

Parma Town Board Special Meeting held on Tuesday, February 3, 2015 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York.

ATTENDANCE

Supervisor	James Smith
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Tina Brown
Councilperson	Kyle Mullen
Town Clerk	Donna K. Curry
Building and Development Coordinator	Dennis Scibetta

OTHERS IN ATTENDANCE

Mark Edwards, Tyler Beehler, Steve Shelly, Kristina Gabalski, and Village Liaison Larry Speer.

CALL TO ORDER

Supervisor Smith called the meeting to order at 6:00 p.m. The legal notice which was published in the Suburban News calling for the special meeting was read.

Supervisor Smith opened the meeting by explaining the opportunity the Town may have through net metering to lower the cost of electricity used by Town facilities. He explained that if the Town was to put up a solar facility at a location, the power it generates would be applied as credits distributed to all the meters owned by the Town of Parma. The Town has approximately twenty five meters through RG&E that would be eligible for the distribution of these credits. Representatives Emily Chessin and Chad Laurent from the Meister Consultants Group presented the NY Sun PV Trainer Network presentation. The types of solar options were explained; with the Solar PhotoVoldic (PV) providing electricity for residential and commercial applications. The customer generates electricity from Solar PV's. Any extra is sent back to the grid in exchange for credits on utility bills. Net metering credits would be in the form of kilowatt hours and can be used to offset future costs and other municipal accounts. The incentive to participate is in the form of megawatt blocks. As the blocks increase the solar cost goes down. Highlights of the presentation included:

- There would be third party ownership
- A power purchase agreement would be in place where the third party is the developer /installer. There would be no development/installation cost to the Town
- Usually placed on rooftops, brownfield sites and capped landfills
- Glare is minimal
- The developer will incur a cost of 2 to 2.5 million dollars, receives tax credits – 30% on the 2 to 2.5 million cost, as the owner has the regulatory risk, project performance risk and permitting.

- Town reaps the benefit of net metering, on the risk side the market electricity price varies from projections, and technology and incentive timing risk
- Becoming a member of Municipal Electric and Gas Alliance (MEGA) allows exemption to the competitive bidding process.
- Community stakeholders should be included in the project
- Utility meter should be used to measure output
- Have a designated monitor – Town employee or a consultant
- Six to seven and a half acres of land are needed to generate a megawatt
- Currently not a great deal of data in upstate. However, there is five years of data from projects in Massachusetts, New Jersey and New Mexico. Locally there are three new projects which are starting – Town of Williamson, City of Ithaca and the Town of Clarkson
- Data on electrical costs for Town of Parma facilities was provided to the presenters so projections of potential savings could be made
- Next steps would be to identify a site; issue requests for proposals, see what developers can offer the Town and the developer may offer other land options, feasibility study, letter of commitment with developer, look at Requests for Proposals and maps to determine if site meets the needs
- Letter of Agreement is submitted to NYSERDA
- Would there be any savings if the Town did the work and hired the installer? Response was that the Town would start 30% in the hole as they would not be eligible for the tax savings. The Town however might be able to bond the project at a lower interest rate and might be able to make up the difference. Could be expensive legally.
- If Town does not own property there would have to be a lease agreement
- Discussion whether there would be changes that might be needed to infrastructure, a transfer station, lines

The presentation ended at 7:00 p.m. The Town Board moved to the Board room to conduct the regular meeting of the Town Board.

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Councilperson	Tina Brown
Councilperson	Kyle Mullen
Highway Supt.	Brian Speer
Town Clerk	Donna K. Curry
Director of Parks and Recreation	Tom Venniro
Building and Development Coordinator	Dennis Scibetta

OTHERS IN ATTENDANCE

Village Liaison Larry Speer, Joe Silivestro and other members of the public.

CALL TO ORDER

Supervisor Smith called the meeting to order at 7:12 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.

Supervisor Smith asked if Village Liaison Speer would care to comment on the Solar Panel presentation. Mr. Speer shared as a point of reference that the Village never went under one megawatt of usage and ran at about three megawatts when the Village was supplying all their customers. He expressed interest in there being a Village element for the project. Supervisor Smith indicated there is interest in this because we would be more attractive to a developer with the more customers we could bring to the table. The flip side to this is going over the threshold where expensive upgrades would be needed. It was felt this could work for the Town, Village and School District. There was also discussion on the incentive for the developer and what type of infrastructure changes might be needed.

MINUTES – JANUARY 20, 2015

RESOLUTION NO. 70-2015 Motion by Councilperson Comardo, seconded by Councilperson Brown, to accept the Minutes of the January 20, 2015 meeting.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

TOWN CLERK REPORT

The Town Clerk Monthly Report and the VFW Summary Report have been submitted for January. Tax collection has picked up and is brisk. Extended collection hours include Thursday evenings until 6:00 p.m. and this Saturday only from 9:00 a.m. till noon.

The Clerk would like to move to a more paperless process for the draft version and will be sending the draft minutes via email instead of printing multiple copies. It was noted when approved they are posted on the Town's website, are being transitioned over to the new E-Code 360 program and the Board and public have access to these venues 24/7. Because of this access to paper copies is not as necessary and can be almost completely eliminated. There was discussion on receiving the emailed drafts. It was determined department heads who present a report will be included in the draft.

The Town Clerk met with Councilperson Comardo to review the Town Clerk financials on Friday, January 23rd and on Thursday, January 29th for the Receiver of Taxes review for this year's audit requirement.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported he has advertised for an open position he has in the Highway Department and has received half a dozen applications. Supervisor Smith noted there were some received at the Town Hall and asked to have the applications sent to Town Hall so Human Resources has them in their files and vice versa any that they have are sent to you.

He also reported Monday's storm was uneventful and all went well.

Later in the meeting, Supt. Speer expressed he would like the Board to consider membership in the National Joint Purchasing Association (NJPA). You must be a member in order to see what is available and have access to prices. He was particularly interested for the mini excavator. Supt. Speer will gather more information regarding this.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported the Winter Fest was held under ideal conditions. He estimated 250 people in attendance throughout the event. Those who volunteered were thanked and in particular to Mr. Petricone and Highway crews for creating the sledding hill. He also reported that while at the VFW he noticed about twenty feet of gutters on the west side have come done completely. He felt this needed to become a priority.

The Sweetheart Dance is this coming Saturday, February 7th. All are invited to attend.

George Kimball an intern through SUNY Brockport Recreation and Leisure program has started working for the Recreation Department and will be with us through May. He will be present for some meetings and will have many opportunities to see how the department works and participate. This is a great benefit for the Town and the Student.

During the Fall National Recreation and Parks Conference, Mr. Venniro was asked to participate on the National Public Policy Committee. They advocate for the legislative forum to affect Park and Recreation issues nationally and to funnel down locally. It consists of a conference call meeting once a month, being informed of public policy and legislation whether supported or not supported. He is hopeful that we may be able to benefit from any funding that he may become aware of.

Mr. Venniro reported he has received interest in a second quote for the south gate replacement. He will be meeting with Supervisor Smith to determine how they will proceed. Under our procurement policy this falls within the decision range of the Supervisor and the Department Head and all the steps taken will be documented.

Supervisor Smith acknowledged receipt of a letter from the U.S. Department of Interior regarding the Town report filed for the Bogus Point Park. They commended Mr. Venniro's thorough report and noted we will not have to submit again for five years.

BUILDING DEPARTMENT REPORT

Mr. Scibetta reported the Building Department report for January has been submitted. Permits are down two from last year at this time with one being an in-ground pool. There has been a lot of questions and new business interest going on and he is anticipating a pickup when the weather breaks. There has also been interest in new houses. He noted the boiler was not operating at peak. The contractor was out to look at it and adjustments have been made, there still may be some air pockets that will have to work their way out. A representative from the boiler company is expected for a training next week.

The new owner of 5324 Ridge Road has informed the Building Department that they have two new tenants. One is a farm winery from Ransomville, NY which will be opening a satellite operation here for wine tasting. They have been listed on the Niagara Wine Trial and hope to be open at the end of February. The second building has been leased and is being remodeled for a microbrewery. There was discussion on licensing with the Liquor Authority; there is a special license in conjunction with the Department of Agriculture and Markets for the winery; and parking concerns were expressed. The owner will be coming to the Planning Board in March for preliminary review of the future plans for the property.

Mr. Scibetta met with a representative for audio visual equipment. They discussed the needs as it pertains to each of the meeting rooms and other capabilities the Town may need in the future. Discussion included the use of large sized monitors that could be used for multiple purposes. It was identified that the infrastructure for wiring, cabling and security could be more beneficial, versatile and be able to interface with our current sound system. The representative will be putting together a proposal with ideas and pricing. Mr. Scibetta felt there were many opportunities to look into including a whiteboard to allow interactive presentations.

An inquiry has been received from a Moul Road resident for getting water. He has spoken to 15-20 people interested in getting County water to come down through that area.

MISCELLANEOUS REPORT

Joe Silivestro reported the Court Attendants Annual report for 2014 has been submitted. He reviewed some of the reports highlights and noted it was a smooth year. He thanked everyone for finalizing the restoration of his Peace Officer status. There was discussion on insurance coverage and town buildings security.

PUBLIC FORUM

Supervisor Smith asked if there was any citizen who would like to address the Town Board with any concerns. There was no response.

BUSINESS ITEMS

CONSERVATION BOARD MEETING DATES

There has been minimal business for the Conservation Board recently. It has been suggested that they continue to meet twice a month but change the meeting structure. The Conservation Board would meet as a whole on the third Tuesday of the month and their second meeting would be attendance at one of the following meetings: Monroe County Environmental Council, Town Board, Planning Board, and Zoning Board. Members would rotate through the various Boards allowing all members to be involved and fulfill the responsibility for the second meeting. It was suggested the Conservation Board Secretary coordinate who attends what meetings and that attendance be tracked. Attendance has been an issue and it is hoped that this will more actively involve members and increase attendance through other venues.

RESOLUTION NO. 71-2015 Motion by Supervisor Smith, seconded by Councilperson Brown, to change the meeting date of the Conservation Board to the third Tuesday of the month.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

SET DATE FOR BIDS ON SALE OF KUBOTA

RESOLUTION NO. 72-2015 Motion by Councilperson Comardo, seconded by Councilperson Brown, to authorize the advertisement for bids on the sale of the Parks Department Kubota Utility RTV 1100 vehicle with 2,800 hours. Bids must be submitted by 3:45 p.m. on Tuesday, February 17, 2015. All bids will be opened at 7:30 p.m. on February 17, 2015 during the Town Board meeting.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

ADVERTISE FOR LABORER – VFW KEYKEEPER/CLEANER

Mr. Venniro would like to advertise for a part time Laborer position to open, close and clean the VFW Hall for an estimated 9 hours per week. Some weeks there would be no work; other weeks there will be several

RESOLUTION NO. 73-2015 Motion by Councilperson Roose, seconded by Supervisor Smith, to authorize advertisement for a part time position of Laborer in the Parks and Recreation Department.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

5K CHARITY RUN – MAY 2, 2015

Mr. Venniro explained that he and the Town Clerk had been approached by resident Mary Ann Lana to have a 5K Charity Event in the Park on May 2, 2015. She is raising research funding for a disease her son Eli has called Fanconi Anemia. Mrs. Lana has done a considerable amount of research and planning so this event can take place. Mr. Venniro indicated the Lions and the Burritt Pavilions would best suit the setup for this race. USA Track and Field (USATF) has agreed to sanction/insure cross country events and will provide liability insurance for volunteers and participants. Ms. Lana has also contacted the fire department to inquire about having an ambulance and EMT's at the finish line. Mr. Venniro requested approval from the Town Board to host the event so long as the Town of Parma is covered from an insurance perspective, and would like to discuss contractual and financial (pavilion rental) obligations that the Boards sees fit for a charity event.

RESOLUTION NO. 74-2015 Motion by Supervisor Smith, seconded by Councilperson Comardo, to authorize a 5K Charity Run on May 2, 2015 at Town Hall Park; waive the fees for use of the Burritt and Lions Pavilions on that date; and will be contingent on the development of a contract for the event so that all necessary concerns are addressed.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

AGREEMENT FOR EXPENDITURE OF HIGHWAY MONIES - 2015

RESOLUTION NO. 75-2015 Motion by Supervisor Smith, seconded by Councilperson Mullen, to authorize the Supervisor of the Town of Parma to approve the 2014 Agreement for the Expenditure of Highway Moneys for General Repairs in the amount of \$ 18,000 and Permanent Improvements to Dunbar Road (from Collamer Road to Hamlin-Parma Town Line Road) a distance of .64 miles not to exceed \$72,000; and Collamer Road (between Dunbar Road and West Avenue) a distance of 1.00 mile not to exceed \$55,000; for a total of \$110,000.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

PREPAID VOUCHER – SWEETHEART DANCE

RESOLUTION NO. 76-2015 Motion by Supervisor Smith, seconded by Councilperson Comardo, to authorize the payment voucher for Mark Hernandez, Marko Productions, in the amount of \$300.00.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

**HIGHWAY EQUIPMENT PURCHASE
TOWMASTER 20 TON TAG ALONG TRAILER**

RESOLUTION NO. 76-2015 Motion by Supervisor Smith, seconded by Councilperson Mullen, to approve the purchase of a Towmaster Model T-40 20 Ton Tag-Along Trailer from Vantage Equipment, through the Houston-Galveston Area Council (H-GAC), Cooperative Purchasing Program for a total cost of \$ 22,730 to come from the DB Fund Equipment line.

Motion carried: Aye 5 (Smith, Comardo, Roose, Brown, Mullen) Nay 0

INFORMATIONAL ITEMS

Public Utilities are making more power available to residential and agricultural programs. Information received will be available on the Board desk for review and passed on to the Farmland and Open Space Committee.

LIAISON REPORTS

**Councilperson Brown reported the Planning Board meets this Thursday and the Conservation Board is meeting right now. The Assessor has been working on reassessments and is on target for end of March. Reminders will be going out to those who have not submitted their exemption paperwork. The deadline is March 1, 2015.

**Councilperson Comardo reported the Farmland and Open Space will be holding their Conservations Easement Informational Meeting on February 25, 2015 at 7:00 p.m. at the VFW Hall on Peck Road. Recreation Commission met and in addition to what Mr. Venniro already mentioned they discussed that the Community Center is now completely smoke free, ceiling tiles have been painted in the Ingraham Room and pickleball is now underway. The seniors have picked the trips they would like to take this year and the Recreation is on track for revenue targets for the year. Additional events noted included the Reptile Night and Pizza Judging Contest.

Audit of the financials for the Chief Fiscal Officer, Town Clerk and Tax Receiver have been completed. A short report will be forthcoming, the State's checklist was used, everything is in order and they will share some ideas that may be worthy of looking into further.

Hilton Parma Drug Intervention and Community Education (HPDICE) participated in a training webinar. Currently, leaders of the group are in Washington, DC for training which is being paid for by a grant received. Their regular monthly meeting has been moved to the Town Hall. There is a presentation scheduled for February 4th at 6:30 p.m. at the Community Center on abuse of prescription drugs.

**Councilperson Roose reported there was no Special Police meeting. The Zoning Code Enforcement Officer has been dealing with numerous violations at Mico Transmission.

**Councilperson Mullen reported there was no Zoning Board meeting since we last met and there was nothing to report for GIS. He met with Supt. Speer and discussed the applicants. Supt. Speer will select his top three picks and route those choices through Councilperson Mullen and/or Supervisor Smith as a cross check to confirm nothing is missing and they are in compliance with the hiring policy.

**Supervisor Smith reported a press release is expected shortly from the presenters of the March 4th Solar Power and Home Energy Audits meeting. As a follow up on tonight's presentation, it is hoped that we will receive some free engineering time from the consulting group that presented to develop requests for quotes so that we can get someone to come in and identify what infrastructure is needed. It was clarified that tonight's presenters are consultants who have received grants and funding through various sources such as NYSERDA and they compete with other consultants to work with municipalities and developers. A potential site for consideration is the Beehler property dump site on Burritt Road which has been closed and the DEC has written off as closed. Supervisor Smith would like to move this to the next level to be looked into further. The Board was in agreement to gathering additional information and that we are interested in what are they are committed to do in engineering and consulting at no charge.

There being no further business before the Town Board, Supervisor Smith made a motion to adjourn the meeting at 9:03 p.m., seconded by Councilperson Roose.

Respectfully submitted,

Donna K. Curry
Parma Town Clerk