

Parma Town Board meeting held on Tuesday, January 15, 2013 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

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

OTHERS IN ATTENDANCE

Library Director Rebecca Tantillo, Finance Director Mary Gavigan, Helen Ives, Carol Kluth, Edward Arnold, Mike Weldon, Village Trustee Larry Speer, Fritz Gunther and other 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. Emergency exit procedures were noted.

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. Village Trustee Larry Speer informed the Town Board that during a recent fire district meeting \$500 was collected for the Food Shelf. He noted the increased need in the community and that the space provided in the Community Center is well used.

MINUTES – DECEMBER 28, 2012

RESOLUTION NO. 34-2013 Motion by Councilperson Smith, seconded by Councilperson Comardo, to accept the Minutes of the December 28, 2012 meeting.

Motion carried: Aye 5 Nay 0

MINUTES – JANUARY 3, 2013

RESOLUTION NO. 35-2013 Motion by Councilperson Comardo, seconded by

Councilperson Brown, to accept the Minutes of the January 2, 2013 meeting.

Motion carried: Aye 5 Nay 0

TOWN CLERK REPORT

The Town Clerk Report for December and Year-end Report for 2012 have been submitted for Board review and filed. Visa is now available through the company which the Town uses for credit card processing. The base fee has increased from \$1.50 to \$3.00 and after the \$3.00 threshold is reached the charge is 2.45%. The Recreation Department and the Town Clerks office use this service but were not aware of it prior to the Winter Recreation Brochure printing. This has resulted in a delay for some of the payment processing. The Comptrollers Audit has been filed with the Town Clerk. The Recreation Department annual report has been received and filed. Tax collections have been steady.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported staff has been working on sewers and Christmas tree pickups and some drainage work. Supt. Speer thanked Mr. Fowler for the use of the portable sign when Wilder Road was closed. Supt. Speer reported 6,304 miles have been covered for snow and ice work and 975 tons of salt have been used so far.

BUILDING DEPARTMENT REPORT

Mr. Barton reported that the Building Department Report for December has been submitted. The department as a whole did 147 inspections in December.

4618 Ridge Road West – A building permit has been issued for bathrooms at 4618 Ridge Road West. Mr. Barton noted there was other work going on that does not have a permit.

Town Code – Mr. Barton has identified a discrepancy in the Town Code pertaining to operating permits. In the code it states “resolution”.

RECREATION DEPARTMENT REPORT

Supervisor Carmestro conveyed on behalf of Mr. Fowler that the Annual Sweetheart Dance will take place this Friday at the Community Center.

LIBRARY REPORT

Library Director, Becky Tantillo provided the Board with a copy of the new receipt patrons receive. Library staff redesigned the receipt which now shows a calculated price of what it would have cost you to purchase the book(s) you have borrowed. She noted the reaction from patrons was good. A new website is up and running for the Library – www.parmapubliclibrary.org.

BUSINESS ITEMS

TOWN CODE CHANGES

DETERMINATION OF ENVIRONMENTAL SIGNIFICANCE

Supervisor Carmestro reported a response was received from Monroe County Planning and Development indicating no comments. It was also noted that no responses were received from the Towns of Ogden, Sweden, Clarkson, Hamlin and Greece and the Village of Hilton as interested parties. The Negative Declaration resolution was read by the Supervisor.

TOWN BOARD RESOLUTION ISSUING THE NEGATIVE DETERMINATION OF ENVIRONMENTAL SIGNIFICANCE FOR PROPOSED REVISIONS TO THE PARMA TOWN CODE

RESOLUTION NO. 36-2013 Motion by Councilperson Smith and seconded by Councilperson Roose,

WHEREAS:

1. The Parma Town Board (hereinafter referred to as Town Board) has reviewed the Environmental Assessment Form and narrative for the adoption of amendments to the Parma Town Code that address: off-season storage of temporary roadside stands; minimum size of parking spaces; portable storage units in residential districts; self-storage facilities in commercial districts; size and setbacks for certain types of signs; fences in non-residential districts; the expiration of certificates of compliance for vacant structures; the computation of front setbacks; and the role of the Code Enforcement Officer in fire investigations;
2. The Town Board has considered the Environmental Assessment Form and narrative and the proposed Negative Determination of Environmental Significance.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Town Board declares that the actions to adopt amendments to the Parma Town Code will not have a significant adverse effect on the environment.
2. The Town Board further declares that the reasons supporting this negative declaration include:
 - a. Compared with the criteria listed in Section 617.11 of SEQR regulations, all indications are that the proposed action will not cause substantial adverse change in community character, aesthetics, design and natural features; and,
 - b. Review of the proposed zoning amendments, as well as the Environmental Assessment Form and narrative, has indicated that the proposed zoning amendments will not have a significant adverse impact on the environment of the Town of Parma.
3. The Supervisor is directed to sign page 1 of the Full Environmental Assessment Form to indicate that a Negative Determination of Environmental Significance has been issued.

4. The Town Clerk is directed to file a copy of the Negative Determination of Environmental Significance and Attachment thereto in the Town Office and with the NYS Department of Environmental Conservation.

ROLL CALL VOTE:

Supervisor Carmestro	AYE
Councilperson Smith	AYE
Councilperson Comardo	AYE
Councilperson Roose	AYE
Councilperson Brown	AYE

Motion carried: Aye 5 Nay 0

AMENDMENTS TO THE PARMA TOWN CODE

There was extensive discussion on the wording for Chapter 165 Section 82 V. In particular the wording “Any structure which has been vacant for six consecutive months or which has had the utility service disconnected shall not be used for any purpose without obtaining a new certificate of compliance.” It was decided after deliberation that this would be removed from the proposed code changes. It will be reviewed further to determine if there is a better way to word.

Concerns expressed included when parties have temporarily had their utility service stopped, for whatever reason; That they would have a period of time, to be determined, before having to obtain a new certificate of compliance; the immediacy of the need to get a new certificate of compliance; it is a health/safety issue; there are certain basic requirements for habitation; there is a difference when a party just walks away from the property as opposed to still living there without power and/or water; consider having particular instances exempted in some way. How and when the Town is notified was discussed. It was noted that it can be a couple of months before the Town is actually notified and during certain times of the year the utilities cannot be turned off. Once the utility company has tagged the property, the Town is notified.

Under the property maintenance code, there must be potable water and electric service. If the property is without these, it is already in violation. The Board felt they would like input from our insurance company and/or our attorney. Concern was expressed that if there was no electric or water and the Town is allowing it to continue are we creating a different problem for the Town.

**LOCAL LAW NO. 1-2013 - TOWN BOARD RESOLUTION TO ADOPT
AMENDMENTS TO THE PARMA TOWN CODE**

RESOLUTION NO. 37-2013 Motion by Councilperson Smith and seconded by Councilperson Brown,

1. The Parma Town Board has received a final draft of proposed amendments to the Parma Town Code that address: off-season storage of temporary roadside stands;

minimum size of parking spaces; portable storage units in residential districts; self-storage facilities in commercial districts; size and setbacks for certain types of signs; fences in non-residential districts; the computation of front setbacks; and the role of the Code Enforcement Officer in fire investigations.

2. Appropriate public notice of the proposed amendments to the Parma Town Code was made, as well as referral to the Monroe County Planning Department for review and comment; and
3. The Parma Town Board has considered comments made by the public and interested agencies at the Public Hearing held on December 18, 2012; and
4. The Parma Town Board, as the only involved agency, has completed the Environmental Review of the adoption of said Code revisions and issued a "Negative Declaration" of significance, pursuant to the State Environmental Quality Review (SEQR) regulations; and

NOW THEREFORE BE IT RESOLVED THAT:

1. The Parma Town Board hereby adopts the above described amendments to the Parma Town Code as Local Law 1-2013.
2. The Clerk is directed to notify the Monroe County Planning Department of this action and to file the appropriate notices as required by NYS law.
3. This resolution shall take effect immediately.

ROLL CALL VOTE:

Supervisor Carmestro	AYE
Councilperson Smith	AYE
Councilperson Comardo	AYE
Councilperson Roose	AYE
Councilperson Brown	AYE

Motion carried: Aye 5 Nay 0

A complete version of the code changes is filed in the office of the Town Clerk.

JOINT SALT STORAGE SHED

Supervisor Carmestro asked Village Manager Janet Surrige to present her report on the bid opening for the Joint Salt Storage Shed. Ms. Surrige introduced the members of the joint team and others present from the Village Board. This included Mayor Joe Lee, Village Trustee Jim Gates, Village Trustee Larry Speer, Village Superintendent of Public Works Mike McHenry, Assistant Superintendent of Public Works Keith Brown, Village Clerk Shari Pearce, Supt. Speer and the Hilton Central School District. She provided a brief review of the Joint Salt Shed Project which included a summary of the bid opening which took place on December 17, 2012 and the recommendations of the team.

The following is a summary of the bids and the recommendations being made to the Town Board:

General Construction Bids

Municipal Cost Share based on recommendation

Gudabri, Inc.	\$546,038.12	H.P. Fire District	\$ 10,000
Park Lane	\$694,404.00	Town 80%	\$428,830
LeFrois	\$744,651.00	Village 10%	\$53,604
		School 10%	\$53,604

Recommendation:

- Accept the low bid from Gudabri, Inc.
- References verified
- Bid Bond provided

Electrical Bids

Municipal Cost Share based on recommendation

Concord Electrical Corp	\$11,900	Town 80%	\$7,200
Park Lane Construction	\$18,000	Village 10%	\$900
Gudabri, Inc.	\$19,800	School 10%	\$900

Recommendation:

- Reject all bids

Cost saving alternative:

- Village and Town Highway Departments will do the electrical work
- Estimated Cost \$9,000

Site Work Bids

Municipal Cost Share based on recommendation

Pro Construction	\$128,250	Town	\$35,600
American Paving	\$139,000	Village	\$14,950
Lefrois Builders	\$165,920	School	\$2,950
Gudabri, Inc.	\$188,000		

Recommendation:

- Reject all bids

Cost saving alternative:

- Village and Town Highway Departments will do the electrical work
- Estimated Cost \$53,000
- See end of minutes for site work details and map (*Schedule A*)

Cost Summary

Municipal Cost Share based on recommendation

Building Construction	\$546,038	Town	\$490,830
Electrical	\$9,000	Village	\$71,854
Site Work	\$53,500	School	\$59,854

		Fire District	\$10,000
Subtotal Project	\$608,538		
Add 4% Contingency	\$24,000		
Total	\$632,538		

Project Savings

- In January 2012 LaBella estimated the project costs to be \$668,020
 - Our costs, with a 4% contingency, is only \$632,538
 - Total amount of bids received \$686,188
 - Total cost with Village & Town doing site work & electrical (does not include the contingency allowance) \$608,538
- Estimated savings achieved for our tax payers \$77,650

Further discussion included whether there was any asbestos in the current shed. Supt. Speer responded that there was not. The question was also raised if we could reapply for grant money. Ms. Surridge noted that once the project is authorized we will not be able to apply for funding. Projects are not funded retroactively.

Each participating entity will review this information and the recommendations. The expected timelines for approval and work to begin will be as follows:

Municipal Approvals

- Town Board 02/05/13
- Village Board 02/05/13
- Fire District 02/06/13
- School District 02/12/13

Storm Sewer Work Feb – March
Demolition April 29th
Construction May 1st

PARK LIGHTING ACCOUNT CLOSURE

The Town of Parma Field Lighting Project is complete and it is necessary to close the account for that project. The total cost to the Town was \$34,344.84

RESOLUTION NO. 38-2013 Motion by Councilman Comardo, seconded by Councilman Roose, to transfer \$34,344.84 from the A Unappropriated Fund to the HCO Park Lighting Capital Project to close out the account.

Motion carried: Aye 5 Nay 0

BUDGET TRANSFERS

TRANSFERS TO BUDGET			Dec-12			
ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
AOO516162044200	TH PHONE	170.00	AOO516162044100	GAS & ELETRIC	170.00	GAVIGAN
AOO550513244100	GAS & ELECTRIC	1,527.00	AOO550513246000	CONTRACTED SERVICES	1,770.00	GAVIGAN
AOO550513244400	WATER	243.00				
AOO550513241500	JANITORIAL	66.00	AOO550513242500	MAINTENANCE SUPPLIES	66.00	GAVIGAN
AOO576752044200	TELEPHONE VFW	13.00	AOO576752044400	WATER VFW	13.00	GAVIGAN
AOO511116546100	DA CLERK	1,009.00	AOO511111049000	DISTRIBUTION OF FINES	4,885.00	GAVIGAN
AOO511111021000	OFFICE EQUIPMENT	2,300.00				
AOO511111041000	OFFICE SUPPLIES	877.00				
AOO511111043100	BOOKS & SUBSCRIPTIONS	354.00				
AOO51111045000	PERSONAL CAR	345.00				
AOO51513551100	ASSESSOR	126.00	AOO515135512000	ASSIT ASSESSOR	126.00	GAVIGAN
	B UNAPPROPRIATED	16,700.62	BOO537362012000	BUILDING INSPECTOR	16,700.62	GAVIGAN
BOO582802043000	EDUCATIONAL	60.00	BOO582802046000	CONTRACTED SERVICES	60.00	GAVIGAN
DAO550511041000	SALT PURCHASE	2,598.84	DAO550514245300	DIESEL FUEL	2,598.84	GAVIGAN
AOO570702021000	EQUIPMENT	10,039.87	AOO57070216000	RECREATION SUPERVISOR	16,673.17	GAVIGAN
AOO570702045200	VEHICLE MAINTENANCE	6,633.30				
	L UNAPPROPRIATED	6,472.16	LOO574741049000	BOOKS	6,472.16	KIRK

Clarification was given on the transfer from the B Unappropriated Fund to the Building Inspector line. This is to fund the expense for the work done in the Town of Ogden which is reimbursed through a revenue account. That portion of the salary is not in the budget.

RESOLUTION NO. 38A-2013 Motion by Councilman Brown, seconded by Councilman Smith, to approve the Budget Transfers as submitted.

Motion carried: Aye 5 Nay 0

MISCELLANEOUS ITEMS

Supervisor Carmestro reported a resident with an autistic child who resides on Peck Road requested assistance with warning sign. The Monroe County Sheriffs and the University of Rochester Medical Center have advocated having some type of warning sign on this family's behalf. Signs are expected to be installed within the next few weeks.

RESOLUTION IN SUPPORT OF NYS CONTACT INFORMATION FOR VACANT STRUCTURES

Two bills regarding foreclosures have been referred to the Judiciary Committee in the New York State Assembly. During a recent Supervisors Association support of these bills was requested by local municipalities. It was felt passage of these bills could help Towns which have vacant structures that are becoming a problem.

RESOLUTION NO. 39-2013 Motion by Councilman Brown, seconded by Councilman Smith,

Resolved to support New York State regarding the proposed laws concerning contact information for vacant structures.

WHEREAS, vacant, abandoned and foreclosed homes and structures have proliferated throughout New York State over the last five years; and

WHEREAS, vacant structures that are not maintained for months at a time degrade and depreciate the value of the vacant structure as well as the value of surrounding properties; and

WHEREAS, lending institutions that hold mortgages on said vacant structures do not always provide the contact information of a responsible party; and

WHEREAS, Assembly Bill A.88 and Assembly Bill A.824, currently pending, would make it mandatory for lending institutions to provide contact information of responsible parties regarding vacant structures; and require good faith in obtaining a foreclosure; and

WHEREAS, the Town of Parma Town Board supports the passage of said Bills.

NOW THEREFORE, BE IT RESOLVED that the Town of Parma hereby supports the passage of said Bills and respectfully requests that the State Representatives who represent constituents in the Town of Parma support the passage of said Bills.

Copies of this resolution to be forwarded to Senator Joseph E. Robach, Assemblyman William D. Reilich; and Sponsor of this bill: Assemblyman Michael P. Kearns.

Motion carried: Aye 5 Nay 0

LIAISON REPORTS

** Councilperson Brown reported Dog Control has been dealing with unlicensed dog issues. There was no Recreation Commission meeting since we last met. She has met with the Special Police and the Court Officer Attendants regarding the sharing of the gear storage cabinet. Joseph Silivestro reported there will be training available for the PR 24 baton which will need to be taken by all Court Officer Attendants. Later in the meeting , it was noted there is no training available for the baton they are currently using and this one is more common. The price for the new batons is \$150 each which has not been budgeted. Mr. Silivestro will research if there is a trade in value.

**Councilperson Comardo noted there had been no Zoning Board meeting since we last met but he will be attending this Thursday's meeting.

**Councilperson Smith reported the company out of Syracuse has been requested to come out to fix the room door divider.

The representative from the DEC was out to look at the woods and felt it did not make economic sense to log the back part of the park. He also felt consideration should be given to what shape the property would be left in after all that equipment is brought in. He did recommend that we get the ash trees out while there is still value.

Councilperson Smith reported he attended the Historical meeting last night which included a presentation on the overhaul of the Dunbar Road cemetery. Work is progressing on headstone repairs and fence welding around the family plot. They have raised \$5,500 so far and need to raise another \$4,500 in 2013.

**Councilman Roose reported he was unable to attend the last Planning Board meeting. There was only one item on the agenda.

**Supervisor Carmestro reported there will be an Eagle Scout awards Banquet at the Exempt Club on Sunday and a certificate will be presented from the Town Board.

WARRANT

RESOLUTION NO. 40-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$34,373.95.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 51-2013 Motion by Councilperson Comardo, seconded by Councilperson Smith, to approve payment of BOO Part Town Fund bills, in the amount of \$2,109.37.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 52-2013 Motion by Councilperson Smith, seconded by Councilperson Roose, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$26,444.17.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 53-2013 Motion by Councilperson Roose, seconded by Councilperson Brown, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$8.00.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 54-2013 Motion by Councilperson Brown, seconded by Councilperson Comardo, to approve payment of HDO Town Bridges Fund bills, in the amount of \$309,110.84.

Motion carried: Aye 5 Nay 0

RESOLUTION NO. 55-2013 Motion by Councilperson Comardo, seconded by Councilperson Smith, to approve payment of TAO Trust & Agency Fund bills, in the amount of \$637.46.

Motion carried: Aye 5 Nay 0

INFORMATIONAL ITEMS

It was noted that there would be no further business conducted but the Town Board would be meeting with the Hilton Cadet Travel Baseball Club to discuss the upcoming season. Anyone who wished to stay could do so and Board members would sign attendance sheets for those present from the Participation in Government classes.

HILTON CADET TRAVEL BASEBALL

Representatives from the Hilton Cadet Travel Baseball Club were present to discuss the

2013 season and tournaments. Councilman Smith led the discussion. Below is a summary of what was discussed and issues that surfaced. There were no definitive decisions made.

- There has been significant damage to field 8 which will need to be repaired in the spring
- Priority is for Recreation Department programs. The Club will have to meet with him to work their schedule around the department programs. They agreed to meet with him and make it work.
- School use for Modified must be considered as well.
- Field Schedules
- Younger Age Group
 - Would like to start practices early spring as games start around April 20th and end the middle of June
 - Mostly Friday and Sunday with some Saturdays
 - Anything Saturday or Sunday must be completed by 11:00 am – early start
 - Friday games would be at 6:00; possibility of Sunday after 4:00.
 - Would like to tournament July 19th, 20th and 21st.
 - This is an additional day over last year
 - 20 teams last year might go a bit less this year
 - Would be here from 8:00 am to 6:00 pm
 - Would like all the fields
- Older Age Group
 - Games start in May
 - Mostly Tuesday, Thursday but can fluctuate and with some Saturdays
 - Would like to tournament July 26th, 27th and 28th.
 - This is a new tournament this year
 - Would need the two 90' fields. They will also use the school district fields behind Quest.
 - Would be here from 8:00 am to 6:00 pm
- Parking concerns for all games and tournaments. Cooperation needed on getting people to park where appropriate. Parties who have rented pavilions have priority use of the parking lot associated with that pavilion. Monitors should be used.
- Gator will not be available for use
- There is one pavilion (Burritt 7/27/13) already rented. The club is agreeable to renting all the pavilions.
- A new agreement will need to be drafted. The payment is \$1500 per last year's agreement. There will need to be a separate agreement for septic and garbage in that this was not included last year (the size of the event was not expected to be so large).
- Overall it was the consensus of the Board that it would be best to choose one weekend or the other. The Club felt the first weekend was a higher priority for them. Tying up all the pavilions, two weekends in a row, during the peak rental weeks was a concern.

It was agreed that everyone should contemplate the information provided tonight and share it with the appropriate club members, Park staff and the Recreation Department and provide any updates to the appropriate party.

There being no further business before the Town Board, Councilperson Roose made a motion to adjourn the meeting at 8:15 p.m., seconded by Councilperson Brown.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk

Schedule A

Site Work Details

New storm sewer from Old Hojack Lane up to #32 Grove St (map following)	\$24,000
<ul style="list-style-type: none">The Village Board is offering to split this cost 50-50 with the Town because it will improve the drainage for our residents. School District will not share this expense	
Trees (10 blue spruce)	\$ 1,500
<ul style="list-style-type: none">Split 80% town; 10% village; 10% school	
Fence (to be purchased and installed from vendor)	\$14,000
<ul style="list-style-type: none">Split 80% town; 10% village; 10% school	
Berm along back of building extending west to Omega's driveway	\$ 7,000
<ul style="list-style-type: none">Split 80% town; 10% village; 10% school	
New storm sewer around the perimeter of the bldg	\$ 3,500
<ul style="list-style-type: none">Split 80% town; 10% village; 10% school	
Demolition costs	<u>\$ 3,500</u>
<ul style="list-style-type: none">Split 80% town; 10% village; 10% school	
	\$53,500

LABELIA
 ENGINEERS
 1000 W. 10th Street
 Parma, OH 44134
 PH: (330) 851-1111
 FAX: (330) 851-1112
 WWW.LABELIA.COM

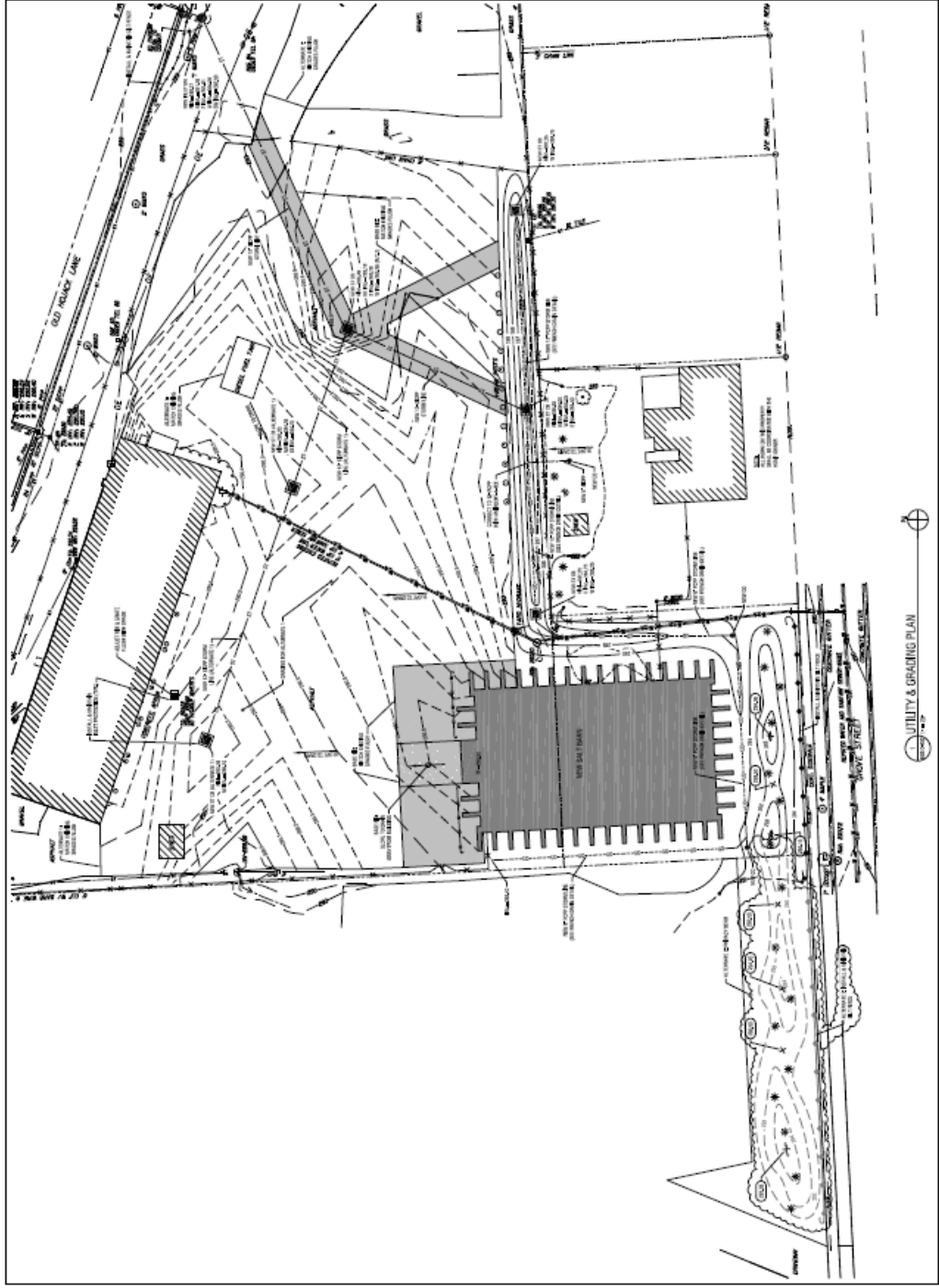
PROJECT NO. 13-001
 330 STATE STREET
 PARMA, OH 44134
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 CDR: J. J. JONES

HILTON-PARMA
 INTERMUNICIPAL
 SALT FACILITY
 43 GRANGE ST.
 HEWLETT, NY 14868

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	12/15/12
2	REVISED	12/15/12
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UTILITY & GRADING
 PLAN

C-202



UTILITY & GRADING PLAN