

Parma Town Board meeting held on Tuesday, April 6, 2010 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

Supervisor	Peter McCann
Councilman	Carm Carmestro
Councilman	James Smith
Councilman	Gary Comardo
Councilman	James Roose
Highway Superintendent	Brian Speer
Building Inspector	Jack Barton
Recreation Director	Steve Fowler

OTHERS IN ATTENDANCE

Mary Eichas–Gavigan, Don Green, Bob Prince, Jim Zollweg, Charles Lissow, Helen Ives, Scott Copey, Carol Kluth, Gene DeMeyer, Bruce Clark, John Chart, Ed Arnold, Stan Hoy, Jerry Eichas, Beth Martin, Kathryn Lemcke, Pat Buskey, Marilyn DeMeyer, Park Foreman Joe Petricone and other unidentified members of the public.

CALL TO ORDER

Supervisor McCann called the meeting to order at 6:30 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Supervisor McCann noted emergency exit procedures. It was noted that the meeting is being digitally recorded.

PUBLIC FORUM

Supervisor McCann asked if there was any citizen present who would like to address the Town Board on any topic not on the agenda.

Gerald Eichas is in the process of obtaining a permit for an agricultural building at 920 Parma Center Road. The building will be used for storage of hay grown on his farm. He requested a reduction in the permit fee. It was noted there would be fewer inspections needed for this permit, as there would be no need for plumbing or electrical inspections. Supervisor McCann indicated this would be addressed later in the meeting.

MINUTES – MARCH 16, 2010

Councilman Smith noted that he had provided April 7th instead of April 14, 2010 as the date for when the Monroe County Historians will be coming to our museum.

RESOLUTION NO. 81-2010 Motion by Councilman Carmestro, seconded by Councilman Smith, to accept the Minutes of the March 16, 2010 meeting including the change to the draft indicating April 14, 2010 as the date for the Monroe County Historians visit.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk and VFW Summary Reports for March have been submitted.

Pavilion applications have been received from Hilton Heat Soccer Club for all four pavilions on the weekend of their tournament, June 4th, 5th and 6th. It was noted the Hess Pavilion is rented for June 5, 2010. Further discussion and decision will be made later in the meeting when the gator request is addressed.

Notice was received and posted from the Town of Clarkson regarding a proposed local law to allow for temporary signs for the sale or lease of real property in the Town of Clarkson.

The New York State Town Clerk Association Annual Conference is April 25-28, 2010. The Town Clerk will be attending, Monday, April 26 and in the morning only on Tuesday, April 27. The Clerk has arranged with another Town Clerk to share a room at no cost in exchange for driving. It was noted that there are funds budgeted for this and there was no objection.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that crews have been working on roadside pickups. The annual spring brush pickup will begin April 19, 2010 and run through May 14, 2010. This will be advertised the next two weeks in the Suburban News.

He also reported they are organizing their work schedule for the summer. There will be work to do for the school and some for the County. Supt. Speer spoke with NYS DOT at a recent utility meeting and the section of North Avenue between Curtis and Moul Roads has been cut from the state road repairs planned for this year due to their program funding being cut in half.

There was discussion on hiring part time summer help which was originally planned for but cut from the budget. Supt. Speer explained that he would like to have four part time workers. One would be a student from SUNY Brockport who will use GIS to identify sewer system cleanouts and other information for efficient department identification. The remaining three persons would be general laborers who will do maintenance of fuel tanks, flag and traffic control work during vacations and free up MEO's to run equipment. He felt the total cost would be \$28,000. There was discussion on how this might be funded and what the expected work might be from the County and school district. He was asked to bring numbers to the next Town Board meeting to justify the request including projections for potential county and school work.

Councilman Carmestro asked about what road work the Highway Department would be involved with for the County or State in the Town this summer. Supt. Speer noted there would be no state work and the County is expected to work on the east end of Burritt Road, east end of Peck Road, Hilton Parma TL Road and Hinkleyville Road. Curtis Road was on for last year but was not done. Supt. Speer noted stimulus dollars will be used for Moul Road and the Town crew will not participate as these jobs will go to private contractors. Councilman Carmestro asked about when the bridge replacement work will begin. Construction work will not start until 2011 and 2012 but public hearings and engineering work are starting now.

RECREATION DEPARTMENT REPORT

Mr. Fowler reported that the County of Monroe Department of Planning and Development has processed our grant reimbursement request and we have received and deposited the check associated with the Town's pedestrian bridge project.

Public Works Project of the Year - The New York Chapter Genesee Valley Branch of the American Public Works Association presented the Town of Parma with their "Public Works Project of the Year" award for the collaborative efforts produced from the Wilder Road Bridge at Salmon Creek project.

BUILDING DEPARTMENT REPORT

Regarding Supt. Speer's comments on use of a student to track GIS information for sewer cleanouts, Mr. Barton shared that for the past eight years the Building Department has noted on the surveys of new homes where the cleanouts are located. He also reported he will be on vacation for the next Town Board meeting and the Building Department report for March has been submitted.

Mr. Barton reported that three of the four applicants for the open Planning board position attended the last Planning Board meeting. He is looking for direction from the Town Board as

to the interview process. The Town Board was in agreement that Mr. Barton Conduct the interviews with the Planning Board Liaison. If another Board Member would like to sit in on the interviews they are more than welcome to.

INCREASE THE NORMAL WORK WEEK – CODE ENFORCEMENT OFFICER

Mr. Barton reported his department has been tracking the volume during Thursday evening hours for the past nine weeks and there have only been five walk-ins. He is recommending the Thursday evening hours be eliminated and the Code Enforcement Officer's hours be changed to three full days for a total of twenty-one hours per week. This would be an increase of one hour per week. He felt that the Code Enforcement Officer's hours would be better spent during the three full days. The building department would take evening hours by appointment. If the demand were to grow the building department could reevaluate at a later time. Mr. Barton will advertise the new hours.

RESOLUTION NO. 82-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to increase the normal work week of the Code Enforcement Officer position from twenty to twenty-one hours.

Motion carried: Aye 5 Nay 0

REQUEST FOR BUILDING PERMIT FEE REDUCTION - EICHAS

With regard to Mr. Eichas' earlier request to reduce the building permit fee, Mr. Barton noted that in the past the Town Board has cut the rate per square foot in half. Although this is a large building there will be very few inspections. An inspection for the footings and a final inspection were noted. There was discussion about looking at ways to work this into our regular process so that applicants would not have to come to the Town Board to ask for an exception. Mr. Barton did not feel there were enough exceptions to warrant a change in the process. It has been several years since the last request. There was discussion on advising future applicants versus the applicant requesting on their own, not all applications for agricultural buildings are the same and might require different inspections and for the time being keeping the practice as it is.

RESOLUTION NO. 83-2010 Motion by Councilman Carmestro, seconded by Councilman Comardo, that in addition to the \$20.00 base charge the square footage rate will be reduced from \$.08 cents per square foot to \$.04 cents per square foot for the building permit issued to Gerald Eichas.

Motion carried: Aye 5 Nay 0

WAIVER OF FEE – ZONING BOARD OF APPEALS

Bruce Clark requested a waiver of his most recent Zoning Board of Appeals application fee. He is requesting the waiver because he has already paid two prior fees. It was explained that the variance was denied the first time and the second time it was approved but the time expired due to a misunderstanding on the timeframe in which the project must be started. There was discussion on the ordinance, the application receiving prior approval, and the Town not incur additional expense other than the readvertising. It was suggested that a portion of the fee be waived.

RESOLUTION NO. 84-2010 Motion by Supervisor McCann, seconded by Councilman Carmestro, to waive \$100.00 of the \$150.00 Zoning Board of Appeals application fee for Bruce Clark.

Motion carried: Aye 5 Nay 0

LETTER OF CREDIT MERCY FLIGHT SUBDIVISION PHASE III

Mr. Barton reported the Town Engineer has reviewed and found the Letter of Credit in the amount of \$266,337.08 for Mercy Flight Subdivision Phase III to be acceptable.

There was discussion on the drainage problems that neighbors have experienced. It was noted the Planning Board reviewed the surveyor's report at their last meeting and realizes Phase III will have no impact on the drainage problems experienced by the neighbors. They felt the report accurately reflected the issue. It was felt the problem lies on the individual properties and that the impact of the subdivision is minimal at best. It was noted these properties lie within a flood zone. Planning Board members were present when the survey was done and have visited the site after rainstorms and snow melt. A crushed driveway culvert pipe at the road, placement of stones in one yard and the elevation of a driveway being higher than the garage floor were the contributing factors. Concern was expressed for the property owners and acknowledged that the Town has taken reasonable steps to identify the cause of the problem. A letter has been sent to the three neighbors to explain the findings.

RESOLUTION NO. 85-2010 Motion by Councilman Roose, seconded by Councilman Comardo, to accept the Letter of Credit for Phase III of the Mercy Flight Subdivision in the amount of \$266,337.08.

Motion carried: Aye 5 Nay 0

Councilman Carmestro inquired about the status of the home which burned on West Creek Drive. Mr. Barton noted he has not heard from the property owner and the next step is to contact them again and set a deadline to remove the structure. Mr. Barton will follow up.

PARKS DEPARTMENT

Mr. Petricone reported the department has switched over to spring and summer hours, all buildings except the sports building are operational, and the sports building will be readied if there is no further cold weather. Repairs and updates to the batting cage have been done. Two coats of paint have been applied to the top surfaces of the skate park ramps. The ramp sides will be painted to match the other buildings in the Park. Work has been done per the Fire Marshall inspections and there testing of fire and smoke detectors will be needed. Mr. Petricone estimated a cost of \$700 and would like to have this added to the next budget as this was not planned for in this year's budget.

BUSINESS ITEMS

GATOR USE – HILTON HEAT SOCCER CLUB TOURNAMENT

RESOLUTION NO. 86-2010 Motion by Councilman Smith, seconded by Councilman Carmestro, to approve usage of the Gator during the Hilton Heat Soccer Club Tournament June 4 to June 6, 2010 that it not be operated by anyone under the age of nineteen.

Motion approved: Aye 5 Nay 0

PAVILION FEE WAIVER – HILTON HEAT SOCCER CLUB

RESOLUTION NO. 87-2010 Motion by Councilman Carmestro, seconded by Councilman Smith, to waive fees for use of the Burritt, Lions and Lloyd pavilions during the Hilton Heat Soccer Tournament June 4 through June 6, 2010.

Motion approved: Aye 5 Nay 0

LAND USE AGREEMENT – CONSOLIDATED OMEGA CORPORATION

There was discussion on a proposed rental agreement of \$100 per month between the Town of Parma and the Consolidated Omega Corporation for use of 101 Heinz Street by the Highway Department. There was discussion on the need of this space for storage. The agreement would commence May 1' 2010. Supervisor McCann will contact the Hunte's to see if an annual sum of \$1,000 or twelve monthly payments of \$100 would be agreeable.

CEMETERY MAINTENANCE QUOTES

The following quotes were provided for cemetery maintenance.

Buttonwood Landscape	\$4,345
Ty Kelley	\$3,300
Rich Losey Cutting Time	\$3,250

Mr. Petricone recommended that the Town continue with Ty Kelly because he is familiar with the cemeteries, has experience in headstone repair and has repaired some of the stones in the past. Councilman Carmestro also noted that Mr. Losey has not done commercial mowing.

RESOLUTION NO. 88-2010 Motion by Councilman Carmestro and seconded by Councilman Roose, to award the cemetery maintenance quote to Ty Kelley for \$3,300 for 2010.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFERS

TRANSFERS TO BUDGET

Mar-10

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO512122048000	MISC EXPENSE	200.00	AOO512122046000	CONTRACTED SERVICES	200.00	GAVIGAN
AOO516168021000	EQUIPMENT	1800.00	AOO516162021000	EQUIPMENT	1800.00	GAVIGAN
AOO590905081000	UNEMPLOYMENT INS	134.00	AOO590904081000	WORKERS COMP	134.00	GAVIGAN
BOO590901081000	NYS RETIREMENT	54.00	BOO590904081000	WORKERS COMP	54.00	GAVIGAN
	DA SURPLUS	9,999.00	DAO550514221000	EQUIPMENT	9,999.00	SPEER

RESOLUTION NO. 89 -2010 Motion by Councilman Roose, seconded by Councilman Comardo, to approve the Budget Transfers as submitted.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS

SPECIAL ELECTION CONSERVATION EASEMENT MARTIN FARM

Supervisor McCann reported that enough signatures have been received calling for a referendum on the purchase of a conservation easement by the Town of Parma for the Martin farm at 396 Burritt Road. The petitions have been reviewed and verified by the Town Clerk's office with the guidance of the Board of Elections. June 2nd at the Town Hall between noon and 9:00 p.m. was discussed as a possible date, time and location. It was felt that delivery and return of the voting machines would best be accomplished by Lafayette Moving. The Town Attorney will draft the proposition and the necessary resolution. It is expected that these decisions will be made at the next Town Board meeting along with other logistics for the Special Election.

There was discussion on the role the Farmland and Open Space Committee can take on this matter. The committee is as an advocate of this purchase. Opinions were expressed that Town funds could not be spent and that as individuals they could express their own opinions. It was felt this could be clarified with the Town Attorney.

INFORMATIONAL ITEMS

GIS PRESENTATION

James Zollweg provided the Town Board with a summary, examples and an update of the types of information that has been provided to the Town using GIS. He noted that he has designed a website, identified the types of tasks that have been done and the role of GIS in the Town. Going forward he would like to see continued support of broader projects, seek increased funding opportunities and identify training needs. The talents of Mr. Zollweg, Scott Copey and

the Farmland and Open Space Committee were acknowledged and noted as a cost savings to the Town. The Town Board was receptive to future uses of GIS.

MISCELLANEOUS ITEMS

Supervisor Report – Supervisor McCann noted the financial report for January and February are complete.

SOIL TESTING – TOWN HALL PARK

Supervisor McCann reported the soil testing results have been done. Supervisor McCann hoped that the results would be available along with any opinion and recommendations from the Monroe County Health Department by the next meeting. There was discussion on should remediation be necessary that we see if it could be held off till after playing seasons. Councilman Roose reported that he had spoken with the gentleman at the Monroe County Health Department who would be making any decisions. This gentleman will work with the representative from the New York State Department of Health in determining what would need to be done.

FARMLAND & OPEN SPACE COMMITTEE WINTER WORKSHOP

Don Green reported the workshop was well received and generated a lot of enthusiasm for the program presented. Approximately 250 letters were sent and inquiries were received from people who could not attend. Costs included the mailing and refreshments.

LIAISON REPORTS

**Councilman Smith reported that a code violation has been sent to Town Court, the individual did not show and a bench order has been issued. He indicated this was an unfortunate situation but in order to get any corrective action this may have to go to Supreme Court.

**Councilman Carmestro reported that Parks is gearing up for the summer season. The Fire Department meeting is tomorrow night but he will be unable to attend. The Village organizational meeting was tonight and asked if there are topics that the Town Board wants to discuss at the joint meeting get them to the Town Clerk so they can be added to the agenda.

**Councilman Comardo attended the Recreation Commission meeting. Items covered included money saved on the printing of the spring brochures; update on the “Park It in Parma” celebration; Mr. Fowler’s attendance at the NYS Recreation and Parks Conference in Saratoga Springs; and discussion on future replacement of the senior citizen van.

The Special Police will be starting bike patrols as the weather gets better and upcoming details include an event at Quest on April 8th and the 5K race on May 1st.

**Councilman Roose noted the Mercy Flight subdivision issues were covered earlier and had nothing additional to report.

SPECIAL POLICE – INSURANCE COVERAGE

There was discussion on the role of the Special Police, their interaction with community organizations and the potential for a meeting of involved parties to air out differences and clear up misinformation. Supervisor McCann reported that the Town is not carrying the appropriate endorsements to cover the Special Police under the Town’s insurance. Supervisor McCann, Councilman Comardo the liaison to the Special Police and Tod Endenhofer have met to discuss. There was continued discussion regarding the equipment used and carried by the Special Police and their role as Court Attendants. Supervisor McCann has spoken with Judge Sciortino and noted that the Judge would not like to see the Court Attendants saddled with reductions in the tools they can use. He noted that Court Attendants have had to restrain individuals in court and other Towns come to see our attendants because we have an excellent program. Supervisor McCann’s suggestion is to add the appropriate professional Liability endorsement insurance at this time. The cost will be approximately \$4,800 annually to add the appropriate endorsement. There was further discussion.

RESOLUTION NO. 90-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to add Police Professional Liability Insurance to the Town's coverage for the Special Police.

Motion carried: Aye 5 Nay 0

There being no further business brought before the Town Board, Councilman Roose made a motion to adjourn the meeting at 8:45 p.m., seconded by Councilman Smith and all were in favor.

Respectfully submitted,

Donna K. Curry
 Parma Town Clerk



TOWN OF PARMA
 Parks Department
 P.O. Box 728
 1300 Hilton-Parma Road
 Hilton, New York 14468
 (716) 392-5050
 Fax (716) 392-6659

TO: TOWN BOARD March 31, 2010
 FROM: PARKS DEPT.
 RE: CEMETERY QUOTES

Enclosed you will find three quotes for cemetery maintenance. The Parks Dept. recommends Ty Kelly he has done the maintenance for the past three years and understands the delicate nature of the cemetery's and the headstones. He also has experience in headstone repair and has repaired some for us in the past. The quotes are as follows:

Buttonwood Landscape - \$4345.00
 Ty Kelly - \$3300.00
 Rich Losey Cutting Time - \$3250.00



TOWN OF PARMA
 Parks Department
 1300 Hilton-Parma Road
 P.O. Box 728
 Hilton, New York 14468
 (585) 392-5050
 Fax (585) 392-6659

General Specifications:
 No quote may be withdrawn for a period of thirty (30) days after the date set for the opening thereof, and no quote may be withdrawn at any time prior to the opening of bids.
 All quote proposals shall clearly indicate the project price as spelled out in the project specifications.
 The envelope containing your quote proposal shall clearly be marked QUOTE in capital letters.
 The Town of Parma reserves the right to waive any informality in, or to accept or reject any and all quotes.
 The Town is looking to enter into contract with a qualified lawn and or landscaping company to maintain these six parcels during the 2010 growing season.

PROJECT SPECIFICATIONS		
Name	Address	Cuts/Season
Atchinson Cemetery	270 Hill Rd.	9
Smith Cemetery	2 Dunbar Rd.	13
Wright Cemetery	636 Hamlin Parma TL. RD.	9
Hoosic Cemetery	1741 Manitou Rd.	13
Sage Cemetery	2742 Clarkson Parma TL. RD.	9
Castle Cemetery	535 Peck Rd.	13

Maintenance will be as follows:
 The boundaries of each cemetery, all grave sites, gravestones, trees, and fences will properly be moved and trimmed accordingly. Fallen branches and discarded objects are to be put in a pile in front of the cemetery, and the cemetery made to look presentable. (Please notify the Parks Dept. if a pick up is needed.)
 The first cut is to be made in the spring as needed, and the last cut as late into the fall as possible. Extra cuts may be needed during a heavy growing season, notify and arrange with Parks Dept.
 Your quote for the above maintenance is 3300.00 **Ty Kelly**



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 Your quote for the above maintenance is 4345.00 **Button Wood**



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 Your quote for the above maintenance is 3250 **Rich Losey**

