

Parma Town Board meeting held on Tuesday, May 17, 2011 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 Supt.	Brian Speer
Recreation Director	Steve Fowler
Building Inspector	Jack Barton

OTHERS IN ATTENDANCE

Dog Control and Code Enforcement Officer Art Fritz, GIS Coordinator Jim Zollweg, Library Director Becky Tantillo, Carol Kluth, Helen Ives, Gene DeMeyer, Mike Weldon, Charlie Lissow, Lynne Schultz, Tim Jennings, Susan Jennings, and other 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.

PUBLIC FORUM

Supervisor McCann asked if there was anyone who wished to address the Town Board.

Kris Schultz, Schultz Associates, was present representing Joseph Sciortino and JR Holding Co., LLC. They are requesting to rezone 945, 949, 959, and 961 Hilton Parma Corners Road from Rural Residential to Planned Development Senior Residential and has been referred to as North Parma Station development. These parcels are just south of Unionville Station and owned by Joseph Sciortino. Mr. Schultz noted that the property owner has met with the Village of Hilton regarding sewers and explained some of the steps that were taken when Unionville Station was developed. A copy of a letter to Mr. Sciortino from the Village Manager was provided indicating conceptual approval to connect to the Village of Hilton sewer system upon development of the proposed subdivision with the understanding that there will be conditions to be met. The improvements that will be needed have yet to be determined. At this point they are looking for approval to rezone so that the planning stages can move forward.

The question was raised on if this was the correct Enviromental Assessment Form to be used. Mr. Barton noted that this will be a Type 1 action and will need the long Enviromental Assessment Form (EAF). There was also discussion on the there being four parcels in this request and if there should be an application for each one. It was clarified that each parcel will be considered a separate application and there will be a fee for each application. There was further discussion on sewers which included that the Village is being cautious in their approach; their approval will allow the developer to discharge sewage past the Town line; the agreement the developer makes with the Village for upgrades will be separate.

SET PUBLIC HEARING DATE

REQUEST TO REZONE

945, 949, 959 AND 961 HILTON PARMA CORNERS ROAD

RESOLUTION NO. 110-2011 Motion by Councilman Carmestro, seconded by Councilman Roose, to set a public hearing date to hear public comment on the request to rezone

945 Hilton Parma Corners Road; Tax Account # 032.03-1-5
949 Hilton Parma Corners Road; Tax Account # 032.03-1-4.1
959 Hilton Parma Corners Road; Tax Account # 032.03-1-6.1
961 Hilton Parma Corners Road; Tax Account # 032.03-1-7
from Rural Residential to Planned Development Senior Residential for
August 16, 2011 at 6:30 p.m. at the Parma Town Hall and recognizes this
as a Type 1 action under SEQR.

Motion carried: Aye 5 Nay 0

TOWN CODE REVISIONS
DOG CONTROL ORDINANCE AND ZONING CODE

Supervisor McCann acknowledged the presence of persons interested in changes to the zoning code as they pertain to dogs and opted to move setting a public hearing to address the Dog Control and Zoning Code changes to this part of the meeting. He noted a proposed draft of changes to the zoning code and the dog ordinance has been received. He asked that the Town Board review and get any changes to the Supervisor or Mr. Fritz by May 31st. It will require a full environmental assessment review. They would like Stuart Brown Associates to prepare SEQR for these revisions. There was discussion on the meeting date for the public hearing and it was felt that it would have to be moved to the July 19th meeting. Mr. Barton also provided an additional change to Section 165-22 Lapse of Authorization. This will address concerns for when a variance runs out by extending the time to get a building permit and commence construction; and establish time parameters for approved site plans and commencement of construction.

Mr. Jennings expressed he would like to make written comments and his dissatisfaction that the proposal will allow existing purebred dog owners five years before they have to come in compliance. He feels they are illegal businesses. Supervisor McCann indicated that he had provided Mr. Jennings with a copy of the draft and offered Mr. Jennings the opportunity to provide comments.

SET PUBLIC HEARING DATE FOR CHANGES TO TOWN CODE

RESOLUTION NO. 111-2011 Motion by Supervisor McCann, seconded by Councilman Smith, to set a public hearing date to hear public comment on proposed changes to the Parma Town Code Chapter 9 Dog Ordinance and Chapter 165 Zoning Code for July 19, 2011 and recognize that this is a Type 1 Action under SEQR requiring a full environmental assessment.

Motion carried: Aye 5 Nay 0

MINUTES – MAY 3, 2011

RESOLUTION NO. 112-2011 Motion by Councilman Carmestro, seconded by Councilman Carmestro, to accept the minutes of May 3, 2011 as submitted.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Clerk reported the annual audit of the Hilton Fire District has been received and will be available for Town Board review.

Reminder notices have been sent out to property owners with unpaid property tax balances. The outstanding balance is just over \$646,000.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that the department has been working on drainage issues. The Snow

and Ice Contract Indexed Lump Sums will reflect an additional \$205,420. A check for \$12,000 has been received from the school district for salt usage.

Hill Road Bridge Replacement Project - Supt. Speer reported that advertisement for the construction of the Hill Road bridges has been done and the bid opening will be May 31, 2011. It is expected that the bids will be reviewed and be back from the State for the June 21st meeting so that the bid can be awarded. There was discussion on whether a special meeting could be called to award sooner. The earliest that could happen would be June 10th and on the outside June 21st.

BUILDING DEPARTMENT REPORT

Mr. Barton reported that there will be a meeting to review the property at 4742 Ridge Road West on May 20th. The attorneys for both parties and a videographer will be present in addition to code enforcement staff.

Mr. Barton noted he had received some feedback on proposed changes to building fees. He will be compiling information on the Planning Board, Zoning Board of Appeal and applications for rezoning fees. It has been eight years since fees were adjusted and noted that the current fees are not reflective of time spent on projects.

Supt. Speer and Mr. Barton expect to be meeting with a Senior Planner from the Genesee Finger Lakes Planning Council who is working through a grant for Monroe County Stormwater Coalition pertaining to green infrastructure and low impact. Parma is one of ten municipalities selected for review of their design criteria, subdivision regulations and local codes and laws for how "green" is being incorporated into development. He noted they are looking at our design codes which are over twenty years old but also noted that this coincides with the review of our design criteria development standards by Chatfield Engineers.

RECREATION DEPARTMENT REPORT

Mr. Fowler discussed national accreditation from the Commission for Accreditation of Parks and Recreation Agencies (CAPRA). There are 144 standards that must be met. Accreditation assures the Town Board, department staff and the public that the Hilton-Parma Recreation Department has been independently evaluated against established benchmarks for high quality operations. A DVD was provided for the Town Board to review. Mr. Fowler will be making a future recommendation to the Commission and the Town Board for the 2012 accreditation process prior to development of the 2012 budget.

The senior transportation vehicle will be delivered to Shepard Coach Sales this Thursday. They have agreed to replace the rear bumper at no charge. They will also review five additional problems associated with this vehicle.

Because of weather and wet fields, the department is postponing the "Kites in the Park" event that was scheduled for Saturday, May 21, 2011 to Saturday, June 11, 2011. We are very fortunate that the major contributors to this event - Furnal's Fresh Market, Tops Friendly Markets, Carmestro's, and the Hilton-Parma Chamber of Commerce - are all available to support the new date.

PARKS DEPARTMENT

Mr. Petricone was not in attendance however, Councilman Smith reported that conditions have been extremely wet. Staff has been working on equipment to be fully ready when the weather permits. A letter has been provided for the Hilton Heat Soccer club stating that the fields are not playable. He indicated that they may not be usable for a week or more. The septic tanks are being pumped, as the leach fields are under water. He felt that this puts more pressure on making a decision on improvements to the septic system for 2012. He also noted that temporary repairs have been made to the gutters at the VFW and that the roof will have to be redone.

LIBRARY

Library Director, Becky Tantillo, provided a summary of April activities and statistics. The recent Friend of the Parma Library Book Sale netted \$900 for the Library and they also raised money during this year's Community Flea Market. There will be a training class on "How to Download eBooks to your eReader" on May 21st and June 15th. Ms. Tantillo also noted that a system upgrade will take place while the Library is closed May 27th through the 30th.

BUSINESS ITEMS

APPROVAL OF UMPIRE PAYMENTS

RESOLUTION NO. 113-2011 Motion by Councilman Comardo, seconded by Councilman Smith, to approve funds to pay for baseball and softball umpires for the upcoming season as the following payments:

570.7315.490.03	Baseball	\$2,500
570.7315.491.03	Softball	\$1,500

Motion carried: Aye 5 Nay 0

PROPERTY MAINTENANCE CONTRACT

Mr. Fritz has provided the Town Board with three quotes for property maintenance for the 2011 season: TK Properties, Evergreen Landscape, and Louis Landscape. The actual amount of payment will vary depending on the number of parcels and number of times mowed. A total of the quotes by parcel type put TK Properties as the lowest. They have done a good job in the past and they are currently doing the cemetery mowing.

See end of minutes for copies of quotes.

RESOLUTION NO. 114-2011 Motion by Councilman Smith, seconded by Councilman Comardo, to accept the quote provided by TK Properties for the performance of property maintenance for 2011.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFERS

TRANSFERS TO BUDGET

May-11

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
L UNAPPROPRIATED FUND BALANCE		38,000.00	LOO574741049000	BOOKS	38,000.00	KIRK
LOO574741042600	MECHANICAL REPAIRS	1,000.00	LOO5747410415000	JANITORIAL SUPPLIES	1,000.00	KIRK
LOO574741012000	LIBRARIAN 1	18,000.00	LOO574741015000	PAGES	18,000.00	KIRK
AOO536364046000	CONTRACTED SERVICE	400.00	AOO536364048000	MISC. EXPENSES	400.00	GAVIGAN
AOO575752048000	MISC.	200.00	AOO575752043000	EDUCATIONAL & PROFESS.	200.00	GAVIGAN
AOO510101021000	OFFICE EQUIPMENT	500.00	AOO510101043000	EDUCATIONAL & PROFESS.	500.00	GAVIGAN
AOO512122021000	OFFICE EQUIPMENT	500.00	AOO512122043100	BOOKS & SUBSCRIPTIONS	500.00	GAVIGAN
AOO516168046000	CONTRACTED SERVICE	1,000.00	AOO516168946000	CONTRACTED SERVICES	1,000.00	GAVIGAN
A UNAPPROPRIATED FUND		20,000.00	AOO516142047200	LEGAL/LABOR	20,000.00	GAVIGAN
A UNAPPROPRIATED FUND		6,333.33	AOO535351021000	EQUIPMENT	6,333.33	GAVIGAN
B UNAPPROPRIATED FUND		12,666.67	BOO537362021000	EQUIPMENT	12,666.67	GAVIGAN
A UNAPPROPRIATED FUND		37,101.15	AOO550513246000	CONTRACTED SERVICES	37,101.15	GAVIGAN
B UNAPPROPRIATED FUND		2,500.00	BOO580801046000	CONTRACTED SERVICES	2,500.00	GAVIGAN

RESOLUTION NO. 115-2011 Motion by Councilman Smith, seconded by Councilman Comardo, to approve the Budget Transfers as submitted.

Motion carried: Aye 5 Nay 0

RETIREMENT REPORTING RESOLUTION

RESOLUTION NO. 116-2011 Motion by Councilman Carmestro and seconded by Councilman Roose,

BE IT RESOLVED, that the Town of Parma hereby establishes the following as standard work days for the following elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)- maximum days reported is 20)
Elected Officials					
Town Clerk	Donna K. Curry	7	01/01/2010 – 12/31/2013	N	25.51 **
Appointed Officials					
Receiver of Taxes	Donna K. Curry	7	01/01/2011 -12/31/2011 <small>See Town Clerk this appointment is renewed annually</small>	N	
Conservation Secretary	Elaine Begy	7	01/01/2011 – 12/31/2011	N	.88

**the maximum number of days that can be reported to the New York State Retirement System is 20

Motion carried: Aye 5 Nay 0

INFORMATIONAL ITEMS

MISCELLANEOUS

Hill Road Bridge Construction Bids - There was a brief discussion on whether a special meeting would need to be scheduled for awarding the construction contract. The Barton and Loguidice contact has indicated that the earliest a meeting could be held would be June 10th and it is probable that it could go until the next Town Board meeting on June 21, 2011. A special meeting could be called any time in between.

LIAISON REPORTS

**Councilman Smith gave his report during the Parks Department report.

**Councilman Comardo reported there was no Recreation Commission meeting since our last meeting. The Planning Board met last night and are working on the proposal for the Parma Christian Fellowship Church on North Avenue and they were made aware of the rezoning request for 5057 Ridge Road West. Councilmen Carmestro and Comardo attended the civil preparedness meeting.

**Councilman Carmestro attended the Village Board meeting. The fire department training facility is almost complete and there parade route will be changed this year.

**Councilman Roose reported he missed the last Zoning Board meeting but will attend next week and that budget concerns for the Special Police were brought to his attention just prior to the meeting.

WARRANT

RESOLUTION NO. 117-2011 Motion by Councilman Smith and seconded by Councilman Comardo, to approve payment of the warrant as submitted below.

FUND TOTALS

AOO	General Fund	\$	35,403.41
BOO	Part Town	\$	6,186.96
DAO	Highway, Townwide	\$	1,224.69
DBO	Highway, Part Town	\$	7,544.38

HDO	Town Bridges	\$	2,320.00
SDO	Townwide Drainage	\$	1,804.00
TAO	Trust & Agency	\$	<u>1,828.64</u>
GRAND TOTAL:			\$ 56,312.08

Motion carried: Aye 5 Nay 0

There being no further business before the Town Board, Councilman Carmestro made a motion to adjourn the meeting at 7:45 p.m., seconded by Councilman Comardo.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

T.K. Properties

44 Hill Road

Hilton, New York 14468
585-392-4890

Lawn Mowing Estimate:

TO: THE TOWN OF PARMA
1300 Hilton Parma Crns rd.
Hilton NY 14468
(585) 392-9449

We hereby submit specifications and estimates for grass cutting as follows.

Int cutting will be done with a bush hog type mower & tractor.

Normal cutting after int cutting will be done along with weed eating

Clippings will be left on the lawn.

For properties zoned as followed

AC- 350 x 300 = \$350.00

RR- 300 x 260 = \$325.00

MD-175 x 100 = \$ 225.00

HD- 120 x 85 = \$ 120.00

WF- 120 x 85 = \$ 120.00

Acceptance of proposal: The above prices specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date _____

Signature _____ Date _____



TOWN OF PARMA

Building Department
 P.O. Box 728
 1300 Hilton-Parma Road
 Hilton, New York 14468

Office (585) 392-9449
 Fax (585) 392-6659
 www.parmany.org

**BID REQUIREMENTS FOR PROPERTY MAINTENANCE
 GRASS CUTTING**

1. Contractor must supply the Town of Parma with proof of Liability & Workers Compensation insurance if granted the Contract.
2. The following lot sizes are what the estimates should be based on:
 - A. Agricultural Conservation (AC) lot size 300' x 350'
 - B. Rural Residential (RD) lot size 260' x 300'
 - C. Medium Density Residential (MD) lot size 100' x 175'
 - D. High Density Residential (HD) lot size 85' x 120'
 - C. Waterfront Residential (WF) lot size 85' x 120'

The height of the grass on the above properties will be anywhere from 12" high to 3' high. The grass has to be cut down to within 3 inches or so and trimmed. The cut grass may be left on site.

- (A) 325.00 per
- (B) 300.00 per
- (C) 225.00 per
- (D) 175.00 per
- (C) 175.00 per

*Thank you for your interest Paul Neffe
 Evergreen*



Fax # 392-6659

Commercial

Residential

P.O. Box 476 • North Chili, New York 14514 • 585-293-3080 • Fax 585-293-3172
 141 East Buffalo Street • Churchville, New York 14428

PROPOSAL SUBMITTED TO: <i>Town of PARMA</i>	PHONE <i>392-9449</i>	DATE <i>5/10/11</i>
STREET <i>1300 Hilton Parma Road</i>	JOB LOCATION <i>VARIUS</i>	
CITY, STATE, ZIP <i>Hilton, New York 14468</i>	<i>AT THE AIR FRIEZ</i>	

WE HEREBY PROPOSE TO FURNISH MATERIALS AND LABOR NECESSARY FOR:

Quote for estimate per bid specifications for GRASS cutting neglected vacant properties in the town of PARMA

A. Agricultural Conservation (AC)	-	Approxly 300 x 350	-	approximately	-	\$ 450.00
B. Rural Residential (RD)	-	" 260 x 300	-	"	-	\$ 400.00
C. medium density (MD)	-	" 100 x 175	-	"	-	\$ 375.00
D. High density (HD)	-	" 85 x 120	-	"	-	\$ 300.00
E. Waterfront Residential (WF)	-	" 85 x 120	-	"	-	\$ 300.00

** All clippings to be left on site, per bid specifications **
*** All prices are + Tax if applicable ***

SERVICE TO BE PERFORMED WEEKLY OTHER

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications for the sum of:
 As above dollars (\$ 7)
 Payment to be made as follows:
Full upon completion of each bid NET 10
ACCEPTANCE OF PROPOSAL. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
 Full payment is due upon completion of work unless otherwise stated above. A 2% per month service charge will be added to all past due accounts in the event of nonpayment. ALL collection costs (including any legal expenses and court fees) will be the responsibility of the buyer.
 I have read the above specifications and terms and am in full agreement.
 Date of Acceptance 5/10/11 Customer Signature [Signature] Date 5/10/11

NOTE: This proposal may be withdrawn by us if not accepted within 15 days.
 Authorized Signature [Signature]