

Parma Town Board meeting held on Tuesday, July 1, 2008 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

Supervisor	Richard Lemcke
Councilman	Kenneth Blackburn
Councilman	Carm Carmestro
Councilman	James Smith
Councilman	Gary Comardo
Highway Supt.	Brian Speer
Recreation Director	Steve Fowler
Building Inspector	Jack Barton

OTHERS IN ATTENDANCE

Gene DeMeyer, Jim Zollweg, and Carol Lennon

CALL TO ORDER

Supervisor Lemcke 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. He noted emergency exit procedures and that the meeting was being recorded.

PUBLIC FORUM

Supervisor Lemcke asked if there was any citizen present who would like to address the Town Board on any topic not on the agenda. There was no response.

MINUTES – JUNE 17, 2008

RESOLUTION NO. 175-2008 Motion by Councilman Comardo, seconded by
Councilman Smith, to accept the Minutes of the June 17, 2008 meeting.

Motion carried: Aye 4 Nay 0 Abstained: Councilman Carmestro

Councilman Carmestro stated the reason he abstained was that he voted incorrectly on Resolution 162-2008 at the June 17th meeting.

TOWN CLERK REPORT

The Town Clerk report and VFW Summary for June have been submitted. The annual free rabies clinic will be July 12, 2008 from 1:00 p.m. to 3:00 p.m. at the Town Hall. Polling location changes have been made for Election Districts 1 & 11. Voters will now go to the Spencerport Bible Church on Route 259 starting in the fall. Notices will be sent by the Board of Elections in August and there will be a press release.

Today, two Notices of Petition were received regarding the review of special franchise assessments for Frontier Telephone of Rochester a/k/a Citizens Communication Company vs. State Board of Real Property Tax Services and Ogden Telephone Company a/k/a Citizens Communication Company vs. State Board of Real Property Tax Services. Copies have been provided to the Town Attorney, the Assessor and the Town Board.

The Town Clerk reported she had completed gathering information through requests for proposals for card services. There was no definitive way to determine what the actual cost would be since portions of the charges are based on a percentage. This made it difficult to determine the category from the procurement policy. Requests for proposals were sent to HSBC, M&T and First Niagara. Responses were received from HSBC and M&T. Sample data was used to roll play what a typical month might be for the Clerk's office. It was expected that the Recreation Department would have higher costs and the Library would be lower. This estimate placed it within the \$2,000 - \$4,999 category in the procurement policy which requires department head and Supervisor approval. The Clerk recommended going with M&T based on the excellent service and support that we receive and their willingness to work with us.

Councilman Carmestro was concerned over the initial cost but not opposed. The estimated first year cost for the Clerk's office based on the sample data was \$2,343 and consists of set up including the purchase of a terminal at \$710, an annual fee of \$35.00 and estimated charges of \$1,598. Councilman Blackburn was not opposed but wanted to know the pluses. It was noted that the Recreation Department will benefit the most and it is expected that participation in programs will increase. The Clerk noted that constituents are asking if they can pay using a debit or credit card and there are times people have to return to complete a transaction. It is a means to provide customer service. Supervisor Lemcke was in favor of trying for a year and viewed it as a convenience for customers. There were no objections from the rest of the Town Board. The Recreation Department would like to come on board for their fall program registrations and the Library Director will assess whether she wishes to offer this service.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported the department will begin paving on Lighthouse Road next week. He went to Summertime Trail to assess the drainage concern expressed at the last Town Board meeting. He felt that the swale is sufficient to solve the problem. It was noted that Mr. Crowley had reworked the swale and other Town Board members have viewed the site after recent rains. The consensus was that the swale is managing the water.

There was discussion regarding roadwork for Spencer Road. Supt. Speer noted that he had not included the cost of recycling the milled paving. He estimates this to be \$95,000 in addition to the \$55,000 previously noted. Supervisor Lemcke indicated that he was opposed because it was not budgeted for and was too large an amount to take out of fund balance based on the challenges that we currently face. Councilman Blackburn wanted to know what work could be done with the \$55,000 already earmarked. Supt. Speer indicated the binder could be done, the road widened, and improvements to the edges and drainage. He would have to request the \$95,000 for the next year and at that time what was laid down this year would be recycled. Councilman Comardo did not feel that the \$95,000 should be appropriated now but be considered in the upcoming budget process.

Supt. Speer addressed the issue of changing the Highway Foreman position from salary to hourly. There was discussion on whether the position falls within the parameters for an exempt position. Job descriptions for this position, various opinions by Town Board members on whether the job was exempt, the responsibilities and the fulfillment of those responsibilities, that Monroe County reimburses the Town for overtime when the work is county related and Supt. Speer's interpretation of the job duties were also discussed. Supervisor Lemcke noted that during the January 4, 2005 Town Board meeting the Town Board approved changing this position to salary with a raise of \$5,630 to compensate for additional hours worked with the FLSA status remaining exempt. He also referred to wage and hours worked data provided by the Finance Director indicating that overtime hours decreased when the change was made from hourly to salary but the pay remained the same and in years when the wage was hourly the overtime was significantly higher. There was further discussion and it was noted that there did not appear to be sufficient support to change this position from salary to hourly.

BUILDING DEPARTMENT REPORT

Mr. Barton reported he had been out to look at the drainage ditch on Summertime Trail. He saw the additional work done by Mr. Crowley and agreed it was sufficient. He wanted the Town Board to know that he did not go the additional step of having the ditch surveyed but to let him know if they wanted him too.

Mr. Barton reported he has not received the survey with grades for the first lot on James Moore Circle in the Mercy Flight Subdivision. He has received the final survey for the next lot to the west. He was out to review the swale after the last rain. He did not observe any impact to the properties and will continue to monitor. Once the survey is received he will pass it along to the concerned property owner.

Mr. Barton was contacted by the Monroe County Department of Environmental Services regarding volunteer opportunities for the Keep Monroe County Beautiful program before August 15, 2008. A short video training will be completed and then area roads will be assessed for litter and trash. Donna Curry will be the Town's representative.

Mr. Barton informed the Town Board that the metes and bounds legal description for the ingress and egress easement for Bogus Point Park access from Clearview Avenue has been received. The property owner is in agreement. This will be sent to the Town Attorney for review and copies will be provided to the Highway Superintendent and the Park Foreman. The homeowner will sign; the Town Board will review and vote. If approved, it will be filed. Mr. Petricone stated the flagpole at the park will be fixed after this is finalized.

A meeting has been scheduled for this Wednesday between Barb Johnson of Stuart Brown Associates, Kris Schultz of Schultz Associates and Mr. Barton on the proposed Planned Development –Senior Residential type of zoning. Town Board members were invited to attend. It seemed to be the consensus that they would not attend. Mr. Barton felt it was early on in the process and wanted clarification on how this proposal matches up with current zoning. This is not intended to be a meeting for revision to a final draft. There was discussion on the need for this meeting and if there are any changes that might be recommended that they will be tracked and brought before the Town Board at a public meeting.

RECREATION DEPARTMENT REPORT

Mr. Fowler announced that the Town is in the process of coordinating a brief ribbon cutting ceremony for Town residents and Park patrons as an opportunity to thank Monroe County Department of Planning and Development for assisting with the financing to pave the Parma Center Road entrance, road network and parking areas. It will be held at the back parking lot off Parma Center Road on Wednesday, July 16th at 6:05 p.m.

PARKS DEPARTMENT

Joe Petricone reported that additional wood chips are being ordered for the playgrounds and staff is working on regular maintenance. He noted that the HAYLO tournament was this past weekend and reported on the effect of the tournament on the park. Wear spots on the fields, dumpsters and septic pumping were discussed. Councilman Carmestro would like further discussion before the next tournament and felt consideration should be given to reimbursement to the Town for dumpster and septic pumping costs.

Supervisor Lemcke reminded Mr. Petricone that there are community service projects at the historical building, if students are available.

Supervisor Lemcke reported that at a recent County Supervisors Meeting it was noted that Monroe County will be raising thermostat settings in their buildings. He would like to see the Town Hall thermostats set to 75 degree as a measure to conserve energy and save the taxpayers money. Mr. Barton will change the thermostats.

BUSINESS ITEMS

SWEDEN SENIOR MEAL PROGRAM

Supervisor Lemcke received a letter from the Sweden Supervisor asking Parma to contribute to the cost of providing the nutrition program for Parma residents who attend. From January 1st through April 30, 2008, 132 meals were served to Parma residents and accounts for 7% of the meals provided. Sweden is requesting a contribution of \$1,750 per year. Mr. Fowler noted that as of the 1st of July the Sweden Senior Center will no longer be a Monroe County site and the seniors that go there chose to do so. They will contract out meal preparation services and use volunteers to serve. The number of seniors from Parma will be monitored.

RESOLUTION NO. 176-2008 Motion by Councilman Blackburn, seconded by Councilman Comardo, to authorize \$1750 for payment of meal services to Parma residents provided by the Sweden Senior Center.

Motion carried: Aye 5 Nay 0

PARMA SELF HELP GROUP PLAQUE

The Parma Self Help Group would like to add a smaller plaque to recognize caregivers who support the group directly below their existing plaque.

RESOLUTION NO. 177-2008 Motion by Councilman Carmestro, seconded by Councilman Blackburn, to allow placement of a plaque to recognize caregivers who support the group directly below their existing plaque.

Motion carried: Aye 5 Nay 0

INFORMATIONAL ITEMS

HISTORICAL BUILDING ROOM DEDICATION

A request has been received from the Hilton-Parma Historical Society to dedicate the meeting room at the historical building in the name of one of its members. There was discussion and it was approved for a plaque to be placed dedicating the room. The name was not made public as this will be a surprise.

SPEED LIMIT TRAFFIC STUDY – ROUTE 18

A letter was received from David Goehring, the a Regional Traffic Engineer for the NYS Department of Transportation regarding the speed limit traffic study done on Route 18 between the Village of Hilton and Route 260. Consideration was given to roadway characteristics, an analysis of speed using radar and review by the State Police. It was determined that a reduction of speed limit is not warranted at this time.

WORK PLACE VIOLENCE

Under the Work Place Violence Protection Program it is the Town's responsibility to post in every location where there is a gathering of Town employees that the Town of Parma abides by this program and a copy is available at that location or in the Supervisor's office. Supervisor Lemcke will see that copies of this information are provided to the Town Board and Department heads. Department heads will also receive information on how to handle an incident. There was discussion on proper training that included sexual harassment and hazardous materials and the need for the Town to be compliant and make employees aware of

all policies and their rights. Supervisor Lemcke will ask the gentleman who brought this to our attention about training.

MISCELLANEOUS

Supervisor Lemcke reported that the Town Attorney's interpretations on Comparato Park are expected for the next meeting. At this stage it will be a general interpretation of how a park would or would not affect zoning until a proposal is received.

Supervisor Lemcke reported that he has spoken with the owner whose dogs were in contact with a rabid raccoon earlier this year. The family had decided not to have the second dog put down and were informed that the Town would start proceedings with notification for no license. It was noted that the Monroe County Health Department has rescinded their disclosure policy regarding this incident and notification has been provided to neighbors.

Supervisor Lemcke reported that the Hilton Raider Football Club will be presenting the first draft of an agreement for field usage with the Town. They were provided a copy of the Hilton Heat agreement and will use it as a boiler plate. Mr. Petricone expressed that soccer use of the main field may not allow for a resting period. There was discussion. Mr. Petricone indicated that the field was not at a stress point right now due to the amount of rain but will monitor and was encouraged to shut down the field by Councilmen Carmestro and Blackburn if he deemed it necessary.

LIAISON REPORTS

**Councilman Smith reported the status of the Assessor's office was the same. He also received a note from the Hilton Heat President recognizing the good job done by the Special Police and the Parks Department during their tournament.

Councilman Smith provided a copy of a letter he would like to send to Senator Robach as follow up to a meeting they had while attending Legislative Days in Albany. It addressed a request for local highway departments to join intermunicipal agreements for State roadwork and requested assistance in getting the section of Route 259 between Curtis and Moul Roads milled and paved this year.

**Councilman Comardo reported the Planning Board had not met since the last Town Board meeting and that he had nothing to report from the Parks Department.

**Councilman Carmestro reported the Spencerport Chamber will be hosting a golf tournament later this month. He also attended the Library Board meeting earlier today and reported they discussed the latest proposed site, The Klock Oil property on Old Hojack Lane, for the Library. Work on the new fire hall is progressing.

FIRE HYDRANT MARKERS

The Fire Department has followed up with Councilman Carmestro on the purchase of fire hydrant markers requested earlier in the year. These will be used primarily in new housing tracks and to replace old ones. The markers will be placed by Cub Scout Pack 99. The Fire Department will order and bill the Town.

RESOLUTION NO. 178-2008 Motion by Councilman Comardo, seconded by Councilman Blackburn, to authorized payment for fire hydrant markers not to exceed \$2,550.

Motion carried: Aye 5 Nay 0

**Councilman Blackburn reported that he did not attend the Recreation Commission meeting last Wednesday but he had met with Mr. Fowler prior to the meeting. The status of the new person hired to fill the Recreation Department's open position was discussed. Mr. Fowler noted that he had hired an individual to fill the position on a part time basis. She will take the

civil service test and when the scores are posted will then be considered for full time. He expected that this would occur by the end of the year and this will save the Town about \$7500 as compared to the original proposal to the Town. The individual has a Masters in Recreation and has excellent experience in computerized registration including online and credit card services.

ANNUAL BUDGET PROCESS

Supervisor Lemcke reported he will be requesting another zero percent budget this year and the process will begin after the Finance Director returns from vacation. He expects to realize significant savings by making changes to the health care program through the implementation of a HSA. It was suggested that work be started early and dates for workshop sessions be planned in advance.

BICENTENNIAL COMMITTEE

Councilman Smith reported that it has been suggested that markers be considered for historical properties indicating the year built and possibly the family's name. There was discussion on a blanket exemption for the year. This should be viewed as way to encourage residents to participate. This will be addressed when more specific information is provided. The Town Clerk noted that an opening ceremony to kick off the Bicentennial celebration is planned for Saturday, August 2nd. The time is not finalized.

JOINT MEETING WITH VILLAGE

Supervisor Lemcke reminded the Board of the joint meeting with the Village of Hilton on July 29, 2008 to be held at the Parma Town Hall at 6:30 p.m. Topics for the agenda should be provided to the Town Clerk.

There being no further business brought before the Town Board, Councilman Carmestro made a motion to adjourn the meeting at 8:15 p.m., seconded by Councilman Smith and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk