

Parma Town Board meeting held on Tuesday, November 20, 2012 at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

### **ATTENDANCE**

Supervisor	Carmey Carmestro
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Tina Brown
Highway Superintendent	Brian Speer
Building Inspector	Jack Barton
Recreation Director	Steve Fowler
Absent	Councilperson James Smith

### **OTHERS IN ATTENDANCE**

Court Officer Attendant Joseph Silivestro and two other members, Michael Weldon, Helen Ives, Carol Kluth and other unidentified members of the public.

### **CALL TO ORDER**

Supervisor Carmestro 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 Carmestro noted emergency exit procedures.

### **PUBLIC FORUM**

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

### **MINUTES – NOVEMBER 7, 2012**

**RESOLUTION NO. 266-2012** Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the Minutes of the November 7, 2012 meeting with the following changes for clarity: sea level should be changed to current *lake level* and Councilperson Roose's liaison report should read *the Planning Board tabled the Mercy Flight Subdivision approval while waiting for signatures. Approval was given for the RG&E repaving and construction of a stone trench to slow storm runoff. Final approval was also given to the Winston Place Subdivision on North Union Street. A new limousine service business on West Ridge Road between Trimmer and Union Street came before the Planning Board to explain their intended use of the property. The Planning Board saw no reason for further review by them as there was no site work.* Councilperson Brown asked that the discussion during the open forum reflect that the *Town Board was in agreement that individual citizens should not be operating Town equipment as it is a potential liability to the Town.*

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

## **TOWN CLERK REPORT**

The legal notice for the Annual Election for the North Greece Fire District on December 11, 2012 has been received and posted.

Notification was also received from the Hamlin Fire District informing us of the designation of the Hamlin Fire District as the lead agency for the consolidation of the Hamlin, Morton and Walker Fire Districts and requesting any input we might have.

## **TOWN CLERK TAX RECEIVER BONDING**

**RESOLUTION NO. 267-2012** Motion by Councilperson Comardo and seconded by Councilperson Brown, 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 approved: Aye 4 Nay 0 Absent Councilperson Smith

## **HIGHWAY DEPARTMENT REPORT**

Supt. Speer reported that crews will begin picking up brush after Storm Sandy starting on Monday. They will be using 2 chippers and the rubber tire excavator. There

## **BUILDING REPORT**

Jack Barton updated the Town Board on the requirement for new signage posting vacant buildings. The signs are to be posted at all entrances indicating the building cannot be occupied and identify the type of structural issues present based on the type of sign posted. He reported he checked with area Towns. Greece and Hamlin are using the signs but not charging. Greece, however, charges for their time. The cost of the signs is about \$18.00 each. The Town of Albion is having the Genesee County Transportation Sign Department make their signs in house for considerably less than what we have been quoted. They are willing to let us purchase from them if we pick them up in Batavia. Mr. Barton would still like the Town Board to consider charging a \$150 fee for posting. It would include the cost of the sign(s); posting and removal of signs at each entrance; and associated administration costs for taking the complaints and the needed inspections. He explained how he arrived at this amount and cited examples. It was felt \$150 is a good starting point and should be monitored.

## **NON-COMPLIANT VACANT BUILDINGS FEE**

**RESOLUTION NO. 268-2012** Motion by Supervisor Carmestro, seconded by

Councilperson Comardo, to establish a fee of \$150.00 for the posting of non-compliant vacant buildings in the Town of Parma.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

There was discussion on updating the Building Department Fee Schedule. Mr. Barton noted that when fee changes were made last year and became effective the first of the year they were not reflected throughout the entire document. This includes:

Residential Additions – from \$.12 to \$.20 per sq. ft. as was done for Residential Structures New Buildings and intended for residential additions as well

Certificate of Occupancy – currently listed as \$50.00 and should be \$100. The change was made for Residential Structures New Buildings and intended when issued in connection with and at the conclusion of a current building permit.

Base Fees – were raised from \$20 to \$30 but the fee for Partial Structural and Infrastructure Renovations and Subdivision or Tract Identification Signs were not updated to \$30.

### **UPDATES TO BUILDING DEPARTMENT FEES**

**RESOLUTION NO. 269-2012** Motion by Councilperson Brown, seconded by Councilperson Roose, to accept the updated fee schedule as presented for the Town of Parma Building Department.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

*See end of minutes for updated fee schedule*

### **RECREATION DEPARTMENT REPORT**

Mr. Fowler reported the department will host Luis Martinez-Perez, an intern from SUNY Brockport, starting in mid-January. The full time internship will last through the end of April.

Liaison Brown asked if Mr. Fowler had any additional information on an alternate location for the Recreation Department. Mr. Fowler responded that he did not but there is a meeting to be scheduled in December with the Supervisor, Mayor, Village Manager and himself to discuss the upcoming lease. Supervisor Carmestro explained that they are looking at a five year lease with built in increases of not more than 2% per year. This would help with budget planning and both parties will have opt out options.

The annual Senior Thanksgiving Dinner had about 100 participants. On December 1, 2012, the Recreation Department will again be a co-sponsor for the Annual Tree Lighting Ceremony at the Village Community Center gazebo.

### **BUSINESS ITEMS**

#### **COMMISSIONER OF PUBLIC WORKS**

Supervisor Carmestro noted that all Board members had received the information on Commissioner of Public Works; that he would be happy to answer any questions now; but felt

there should be a full Board in attendance before any decision on whether to move forward is taken. The Town Board was in agreement.

**COLLAMER ROAD OVER WEST CREEK BRIDGE REPLACEMENT PROJECT**

Supt. Speer noted that for whatever reason the State failed to issue a second Supplemental Agreement for the Collamer Road Bridge Replacement Project over West Creek for additional work that was done in the spring. This has resulted in the need to pass a resolution now that reflects the cost as it was when we originally applied for funds. The amount owed would be \$135,000 more. Now that the project complete and the total is less; the amount owed on the changes is a difference of \$46,531 rather than the \$135,000. Ultimately the Town's responsibility will be 5% which will approximately \$2,327.

Supervisor Carmestro noted that the Town's reimbursement for payments already made is being held up. His concern is that the Town will be responsible for the entire cost of this supplement - \$135,000. Supt. Speer noted the Town is ultimately responsible for the full cost of the bridge but expects the Town will be reimbursed for 95% as with the rest of the project.

Supervisor Carmestro expressed that he did not understand how a job could be underestimated that much. He felt approval should have been sought from the Town Board for authority to approve the additional funds. Supt. Speer offered as an explanation that because there had been so many cuts that it just got dropped.

**SUPPLEMENTAL AGREEMENT**  
**APPROVE SUPPLEMENTAL AGREEMENT #2 TO MASTER FEDERAL AID /**  
**MARCHISELLI AID PROJECT AGREEMENT**  
**COLLAMER ROAD OVER WEST CREEK BRIDGE REPLACEMENT PROJECT**  
**PIN 4754.88-BIN 2211150**

**RESOLUTION NO. 270-2012** Motion by Councilperson Roose, seconded by Councilperson Comardo,

WHEREAS, on July 21, 2009 the Town Board of the Town of Parma passed Resolution No. 173 -2009 to enter into the Master Federal Aid / Marchiselli Aid Project Agreement for the Collamer Road Bridge over West Creek Design and Right of Way Incidentals Phase, and WHEREAS, on April 5, 2011 the Town Board of the Town of Parma passed Resolution No. 82 -2011 to enter into Supplemental Agreement #1 to the Master Federal Aid / Marchiselli Aid Project Agreement for the Collamer Road Bridge over West Creek Bridge Replacement Project, and

WHEREAS, the Town of Parma understands that funding necessary to deliver the project will be appropriated as per Schedule B, Appendix 2S and Schedule A of this Agreement which has been amended to increase funds for the design phase; adding additional funding for phase 321which covers eligible casts incurred after 4/11/2012, and

NOW THEREFORE, BE IT RESOLVED by the Town Board of the Town of Parma that the Supervisor of the Town of Parma is authorized to enter into the Supplemental Agreement No 2 to D032254 (Comptroller's Contract No.) of the Master Federal Aid / Marchiselli Aid Project Agreement for the Collamer Road Bridge over West Creek Design and Right of Way Incidentals and Construction Phase.

Motion approved: Aye 3 Nay 1 Voting Nay Supervisor Carmestro He felt the Town Board should have been notified first.  
Absent Councilperson Smith

### **BUDGET TRANSFERS**

TRANSFERS TO BUDGET			Nov-12		
ACCT #	FROM DESCRIPTION	AMT.	TO ACCT #	DESCRIPTION	AMT.
AO0570731049932	FIELD HOCKEY	150.00	AO0570731049842	OTHER	150.00
AOO+570731549403	BASKETBALL GIRLS	300.00	AO0570731549303	BASKETBALL YOUTH	300.00
AO0571711019000	OVERTIME	1,316.06	AO0571711017000	PARK ATTENDENT	1,319.06
AOO+571711049000	PARK IMPROVEMENTS	1,596.57	AOO+571711042200	EQUIPMENT REPAIRS	1,596.57

**RESOLUTION NO. 271-2012** Motion by Councilperson Brown, seconded by Councilperson Roose, to approve the Budget Transfers as presented.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

### **MISCELLANEOUS**

#### **TOWN PARK GATOR PURCHASE**

Supervisor Carmestro requested that this be tabled to the next meeting as he would like clarity on extras that were added and felt Councilperson Smith should be present.

#### **VACATION CARRY OVER – CHRISTINE MOORE**

**RESOLUTION NO. 272-2012** Motion by Supervisor Carmestro, seconded by Councilperson Roose, to approve the request from Christine Moore to carryover 32 hours of additional vacation time.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

#### **TOWN HALL CLEANING BIDS**

Supervisor Carmestro reported that the low bid was received from Reliable Cleaning, the current cleaner. Councilperson Smith and the Supervisor met with the cleaner and discussed the expectations and agreed to a six month trial. The Town Clerk will take on the leadership role for this work. The request for bids was advertised and received bids were opened and read aloud on November 5, 2012. The bids were:

Reliable Cleaning	\$1,079.00 per month
Service Master H&S	\$1,732.50 per month
Vanguard Cleaning Systems	\$1,200.00 per month

**RESOLUTION NO. 273-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to accept the bid from Reliable Cleaning Service for a six month trial period.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**COURT OFFICER ATTENDANT REPORT**

Court Officer Attendant Joe Silivestro and other Court Officer Attendants were present. Mr. Silivestro explained that they were here to answer any questions Board members might have regarding the revisions to the previously passed resolution establishing Court Officer Attendants. He noted that it will clarify the role and duties of Court Officer Attendants and further assign what is Peace Officer and carry the designation of Special Police. This will provide any clarification needed by the State for the effective performance of the Court Officer Attendants for the Town of Parma while court is in session. They will have the authority to detain and arrest under the direction of the Judges. It was noted that the resolution references the position of Chief of Special Police and that the position is currently not filled. The Court Officer Attendants need to remain part of the Special Police. Mr. Silivestro requested a meeting with the Special Police, the Liaison, Supervisor and Court Attendants to clarify a clear delineation of each area, how each operates, who responds, and what equipment is needed by each area. It was agreed to set up a meeting. It was reiterated that the Court Officer Attendants report to the Judges and the Special Police to the Town Board. It was also noted that the Court Officer Attendant badges need to be updated and have the signature of the Supervisor on them. Mr. Silivestro was asked to contact his office regarding this. The question was raised on whether Court Officer Attendants would need to take new oaths. It was felt they did not. Mr. Silivestro noted they have two potential appointments in the works.

**AMENDMENT TO RESOLUTION 135-2011 – COURT OFFICER ATTENDANT**

**RESOLUTION NO. 274-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to

**WHEREAS**, members of the Special Police in the Town of Parma have traditionally served as trained and uniformed court officer attendants providing security, safety patrol, and detail for the Justices and Staff of the Justice Court in the Town of Parma as a regular part of their duties; and,

**WHEREAS**, on April 5, 2005 a Resolution was formally passed by the Town Board in the Town of Parma establishing the position of Court Attendant, designating further that said Court Attendants shall have the powers and authority of Peace Officers pursuant to the New York State Criminal Procedure Law, Section 2.10 (21a), that said Court Attendants shall serve at the pleasure of the Parma Town Board under the direction of the Chief of the Special Police and the Parma Court Clerk, that said Court Attendants shall be deemed contractors to the Town of Parma and compensated per diem at a rate determined by the Parma Court Clerk, and that the Town of Parma shall purchase uniforms and equipment that are necessary for the Court Attendants to carry out their duties; and,

**WHEREAS**, by this Amended Resolution, the Town Board in the Town of Parma would like to (1) re-designate the title and position of Court Attendants to Court Officer Attendants; (2) clarify that such Court Officer Attendants shall serve the Justice Court in the Town of Parma as uniformed court officers and shall remain members of the Parma Special Police with all rights and privileges associated thereto with said membership including utilizing the existing office space and office equipment, computers, radios, uniforms, special police equipment and utilities, and the custody/holding area of the Parma Special Police to carry out their duties for the Justice Court in the Town of Parma; (3) re-designate that said Court Officer Attendants as members of the Parma Special Police shall continue to have the powers and authority of Peace Officers pursuant to New York State Criminal Procedure Law, Section 2.10 (54), which expressly designates Peace Officers as special policemen appointed pursuant to

New York Town Law Section 158, as created, established, and defined by resolution of the Town Board in the Town of Parma on June 11, 1962, June 28, 1982, and August 19, 1997; (4) clarify whom the Court Officer Attendants shall be appointed by and under whose pleasure, direction and control they shall serve with regard to their respective duties, and (5) further designate that while these Court Officer Attendants continue to remain members of the Parma Special Police with all rights and privileges associated thereto with said membership, the Court Officer Attendants remain in a distinct unit of the Parma Special Police to serve only the Justice Court in the Town of Parma; (6) re-designate that such Court Officer Attendants shall be deemed employees to the Town of Parma for their service to the Justice Court in the Town of Parma, and compensated per diem at a rate determined by the Parma Town Justices and/or the Parma Court Clerk; and (7) designate that the Town of Parma, through the Justice Court in the Town of Parma, shall budget for the purchase of uniforms and equipment, and reimburse the Court Officer Attendants for any training or ongoing certification required and necessary for the Court Officer Attendants to carry out their duties.

**NOW, THEREFORE BE IT RESOLVED** as follows:

1. That effective May 1, 2012, the Town of Parma re-designates the position of Court Attendant to Court Officer Attendant.
2. That such Court Officer Attendants shall serve the Justice Court in the Town of Parma as uniformed court officers and shall remain members of the Parma Special Police with all rights and privileges associated thereto with said membership and shall utilize the existing office space and office equipment, computers, radios, uniforms, special police equipment and utilities, and the custody/holding area of the Parma Special Police to carry out their duties for the Justice Court in the Town of Parma.
3. That such Court Officer Attendants as members of the Parma Special Police shall continue to have the powers and authority of Peace Officers pursuant to New York State Criminal Procedure Law, Section 2.10 (54), which expressly designates Peace Officers as special policemen appointed pursuant to New York Town Law Section 158, as created, established, and defined by resolution of the Town Board in the Town of Parma on June 11, 1962, June 28, 1982, and August 19, 1997.
4. That such Court Officer Attendants shall be appointed by the Parma Town Board and shall serve under the pleasure, direction and control of the Parma Town Justices and/or the Parma Court Clerk with regard to their respective duties.
5. That while these Court Officer Attendants continue to remain members of the Parma Special Police with all rights and privileges associated thereto with said membership, the Court Officer Attendants remain in a distinct unit of the Parma Special Police to serve only the Justice Court in the Town of Parma.
6. That such Court Officer Attendants shall be deemed employees to the Town of Parma for their service to the Justice Court in the Town of Parma, and compensated per diem at a rate determined by the Parma Town Justices and/or the Parma Court Clerk.
7. That the Town of Parma, through the Justice Court in the Town of Parma, shall budget for the purchase of uniforms and equipment, and reimburse the Court Officer Attendants for any training or ongoing certification required and necessary for the Court Officer Attendants to carry out their duties with the approval of Court Justices.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**2013 AMENDATORY AGREEMENT - ALL SEASONS COUNTY/TOWN WORK**

**RESOLUTION NO. 275-2012** Motion by Councilperson Roose, seconded by Councilperson Comardo, to accept the 2013 amendment for the All Seasons County and Town Work Agreement.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**INFORMATIONAL ITEMS:**

**CHANGE SALT SHED BID OPENING DATE**

Supervisor Carmestro reported that during the joint meeting held with the Village of Hilton Board on November 13, 2012, a resolution was passed to extend the date of the bid opening for the joint salt shed project based on the recommendation of the project engineer. It was extended by resolution to December 17, 2012 at 11:00 am.

**LIAISON REPORTS**

\*\*Councilperson Brown noted that everything she needed to report for Recreation has already been covered and there were no Dog Control issues.

\*\*Councilperson Comardo reported there were six actions in front of the Zoning Board. Three of them were for one property. They included one special permit and four area variances that were approved and one area variance which was tabled.

\*\*Councilperson Roose reported Mercy Flight received final approval.

**WARRANT**

**RESOLUTION NO. 276-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$63,671.78.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**RESOLUTION NO. 277-2012** Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$6,149.54.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**RESOLUTION NO. 278-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$20,026.85.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**RESOLUTION NO. 279-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of DBO Highway, Townwide Fund bills, in the amount of \$24,952.11.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**RESOLUTION NO. 280-2012** Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of HDO Town Bridges bills, in the amount of \$291,126.41.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**RESOLUTION NO. 281-2012** Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of SDO Townwide Drainage bills, in the amount of \$1,553.80.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**RESOLUTION NO. 282-2012** Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of TAO Trust and Agency bills, in the amount of \$6,121.96.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

**RESOLUTION NO. 283-2012** Motion by Councilperson Roose, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$9,940.00 for election inspector vouchers.

Motion approved: Aye 4 Nay 0 Absent Councilperson Smith

There being no further business brought before the Town Board, Councilperson Comardo made a motion to adjourn the meeting at 7:30 p.m., seconded by Councilperson Brown and all were in favor.

Respectfully submitted,

Donna K. Curry  
Parma Town Clerk

### **BUILDING PERMIT FEES**

#### **RESIDENTIAL STRUCTURES**

##### **NEW BUILDINGS**

1. \$0.20 per sq. ft. of all floor area except crawl space or cellar
2. Recreation Fee - \$450.00
3. Certificate of Occupancy - \$ 100.00
4. Building Permit renewal - \$ 40.00 – 6 mos extensions
5. Foundation only - half the total cost of permit

#### **GARAGE, CARPORT, PORCHES, COVERED PATIOS, DECKS**

1. \$ 0.10 per sq. ft. if built under same permit as a residential structure; otherwise
2. \$30.00 plus 0.10 per sq. ft. (Residential)

#### **RESIDENTIAL STORAGE BUILDINGS, SHEDS, AGRICULTURAL BUILDINGS, BARNS, GREEN HOUSES, ETC.**

1. 25 to 100 SQ. FT. - \$30.00
2. Over 100 sq. ft - \$30.00 plus \$0.10 per sq. ft.
3. Zoning Permit fee for AG Buildings - \$75.00

**RESIDENTIAL ADDITIONS (Vertical or Horizontal) STRUCTURAL CHANGES**

\$30.00 plus \$0.20 per sq. ft.

**CHIMNEYS, FIREPLACES, SOLID FUEL OR GAS HEATING DEVICES** - \$50.00 ea.

(excluding conventional furnaces or boilers)

**CERTIFICATE OF OCCUPANCY**

\$100.00 if issued in connection with and as a conclusion to a current building permit

**BUSINESS, COMMERCIAL, INDUSTRIAL STRUCTURES**

1. Consolidated Review - Complete structural plans including all utilities submitted with permit application.
  - a. \$0.20 per sq. ft. of all floor area up to 10,000 sq. ft
  - b. \$0.10 per sq. ft. for all floor area over 10,000 sq. ft.
  - c. Minimum permit \$150.00
2. Segmented Review - An additional fee of \$0.05 per sq. ft. will be charged for review of each additional plan required that is not part of the original application, including but not limited to electrical, heating, plumbing, sprinkler system, interior build out, etc.
3. Certificate of Occupancy \$150.00
4. Permit renewal \$100.00
5. Foundation only - half the total cost of permit

**OTHER STRUCTURES**

**SWIMMING POOL**

1. Residential Above-ground - \$ 50.00
2. Residential In-ground - \$ 75.00
3. Commercial project - \$100.00
4. Hot tub - \$ 50.00

**FENCES**

1. \$30.00 plus \$0.03 per lineal foot of fencing

**MISCELLANEOUS**

1. Wind energy systems, silos, grain dryers, sun or rain roof, shelters, satellite antennas, radio antennas, private towers, permanent stand-by generators, commercial fuel storage tanks - \$50.00
2. Commercial towers - \$50.00 plus \$2.00 per vertical foot

**PARTIAL STRUCTURAL and INFRA-STRUCTURE RENOVATIONS**

1. Roof structure repair or replacement - \$30.00 plus \$0.03 per sq. ft.
2. Interior partition removal or installation - \$30.00 plus \$0.05 per sq. ft. of space involved
3. Interior wall finish, removal and replacement (gutting) - \$30.00 plus \$0.03 per sq. ft. of space involved
4. Door & Window replacements which call for structural changes or header alterations - \$30.00 per opening

**DEMOLITION/REMOVAL OF A STRUCTURE**

1. Under 1,000 sq. ft. - \$50.00; Over 1,000 sq. ft - \$100.00
2. Commercial fuel tank removal - \$50.00

**ADDITIONAL FEES**

**Follow-up inspections to check for compliance with comments on original inspection:**

1. First follow-up - \$20.00
2. Subsequent follow-up - \$30.00 per inspection

**Certificate of Conformity or Compliance for existing structures**

\$30.00 plus \$20.00 per hour

**Surcharge for permit obtained after construction has started - \$75.00**

**Removal of stop work order - \$300.00**

**"Do Not Occupy" posting of structure - \$150.00**

**MISCELLANEOUS FEES**

**Excavation or Filling Permits (Reference Parma Code Section 33-22 & 33-12)**

- |  |                  |
|--|------------------|
| 1. Application Fee   | \$50.00          |
| 2. Review Fee (entire area proposed for filling or excavating)   | \$40.00 per acre |
| 3. Annual Inspection Fee<br>(Each acre under active excavation or filling where final site restoration has not been completed) | \$25.00 per acre |
| 4. Administrative permit for minor fill - not exceeding 25 cubic yards per parcel per year                                     | \$25.00          |

**Sewer tap-in for new homes or new connections**

1. \$100.00 per dwelling unit
2. \$250.00 – commercial
3. \$250.00 – Monroe County

**Sign Permit**

\$30.00 plus \$1.00 per sq. ft. of sign area

**Temporary Signs**

\$35.00 per seven day period (may be issued ten times a year)

**Subdivision or Tract Identification Signs**

\$30.00 plus \$1.00 per sq. ft. of face area (one side)

**Temporary Special Events**

- |   |          |
|---|----------|
| 1. Type 1. Fund-raising for nonprofit religious, educational or community service organizations | No fee   |
| 2. Type 2. Temporary banners  | \$50.00  |
| 3. Type 3. Promotional activities or devices (signs, searchlights, balloons)                    | \$50.00  |
| 4. Type 4. Commercial activities (tent sale, trade show, farmers market)                        | \$75.00  |
| 5. Type 5. Public events for entertainment or amusement   | \$500.00 |

**Temporary Certificate of Occupancy and Escrows**

1. \$20.00 in addition to regular Certificate of Occupancy fee
2. ESCROW amount shall be 1.5 times the documented and approved estimates for completion of grading, painting or miscellaneous finish items that have no structural, health or safety significance.  
(Note: Temporary Certificates of Occupancy will only be issued when natural forces such as inclement weather prevent proper completion)

**Special District Start-up Fee - \$100.00**

**BOARD REVIEW AND HEARING FEES**

**Planning Board Application**

1. One Lot Subdivision and/or site plan
  - a. Application \$100.00
  - b. Public Hearing \$ 75.00
  - c. Site plan review \$100.00

Plus Engineering Fees in Excess of \$100.00
2. Multi-Lot or Multi-Residential Development
  - a. Application fee \$50.00 per lot or dwelling unit
  - b. Public Hearing \$75.00
  - c. Site Plan Review:
    - 1) Conceptual \$40.00 per lot or dwelling
    - 2) Preliminary \$75.00 per lot or dwelling unit
    - 3) Final \$75.00 " " "

Review fees that exceed the above amounts will be billed to the applicant, plus a 5% processing fee.
3. Business or Industrial Site Plan Review
  - a. Application Fee \$300.00
  - b. Public Hearing \$ 75.00
  - c. Review \$100.00

Review fees that exceed the above amounts will be billed to the applicant, plus a 5% processing fee.
4. Property split/merge \$100.00
5. EPOD permit fee \$100.00

**Zoning Board of Appeals Application**

1. Variance Application
  - a. Public Hearing \$ 75.00
  - b. Review & Processing \$125.00
- 2 Special Permits
  - a. Public Hearing \$ 75.00
  - b. Review & Processing \$125.00
  - c. Renewal without Public Hearing - \$50.00 (Special Permit Renewal)

**Rezoning Applications (Town Board)**

1. Application Fee \$250.00
2. Public Hearing Fee \$100.00
3. Publication and Zoning Map Revisions - \$50 plus \$10.00 per acre