Parma Town Board meeting held on Tuesday, November 16, 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

Joseph Petricone, Park Foreman; Bob Prince Building Inspector; Don Wells, Assessor; Jim Zollweg, GIS Coordinator; Paul Zarpentine, Helen Ives; Gene DeMeyer; Charlie Lissow; John Chart; Dan Rockafellow; Ben Rockafellow; Carol Kluth; Larry Speer; John Frillici; 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.

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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.

Dan Rockafellow was present to represent the Hilton Boy Scout Troop 125 to request hosting their Klondike Derby at the Town Hall Park for the last weekend in January. They have used the Town Hall Park for this event in 2007 and 2009. He provided a requesting letter for each Board member and asked to be notified of their decision.

There were no others that wished to speak.

MINUTES – NOVEMBER 3, 2010

RESOLUTION NO. 206-2010 Motion by Councilman Carmestro, seconded by Councilman Comardo, to accept the Minutes of the November 3, 2010 meeting.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The VFW Summary Report for October has been submitted. The Village has requested that the Town Board check their calendars for dates in February for the next joint meeting. The Village will be hosting this joint meeting.

TOWN CLERK/RECEIVER OF TAXES – BONDING

RESOLUTION NO. 207-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to approve the surety form and the amount of the official

undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes and Assessments as follows:

Type of Undertaking:	Public Employee Dishonesty
Insurance Policy:	Travelers Insurance Company
Amount:	$500,000.00

Motion carried: Aye 5 Nay 0

RECORDS MANAGEMENT SOFTWARE

There was discussion on purchasing Laserfiche software through General Code for records management. General Code currently supports our Town code, offers this product to 300 municipalities and their primary focus is municipal governments. They are located in Rochester and have several employees that reside in the Town of Parma. The product being looked at is in use by the municipalities the size of Rochester and Buffalo and as small as the Towns of Conesus and Avon. In Monroe County some of the municipalities using this software include Riga, Webster, Greece, Chili and the Village of Brockport. A cost comparison was done with Docuware which is a product offered through Toshiba, where our copier was leased from. Their cost was somewhat higher ($8,499.00) and included two licenses and a higher annual fee ($1,710.30). The estimated cost for Laserfiche is $8,380 with five licenses, an $880 annual fee and the purchase would be on state contract. The Town Clerk explained that she will be able to cover the majority of the cost and has held off on upgrading computers in her department. The Clerk also noted that demonstrating a financial commitment to records management is considered a plus when grants are reviewed and ranked by New York State Archives. This will hopefully give us an edge in applying for the upcoming records management grant with the Village of Hilton.

If the software is purchased, recommendations from the 2009 needs assessment will begin to be addressed. There will initially be five licenses as part of the purchase and the initial setup will begin in the Town Clerk's office. Security rights will be established and additional licenses will need to be purchased once everyone is on board. The focus will be to get current scanned documents up and available for access between departments. Staff in the Clerk's office has been scanning permanent documents over the past few months as the first step in preserving permanent records. The application for the records management grant will address microfilming and/or Waferfiche technology which is available for the second phase of preservation. A process has been established by New York State Archives for the final destruction of records which could then be implemented. This kind of project will take time and as it progresses departments will be able to see how they can utilize the software and get comfortable with it long before large volume documents would not longer be available in paper format.

It was noted that General Code was the company that provided a demonstration of the product during the summer. Large items such as maps and oversized specialized documents would likely have to be done by an outside vendor and a separate grant could be sought to assist with this at some point in the future.

RESOLUTION NO. 208-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to authorize the purchase of Laserfiche record management retention software through General Code which has the state contract bid for this software.

Motion carried: Aye 5 Nay 0

HIGHWAY DEPARTMENT REPORT

INTERMUNICIPAL AGREEMENT
INSTALLATION OF PAVEMENT MARKINGS AND SIGNS

Supt. Speer presented an Intermunicipal Agreement with Monroe County for pavement marking and signs. He noted that the agreement is new, will be good through 2015 and can be renewed for five - five year increments. There was discussion on the number of feet for yellow

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and white striping and markings. The cost if done all in one year was estimated to be $9,000. Supt. Speer expects to splits the marking into thirds thus spreading the total cost over a three year cycle.

RESOLUTION NO. 209-2010 Motion by Councilman Carmestro, seconded by Councilman Comardo, to enter into an Intermunicipal Agreement with the County of Monroe for the installation of pavement markings and signs within the Town of Parma through December 31, 2015 and renewable for five – five year increments.

Motion carried: Aye 5 Nay 0

AGREEMENT FOR FLEET SERVICES MACHINERY, TOOLS, EQUIPMENT AND SERVICES SHARING ACCESS, AND SALE OF ALTERNATIVE FUELS

Supt. Speer reported that the agreement with Monroe County and all Municipalities that choose to participate is up for renewal. This agreement will be effective through December 31, 2033 and is updated annually for price adjustments. Some of the items the agreement includes allowing participating municipalities to borrow equipment and tools; purchase fuel through Fleet services and take equipment for repair at the Monroe County Fleet Center.

RESOLUTION NO. 210-2010 Motion by Councilman Carmestro, seconded by Councilman Smith, to enter into an Agreement for Fleet Services, Machinery, Tools, Equipment and Services Sharing Access and Sale of Alternative Fuels with the County of Monroe and all other eligible entities through December 31, 2033, with provisions for annual price adjustments.

Motion carried: Aye 5 Nay 0

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RECREATION DEPARTMENT REPORT

Mr. Fowler provide a brief financial look on how the Recreation Department is doing this year, and what can be expected from the 2011 budget allocation.

Town Hall Park Lighting Project - A punch list of seven items which need to be completed with our Town Hall Park Field Lighting Project has been submitted. This list was produced by Chatfield Engineers following a meeting with Billitier Electric, Qual Light, Park Foreman Joe Petricone, and Mr. Fowler last week. The work is expected to be completed by the end of the month and final site work will occur next spring.

Upcoming special events are the Community Thanksgiving Dinner for the local senior population sponsored by the Hilton Lions Club and the Holiday Tree Lighting event with the Village of Hilton on Saturday, December 4th. The Department's Winter Brochure is due out in mid-December.

Mr. Fowler also asked that the Town Board consider a community survey as a future project. The Recreation Department did a similar survey in 1995 and 2003 inquiring about their operations and he referenced a similar survey done by the Village of Hilton.

BUILDING DEPARTMENT REPORT

Mr. Barton did not have a report.

PARKS DEPARTMENT

Joe Petricone reported that the Cyclocross event held the last weekend in October drew twice the crowd as the prior year and there was very minimal damage to the park. A summary of this year's event and pictures were provided.

Mr. Petricone reported park buildings have been winterized. The new flag pole and base for the Historical Building has been delivered and will be installed soon. The counter top in the Town Hall Ladies room needs to be replaced. It is believed to be the original one installed when the building was built. The upgrade to the security system is complete and there was a $254 additional cost for extra key FOBs

BUSINESS ITEMS

PUBLIC HEARING FOR ADOPTION OF 2011 BUDGET

Supervisor McCann read the legal notice for the public hearing regarding the 2011 budget. The public hearing was opened at 7:10 p.m. Supervisor McCann asked if there was anyone present who would like to address the Town Board on this topic.

John Chart expressed his dissatisfaction that with the financial condition of the State, no increase in Social Security, and the difficult times residents are facing that there were no cuts to the budget. He felt the Recreation and Parks Departments were non essential and cuts should be made; that reserve balances were too high and should be used to lower the tax rate. There was discussion Supervisor McCann noted that the rate has stayed flat even with inherent expense increases to health care, salaries, and retirement. There was discussion on cutting programs in the Recreation Department. Councilman Carmestro explained that fees are charged to cover the costs of those programs. Mr. Chart was invited to come in to speak with the Supervisor about his concerns and discuss any items that Mr. Chart feels are non essential. That information would then be shared with the appropriate parties. There was further discussion on reserve fund balances.

Tom Quadrini felt that no dialogue had taken place for cost cutting measures. He wanted to know if there was any cost cutting discussion. He also felt that cuts should be made to the Parks and Recreation Departments; that reserve funds were too high; and reserve funds should be returned to the taxpayers. He wanted to know why there had been no cuts made. It was explained that cuts had been made. Councilman Smith responded that there had been reduction in the Highway and Library budgets which were not well received. Councilman Carmestro noted that two employees were eliminated from the Park and Recreation Departments in a prior year, the departments are working with a minimum number of people and that he meets with employees of the Parks Department almost weekly.

In response to concerns regarding the Recreation Department, Mr. Fowler reported there was a two and a half percent decrease in costs reflected in the current budget as compared to 2009 and the department has budgeted the same for 2011. He explained the percentages for how the Recreation budget is spent and noted thirty percent of the department's budget is spent on senior services, covering the nutrition program, social activities and health related services. Mr. Fowler cited examples of where fees have been raised to offset increased costs; noted that programs maintain their own operating revenue; and identified examples of where the staff has absorbed or reduced costs by covering needs rather than hiring part time additional staff for events. He also cited the department's ability to work with the Village to reduce costs for use of the Community Center during events. The Recreation Department budget is also regularly reviewed by the Recreation Commission and was gone over by the Town as part of the budget process.

Councilman Smith felt that the bulk of the community is pleased with the programs offered for youth and seniors. He reiterated that thirty three (plus) percent of the budget goes to senior programs. When asked if more cuts could be made, he responded that programs could be cut but then some else is going to be unhappy. He acknowledged hearing Mr. Quadrini's concerns and felt that Mr. Fowler has done a great job offering what the majority of the community wants which is a lot of recreational opportunities.

Mr. Chart felt that it was not the responsibility of the Town to buy entertainment for the rest of the community. It was his opinion that Councilman Smith responded that the people who use the programs pay over $300,000 in fees to participate. Debate continued on funds being taken away from the Highway Department. Mr. Quadrini reiterated his opinion that it was not fiscally responsible and that the financial condition of the country requires nothing less than a

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five percent decrease in taxes and that anything less than two percent 2% is not acceptable. He would like to see a $50 to $100 drop in property taxes. Councilman Smith used the example cutting the in town tax in half. He estimated an average town tax to be $200 to $400. If the total budget was cut in half on average the most that would be saved would be $200. He also noted in order to cut the budget fifty percent, the Highway Department would also have to be cut in half. He noted that overtime for summer help was cut for projects that the Town does not believe will be there next year. If those summer projects are there then the funding will be restored.

Rick Lemcke expressed his opinion that the Highway budget went up $105,000. In Mr. Quadrini's opinion, he does not see fiscal accountability. He is not attempting to change this budget. He is looking for fiscal accountability from everybody.

Councilman Roose stated that Parma has a very good budget and cited Victor whose rate is going to thirty percent. He felt that Parma employees are some of the lowest paid in the state and county and that this budget is bare bones low budget. It is not easy to cut when you have such a small budget. Discussion returned to surplus funds. Mr. Quadrini would like to see a portion of the surplus returned to the taxpayers.

Richard Lemcke commented that ten percent of what is needed for this year's budget is coming from fund balances but expressed his opinion that this cannot be done every year. Eventually the surplus will be depleted. He identified increases in sales and mortgage tax revenues as examples of how fund balances could be replenished; but also noted that this is unlikely. He estimated that the Town only has $800,000 to $900,000 to really work with. He noted two examples of how the remaining money is being used and cited the Library Fund and the need to pay for the bridge work projects.

Jim Zollweg shared that his Town Tax bill is $410 and that he felt it was the best value and money he spends for services, opportunities and recreation the whole year.

Supervisor McCann asked if there was anyone else who wished to speak and if the Town Board had any further questions. There were none.

RESOLUTION NO. 211-2010 Motion by Councilman Comardo, seconded by Councilman Roose, to adopt the 2011 Town of Parma Budget and Special Districts as presented.

Motion carried: Aye 5 Nay 0

Councilman Carmestro asked that it be noted in the record that he had spoken to the Librarian today and they would like the Town Board to entertain increasing their book line next year.

SET PUBLIC HEARING DATE
LOCAL LAW 4-2010 DOG CONTROL ORDINANCE

A final draft for updating of the Dog Control Ordinance has been provided.

RESOLUTION NO. 212-2010 Motion by Councilman Smith, seconded by Councilman Carmestro, to set the public hearing date for December 7, 2011 at the Parma Town Hall at 6:30 p.m. to hear input from the public on the proposed changes to the Dog Control Ordinance.

Motion carried: Aye 5 Nay 0

BARNHART VACATION CARRY OVER REQUEST

Mr. Barnhart explained his current medical situation while on the job and is requesting carry over of 25 vacation days since he is injured and will not be able to use them before the end of the year. It was clarified that ten days can be carried over under the current employee manual;

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that the request is to carry over the additional fifteen hours; and that if the union contract does not address an issue then it falls under the employee manual.

RESOLUTION NO. 213-2010 Motion by Councilman Roose, seconded by Councilman Carmestro, to approve the request of fifteen additional vacation days to be carried over into 2011 for Bruce Barnhart.

Motion carried: Aye 5 Nay 0

INTERMUNICIPAL AGREEMENT WITH THE TOWN OF OGDEN

It was noted that seventy two inspection have been done and that the Town of Ogden has increased the hourly rate to $36.00 for a reimbursement of $396 per residence. Mr. Prince was asked about when these services are provided. Mr. Prince responded that for inspection it depends on the contractor; most are during the day with some early in the morning and at lunch time. Plan reviews are done on personal time. There was discussion on the length of the agreement and the terms of cancellation. Councilman Carmestro and Supervisor McCann would like clarification on the paragraph which indicates that both parties must be in agreement if proper notice has been given to terminate the contract.

RESOLUTION NO. 214-2010 Motion by Councilman Comardo, seconded by Councilman Smith, to authorize the Supervisor to enter into an Intermunicipal Agreement between the Town of Parma and the Town of Ogden for the provision of building department services by the Town of Parma for the Town of Ogden for the 2011 calendar year.

Motion carried: Aye 5 Nay 0

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INFORMATIONAL ITEMS

MISCELLANEOUS ITEMS

Supt. Speer reported that he did not expect one of the trucks being used to plow subdivisions to last through the winter. He would like the Town Board to consider the purchase of a 4 ton truck with an expected cost between $105,000 and $106,000. He noted that even if it was ordered right now we would not have it for this winter. It was not felt there would be anything reusable from the truck. Supt. Speer was asked to provide the Town Board with a proposal. He will check to see if it is on state bid and get back to the Town Board before the organizational meeting.

LIAISON REPORTS

**Councilman Smith reported that during the last Historical Society meeting it was reported that over 700 people passed thru the Antique Show. Attendance at meetings has been good with 50 people present at this meeting. This meeting's presenter was the Leroy Historical Society and discussion included the "unofficial" Jello Museum. He also reported follow up on special use permits are being worked on. An incident on Ridge Road involving the Fire Marshall and heating appliance safety issues reported.

**Councilman Carmestro noted that there was nothing more to add to the Parks Department report. We will be exploring a new entry system for the Town Hall. The Hilton Fire Department budget will be coming in at a 0% rate increase. He deferred to Village Trustee for an update. Village Trustee Speer indicated there was nothing new to report. He did comment on the budget discussion. He felt the ability to share as much as we do (equipment, storage areas) creates a significant savings for the municipal entities, school and fire district. He hoped that people recognize and appreciate the time that is given to this sharing and the time take on the budget. Councilman Carmestro also noted that he had requested and provided a list tax rates for towns in Monroe County. The Town of Parma is the fourth lowest town in Monroe County.

**Councilman Comardo reported that he was not aware of a Special Police meeting since our last meeting and the Recreation Commission will be meeting Wednesday night.

**Councilman Roose reported that Planning Board has granted a two year extension on the site plan approval for the proposed Hess Gas Station at the corner of Ridge Road West and Route 259. Development of the property has been postponed due to the economy. Site plan approval has been given to the proposed bottle redemption center on Ridge Road West. There are still minor construction issues and signs to be addressed.

WARRANT

RESOLUTION NO. 215-2010 Motion by Councilman Comardo and seconded by Councilman Roose, to approve payment of the warrant as submitted below.

FUND TOTALS

AOO	General Fund	$	158,037.10
BOO	Part Town	$	23,641.37
DAO	Highway, Townwide	$	38,223.38
DBO	Highway, Part Town	$	48,161.94
HCO	Park Lighting Capital PR.	$	51,368.40
LOO	Library	$	19,809.16
SDO	Townwide Drainage	$	4,101.00
TAO	Trust & Agency	$	12,336.66
	GRAND TOTAL:	$	355,679.01

Motion carried: Aye 5 Nay 0

ENTER INTO EXECUTIVE SESSION

Supervisor McCann explained that the Town Board would be entering into executive session

RESOLUTION NO. 216-2010 Motion by Supervisor McCann, seconded by Councilman Smith, to enter into Executive Session to discuss a personnel issue and ongoing litigation.

Motion carried: Aye 5 Nay 0

The Board entered into executive session at 8:02 p.m. after a short break so that people could leave.

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 217-2010 Motion by Councilman Smith, seconded by Councilman Carmestro, to close the Executive Session at 8:45 p.m. and return to regular session.

Motion carried: Aye 5 Nay 0

Upon exiting the executive session it was clarified that the reason for entering the executive session was to discuss the performance of a group of employees.

There being no further business brought before the Town Board, Councilman Carmestro made a motion to adjourn the meeting at 8:46 p.m., seconded by Councilman Smith and all were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

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