

Parma Town Board meeting held on Tuesday, November 1, 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

Library Director Becky Tantillo, Special Police Chief Tod Edenhofer, Finance Director Mary Gavigan, GIS Coordinator Jim Zollweg, Tom Ganley, Carol Kluth, Kay Melvin, Kathy Muller, Mike Clark, Tod Edenhofer, Pat Buskey, Tim Jennings, Barb Schwan, Jacob Asernity, Mitchell Cokkins, Tom Lobo, Carrie Webster 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.

Tom Ganley informed the Board that he was in the Park this past weekend while the Section V Cross Country meet was being held. He indicated there were 1,000 runners and many people who came to watch. He had the opportunity to speak to several people who attended and shared their comments on how impressed they were with the great park we have. He felt this was a testimony to the work of the Park staff and would like to see the Park advertised more.

MINUTES – OCTOBER 18, 2011

RESOLUTION NO. 195-2011 Motion by Councilman Roose, seconded by Councilman Smith, to accept the minutes of October 18, 2011 as submitted.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk and VFW Summary reports for October have been submitted. Deer Management Permits for the first come/first serve issuance of permits started today. Collection of school taxes has closed for the Tax Receiver's office. Mail payments will be processed with an October 31st date and the surrender is due next Monday.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported on the progress of the Hill Road Bridge Replacement Project and is expected to be completed mid November. County projects have been completed. Work on the old bus garage site has also been completed. Crews have been working on the Fall

Brush pickup. A skid steer has been rented to clean out drainage areas where we have drainage easements. Work has also begun to set up equipment for snow plowing.

BUILDING DEPARTMENT REPORT

Mr. Barton reported he has completed the Consolidated Funding Application (CFA) on-line grant for the installation of a bio-swale behind the sports building parking lot and outlet protection for culvert erosion of the stream bank. The deadline is October 31st.

He will also be modifying the final information for the National Incident Management System (NIMS) report which will be submitted within the next day or two. There was discussion on listing the actual persons or titles of those who will be filling roles. Councilman Smith has completed his certification for Public Information Officer. Tod Edenhofer noted that members of the Special Police are also certified in some of the areas.

RECREATION DEPARTMENT REPORT

Mr. Fowler reported the Recreation Department will be hosting a free Thanksgiving dinner at the Village Community Center. There are seventy people pre-registered and will be sponsored by the Hilton Lions Club. A summary of use for the portable stage and the mobile sign were provided to the Town Board.

MISCELLANEOUS REPORTS

Library Director Becky Tantillo reported the mason is rebuilding the planter at the front of the building and he will be consulted for ideas on ways to remove the graffiti from the building.

BUSINESS ITEMS

TOWN CLERK TAX RECEIVER BONDING

RESOLUTION NO. 196-2011 Motion by Councilman Carmestro and seconded by Councilman Gary Comardo, 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

APPROVAL OF 2012 PRELIMINARY BUDGET

Supervisor McCann noted that because the Highway Superintendent was unavailable for the last meeting discussion would proceed with the Highway budget. Supt. Speer provided a PowerPoint presentation summarizing the DA and DB budgets for 2012 and changes from last year. He also explained how the Snow and Ice agreements are calculated and noted the minimum we would get is \$471,620. He is projecting 80% for the winter which would be \$507,851. There was discussion on what was budgeted in revenue this year and how much are we actually going to get. He indicated that he is confident that we should get \$188,000 of the \$220,000 budgeted for this year.

There was further discussion on whether other cost savings could be achieved so that the rate would not be increased; consideration of four ten hour days; since there can be no layoffs due to the union contract what about furloughs; the fund balances will not last; increasing the employee portion of the health benefit, the number of employees in the

highway department now versus 1950; the biggest cost to the highway department is employees; additional funding for capital reserves; and reasoning for why the Town pays the Highway Department for services that they provide to the Town.

There was also discussion on the need for two building inspectors, more discussion on health insurance benefits and examples of what is paid in the private sector; and the opinion that the Town has the responsibility to take care of their employees; employees are some of the lowest paid in the county, the number of employees is lower than a lot of municipalities and that this levels the higher health care benefit.

Councilman Smith indicated he would like to see fees raised in the contracts with the sports organizations. Park Revenue would go from a total of \$2750 to \$6,500. This change will be offset to appropriated fund balance in the A Fund. This is a change to what has been proposed in the tentative budget.

APPROVAL OF 2012 PRELIMINARY BUDGET

RESOLUTION NO. 197-2011 Motion by Councilman Carmestro, seconded by Councilman Smith, to approve the Preliminary Budget for 2012 to include an increase to Park Revenue A00.471.2656.00 to \$6,500 and the offsetting entry to Appropriated Fund Balance A00.409.5599.00.

Motion carried: Aye 5 Nay 0

SET PUBLIC HEARING DATE FOR 2012 PRELIMINARY BUDGET

RESOLUTION NO. 198-2011 Motion by Councilman Carmestro, seconded by Councilman Comardo, to set the public hearing date for the 2012 Preliminary Budget for November 15, 2012 at 6:30 p.m. at the Parma Town Hall.

Motion carried: Aye 5 Nay 0

ROOF REPAIR QUOTES

Councilman Smith reported that clarification has been received on the quotes for repairs to the roof area in the court office. It has been confirmed that the low bidder provided documentation that they are approved to work on this roofing system so that the warranty would not be affected. The quotes are as follows:

Upstate Roofing & Painting	\$ 7,174.00	
Leo J. Roth Corporation	\$ 5,967.00	
Elmer W. Davis, Inc.	\$ 4,850.00	<i>See copy of quotes at end of minutes</i>

RESOLUTION NO. 199-2011 Motion by Councilman Smith, seconded by Councilman Comardo, to authorized Elmer Davis, Inc. to make the roof repairs in the court office area for an amount not to exceed \$4,850.00.

Motion carried: Aye 5 Nay 0

CORRECTION OF RESOLUTION NO. 165-2011

RESOLUTION NO. 200-2011 Motion by Councilman Comardo, seconded by Councilman Roose, to correct Resolution 165-2011 by changing all references to Brockport Creek to Salmon Creek.

Motion carried: Aye 5 Nay 0

RESOLUTION ACCEPTING ROAD DEDICATION TO FALLWOOD TERRACE ALL SEASONS SUBDIVISION SECTION 3 & SECTION 4 A

RESOLUTION NO. 201-2011 Motion by Councilman Roose, seconded by Councilman Comardo,

WHEREAS, certain parcels of land located in the All Seasons Subdivision, Section 3 and Section 4 Phase A, more particularly described on Exhibit "A" attached hereto, has been offered for dedication to the Town of Parma (the "Town") for highway purposes by Crowley Development Corporation (the "Owner") of said land as shown on a map of All Seasons Subdivision, Section 3 and Section 4 Phase A, filed in the Monroe County Clerk's Office in Liber 325 of Maps, page 6 and Liber 332, page 28, and

WHEREAS, the Town Highway Superintendent has recommended acceptance of said parcel for dedication for highway purposes and the roadway having been completed in accordance with the Town specifications, and

WHEREAS, the Town Attorney has ordered a fee title insurance policy relating thereto,

NOW THEREFORE, BE IT RESOLVED by the Town Board of the Town of Parma in regular session duly convened herein agrees to accept the deed of dedication on the said road, to be known as Fallwood Terrace and directs the Town Clerk to record the same in the Monroe County Clerk's Office.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFERS

There was discussion on the transfer moving \$11,000 from Town Hall Improvements to Legal Labor. This is primarily for the services of Attorney Holahan for the new union negotiations but some of it is Highway Department lawsuit related.

TRANSFERS TO BUDGET

Nov-11

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO575752041000	OFFICE SUPPLIES	261.00	AOO575752043000	EDUCATIONAL & PROF	261.00	GAVIGAN
AOO576752048000	MISC EXPENSE	1,163.50	AOO576752046900	CLEANING SERVICE	1,163.50	GAVIGAN
AOO516732049000	YOUTH OUTREACH	707.35	AOO516755049000	TOWN CELEBRATION	707.35	GAVIGAN
AOO516162049000	TOWN HALL IMPROVE	11,000.00	AOO516755049000	LEGAL LABOR	17,000.00	GAVIGAN
AOO516199040000	MISC CONTINGENCY	6,000.00				
AOO570714013001	BEAR STAFF	15.00	AOO570714011001	SUMMER PLAYGROUND	15.00	FOWLER
AOO535351049000	DOG CENSUS	171.00	AOO535351048000.0	MISC EXPENSES	171.00	FOWLER
AOO570731049802	BOWLING	200.00	AOO570731049842	OTHER PROGRAMS	200.00	FOWLER
AOO570731049032	SWIM CAMP	2,000.00	AOO570731049732	BOYS BASKETBALL	2,000.00	FOWLER
AOO570731049142	SKI TRIPS	700.00	AOO573731049202	HORSEBACK RIDING	700.00	FOWLER
AOO511111021000	OFFICE EQUIPMENT	580.00	AOO511111048000	MISC EXPENSES	580.00	SPEER
AOO571711049000	PARK IMPROVEMENTS	2,000.00	AOO571711045100	FUEL	2,000.00	DOOL
AOO571711019000	OVERTIME	1,500.00	AOO571711015000	LABOROR SEASONAL	1,500.00	DOOL

RESOLUTION NO. 202-2011 Motion by Councilman Carmestro, seconded by Councilman Smith, to approve the Budget Transfers as submitted.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS

Street Light - A request for a street light was received by Monroe County to be placed on the curve on Wilder Road between the westerly end of Old Wilder Road and Bennett Road. More information will be gathered on the cost and this will be added to the agenda for the next meeting.

INFORMATIONAL ITEMS

GIS Updates – Jim Zollweg provided the Town Board with examples of how GIS data can be used to gather information and combined. An example given was a map plotting all the houses in Parma and then an overlay was created showing where all the fire hydrants are located in relation to each house. This data could then be used to calculate how many houses are greater than or less than a certain distance from a hydrant. Mr. Zollweg noted two goals he wanted to accomplish which included the establishment of a liaison for GIS and to be more assertive in proposing ideas for procedural changes that

will generate cost savings. Councilman Comardo noted that many private companies use GIS to reduce costs.

LIAISON REPORTS

**Councilman Smith reported he had spoken with the Code Enforcement Officer. There have been 140 citizen complaints year to date and 20 of them are still open. In addition to the remarks already made regarding the cross country meet held at the Park, Councilman Smith noted it was a last minute choice due to weather conditions at the scheduled site. Mr. Fowler did an excellent job coordinating the change and expenses to the Town will be reimbursed.

A significant number of chairs are broken and in need of repair or replacement. They are 5 years old and staff has tried to stay on top of repairs. The Parks Department is proposing the purchase of 25 chairs at about \$16.00 each. It was suggested that they be scotchgarded and that pricing through state contract, Monroe County and Hilton Central School District be looked at.

**Councilman Comardo reported the Recreation Commission met. Topics included the recent cyclocross event, lower participation in the flu shot clinic, review of the State Consolidating Funding Application and we hope to hear about the vehicle replacement grant in January. It was also noted that there may be public park space at St. Paul's for a soccer field. The Assessor's office has sent out the first round of exemption reminder with a second to follow at the end of the year. There was no Planning Board meeting.

**Councilman Carmestro reported that the Village is also working on their NIMS assessment. The food shelf lease will be coming up again and it was noted we helped them out last year and that the lease comes up in May. Hilton-Parma and North Greece Fire Districts are finalizing budgets and several candidates have expressed interest in the upcoming elections for North Greece.

**Councilman Roose reported a request has been received to provide traffic control coverage for the funeral of Vietnam Veteran David Lemcke by the Parma Special Police on November 11th from 2:00 to 8:00 pm. It was decided that a resolution authorizing the Special Police to provide this coverage in the Village was appropriate and that the agreement with the Village would be suspended for the day. The Special Police Chief indicated they are in agreement.

RESOLUTION NO. 203-2011 Motion by Councilman Roose, seconded by Councilman Carmestro, to suspend the agreement with the Village of Hilton made on June 18, 2010 for one day on November 11, 2011 for the purpose of providing traffic control for the funeral of Vietnam Veteran David Lemcke.

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 8:04 p.m., seconded by Councilman Comardo. All were in favor.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

EXHIBIT A

**All Seasons Subdivision, Section 3
Fallwood Terrace Right of Way**

All that tract or parcel of land, situate in the Town of Parma, County of Monroe, and State of New York, being a part of Town Lot 58, Township 4, Range 1, Mill Seat Tract of the Phelps and Gorham Purchase and more particularly described as follows:

Commencing at the centerline intersection of Summertime Trail and Fallwood Terrace, thence; westerly along the centerline of Fallwood Terrace, bearing S 86°42'56" W, a distance of 150.00 feet to a point, thence; southerly, on a line bearing S 03°08'51" E, a distance of 30.00 feet to a point on the south right-of-way of Fallwood Terrace, said point being the point of beginning for this description, thence;

Westerly, on a line bearing S 86°44'53" W, a distance of 713.22 feet to a point of curvature, thence;

Southwesterly, along a curve to the left having a radius of 120.00 feet and a central angle of 89°53'45", a distance of 188.28 feet to a point of tangency, thence;

Southerly, on a line bearing S 03°08'51" E, a distance of 302.18 feet to a point, thence;

Westerly, on a line bearing S 86°51'09" W, a distance of 60.00 feet to a point on the west right-of-way of Fallwood Terrace, thence;

Northerly, on a line bearing N 03°08'51" W, a distance of 302.18 feet to a point of curvature, thence;

Northeasterly, along a curve to the right having a radius of 180.00 feet and a central angle of 89°53'45", a distance of 282.42 feet to a point of tangency, thence;

Easterly, on a line bearing N 86°44'53" E, a distance of 713.33 feet to a point, thence;

Southerly, on a line bearing S 03°08'51" E, a distance of 60.00 feet to a point, said point being the point and place of beginning, containing 75048 square feet, 1.723 acres of land, more or less.

Intending to describe Fallwood Terrace as shown on a plat of All Seasons Subdivision, Section 3. Said plat is recorded at the Monroe County Clerk's Office in Liber 325 of Maps, page 6.

**All Seasons Subdivision, Section 4 – Phase A
Fallwood Terrace Right of Way**

All that tract or parcel of land, situate in the Town of Parma, County of Monroe, and State of New York, being a part of Town Lots 57 and 58, Township 4, Range 1, Mill Seat Tract of the Phelps and Gorham Purchase and more particularly described as follows:

Beginning at a point on the east right-of-way of Fallwood Terrace, said point being the southwest corner of Lot 319 as shown on a plat of All Seasons Subdivision, Section 3, which is recorded at the Monroe County Clerk's Office in Liber 325 of Maps, page 6, thence;

Southerly along a line bearing S 03°08'51" E, a distance of 346.32 feet to a point of curvature, thence;

Southwesterly, along a curve to the right having a radius of 430.00 feet and a central angle of 77°18'17", a distance of 580.17 feet to a point, thence;

Northwesterly, bearing N 15°50'34" W radially from the previous course, a distance of 60.00 feet to a point, thence;

Northeasterly, along a curve to the left having a radius of 370.00 feet and a central angle of 77°18'17", a distance of 499.21 feet to a point of tangency, thence;

Northerly along a line bearing N 03°08'51" W, a distance of 346.32 feet to a point, said point being the southeast corner of Lot 324 as shown on said All Seasons Section 3 plat, thence;

Easterly, along a line bearing N 86°51'09" E, a distance of 60.00 feet to the point and place of beginning, containing 53161 square feet, 1.220 acres of land, more or less.

Intending to describe Fallwood Terrace as shown on a plat of All Seasons Subdivision, Section 4 – Phase A. Said plat is to be recorded at the Monroe County Clerk's Office, in

Liber 332 of Maps, page 26.

ELMER W. DAVIS

ROOFING SINCE 1936

FAX PROPOSAL

DATE: 10-03-2011
TO: Joe Petricone - Parma Town Hall
FROM: Clayton Armitage

PROJECT NAME: Parma Town Hall additional Snow Guards and Gutter Repair.

BID INCLUDES:

1. Provide color guard snow guards on 48 feet of sloped roof one row, and two rows at barrel roof.
2. Provide owner with 10 color guard flags tall.
3. Make repairs to approx 48 foot of hidden gutter.
4. Clean and detail the premises.

BID EXCLUDES:

Warranties of any kind.

BID PRICE: \$4,850.00 + Tax

Conditions:

1. Contract work terms: Net upon Completion
2. All agreements and contracts contingent upon government delays, transportation delays, embargoes, fires, strikes, accidents or any other conditions beyond our control.
3. No back charges on any work of any kind to be done without written authorization from this office

Accepted By: _____

Submitted By: ELMER W. DAVIS, INC.

Date Accepted: _____

Clayton Armitage
Date Submitted: 10-03-2011



Integrity in Action

10/3/2011
Parma Town Hall
1300 Hilton Parma Corners Rd
Hilton, NY 14468

Attn: Re: Parma Town Hall 1300 Hilton Parma Corners Rd

Dear Joe Petricone:

Thank you for your interest in our roofing services. As a result of a visual inspection of the above referenced facility, we make the following recommendations.

SCOPE OF WORK

Gutter Repairs

- 1) Stage project to meet or exceed OSHA safety regulations.
- 2) Provide and install positive slope to box gutter at base of metal roof to scuppers at East and West ends of gutter. Create slope with wood blocks and plywood.
- 3) Reflash gutter with EPDM flashing.
- 4) Provide and install additional snow and ice guards to area above gutter and over entry way to building.
- 5) All debris generated by Upstate Roofing & Painting, Inc. to be properly disposed off site.

Notes:
*Bid based on prevailing wage.



Integrity in Action

Contract

Customer Parma Town Hall 1300 Hilton Parma Corners Rd Hilton, NY 14468		Phone 585-474-9092	Date 10/03/11
Friend and Location Parma Town Hall 1300 Hilton Parma Corners Rd Hilton, NY 14468			
Est Joe Petricone	Est 585-392-6659		

We hereby accept specifications for the Project as follows:

Roof repairs per proposal dated October 3, 2011

Gutter Repairs \$3,412.00 _____ Accepted

Snow & Ice Guards \$3,362.00 _____ Accepted

Snow Clips \$ 400.00 _____ Accepted

7174 00

UPSTATE ROOFING, INC. ("UPSTATE") shall furnish the materials and labor for the Project in accordance with the above specifications and the terms and conditions on the reverse side hereof for the contract price of _____ dollars See Above

Tax Not Included

The terms and conditions on the reverse side are an integral part of this Contract.

1/3 Down Prior to start - Net 10 days on Monthly Progress Billings

Note: This offer expires in thirty (30) days, if not earlier accepted, revised, or withdrawn.

By:
Title: M & R Estimator

Acceptance of this Contract- the prices, specifications, terms and conditions are satisfactory. The undersigned hereby accepts that this writing shall be a binding contract between the parties, subject only to the approval of customer's credit by UPSTATE. Upstate is authorized to do the work. Payment will be made in current funds by Customer, as agreed.

Date of Acceptance: _____

OFFICE 585.272.8050 | TOLL-FREE 800.458.8400 | FAX 585.272.7189
 1300 Brighton-Henrietta Townline Road | Rochester, NY 14623-2409 | upstateroofingandpainting.com

Parma Town Hall
 1300 Hilton Parma Corners Rd
 Hilton, NY 14468

Investment Summary

Gutter Repairs	\$	3,412.00
Additional Snow and Ice Guards	\$	3,362.00
Additional Snow Clips	\$	400.00

Thank you for considering Upstate Roofing & Painting, Inc. for your upcoming project. We look forward to working with you in the future.

Sincerely,

John Gurdler
 M & R Estimator

Fax: 392-6659 T1025

LEO J. ROTH CORPORATION
841 HOLT ROAD WEBSTER, NY 14580
585.872.0220 FAX 585.872.1611 www.lejroth.com

MECHANICAL • SHEET METAL • PLUMBING • ROOFING • BUILDING AUTOMATION • SERVICE DIVISIONS • FACILITIES MANAGEMENT

July 12, 2011

Attn: Mr. Jack Barton
Town of Parma
1300 Hilton Parma Corners Road
P.O. Box 728
Hilton, New York, 14468

RE: Roof Maintenance/Repair
Parma Town Hall

Dear Jack:

Pursuant to your request, we would like to thank you for the opportunity to submit our proposal for the above referenced. Work scope is as follows:

A) Existing roof gutter maintenance – 20 LF

- 1) Thoroughly clean/wash existing EPDM lined gutter. Dispose of all debris.
- 2) Provide and install/adhere 1 layer 4" wide EPDM flashing material over existing flashing at base of gutter for 10 LF.
- 3) Provide and install ± 18" wide EPDM flashing to cover base and sides of existing gutter.
- 4) Terminate sides of new flashing to adjoining EPDM roofing (1 side) and underside of adjoining metal roof counterflashing (1 side).
- 5) Clean up all debris.

Cost \$1,977.00 – tax exempt

B) Provide and install new Alpine Snow Fence System mounted on existing metal roof system as follows:

- 1) 48 LF (1 row) at north section.
- 2) 11 LF (2 rows) above main entrance.

Cost \$3,990.00 – tax exempt.

ESTABLISHED 1948

W
2/11

Fax: 392-6659 T1025

Notes:

- 1) Material delivery ± 2 ½ weeks from receipt of order to proceed.
- 2) Includes color strip snow fence to match existing roof panel color.
- 3) Includes "snow clip" at each roof panel.

Should you have any questions, or wish to discuss this further, please do not hesitate to call.

Sincerely,
LEO J. ROTH CORPORATION

Ken Hathaway
Roofing Sales Manager

KH/emh

LEO J. ROTH CORPORATION
ESTABLISHED 1948