

TOWN OF PARMA

1300 Hilton Parma Road
P.O. Box 728
Hilton, New York 14468
Office (585) 392-9462
Fax (585) 392-6659

TOWN BOARD MEETING
April 18, 2023
6:30 P.M.

James Roose
Supervisor
Linda M Judd
Councilperson
Tina Brown
Councilperson
David Ciuffo
Councilperson
Mark Acker
Councilperson

This Meeting Will Be Recorded by the Town Clerk

Pledge of Allegiance

Moment of Silence

Emergency Exit Instructions

Roll Call

Minutes of April 4, 2023 Town Board Meeting

Town Clerk Report

Highway Superintendent Report

Parks and Recreation Director Report

Building Inspector Report

Library Report

PUBLIC HEARING: No Parking on Public Roads

PUBLIC FORUM:

BUSINESS ITEMS:

1. Approval of Deeley IT Contract
2. Appointment of Building Inspector – Allen Reitz
3. Approve Employee Reimbursement/Credit Card Policy
4. Property Maintenance Contract (Grass Cutting)
5. Seasonal Park Attendants
6. 2023 Event Attraction Procurement
7. 30 Day Waiver – 5324 W. Ridge Road
8. Prepays
9. Transfers
10. Purchase of Highway vehicles

INFORMATIONAL ITEMS:

LIAISON REPORTS:

WARRANT:

AOO – General Fund

BOO – Part-Town Fund

DAO – Highway Town-Wide

DBO – Highway Part-Town

SDO – Townwide Drainage

TAO – Trust and Agency

HRS – REDI Lakeshore Sanitary

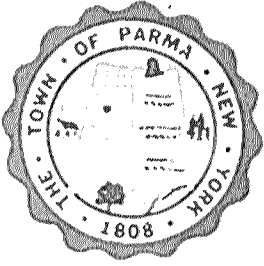
HRT – REDI Lakeshore Storm

HRW – REDI East Wautoma

ADDITIONAL INFORMATION:

ADJOURNMENT:

"This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write:
USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410,
or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)"



TOWN OF PARMA

Building Department

1300 Hilton Parma Road
P.O. Box 728
Hilton, New York 14468

Office (585) 392-9449
Fax (585) 392-6659
www.parmany.org

APRIL 14, 2023

TO: TOWN BOARD

FROM: ARTHUR J. FRITZ JR.
ZONING ENFORCEMENT OFFICER

RE: PROPERTY MAINTENANCE (GRASS CUTTING)

This letter is pertaining to the vacant properties that the Town maintains. Currently there are approximately 8 vacant properties that we will need to be maintained (grass cutting and property maintenance). As I do each year, I have reached out to several landscaping companies over the past several months and have received three quotes back (copies attached).

I will be at the April 18, 2023 Town Board Meeting to answer questions, However, if you would like to talk prior to the meeting as well you can reach me on my cell phone at 281-3690.

If you have any questions, let me know.

CC: FILE

T.K. Services

44 Hill Road

Hilton, New York 14468
585-392-4890

Lawn Mowing Maintenance Quote:

TO: THE TOWN OF PARMA

1300 Hilton Parma Crns rd.
Hilton NY 14468
(585) 392-9449

We hereby submit specifications and estimates for grass cutting as follows.

This contract is an agreement between T.K.Services Referred to as contractor. And The Town Of Parma. Referred to as the client. The client agrees to charges specified, The contractor agrees to provide the services listed below.

For properties zoned as followed

AC- 350 x 300 = \$420.00

RR- 300 x 260 = \$350.00

MD-175 x 100 = \$ 250.00

HD- 120 x 85 = \$ 200.00

WF- 120 x 85 = \$ 160.00

Acceptance of proposal: The above prices specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date _____

Signature _____ Date _____





ADP Lawn Mowing & Property Maintenance, Inc.

1834 Long Pond Road | Rochester, New York 14606
 585-259-3558 | anthony@adplawncare.com |
 www.adplawncare.com

RECIPIENT:

Town Of Parma

1300 Hilton Parma Corners Road
 Hilton, New York 14468

Quote #2100

Sent on 04/12/2023

Total \$1,269.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
One-Off Mowing Service (AC)	A. Agriculture Conservation (AC) - Lot size 300' x 350' One-Off Mowing Service overgrown property that the grass is 12" high to 3' high. Service will include mowing and trimming of the grass with the clippings being left on site.	1	\$475.00	\$475.00
One-Off Mowing Service (RD)	B Rural Residential (RD) - Lot size 260' x 300' One-Off Mowing Service overgrown property that the grass is 12" high to 3' high. Service will include mowing and trimming of the grass with the clippings being left on site.	1	\$380.00	\$380.00
One-Off Mowing Service (MD)	C. Medium Density Residential (MD) - Lot size 100' x 175' One-Off Mowing Service overgrown property that the grass is 12" high to 3' high. Service will include mowing and trimming of the grass with the clippings being left on site.	1	\$120.00	\$120.00
One-Off Mowing Service (HD)	D. High Density Residential (HD) - Lot size 85' x 120' One-Off Mowing Service overgrown property that the grass is 12" high to 3' high. Service will include mowing and trimming of the grass with the clippings being left on site.	1	\$100.00	\$100.00
One-Off Mowing Service (WF)	C. Waterfront Residential (WF) - Lot size 85' X 120' One-Off Mowing Service overgrown property that the grass is 12" high to 3' high. Service will include mowing and trimming of the grass with the clippings being left on site.	1	\$100.00	\$100.00

RECEIVED
APR 13 2023



ADP Lawn Mowing & Property Maintenance, Inc.

1834 Long Pond Road | Rochester, New York 14606
585-259-3558 | anthony@adplawncare.com |
www.adplawncare.com

This quote is valid for the next 30 days, after which values may be subject to change

Subtotal	\$1,175.00
Monroe (8.0%)	\$94.00
Total	\$1,269.00

Art Fritz

From: yarddaddy@gmail.com
Sent: Thursday, April 13, 2023 8:53 PM
To: Art Fritz
Cc: yarddaddy@gmail.com
Subject: RE: PROPERTY MAINTENANCE

Hi Art,

Here you go. (This is before tax.)

If bagging is required, I would just charge \$150/hr per machine on site.

Town of Parma							
Property Type	Length	Width	Feet Sq	Acres	Cut Once	Double Cut	Bagging
Agricultural Conservation (AC)	300	350	105000	2.41	\$650	\$900	\$150/hr per machine
Rural Residential (RD)	260	300	78000	1.79	\$475	\$600	\$150/hr per machine
Medium Density Residential (MD)	100	175	17500	0.40	\$200	\$275	\$150/hr per machine
High Density Residential (HD)	85	120	10200	0.23	\$150	\$200	\$150/hr per machine
Waterfront Residential (WF)	85	120	10200	0.23	\$175	\$225	\$150/hr per machine

I of course can provide proof of insurance if you would like to proceed.

Thanks,
Yarddaddy Lawncare
770-8260

-----Original Message-----

From: Art Fritz <zoning@PARMANY.ORG>
Sent: Monday, April 10, 2023 3:46 PM
To: yarddaddy@gmail.com
Subject: PROPERTY MAINTENANCE

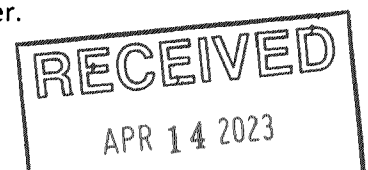
LARRY,
Attached is a copy of the bid requirements for cutting our vacant grasses.

Thanks, Art CEO

-----Original Message-----

From: townofparmascans@gmail.com <townofparmascans@gmail.com>
Sent: Thursday, April 6, 2023 2:07 PM
To: Art Fritz <zoning@PARMANY.ORG>
Subject: Scanned from a Xerox Multifunction Printer

Please open the attached document. It was sent to you using a Xerox multifunction printer.



Attachment File Type: pdf, Multi-Page

Multifunction Printer Location:

Multifunction Printer Name: XRX9C934EB7324F

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

Prepays for Approval April 18, 2023

Date	Check #	Vendor	GL Expense	Amount	Check Total	Description	Bank
03/22/23	1515	petty cash - Library	LOO 574.7410.492.00	30.00		glasses/program supplies	
			LOO 574.7410.492.00	35.43		markers	
			LOO 574.7410.492.00	26.87	92.30	prizes	Z99 1.110
03/23/23	1516	Brockport Custom Carpet	AOO 576.7520.460.00	1,289.61	1,289.61	balance of flooring	Z99 1.110
03/23/23	1517	Countertop Creations	AOO 571.7110.490.00	1,810.00	1,810.00	parks office countertop	Z99 1.110
04/05/23	ACH	NYSLRS	TAO 2.018	5,461.11	5,461.11	March reporting	Z99 1.130
04/05/23	ACH	NYSLRS	TAO 2.018	25.24	25.24	1st qtr reporting	Z99 1.130
04/11/23	1520	MCWA	AOO 516.1620.444.00	717.43			
			AOO 575.7520.444.00	22.12			
			AOO 576.7520.444.00	69.27	808.82	service Dec-Mar	Z99 1.110
04/11/23	1521	Petty Cash - Highway	DAO 550.5142.480.00	96.16	96.16	kerosene/fuel/drinks	Z99 1.110
04/11/23	1522	Pinewood Country Club	AOO 570.7610.494.04	200.00	200.00	dinner 4/19	Z99 1.110
04/11/23	1523	Maureen Warner	AOO 516.1420.474.00	4,500.00	4,500.00	Feb & Mar retainer	Z99 1.110
04/12/23	ACH	CNB	AOO 590.9060.810.00	345.00			
			BOO 590.9060.810.00	320.00	665.00	HSA 2nd qtr	Z99 1.110

Prepays for Approval April 18, 2023

Date	Check #	Vendor	GL Expense	Amount	Check Total	Description	Bank
04/13/23	1524	Jim Kennard	AOO 570.7610.490.04	125.00	125.00	senior event 4/17	Z99 1.110
04/13/23	1525	Petty Cash - Library	LOO 574.7410.490.00	22.00			
			LOO 574.7410.492.00	32.75	54.75	books/program supplies	Z99 1.110
				15,127.99	15,127.99		

**NEGATIVE DECLARATION OF ENVIROMENTAL SIGNIFICANCE
INTRODUCTORY LOCAL LAW #2- 2023 AMENDING CHAPTER 149 OF THE CODE
OF THE TOWN OF PARMA (VEHICLE AND TRAFFIC)**

WHEREAS, the Town Board of the Town of Parma did hold and conduct a Public Hearing to consider the enactment of Introductory Law #2-2023 which Public Hearing was held and conducted on the 18th day of April, 2023 at 7:00 p.m. at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York; and

WHEREAS, the Town Board of the Town of Parma is desirous of enacting such Local Law; and

WHEREAS, it is necessary for the Board to consider the impact of such Local Law upon the environment pursuant to the provisions of the State Environmental Quality Review Act; and

WHEREAS, the enactment of legislation is purely administrative function and as such is a listed Type 2 Action, and Action that requires no further environmental review;

NOW THEREFORE, be it RESOLVED by the Town Board of the Town of Parma, Monroe County, New York as follows:

SECTION I: That by adoption of this resolution the Town Board of the Town of Parma declares itself to be lead agency with respect to the consideration of the adoption of the proposed Local Law proposing to amend §149 of the Parma Town Code.

SECTION II: That the Town board finds and determines that such legislative action is a Type 2 Action and as such is an Action that will have no significant adverse environmental impact and this resolution shall be considered a Negative Declaration pursuant to provisions of SEQR.

SECTION III: That the Town Board may take such further action with respect to such proposed Local Law without further regard to SEQR.

**RESOLUTION AND FINAL ORDER
INTRODUCTORY LOCAL LAW #2– 2023**

A local law proposed to amend Chapter 149 of the Code of the Town of Parma
(Vehicle and Traffic)

WHEREAS, the Town Board of the Town of Parma did heretofore publish Legal Notice to consider the enactment of Introductory Local Law #2– 2023 amending Chapter 149 of the Code of the Town of Parma (Vehicle and Traffic); and

WHEREAS, pursuant to Legal Notice duly published, the Town Board of the Town of Parma did hold and conduct a Public Hearing to consider such Introductory Local Law, which public hearing was held and conducted at the Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York on the 18th day of April, 2023, at 7:00 p.m. and at which hearing all interested persons were heard concerning the subject matter thereof; and

WHEREAS, after due consideration, the Town Board is desirous of enacting such Local Law;

NOW, THEREFORE, be it resolved by the Town Board of the Town of Parma, Monroe County, New York, as follows:

SECTION 1. That the enactment of this Local Law is a Type 2 Action in that it is a routine or continuing governmental administration and management activity, and as such the enactment of this local law may proceed without further regard to the State Environmental Quality Review Act.

SECTION 2. That the Town Board of the Town of Parma by adoption of this Resolution does hereby enact Introductory Local Law #2– 2023 amending Chapter 149 of the Code of the Town of Parma (Vehicle and Traffic) to read and provide as follows:

Repeal §149-2 All-night parking Prohibited.

No vehicle shall be parked on any public highway within the corporate limits of the Town of Parma between the hours of 12:00 midnight and 6:00 a.m. during the period beginning November 1 and ending April 1 of each year.

ADD §149-10 to the Parma Town Code to read and provide as follows:

§149-10 Prohibited parking.

The parking of Vehicles is hereby prohibited on all Town and County Roads, within the corporate limits of the Town of Parma, between the dates of November 15th and April 15th of each year.

No parking signs shall be posted on all roads that intersect the Town of Parma boundaries setting out “NO PARKING, November 15th to April 15th of each year on ALL ROADS in the Town of Parma”.

SECTION 3. That the Town Clerk shall give due notice of the enactment of this local Law by filing the same with the Secretary of State, as required.



OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

1. Date Notice Sent:

1a. Delivered by:

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:

For premises outside the City of New York:

New Application Removal Class Change

For premises in the City of New York:

New Application New Application and Temporary Retail Permit Renewal Alteration Removal

Class Change Method of Operation Corporate Change

For **New** and Temporary Retail Permit applicants, answer each question below using all information known to date

For **Renewal** applicants, answer all questions

For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)

For **Corporate Change** applicants, attach a list of the current and proposed corporate principals

For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation

For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type

For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

Please include all documents as noted above. Failure to do so may result in disapproval of the application.

This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:

3. Name of Municipality or Community Board:

Applicant/Licensee Information:

4. Licensee Serial Number (if applicable): Expiration Date (if applicable):

5. Applicant or Licensee Name:

6. Trade Name (if any):

7. Street Address of Establishment:

8. City, Town or Village: , NY Zip Code:

9. Business Telephone Number of applicant/ Licensee:

10. Business E-mail of Applicant/Licensee.

11. Type(s) of alcohol sold or to be sold: Beer & cider Wine, Beer & Cider Liquor, Wine, Beer & Cider

12. Extent of Food Service: Full Food menu; full kitchen run by a chef/cook Menu meets legal minimum food requirements; food prep area required

13. Type of Establishment:

Seasonal Establishment Juke Box Disc Jockey Recorded Music Karaoke

14. Method of Operation: (check all that apply) Live Music (give details i.e., rock bands, acoustic, jazz, etc.):

Patron Dancing Employee Dancing Exotic Dancing Topless Entertainment

Video/Arcade Games Third Party Promoters Security Personnel

Other (specify):

15. Licensed Outdoor Area: (check all that apply) None Patio or Deck Rooftop Garden/Grounds Freestanding Covered Structure
 Sidewalk Cafe Other (specify): _____

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

16. List the floor(s) of the building that the establishment is located on:

17. List the room number(s) the establishment is located in within the building, if appropriate:

18. Is the premises located within 500 feet of three or more on-premises liquor establishments? Yes No

19. Will the license holder or a manager be physically present within the establishment during all hours of operation? Yes No

20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:

Name	Serial Number

21. Does the applicant or licensee own the building in which the establishment is located? Yes (if YES, SKIP 23-26) No

Owner of the Building in Which the Licensed Establishment is Located

22. Building Owner's Full Name:

23. Building Owner's Street Address:

24. City, Town or Village: State: Zip Code:

25. Business Telephone Number of Building Owner:

Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice

26. Representative/Attorney's Full Name:

27. Representative/Attorney's Street Address:

28. City, Town or Village: State: Zip Code:

29. Business Telephone Number of Representative/Attorney:

30. Business E-mail Address of Representative/Attorney:

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

31. Printed Principal Name: Title:

Principal Signature:

Digitally signed by
2023-04-10 21:09:43 UTC - 07:246 146 109

Marc Misiurewicz
01402a77-2f2c-4c8a-b6d9-4a001581125