

Parma Town Board meeting held on Tuesday, January 21, 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
Councilperson	Kyle Mullen
Highway Supt.	Brian Speer
Building Inspector	Jack Barton
Director of Parks and Recreation	Tom Venniro

OTHERS IN ATTENDANCE

Recreation Commissioners Dave Tresohlavy and Al Howe, Park Foreman Joe Petricone, Ken Mullen, Carol Mullen, Helen Ives, Tammy Mullen, Brian Covert, Virginia Covert, Lon Jacobs, Carol Kluth, Mike Weldon, Pat Buskey, Larry Speer, Joe Davey, Arda Davey, Ed Arnold, Mark Bernreuther, Cheryl Sherry, Todd Sherry, Stan Hoy, Erika Brinkel and other members of the public.

CALL TO ORDER

Supervisor Smith 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. Emergency exit procedures were noted. He welcomed the new Director of Parks and Recreation

MINUTES – JANUARY 7, 2014

RESOLUTION NO. 53-2014 Motion by Councilperson Roose, seconded
by Councilperson Comardo, to accept the Minutes of the January 7, 2014
Town Board meeting.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

Tax Collections have been moving along. There have been some issues with accessing the collection software through the County provider and some issues with M&T Lockbox. They currently appear to be resolved. Collection hours this cycle are 8:00 a.m. to 4:00 p.m. Monday, Tuesday, Wednesday and Friday. On Thursdays the office will be open until 6:00 p.m. for the months of January, February and March. The office will be open on Saturday February 8th from 9:00 a.m. till noon to accommodate the heavier volume for the no interest cutoff.

The Town Clerk reported Daniel Lemcke's letter for retirement had been received and filed. There is a resolution later in the meeting for the Board's acknowledgement.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported the department has been chipping Christmas trees when it is not snowing. They are still down a loader. The header is cracked and he expects they will have to overhaul the exhaust and motor. The truck repaired at Caledonia Diesel has also quit. They will be coming to look at it on Thursday.

Supt. Speer reported he has hired Tom Best, who has worked for us before. Supt. Speer stated that he had told him if there was ever an opening he would be the first person he would call. He stated that this does not change the fact that he still needs to advertise for the mechanic, MEO, plus potentially two more positions. Supt. Speer acknowledged that he still has to contact civil service. Supervisor Smith confirmed this needed to be done. Councilperson Brown asked if we will get the paperwork (application, background check, drug test, etc.) in the front office for Mr. Best. Supt. Speer stated it is in the process of going on and that the stuff went up yesterday or today. Councilperson Brown noted that it had not been received when she inquired today. Supervisor Smith indicated that some of the paperwork had been received but was not sure if everything had been received.

BUILDING DEPARTMENT REPORT

Mr. Barton reported the Building and Fire Marshal offices are working on the year-end report for the Department of State of all the different types of inspections they do.

RECREATION DEPARTMENT REPORT

Mr. Venniro introduced himself and explained that he had worked previously for the Gates and Chili Recreation Departments. He expressed his excitement for the opportunity. He will be meeting with the Recreation Commission later this week. He will be looking at bringing efficiency to the department and to make things more convenient for the public. He will be looking at program and essential services to the community.

BUSINESS ITEMS

RESOLUTIONS FOR WORKERS COMPENSATION MEMBER REPRESENTATIVE APPOINTMENTS

The Town of Parma belongs to the Upstate New York Municipal Workers Compensation Program (UNYMWCP). Each member participates in the governance and has representation at the meetings.

RESOLUTION NO. 54-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to appoint Mary Gavigan as the Town of

Parma's voting member for the Upstate New York Municipal Workers
Compensation Program

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 55-2014 Motion by Councilperson Roose, seconded by
Councilperson Mullen, to appoint James Smith as the Town of Parma's
alternate voting member for the Upstate New York Municipal Workers
Compensation Program.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 56-2014 Motion by Councilperson Roose, seconded by
Councilperson Comardo, to appoint Mary Gavigan as the Town of
Parma's facilitator for the Upstate New York Municipal Workers
Compensation Program.

Motion carried: Aye 5 Nay 0

MONROE COUNTY SNOW AND ICE AGREEMENT

Supervisor Smith noted this is an agreement between the Town of Parma and the County of Monroe. Board members inquired why this one is less than the last (2013 - \$286,796.00 and 2014 - \$276,526). Supt Speer explained it is primarily because the price of salt went down about \$4.00 per ton (10%). He noted equipment remained the same and although there was an increase in labor; overall, it went down 3.25%. The advantage to this contract is that the pricing is current; whereas, with the State the pricing is one year behind. This agreement will be for a five year period; whereas, the previous one was for ten years. This agreement also includes an adjustment for the severity of the winters which will be made in subsequent years. He noted last year's County tax bill, was the first time the County separated out the portion charged for snow plowing. He indicated that the charge was \$15.00 per 100,000 of assessed valuation across the entire county. This year's bill reflects the actual amount paid to each municipality

RESOLUTION NO. 57-2014 Motion by Supervisor Smith, seconded by
Councilperson Roose, to accept the Snow and Ice Agreement with Monroe
County for the 2013-2014 season with annual renewals upon mutual
consent for up to four additional years.

Motion carried: Aye 5 Nay 0

2014 AMENDATORY AGREEMENT **ALL SEASONS COUNTY/TOWN WORK AGREEMENT**

Supervisor Smith explained that the All Seasons Agreement compensates the Town for summer work done such as fixing roads, dead animal pickup and mowing. This is this year's amendment to the agreement.

RESOLUTION NO. 58-2014 Motion by Supervisor Smith, seconded by Councilperson Brown, to accept the 2014 Amendatory Agreement – All Seasons County/Town Work Agreement for the period of January 1, 2014 to December 31, 2014; and authorize the Town Supervisor to execute this agreement.

Motion carried: Aye 5 Nay 0

It was noted the signature page came in incorrectly from the County and has been corrected. Councilperson Mullen asked if the insurance paperwork had been addressed. Supt. Speer stated that as far as he knew everything was up to date. Proof of insurance is obtained annually and sent to the County.

AGREEMENT FOR HIGHWAY EXPENDITURES

Supervisor Smith reviewed the request from Supt. Speer reviewed for funding of Highway Department projects for the Town in 2014 which included:

General Repairs in the sum of \$ 45,000 for primary work and general repairs upon 22.89 miles of town highways including sluices, culverts, and bridges having a span of less than five feet and boardwalks or the renewal thereof.

Permanent Improvements in the sum of \$130,000 to be expended on:

Dunbar Road commencing at Collamer Road and leading to Hamlin-Parma Town Line Road a distance of .64 miles there shall be expended not over the sum of \$75,000. Work to be completed: Replace existing culverts, do a Type III full depth reclamation 6” deep and surface treat.

Collamer Road, commencing at Dunbar Road and leading to Curtis Road, a distance of .50 miles there shall be expended not over the sum of \$55,000. Work to be completed: Mill outside 4 feet and install weeps, perform a Type III full depth reclamation and surface treat.

RESOLUTION NO. 59-2014 Motion by Supervisor Smith, seconded by Councilperson Comardo, to authorize the Supervisor of the Town of Parma to approve the 2014 Agreement for the Expenditure of Highway Moneys for General Repairs in the amount of \$ 45,000 and Permanent Improvements to Dunbar Road (from Collamer Road to Hamlin-Parma Town Line Road not to exceed \$75,000; and Collamer Road (between Dunbar Road and Curtis Road) not to exceed \$55,000; for a total of \$175,000.

Motion carried: Aye 5 Nay 0

PURCHASE OF HIGHWAY DUMP TRUCK

Supervisor Smith asked if there was enough information for the Board to approve purchasing the requested truck off a piggyback agreement. Supt. Speer explained this is a process which allows any municipality in the state to buy off another municipality's

contract. He would like to purchase a truck off an Onondaga County contract. He referenced the page in the Onondaga County's contract which allows this. He felt the Town will need to pass a resolution to buy off this contract. He noted the Town of Ogden is developing a blanket resolution that will allow them to do this provided there are certain provisions met. Supt. Speer felt we could make this part of our procurement policy but for now would like to see the purchase approved and make the policy change later.

Board members did not feel they had all the information they needed to make a decision on this. It was felt the copy of the "piggyback" law was needed and the Onondaga County agreement. Councilperson Mullen asked if we would be missing a window of opportunity to purchase the truck if we waited the two weeks till the next meeting. Supt. Speer responded that we could wait.

Supervisor Smith felt it was best to have a resolution to see in advance so that everyone can review and understand prior to making a decision. He would like to see this made a priority for himself and Supt. Speer to get this taken care of. Supt. Speer indicated he would get a copy of the proposed Ogden resolution and the "piggyback" law.

Supervisor Smith noted that during the training class he attended last week each town has to adopt the "piggyback" law (General Municipal Law Section 103) before using this option to purchase. It was felt it would be better to wait and by doing so we will be able to purchase other items that have been put out for bid by another municipality and that contract allows for use by other governmental entities.

Supt. Speer did provide three lease quotes. He provided a summary to the Board and noted these may expire before a decision is made. He will check on the length.

RETIREMENT – DANIEL LEMCKE

RESOLUTION NO. 60-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to accept the retirement letter of Daniel Lemcke effective January 17, 2014 with regrets.

Motion carried: Aye 5 Nay 0

2013 YEAR END ANNUAL UPDATE DOCUMENT

RESOLUTION NO. 61-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to authorize Hungerford Vinton, LLC to complete the Annual Financial Update Document (AUD) for the year ending December 31, 2013 at a charge of \$750.

Motion carried: Aye 5 Nay 0

Supervisor Smith stated we need to address the annual audit and would like to see an audit committee formed which would include two Town Board members and one of our auditors. These individuals would go through all the financials for 2013. The plan would

be to do this every other year and for the opposite years a full audit would be done. It was felt this would save the Town money. He asked if there were any Board members that wished to participate. Councilpersons Brown and Comardo volunteered and were asked to contact Finance.

BUDGET TRANSFERS

BUDGET TRANSFERS			Dec-13			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO5909006081000	MEDICAL INSURANCE	7,000.00	AOO590901081000	NYS RETIREMENT	8,300.00	GAVIGAN
AOO5909030810000	SOCIAL SECURITY	1,300.00				
BOO530341021000	EQUIPMENT	750.00	BOO530341011000	FIRE MARSHAL	907.00	GAVIGAN
BOO530341046000	UNIFORMS	157.00				
BOO590901081000	NYS RETIREMENT	5,100.00	BOO537362012000	BUILDING INSECTOR	5,100.00	GAVIGAN
BOO537362013000	ZONING OFFICER	526.00	BOO537362014000	CLERK III	526.00	GAVIGAN
BOO590903081000	SOCIAL SECURITY	409.00	BOO590904081000	WORKER COMP	253.00	GAVIGAN
			BOO590906081000	MEDICAL INSURANCE	156.00	GAVIGAN
SDO599990190000	INTERFUND TANSFER EXP	24,497.72	SDO585854040000	DRAINAGE EXPENSE	24,497.72	GAVIGAN
DAO550903081000	SOCIAL SECURITY	926.00	DAOO550904081000	WORKERS COMP	1,031.00	SPEER
DAO550903082000	MEDICARE TAX	105.00	DAO550514211000	FULL TIME HIGHWAY	23,011.00	SPEER
DAO550901081000	NYS RETIREMENT	11,120.00				
DAO550514245200	VEHICLE MAINTENANCE	7,139.00				
DAO550514245300	PART TIME	2,262.00				
DAO550514213000	OVERTIME	2,490.00				
DBO550901081000	NYS RETIREMENT	26,736.00	DBO550513011000	FULL TIME HIGHWAY	26,736.00	SPEER
		90,517.72			90,517.72	

RESOLUTION NO. 62-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the Budget Transfers as presented.

Motion approved: Aye 5 Nay 0

INTERFUND TRANSFERS

INTERFUND TRANSFERS			Dec-13			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
	B APPROPRIATED FUND	17,928.00	DBO550513011000	FULL TIME HIGHWAY	16,591.00	SPEER
			DBO550513013000	OVERTIME	1,337.00	SPEER
	B APPROPRIATED FUND	461,440.22	HDO499503100	INTERFUND TRANSFER REVEN	461,440.22	GAVIGAN
	A APPROPRIATED FUND	64,053.33	HDO499503100	INTERFUND TRANSFER REVEN	64,053.33	GAVIGAN
		543,421.55			543,421.55	

RESOLUTION NO. 63-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve the Interfund Transfers as presented.

Motion approved: Aye 5 Nay 0

WARRANTS

RESOLUTION NO. 64-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$44,924.89.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 65-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$6,622.78.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 66-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$165,867.91.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 67-2014 Motion by Councilperson Mullen, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$4,604.64.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 68-2014 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of HHO Salt Shed Fund bills, in the amount of \$131.60.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 69-2014 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$442.62.
Motion carried: Aye 5 Nay 0

RESOLUTION NO. 70-2014 Motion by Councilperson Roose, seconded by Councilperson Mullen, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$371.66.
Motion carried: Aye 5 Nay 0

The total to be paid is \$222,966.10.

LIAISON REPORTS

**Councilperson Brown reported there had not been a Planning Board meeting since our last meeting.

**Councilperson Comardo had nothing to report.

**Councilperson Roose noted the Recreation Department meets tomorrow night.

**Councilperson Mullen attended the Zoning Board of Appeals meeting. There were two actions; one was tabled to allow that party more time to look at it and the second was a longstanding issue which was not approved and is now closed. The Zoning Board will be looking at filling the vacancy for the open alternate position; will discuss with Mr. Barton and is expected to select from a pool of candidates they have applications from.

**Supervisor Smith reported he met with the Mayor, the C Zone Captain of the Monroe County Sheriffs and they will keep him updated on local crime and joint projects with the Village. He also met with the new Hilton Fire Department Chief.

PUBLIC FORUM

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

Edward Arnold asked about the status of the Deputy Supervisor position. He had heard the individual had resigned and wanted to know if he had been replaced. Supervisor Smith confirmed this was the case and that he has discussed briefly with some Board members but not all of them and this would likely come up at the next Board meeting. Mr. Arnold wanted to know if he had been compensated with any health care. Supervisor Smith responded no and that he had instructed the Finance Director if any compensation was paid it should be taken from his salary.

Larry Speer, the liaison from the Village Board, reported the Village will be holding an Antique Cruise Day on August 16th. This event is in the preliminary stages of planning. A portion of South Avenue and Main Street will be shut down. Cars from the 1960's and earlier will be parked diagonally on the street, cruise people will be dressed in costumes comparable to the vintage of their car. An outdoor movie at the Fireman's Field is also planned for the evening. Permission is being sought to close the road from 8:00 in the morning to 5:00 p.m. on that day. He also reported the Village has applied for a Community Block Grant to improve the Community Center Building. They are looking to add an awning and handicap accessible doors to the north entryway and to make improvements to the Jennejahn Lodge. This would allow them to increase the capacity but keep it under 100 people so they do not have to add sprinklers. As a follow up Supervisor Smith noted we are taking reservations for rentals at the VFW Hall.

Joseph Petricone requested to talk to the Town Board regarding a personal issue pertaining to a prior pay increase. He thought it might be addressed in executive session. Supervisor Smith asked him if he had enough documented information that he could share with the Board today or tomorrow via their mailboxes. This way they can review and meet with him at the next meeting and felt it probably should be done in an executive session. Mr. Petricone stated he has the information to share but it is not with him tonight. He was asked to get the Board the information so they have time to review before the next meeting.

Library Director, Becky Tantillo, provided the Board with December stats regarding Library usage and programs. The Library will be hosting a Take Your Child to the Library Day on Saturday, February 1st and will include a session in Legos and crafting. Concern was expressed about young people hanging out in front of the Library smoking. Ms. Tantillo shared that staff does ask them to move along when observed and asked if

Parma Town Board

January 21, 2014

Page 9

any one witnesses this to let staff know and they will deal with it. Generally when asked to move, they do without a problem.

Ed Arnold asked if there was a way to look at the “chicken law” thing. He felt if people have an acre of land they should be able to have chickens. He does not understand why. He stated you can have chickens but not have roosters in the city. Supervisor Smith responded certainly.

There being no further business before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 7:20 p.m., seconded by Councilperson Brown.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk