A.M. – 3:30 P.M.

*\*There are certain circumstances where there may be exceptions, however, the above hours of operation have been established and are not to be altered without Department Head or Supervisors approval.*

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**TOWN OF PARMA LEGAL HOLIDAYS FOR 2015**

Thursday January 1, 2015	New Years Day
Monday January 19, 2015	Martin Luther King Day
Monday February 16, 2015	President's Day
Friday April 3, 2015	Good Friday
Monday May 25, 2015	Memorial Day
Friday July 3, 2015	Independence Day (Observed)
Monday September 7, 2015	Labor Day
Monday October 12, 2015	Columbus Day
Wednesday November 11, 2015	Veteran's Day
Thursday November 26, 2015	Thanksgiving Day
Friday November 27, 2015	Thanksgiving Day Holiday
Friday December 25, 2015	Christmas Day

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

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# TOWN OF PARMA BOARDS, COMMISSIONS AND COMMITTEES FOR 2015

## Planning Board (5 year term)

## CURRET TERM

## NEW TERM VOTE

Tod Ferguson, Chairperson	December 31, 2015	
Steve Aprilano	December 31, 2018	
Michael Reinschmidt	December 31, 2016	
Bob Pelkey	December 31, 2017	
Mark Acker	December 31, 2014	VOTE 12/31/2019
Maureen Werner, Secretary	December 31, 2014 (yearly)	VOTE 12/31/2015

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

## Zoning Board of Appeals (5 year term)

Timothy Thomas	December 31, 2018	
Dan Melville	December 31, 2014	VOTE 12/31/2019
Veronica Robillard, Chairperson	December 31, 2015	
Jim Zollweg	December 31, 2016	
Stephen Shelley	December 31, 2017	
Dean Snyder-alternate	December 31, 2014 (yearly)	VOTE 12/31/2015
Carrie Webster, Secretary	December 31, 2014 (yearly)	VOTE 12/31/2015

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**Conservation Board (2 year term)**

Michael White	December 31, 2014	VOTE 12/31/2016
Scott Harter	December 31, 2014	VOTE 12/31/2016
Don Harter	December 31, 2015	
Greg Pacelli, Chairperson	December 31, 2015	
Michael Ingham	December 31, 2015	
Peter Stoller	December 31, 2014	VOTE 12/31/2016
Diane Brisson, Secretary	December 31, 2014 (yearly)	VOTE 12/31/2015

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

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**Library Board (5 year term)**

Mari Crumb, President	December 31, 2014	VOTE 12/31/2019
Linda Kirchgessner, VP	December 31, 2017	
Mary Jane Skarzynski, Secretary	December 31, 2016	
Pat O'Leary	December 31, 2015	
Open-To be determined	December 31, 2018	

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

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**Assessment Review Board (5 year term)**

Robert Prince, Chairperson	December 30, 2015	
Joseph Reinschmidt	December 30, 2014	VOTE 12/30/2019
James Kibby	December 30, 2016	
Jeff Forberg	December 30, 2018	
Jim Kesselring	December 30, 2017	

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**Recreation Commission (4 year term)**

Thomas Ganley	December 31, 2016	
Carol Lennon	December 31, 2017	
Art Cosgrove	December 31, 2014	VOTE 12/31/2018
Don Schlonski	December 31, 2015	

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

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**Farmland & Open Space Committee (2 year term)**

Scott Copey, Chairperson	December 31, 2014	VOTE 12/31/2016
Marilyn DeMeyer	December 31, 2014	VOTE 12/31/2016
Pat Buskey	December 31, 2014	VOTE 12/31/2016
Linda Judd	December 31, 2015	
Tim Thomas	December 31, 2015	
Donald Green	December 31, 2015	

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_



# LIAISON ASSIGNMENTS

## 2014

## 2015

JAMES SMITH	PERSONNEL UNION LIBRARY VILLAGE OF HILTON HISTORIAN	JAMES SMITH
GARY COMARDO	PARKS DEPARTMENT UNION NEGOTIATIONS FARMLAND AND OPEN SPACE	GARY COMARDO
JAMES ROOSE	DOG CONTROL RECREATION SPECIAL POLICE	JAMES ROOSE
TINA BROWN	ASSESSOR PLANNING BOARD CONSERVATION BOARD	TINA BROWN
KYLE MULLEN	GIS ZONING BOARD ZONING ENFORCMENT	KYLE MULLEN

- ***North Greece Fire District and Spencerport Fire Districts are now sending Meeting Minutes to us. There will not be liaison assigned. Should there be a matter that requires our attention, the districts will let us know and we can determine who will attend the meeting at that time.***

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**TOWN OF PARMA ELECTION EXPENSES FOR 2015**

Hourly rate to be paid to elections inspectors \$ 10.00

Amount to be paid to election inspectors for Training/Testing \$ 25.00

Amount to be paid to site chairman will be based on Board of Election Formula

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**TOWN OF PARMA PETTY CASH APPROVALS FOR 2015**

Finance Office	\$ 100.00
Highway	\$ 100.00
Town Clerk	\$ 340.00
Library	\$ 100.00
Recreation	\$ 75.00

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**TOWN OF PARMA PAVILION RENT**

The fees for rent of the pavilions per day in the Parma Park for 2015 are:

\_\_\_ \$ 75 \_\_\_ for residents

\_\_\_ \$150 \_\_\_ for non-residents

\_\_\_ \$ 30 \_\_\_ Cancellation Fee for Pavilion rentals

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**TOWN OF PARMA VFW RENT**

\$375.00 \_\_\_\_\_ VFW Hall –Includes cleaning and security deposit of \$100.00

\$200.00 \_\_\_\_\_ VFW Active Member –Includes cleaning and security deposit

\$225.00 \_\_\_\_\_ VFW Inactive Member – Includes cleaning and security deposit

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**OFFICIAL ATTORNEYS FOR THE TOWN OF PARMA**

The official Attorneys for the Town of Parma for the year 2015 are Lacy Katzen, LLP; Badain & Crowder , Harter Secrest & Emery LLP., Knauf Shaw,LLP. and McConville, Considine, Cooman & Morin PC.

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**APPOINTMENT OF SPECIAL PROSECUTORS**

WHEREAS, the Town Board of the Town of Parma, Monroe County has been advised that in order to properly prosecute certain violations of the Town of Parma Ordinances and Local Laws, it is necessary to obtain the appointment of the Attorneys' for the town as Special Prosecutor; and,

WHEREAS, the Town Board desires the Assistant Counsel for the Town, Lara Badain, Esq., be appointed as Special Prosecutor for this purpose; and,

WHEREAS, the Town Board desires the Assistant Counsel for the Town, Peter Rodgers, Esq., be appointed as Special Prosecutor for this purpose; and,

WHEREAS, the Town Board, once it has so appointed the Attorney for the Town, would ask the District Attorney of the County of Monroe to approve the appointment and take whatever steps are necessary to authorize the Assistant Counsel for the Town to act as Special Prosecutor for these purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Parma hereby appoints Attorneys for the Town Lara Badain, Esq. and Peter Rodgers, Esq. to act as a Special Prosecutor for the purpose of prosecuting any alleged violations of or offenses against the Ordinances, Local Laws and Code of the Town of Parma, in and for the Town of Parma, in the County of Monroe and requests the District Attorney of the County of Monroe to approve the appointment made herein and take whatever steps are necessary to properly authorize Lara Badain, Esq. and Peter Rodgers, Esq. to act as a Special Prosecutor as set forth herein.

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**OFFICIAL ENGINEERING FIRMS FOR THE TOWN OF PARMA**

The official Engineering Firms for the Town of Parma for the year 2015 will be Larsen Engineers and Chatfield Engineers.

Motion by: \_\_\_\_\_

Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

**OFFICIAL ELECTRICAL INSPECTION AGENCIES**

The official Electrical Inspection agencies for the Town of Parma for the year 2015 will be Common Wealth and Middle Department.

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**DOG CONTROL COVERAGE**

The Town of Parma will use Michael Ingham to cover for the Dog Control officer when he is out of town during the 2015 calendar year. A fee of \$25.00 will be paid for each call that he responds to.

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**DOG CONTROL KENNEL AGREEMENT**

The Town of Parma shall use Hamlin Dog Kennel as official kennel and Lollipop Farms as secondary kennel for the year 2015. Kennel fees will be \$25.00 per day.

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**DOG FINES**

Penalties for dog ordinances in the Town of Parma for 2015 will be subject to community service and/or a fine of not less than \$250.00 and no more than \$1,000.00 for each offense.

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**STATEMENT OF NON-COLLUSION**

By Submission of the Bid of Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**NON – COLLUSION VOTE**

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_

Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**RESOLUTION TO PASS EMPLOYEE REIMBURSEMENT/CREDIT CARD  
POLICY(\*SEE ATTACHED POLICY)**

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**RESOLUTION TO PASS ON LINE BANKING POLICY  
(\*SEE ATTACHED POLICY)**

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**RESOLUTION TO PASS INVESTMENT POLICY  
(\*SEE ATTACHED POLICY)**

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**RESOLUTION TO PASS PROCUREMENT POLICY  
(\*SEE ATTACHED POLICY)**

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**RESOLUTION TO PASS WHISTLE BLOWERS POLICY  
(\*SEE ATTACHED POLICY)**

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**RESOLUTION TO PASS WORKPLACE VIOLENCE POLICY**  
*(\*SEE ATTACHED POLICY)*

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**RESOLUTION TO PASS GUIDELINES FOR PUBLIC COMMENT POLICY**  
*(\*SEE ATTACHED POLICY)*

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2015**  
*(\*SEE ATTACHED LIST)*

**Approval of Active Employee list for the year 2015**

Motion by: \_\_\_\_\_ Resolution \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_