

Parma Town Board meeting held on Tuesday, January 2, 2018 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

ATTENDANCE

Supervisor	Jack Barton
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Richard Wilt
Councilperson	Blake Keller
Town Clerk	Carrie Webster
Building and Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Brian Speer

OTHERS IN ATTENDANCE

Finance Director Mary Gavigan, and other members of the public.

CALL TO ORDER

Supervisor Barton 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.

ORGANIZATIONAL MEETING

SUPERVISOR'S APPOINTMENTS FOR 2018

APPOINTED POSITION	2017	2018
Deputy Supervisor	Gary Comardo	Gary Comardo
Director of Finance	Mary Gavigan	Mary Gavigan
Secretary to the Supervisor		Kimberly Ledtke
Historian PT	Dave Crumb	Dave Crumb
Historian PT	James Stilson	James Stilson

TOWN CLERK APPOINTMENTS FOR 2018

APPOINTED POSTION	2017	2018
Deputy Town Clerk/Receiver of Taxes	Carrie Webster	Teresa Cummings
Deputy Town Clerk	Linda Murray	Ann Williams

TOWN JUSTICE APPOINTMENTS FOR 2018

APPOINTED POSTION	2017	2018
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Court Clerk	Wendy Pinzon	Wendy Pinzon
Office Clerk IV P.T.	Nancy Schaefer	Nancy Schaefer
Court Attendant	Katie Edenhofer	Katie Edenhofer
Court Attendant	Joe Silivestro	Joe Silivestro
Court Attendant	Michael Silivestro	Michael Silivestro
Court Attendant	William Butler	William Butler
Court Attendant	Steve Zajac	Steve Zajac
Court Attendant	Patrick Walsh	Patrick Walsh
Court Attendant	Don Warney	Don Warney
Court Attendant		Bill McLaen

HIGHWAY SUPERINTENDENT APPOINTMENT FOR 2018

APPOINTED POSITION	2017	2018
Deputy Highway Superintendent	Al Leone	Al Leone

TOWN BOARD APPOINTMENTS FOR 2018

The following appointments were made by the Town Board for 2018.

RESOLUTION NO. 1-2018 Motion by Councilperson Keller, seconded by Councilperson Roose, to appoint the following positions for 2018.

APPOINTED POSITION	2017	2018
Registrar	Donna K. Curry	Carrie Webster
Tax Receiver	Carrie Webster	Carrie Webster
Records Management Officer	Donna K. Curry	Carrie Webster
Dog Control Officer	Arthur Fritz	Arthur Fritz

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

MILEAGE AGREEMENT FOR REIMBURSEMENT TO EMPLOYEES WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA BUSINESS FOR 2018

RESOLUTION NO. 2-2018 Motion by Councilperson Comardo and seconded by Councilperson Wilt to approve the amount of \$.50 per mile to be paid to employees who use their personal vehicles for official Town of Parma business.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

APPROVAL OF BLANKET UNDERTAKING

RESOLUTION NO. 3-2018 Motion by Councilperson Wilt and seconded by Councilperson Roose to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officer, Clerks and employees as set forth below:

1. Town Supervisor, Town Clerk, Deputy Receiver of Taxes, Deputy Town Clerk/Receiver of Taxes, Director of Finance, Couriers, and Deputy Town Clerk \$500,000 Limit
2. Employees (including Clerks, Court Clerk, Town Officers and employees not described above) \$100,000 Limit
\$1,000 Deductible

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

OFFICIAL DEPOSITORIES OF THE TOWN OF PARMA

RESOLUTION NO. 4-2018 Motion by Councilperson Comardo and seconded by Councilperson Roose that the official Depositories for the Town of Parma for 2018 are M&T Bank, Key Bank and Canandaigua National Bank and Trust (CNB).

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

OFFICIAL NEWSPAPERS OF THE TOWN OF PARMA

RESOLUTION NO. 5-2018 Motion by Councilperson Wilt and seconded by Councilperson Roose that the official Newspaper for the Town of Parma for the 2018 is designated as Suburban News North and South Editions. Should there be a need, or if a deadline is missed with the Suburban News the secondary newspaper to be used will be the Rochester Democrat & Chronicle or the Daily Record.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

RECREATION COMMISSION MEETING DATES AND TIME – 2018

RESOLUTION NO. 6-2018 Motion by Councilperson Keller and seconded by Councilperson Comardo, that Recreation Commission Meetings are held the 4th Wednesday of the month from January until October and the 3rd Wednesday in November and the 2nd Wednesday in December. Each meeting will start at 6:30 p.m. and be held at the Village Community Center.

January 24, 2018	July 25, 2018
February 28, 2018	August 22, 2018
March 28, 2018	September 19, 2018
April 25, 2018	October 24, 2018

May 25, 2018
June 27, 2018

November 14, 2018
December 19, 2018

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

TOWN BOARD MEETING DATES AND TIME – 2018

RESOLUTION NO. 7-2018 Motion by Councilperson Roose and seconded by Councilperson Comardo, that Town Board Meetings are held the 1st and 3rd Tuesday of each month. Each meeting will start at 6:30 p.m. and be held at the Parma Town Hall, 1300 Hilton Parma Corners Road.

January 2, 2018
January 16, 2018
February 6, 2018
February 20, 2018
March 6, 2018
March 20, 2018
April 3, 2018
April 17, 2018
May 1, 2018
May 15, 2018
June 19, 2018

July 17, 2018
August 21, 2018
September 4, 2018
September 18, 2018
October 2, 2018
October 16, 2018
November 7, 2018 Wednesday
November 20, 2018
December 4, 2018
December 18, 2018
December 28, 2018

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

PLANNING BOARD MEETING DATES AND TIME – 2018

RESOLUTION NO. 8-2018 Motion by Councilperson Wilt and seconded by Councilperson Keller, that Planning Board Meetings are held the 1st Thursday and 3rd Monday of each month. Each meeting will start at 7:00 p.m. and be held at the Parma Town Hall, 1300 Hilton Parma Corners Road.

January 4, 2018
February 1, 2018
March 1, 2018
March 5, 2018
April 5, 2018
April 16, 2018
May 3, 2018
May 21, 2018
June 7, 2018
June 18, 2018
July 5, 2018

July 16, 2018
August 2, 2018
August 20, 2018
September 6, 2018
September 17, 2018
October 4, 2018
October 15, 2018
November 1, 2018
November 19, 2018
December 6, 2018
December 17, 2018

**** When scheduled meetings fall on a Legal Holiday, the Board may cancel or change meeting dates by resolution at a regularly scheduled meeting and publishing of the appropriate date.***

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ZONING BOARD OF APPEALS MEETING DATES – 2018

RESOLUTION NO. 9-2018 Motion by Supervisor Comardo and seconded by Councilperson Roose, that Zoning Board Meetings are held the 3rd Thursday of each month. Each meeting will start at 7:00 p.m. and be held at the Parma Town Hall, 1300 Hilton Parma Corners Road.

January 18, 2018	July 19, 2018
February 15, 2018	August 16, 2018
March 15, 2018	September 20, 2018
April 19, 2018	October 18, 2018
May 17, 2018	November 15, 2018
June 21, 2018	December 20, 2018

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

CONSERVATION ADVISORY BOARD MEETING DATES – 2017

The Conservation Advisory Board was discontinued in 2017.

STANDARD WORKDAYS ESTABLISHED FOR RETIREMENT PURPOSES FOR THE TOWN OF PARMA

RESOLUTION NO. 10-2018 Motion by Councilperson Comardo, seconded by Councilperson Wilt, to approve the 2018 standard workday as follows:

A 7-hour workday established for retirement purposes for the following positions:

Assessment Clerk	Library Assistant
Assessor	Library Director I
Assistant Assessor	Library Page
Assistant Building and Plumbing Inspector	Library Technician
Assistant Building Inspector – PT	Lifeguard
Building and Development Coordinator	Lifeguard – Seasonal
Building Inspector	Office Clerk III
Building Inspector – PT	Office Clerk IV
Chairman of Planning Board	Office Clerk IV – PT
Chairman of Zoning Board	Planning Board Member
Civil Defense Administrator	Principal Library Clerk
Cleaner	Principal Library Clerk – PT
Clerk to the Town Justice	Real Property Appraiser
Clerk, Part-Time	Real Property Appraiser Trainee
Conservation Board Member	Receiver of Taxes and Assessments
Councilperson	Recreation Assistant
Court Attendant – Part-Time	Recreation Director
	Recreation Leader – Seasonal

Deputy Receiver of Taxes and Assessments	Registrar of Vital Statistics, P.T.
Deputy Town Clerk	Secretary to the Supervisor
Deputy Town Clerk & Receiver of Taxes & Assessments	Secretary to Planning and Zoning Board
Director of Finance	Senior Library Clerk
Director of Parks and Recreation	Senior Library Clerk – PT
Dog Control Officer	Student Helper
Engineering Technician	Superintendent of Buildings – PT
Fire Marshal – PT	Supervisor
Food Service Helper – PT	Town Clerk
Historian P.T.	Town Justice
Librarian Assistant PT	Youth Outreach Worker
Librarian I	Youth Referral Counselor
Librarian II	Zoning Board Member
Librarian Trainee	Zoning Investigator – PT

A 7.5-hour workday established for retirement purposes for the following positions:

Assistant Recreation Director	Recreation Supervisor
Recreation Leader	Senior Citizen Program Specialist

An 8-hour workday established for retirement purposes for the following positions:

Automotive Mechanic	Maintenance Mechanic III
Deputy Superintendent of Highways	Motor Equipment Operator
Foreman (Building, Maintenance, Cleaners, Security)	Park Foreman
Head Grounds Equipment Operator	Parks Director
Heavy Motor Equipment Operator	Parks Security Guard
Laborer	Superintendent of Highways

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

TOWN OF PARMA HOURS OF OPERATION

RESOLUTION NO. 11-2018 Motion by Councilperson Roose, seconded by Councilperson Wilt, to approve the Town of Parma hours of operation as follows:

Town of Parma hours of operation as follows:

Town Hall (any other changes will be posted)	Monday – Friday	8:00 A.M. – 4:00 P.M.
Parks Department	Monday – Friday	7:00 A.M. – 3:30 P.M.
Recreation Department	Monday – Friday	8:00 A.M. – 4:30 P.M.
Highway Department	Monday – Friday	7:00 A.M. – 3:30 P.M.
*Town Park Hours	November – March 31 st	9:00 A.M. – 5:00 P.M.
	April	9:00 A.M. – 8:00 P.M.

	May	9:00 A.M. – 9:00 P.M
	June - August 31 st	9:00 A.M. – 10:00 P.M
	September	9:00 A.M. – 9:00 P.M
	October	9:00 A.M. – 8:00 P.M
Court Office	Monday – Friday	9:00 A.M. – 4:00 P.M.

****There are certain circumstances where there may be exceptions, however, the above hours of operation have been established and are not to be altered without Department Head or Supervisor approval and appropriate posting.***

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

TOWN OF PARMA OFFICIAL HOLIDAYS – 2018

RESOLUTION NO. 12-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve the Town of Parma legal Holidays for 2018 as follows:

Monday, January 15, 2018	Martin Luther King Day
Monday, February 19, 2018	Presidents’ Day
Friday, March 30, 2018	Good Friday
Monday, May 28, 2018	Memorial Day
Wednesday, July 4, 2018	Independence Day
Monday, September 3, 2018	Labor Day
Monday, October 8, 2018	Columbus Day
Monday, November 12, 2018	Veteran’s Day
Thursday, November 22, 2018	Thanksgiving Day
Friday, November 23, 2018	Thanksgiving Holiday
Monday, December 25, 2018	Christmas Day

****The possibility of closing for Christmas Eve and/or New Year’s Eve will be set at a later time if the Town Board opts to do so.***

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

BOARD AND COMMISSION APPOINTMENTS FOR 2017

PLANNING BOARD

RESOLUTION NO. 13-2018 Motion by Councilperson Wilt, seconded by Councilperson Keller, to approve the appointments to the Town of Parma Planning Board for 2018 as they have been presented.

<u>Planning Board</u> <u>(5 year term)</u>	<u>CURRENT TERM</u>	<u>NEW TERM VOTE</u>
Tod Ferguson, Chairperson	December 31, 2020	

Michael Ingham	December 31, 2018	
Michael Reinschmidt	December 31, 2021	
Bob Pelkey	December 31, 2017	VOTE 12/31/2022
Mark Acker	December 31, 2019	
Diane Brisson, Secretary	December 31, 2017 (yearly)	VOTE 12/31/2018

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ZONING BOARD OF APPEALS

RESOLUTION NO. 14-2018 Motion by Councilperson Roose, seconded by Councilperson Wilt, to approve the appointments to the Town of Parma Zoning Board of Appeals as they have been presented for 2018.

<u>Zoning Board of Appeals</u> <u>(5 year term)</u>	<u>CURRENT TERM</u>	<u>NEW TERM VOTE</u>
Timothy Thomas	December 31, 2018	
Dan Melville	December 31, 2019	
Veronica Robillard, Chairperson	December 31, 2020	
Jim Zollweg	December 31, 2016	
Stephen Shelley	December 31, 2017	VOTE 12/31/2022
Dean Snyder-alternate	December 31, 2017 (yearly)	VOTE 12/31/2018
Carrie Webster, Secretary	December 31, 2017 (yearly)	VOTE 12/31/2018

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

CONSERVATION ADVISORY BOARD

Per Resolution 10-2017 this Board was discontinued.

LIBRARY BOARD

RESOLUTION NO. 15-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve the appointments to the Town of Parma Library Board as presented for 2018.

<u>Library Board</u> <u>(5 year term)</u>	<u>CURRENT TERM</u>	<u>NEW TERM VOTE</u>
Pat O'Leary, President	December 31, 2020	
Mary Jane Skarzynski, VP	December 31, 2021	
Linda Kirchgessner, Secretary	December 31, 2017	VOTE 12/31/2022
Mari Crumb	December 31, 2019	
Alice Maxwell	December 31, 2018	

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ASSESSMENT REVIEW BOARD

It was determined this resolution would be tabled to a future meeting in September.

PARKS AND RECREATION COMMISSION

RESOLUTION NO. 16-2018 Motion by Councilperson Roose, seconded by Supervisor Wilt, to approve the appointments to the Town of Parma Recreation Commission as presented for 2018.

<u>Parks & Recreation Commission (4 year term)</u>	<u>CURRENT TERM</u>	<u>NEW TERM VOTE</u>
Thomas Ganley	December 31, 2020	
Carol Lennon	December 31, 2017	VOTE 12/31/2021
Art Cosgrove	December 31, 2018	
Don Schlonski	December 31, 2019	

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE

RESOLUTION NO. 17-2018 Motion by Councilperson Wilt, seconded by Councilperson Comardo, to approve the appointments to the Town of Parma Farmland and Open Space Preservation Committee as presented for 2018.

<u>Farmland & Open Space Committee (2 year term)</u>	<u>CURRENT TERM</u>	<u>NEW TERM VOTE</u>
Scott Copey, Chairperson	December 31, 2016	
Vacant	December 31, 2016	
Pat Buskey	December 31, 2016	
Linda Judd	December 31, 2017	VOTE 12/31/2019
Vacant	December 31, 2017	

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

LIAISON ASSIGNMENTS FOR TOWN DEPARTMENTS, BOARDS AND COMMISSIONS FOR 2018

RESOLUTION NO. 18-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve the Liaison Assignments for Town Departments, Boards and Commissions as presented for 2018.

	2017	2018
Supervisor Jack Barton	Personnel Union Negotiations Library Historian	Personnel Union Negotiations Highway Historian
Councilperson	Union Negotiations	Union Negotiations

Gary Comardo	Farmland and Open Space HPDICE Village of Hilton	Farmland and Open Space HPDICE Village of Hilton
Councilperson James Roose	Assessor Court Officers/Special Police Parks and Recreation Department	Assessor Court Officers/Special Police Parks and Recreation Department
Councilperson Blake Keller	Dog Control Zoning Enforcement Zoning Board	Dog Control Zoning Enforcement Zoning Board
Councilperson	GIS Planning Board Highway Department	GIS Planning Board Library

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ELECTION EXPENSES FOR 2017

RESOLUTION NO. 19-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the following for 2018 for Election Inspectors:

Hourly rate of pay	\$10.00
Pay for Review/Training/Testing (one-time fee)	\$25.00
Amount to be paid to site chairman will be based on Board of Election formula.	

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

PETTY CASH APPROVALS

RESOLUTION NO. 20-2018 Motion by Councilperson Roose, seconded by Councilperson Comardo to approve the following petty cash amounts for the following departments for 2018:

Finance Department	\$100.00
Highway Department	\$100.00
Town Clerk	\$340.00
Library	\$100.00
Recreation	\$ 75.00
Court	\$100.00

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

TOWN OF PARMA PAVILION RENTAL FEES FOR 2018

RESOLUTION NO. 21-2018 Motion by Councilperson Wilt, seconded by Councilperson Keller, to approve the following per event rental fees for 2018 effective January 1, 2018:

Resident	\$ 75.00 per day
Non-resident	\$150.00 per day
Cancellation Fee	\$ 30.00 per rental
Change of Date Rental Fee	\$ 10.00 per change

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ESTABLISH VFW HALL RENTAL RATES FOR 2018

RESOLUTION NO. 22-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to establish the following rates for rental of the VFW for 2018:

	Rental Fee	Non-refundable cleaning fee	Security Deposit
Regular	\$225.00	+ \$50.00	+100.00
Active VFW Member	\$ 50.00	+ \$50.00	+100.00
Inactive VFW Member	\$ 75.00	+ \$50.00	+100.00
Cancellation Fee	\$ 30.00		
Change of Date Rental Fee	\$ 10.00		

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ATTORNEYS FOR THE TOWN FOR 2018

RESOLUTION NO. 23-2018 Motion by Councilperson Comardo, seconded by Councilperson Wilt, to name the Official Attorneys for the Town of Parma for the year 2018 as Lacy Katzen, LLP; Badain & Crowder, Knauf Shaw, LLP, and McConville, Considine, Cooman & Morin PC and Kennedy and Schum.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

APPOINTMENT OF SPECIAL PROSECUTORS

RESOLUTION NO. 24-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose,

WHEREAS, the Town Board of the Town of Parma, Monroe County has been advised that in order to properly prosecute certain violations of the Town of Parma Ordinances and Local Laws, it is necessary to obtain the appointment of the Attorneys' for the town as Special Prosecutor; and

WHEREAS, the Town Board desires the Assistant Counsel for the Town, Lara Badain, Esq., be appointed as Special Prosecutor for this purpose; and,

WHEREAS, the Town Board desires the Assistant Counsel for the Town, Peter Rodgers, Esq., be appointed as Special Prosecutor for this purpose; and,

WHEREAS, the Town Board, once it has so appointed the Attorney for the Town, would ask the District Attorney of the County of Monroe to approve the appointment and take whatever steps are necessary to authorize the Assistant Counsel for the Town to act as Special Prosecutor for these purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Parma hereby appoints Attorneys for the Town Lara Badain, Esq. and Peter Rodgers, Esq. to act as a Special Prosecutor for the purpose of prosecuting any alleged violations of or offenses against the Ordinances, Local Laws and Code of the Town of Parma, in and for the Town of Parma, in the County of Monroe and requests the District Attorney of the County of Monroe to approve the appointment made herein and take whatever steps are necessary to properly authorize Lara Badain, Esq. and Peter Rodgers, Esq. to act as a Special Prosecutor as set forth herein.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ENGINEERING FIRMS FOR THE TOWN OF PARMA FOR 2018

RESOLUTION NO. 25-2018 Motion by Councilperson Roose, seconded by Councilperson Wilt, to name Larsen Engineers and Chatfield Engineers as engineering firms for the Town of Parma for 2018.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

OFFICIAL ELECTRICAL INSPECTION AGENCIES FOR 2018

RESOLUTION NO. 26-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to name Common Wealth and Middle Department as electrical inspection agencies for the Town of Parma for 2018.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

DOG CONTROL OFFICER COVERAGE FOR 2017

RESOLUTION NO. 27-2018 Motion by Councilperson Keller, seconded by Councilperson Wilt, to have Hamlin DCO provide coverage for the Dog Control Officer when he is out of town during the 2018 calendar year. A fee of \$25.00 will be paid for each call he responds to.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

DOG FINES FOR 2018

RESOLUTION NO. 28-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the dog fines for 2018 as follows:

Penalties for dog ordinances in the Town of Parma for 2018 will be subject to community service and/or a fine of not less than \$250.00 and no more than \$1,000.00 for each offense.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

STATEMENT OF NON-COLLUSION

RESOLUTION NO. 29-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the Statement of Non-Collusion.

By Submission of the Bid of Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Company Name

Address

Signature

Title

Date

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

**AUTHORIZATION FOR REIMBURSEMENT FOR THE TOWN BOARD
APPROVED ATTENDANCE AT MUNICIPAL OFFICERS TRAINING SCHOOLS
OR CONFERENCES FOR 2018**

RESOLUTION NO. 30-2018 Motion by Councilperson Roose, seconded by Councilperson Wilt, to authorize Town Officials/ Employees of the Town of Parma to attend any training school or conference of Municipal Officers during the year 2018 upon prior approval of the Town Board and that any necessary expense incurred be chargeable to and reimbursed by the Town of Parma; and that officials and employees who attend meetings upon approval of the Town Board outside of the Town of Parma, on matters concerning the Town of Parma be duly compensated for necessary expenses; and that within 30 days of said meetings, training schools or conferences, the officer or employee shall make a report of said meeting.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

AUTHORIZATION FOR ATTENDANCE AT SEMINARS FOR 2018

RESOLUTION NO. 31-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve attendance at all seminars for 2018 that do not exceed \$150.00 and/or one day, as long as they are approved and budgeted for by the respective department heads and Town Supervisor.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

It was noted that all policies were received by the Town Board and reviewed so that all were aware of any changes made.

EMPLOYEE REIMBURSEMENT/CREDIT CARD POLICY

RESOLUTION NO. 32-2018 Motion by Councilperson Wilt, seconded by Councilperson Roose, to approve the Town of Parma Employee Reimbursement/Credit Card Policy. **See Attached Policy.*

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ONLINE BANKING POLICY

RESOLUTION NO. 33-2018 Motion by Councilperson Roose, seconded by Councilperson Wilt, to approve the Town of Parma Online Banking Policy. **See Attached Policy.*

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

TOWN OF PARMA INVESTMENT POLICY

RESOLUTION NO. 34-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to approve the Town of Parma Investment Policy as submitted. **See Attached Policy.*

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF PARMA

RESOLUTION NO. 35-2018 Motion by Councilperson Roose, seconded by Councilperson Wilt, to approve the Procurement Policies and Procedures for the Town of Parma for 2018. **See Attached Policy.*

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

WHISTLE BLOWER POLICY

RESOLUTION NO. 36-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve the Town of Parma Whistle Blower Policy for 2018. **See Attached Policy.*

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

ANNUAL REVIEW OF WORKPLACE VIOLENCE POLICY

RESOLUTION NO. 37-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, that the Town Board has reviewed and accepted the Workplace Violence Policy for the Town of Parma for 2018. **See Attached Policy.*

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

GUIDELINES FOR PUBLIC COMMENT POLICY

RESOLUTION NO. 38-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, that the Town Board has reviewed and accepted the Guidelines for Public Comment Policy for the Town of Parma for 2018. **See Attached Policy.*

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

GUIDELINES FOR DISASTER RECOVERY PLAN

RESOLUTION NO. 39-2018 Motion by Councilperson Wilt, seconded by Councilperson Keller, to approve the Guidelines for the Disaster Recovery Plan for the Town of Parma for 2018. **See Attached Policy.*

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2018

RESOLUTION NO. 40-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to accept the Active Employee List for the year 2018 as presented. There was a 2% increase in pay for all non-union workers.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

The organizational meeting was closed at 6:55p.m. and the Town Board proceeded to the regular meeting.

REGULAR MEETING MINUTES – DECEMBER 19, 2017

RESOLUTION NO. 41-2018 Motion by Councilperson Comardo, seconded by Councilperson Wilt, to accept the Minutes of the regular meeting on December 19, 2017.

Motion carried: Aye 3 (Comardo, Wilt, Keller) Nay 0 Abstain 2 (Barton, Roose)

YEAR-END MEETING MINUTES – DECEMBER 29, 2017

RESOLUTION NO. 42-2018 Motion by Councilperson Wilt, seconded by Councilperson Comardo, to accept the Minutes of the year-end meeting on December 29, 2017.

Motion carried: Aye 3 (Comardo, Roose, Wilt) Nay 0 Abstain 2 (Barton, Keller)

TOWN CLERK REPORT

The Town Clerk reported that the Town Clerk and VFW Report for December will be ready before the next meeting. Tax Collection started on Friday with residents paying their taxes early in hopes they can deduct them on their 2017 taxes. We were very busy on Friday and we are receiving a lot of mail that we would not normally receive this early.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that they are very busy with snow removal. This could be an expensive winter and he will get numbers together for the next meeting.

BUILDING DEPARTMENT REPORT

Mr. Scibetta said they are finalizing the Building Report. They ended the year at 319 permits, which is an increase over the past couple years. The housing market looks strong with a couple of new developments coming along including North Parma Station.

RECREATION DEPARTMENT REPORT

Mr. Venniro reported that he will have a Budget Report available in January and plans to present that at the first meeting in February. The brochure will be delivered to schools, around Town and entered online for registration by the end of this week. The park operating hours are now 9 a.m. to 6 p.m. It has been a rather snowy December, especially recently and the staff has been flexible about coming in during non-operational hours to get ahead in addition to coming in during scheduled time off to clear snow from around the Town Hall and Park areas. He thanked Brian Speer and the crew for making the roads safe around Parma. He wanted to add that the Suburban News ran a nice article on Make a Difference Day in the December 24, 2017 edition.

MISCELLANEOUS REPORTS

There was nothing specific to report.

PUBLIC FORUM

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

BUSINESS ITEMS

TOWN BOARD STATUS CHANGE

Supervisor Barton explained that back in the 90's the Town Board passed a resolution to include Town Board Members as full time employees. He does not believe that any Board Member had that much time in to be considered full time, which in the Town of Parma that is considered 35 hours a week. He would like to change that status back to part time.

RESOLUTION NO. 43-2018 Motion by Supervisor Barton, seconded by Councilperson Comardo, to change the employment status of the Town Board from full time to part time.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

PART TIME ELECTED OFFICIAL INSURANCE

RESOLUTION NO. 44-2018 Motion by Supervisor Barton, seconded by Councilperson Comardo, that effective today, newly elected officials including Town Board and Judges would not be eligible for medical benefits.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

STIPEND FOR MEDICAL INSURANCE

RESOLUTION NO. 45-2018 Motion by Supervisor Barton, seconded by Councilperson Comardo, to increase the stipend for employees opting out of the medical insurance from \$600 to \$2,400 annually. Those payments will be made quarterly.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

HIRE PART TIME FOOD SERVICE HELPER

RESOLUTION NO. 46-2018 Motion by Councilperson Wilt, seconded by Councilperson Roose, to hire Rhonda Russo as a Part Time Food Service Helper at a rate of \$11.50 to replace Mr. Corcoran who retired in December effective January 8, 2018.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

AUTHORIZED SIGNERS ON KEY BANK ACCOUNTS

RESOLUTION NO. 47-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose.

Whereas, on January 2, 2018 the Town of Parma elected new officers for the calendar year 2018, and

Whereas, Jack D. Barton, Supervisor and Mary Gavigan, Finance Director, are authorized to open/close accounts and authorize designated signers to account and

Whereas, Town of Parma by-laws identify the officers below as signatories on all below listed bank accounts for the Town of Parma.

Account	Signer Name/Title
Town	Jack D. Barton/Supervisor Mary Gavigan/Finance Director
Rec Fee	Jack D. Barton/Supervisor Mary Gavigan/Finance Director
West Hill 4	Jack D. Barton/Supervisor Mary Gavigan/Finance Director
Salmon CK IVB	Jack D. Barton/Supervisor Mary Gavigan/Finance Director
Country Vill	Jack D. Barton/Supervisor

	Mary Gavigan/Finance Director
Country 2B	Jack D. Barton/Supervisor Mary Gavigan/Finance Director
NOW	Jack D. Barton/Supervisor Mary Gavigan/Finance Director
A/P	Jack D. Barton/Supervisor Mary Gavigan/Finance Director
T&A	Jack D. Barton/Supervisor Mary Gavigan/Finance Director

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

DEADLINE FOR TOWN BOARD APPLICATIONS

RESOLUTION NO. 48-2018 Motion by Councilperson Comardo, seconded by Councilperson Wilt, to extend the deadline to accept applications for the open Town Board seat to Friday, January 5, 2018.

Motion carried: Aye 5 (Barton, Comardo, Roose, Wilt, Keller) Nay 0

INFORMATIONAL ITEMS

LIAISON REPORTS

**Councilperson Keller reported that he will be attending his first Zoning Board meeting this month.

**Councilperson Comardo reported that there has not been an HPDICE or Farmland and Open Space meeting. He attended a two day POD Training with Monroe County where they did training for possible Bio Terrorism attack but it can also be for more common issues, for example possible hepatitis outbreaks. There is a POD plan filed at Monroe County for our area. Parma, Hilton and Hamlin are considered one POD and the home base is the Hilton High School. Councilperson Roose asked if anyone had heard about a conference being held on January 27th with various Police Chiefs and area Supervisors regarding the opioid crisis. Councilperson Comardo stated that the HPDICE group would probably be interested in this.

**Councilperson Roose had nothing to report.

**Councilperson Wilt had nothing to report.

Parma Town Board

January 2, 2018

Page 20

**Supervisor Barton reported that tonight is Ed's last meeting and he wished him well as he goes on to represent us at the County.

Brian Speer reported that the County has started a website to be used in a snow event to report it to the DOT along with any road closings. This site is computer based and there is an app for your phone that can be updated as the event is going on. This can be accessed and updated by the Highway Department staff. The DOT can then use this information to make decisions on travel advisories, bans or road closings.

Dennis Scibetta reported that he just got word that there is a leak in the back hallway by the Special Police room and that Elmer Davis will be out tomorrow to look at it and make sure everything is alright. HKC will be out to give an estimate on the court room ceiling.

There was no further business before the Town Board. Supervisor Barton made a motion to adjourn the meeting at 7:35 p.m., seconded by Councilperson Comardo and all were in favor.

Respectfully submitted,

Carrie Webster
Parma Town Clerk

POLICIES WILL BE INCLUDED IN THE FINAL VERSION

