

Parma Town Board meeting held on Tuesday, January 5, 2021 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York  
Due to COVID-19 this meeting will also be held via ZOOM.

FILED  
TOWN CLERK'S OFFICE  
1/20/2021  
TOWN OF PARMA

### **ATTENDANCE**

Supervisor	Jack Barton
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd (via Zoom)
Councilperson	Stephen Zajac (via Zoom)
Town Clerk	Carrie Fracassi
Building & Development Coordinator	Dennis Scibetta (excused)
Dir. of Parks and Recreation	Tom Venniro
Highway Supt.	Jim Christ

### **OTHERS IN ATTENDANCE**

John Neu; Fritz Gunther; Don Wells, Assessor.

### **CALL TO ORDER**

Supervisor Barton called the meeting to order at 6:30 p.m. and led those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

### **ORGANIZATIONAL MEETING**

#### **SUPERVISOR APPOINTMENTS FOR 2021**

<b>APPOINTED POSITION</b>	<b>2020</b>	<b>2021</b>
Deputy Supervisor	Stephen Zajac	Stephen Zajac
Director of Finance	Mary Gavigan	Mary Gavigan
Secretary to the Supervisor	Kimberly Ledtke	Kimberly Ledtke
Historian PT	Dave Crumb	Dave Crumb
Historian PT	James Stilson	James Stilson

#### **TOWN CLERK APPOINTMENTS FOR 2021**

<b>APPOINTED POSTION</b>	<b>2020</b>	<b>2021</b>
Deputy Town Clerk/Receiver of Taxes	Teresa Cummings	Teresa Cummings
Deputy Town Clerk	Ann Williams	Ann Williams

#### **TOWN JUSTICE APPOINTMENTS FOR 2021**

<b>APPOINTED POSTION</b>	<b>2020</b>	<b>2021</b>
Court Clerk	Wendy Pinzon	Kathryn Dishong

Office Clerk IV P.T.	Kathryn Dishong	Crystal Amo
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	Jennifer McColl
Court Attendant	Jim Schrader	Jim Schrader
Court Attendant	Bill McLaen	

### **HIGHWAY SUPERINTENDENT APPOINTMENT FOR 2021**

<b>APPOINTED POSITION</b>	<b>2020</b>	<b>2021</b>
Deputy Highway Superintendent	Paul Eichas	Paul Eichas

### **TOWN BOARD APPOINTMENTS FOR 2021**

The following appointments were made by the Town Board for 2021.

**RESOLUTION NO. 1-2021** Motion by Councilperson Roose, seconded by Councilperson Keller, to appoint the following positions for 2021.

<b>APPOINTED POSITION</b>	<b>2020</b>	<b>2021</b>
Registrar	Carrie Fracassi	Carrie Fracassi
Tax Receiver	Carrie Fracassi	Carrie Fracassi
Records Management Officer	Carrie Fracassi	Carrie Fracassi
Dog Control Officer	Arthur Fritz	Arthur Fritz
Marriage Officer	Carrie Fracassi	Carrie Fracassi

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **MILEAGE AGREEMENT FOR REIMBURSEMENT TO EMPLOYEES WHO USE PERSONAL VEHICLES FOR OFFICIAL TOWN OF PARMA BUSINESS FOR 2021**

**RESOLUTION NO. 2-2021** Motion by Councilperson Roose and seconded by Councilperson Keller 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, Roose, Keller, Judd, Zajac) Nay 0

### **APPROVAL OF BLANKET UNDERTAKING**

**RESOLUTION NO. 3-2021** Motion by Councilperson Roose and seconded by Councilperson Zajac 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 Deduct.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **OFFICIAL DEPOSITORIES OF THE TOWN OF PARMA**

**RESOLUTION NO. 4-2021** Motion by Councilperson Judd and seconded by Councilperson Zajac that the official Depositories for the Town of Parma for 2021 are M&T Bank and Canandaigua National Bank and Trust (CNB).

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **OFFICIAL NEWSPAPERS OF THE TOWN OF PARMA**

**RESOLUTION NO. 5-2021** Motion by Councilperson Keller and seconded by Councilperson Judd that the official Newspaper for the Town of Parma for the 2021 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, Roose, Keller, Judd, Zajac) Nay 0

### **RECREATION COMMISSION MEETING DATES AND TIME - 2021**

**RESOLUTION NO. 6-2021** Motion by Councilperson Roose and seconded by Councilperson Keller, that Recreation Commission Meetings are held the 4<sup>th</sup> Wednesday of the month from January until October and the 3<sup>rd</sup> Wednesday in November and the 2<sup>nd</sup> Wednesday in December. Each meeting will start at 6:00 p.m. and be held at the Village Community Center.

January 27, 2021	July 28, 2021
February 24, 2021	August 25, 2021
March 24, 2021	September 22, 2021
April 28, 2021	October 27, 2021
May 26, 2021	November 17, 2021
June 23, 2021	December 15, 2021

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**TOWN BOARD MEETING DATES AND TIME – 2021**

**RESOLUTION NO. 7-2021** Motion by Councilperson Judd and seconded by Councilperson Zajac, that Town Board Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month except for Wednesday, November 3, 2021 and Thursday, December 30, 2021. Each meeting will start at 6:30 p.m. and be held at the Parma Town Hall, 1300 Hilton Parma Corners Road except for the December 30, 2021 meeting which will be held at 1:00 p.m.

January 5, 2021	July 20, 2021
January 19, 2021	August 17, 2021
February 2, 2021	September 7, 2021
February 16, 2021	September 21, 2021
March 2, 2021	October 5, 2021
March 16, 2021	October 19, 2021
April 6, 2021	November 3, 2021 (Wednesday)
April 20, 2021	November 16, 2021
May 4, 2021	December 7, 2021
May 18, 2021	December 21, 2021
June 15, 2021	December 30, 2021 (Thursday @ 1:00 PM)
	January 3, 2022 (Monday - 2022 Organizational Mtg.)

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**PLANNING BOARD MEETING DATES AND TIME – 2021**

**RESOLUTION NO. 8-2021** Motion by Councilperson Roose and seconded by Councilperson Keller, that Planning Board Meetings are held the 1<sup>st</sup> Thursday and 3<sup>rd</sup> 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 7, 2021	August 5, 2021
February 4, 2021	August 16, 2021
March 4, 2021	September 2, 2021
March 15, 2021	September 20, 2021
April 1, 2021	October 7, 2021
April 19, 2021	October 18, 2021
May 6, 2021	November 4, 2021
May 17, 2021	November 15, 2021
June 3, 2021	December 2, 2021
June 21, 2021	December 20, 2021
July 1, 2021	
July 19, 2021	

***\* 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, Roose, Keller, Judd, Zajac) Nay 0

### **ZONING BOARD OF APPEALS MEETING DATES AND TIME- 2021**

It was noted that there is a change from Thursday night to Wednesday night for the Zoning Board Meetings.

**RESOLUTION NO. 9-2021** Motion by Councilperson Zajac and seconded by Councilperson Judd, that Zoning Board Meetings are held the 3<sup>rd</sup> Wednesday of each month. The meeting will start at 7:00 p.m. and be held at the Parma Town Hall, 1300 Hilton Parma Corners Road.

January 20, 2021	July 14, 2021
February 17, 2021	August 18, 2021
March 17, 2021	September 15, 2021
April 14, 2021	October 20, 2021
May 19, 2021	November 17, 2021
June 16, 2021	December 15, 2021

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **STANDARD WORKDAYS ESTABLISHED FOR RETIREMENT PURPOSES FOR THE TOWN OF PARMA**

**RESOLUTION NO. 10-2021** Motion by Councilperson Zajac, seconded by Councilperson Judd, to approve the 2021 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-PT                |
| Court Attendant – Part-Time                         | Recreation Director                    |
| Deputy Receiver of Taxes and Assessments            | Recreation Leader – Seasonal           |
| Deputy Town Clerk                                   | Registrar of Vital Statistics, P.T.    |
| Deputy Town Clerk & Receiver of Taxes & Assessments | Secretary to the Supervisor            |
| Director of Finance                                 | Secretary to Planning and Zoning Board |
| Director of Parks and Recreation                    | Senior Library Clerk                   |
| Dog Control Officer                                 | Senior Library Clerk – PT              |
| Engineering Technician                              | Student Helper                         |
| Fire Marshal – PT                                   | Superintendent of Buildings – PT       |
| Food Service Helper – PT                            | Supervisor                             |
| Historian P.T.                                      | Town Clerk                             |
| Librarian Assistant PT                              | Town Justice                           |
| Librarian I   | Youth Outreach Worker                  |
| Librarian II  | Youth Referral Counselor               |
| Librarian Trainee                                   | Zoning Board Member                    |
|   | 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 |
| Recreation Assistant-FT       |                                   |

**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, Roose, Keller, Judd, Zajac) Nay 0

**TOWN OF PARMA HOURS OF OPERATION**

**RESOLUTION NO. 11-2021** Motion by Councilperson Keller, seconded by Councilperson Roose, to approve the Town of Parma hours of operation as follows:

Town Hall (any 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 <sup>st</sup>	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 <sup>st</sup>	9:00 A.M. - 10:00P.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, Roose, Keller, Judd, Zajac) Nay 0

**TOWN OF PARMA OFFICIAL HOLIDAYS – 2021**

**RESOLUTION NO. 12-2021** Motion by Councilperson Roose, seconded by Councilperson Keller, to approve the Town of Parma legal Holidays for 2021 as follows:

Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	Martin Luther King Day
Monday, February 15, 2021	Presidents' Day
Friday, April 2, 2021	Good Friday
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021	Independence Day (observed)
Monday, September 6, 2021	Labor Day
Monday, October 11, 2021	Columbus Day
Thursday, November 11, 2021	Veteran's Day
Thursday, November 25, 2021	Thanksgiving Day
Friday, November 26, 2021	Thanksgiving Holiday
Friday, December 24, 2021	Christmas Day (observed)
Friday, December 31, 2021	New Year's Day (observed)

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

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**BOARD AND COMMISSION APPOINTMENTS FOR 2021**

**PLANNING BOARD**

**RESOLUTION NO. 13-2021** Motion by Councilperson Zajac, seconded by Councilperson Judd, to approve the appointments to the Town of Parma Planning Board for 2021 as they have been presented.

<b><u>Planning Board</u></b> <b><u>(5 year term)</u></b>	<b><u>CURRENT TERM</u></b>	<b><u>NEW TERM VOTE</u></b>
Tod Ferguson, Chairperson	December 31, 2020	VOTE 12/31/2025
Darryl Maslanka	December 31, 2023	
Michael Reinschmidt	December 31, 2021	
Bob Pelkey	December 31, 2022	
Mark Acker	December 31, 2024	
Diane Brisson, Secretary	December 31, 2020	VOTE 12/31/2021
Raymond Wenzel-Alternate	December 31, 2020	VOTE 12/31/2021

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**ZONING BOARD OF APPEALS**

**RESOLUTION NO. 14-2021** Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the appointments to the Town of Parma Zoning Board of Appeals as they have been presented for 2021.

<b><u>Zoning Board of Appeals</u></b> <b><u>(5 year term)</u></b>	<b><u>CURRENT TERM</u></b>	<b><u>NEW TERM VOTE</u></b>
Timothy Thomas	December 31, 2023	
Dan Melville	December 31, 2024	
Veronica Robillard, Chairperson	December 31, 2020	VOTE 12/31/2025
Corinne Zajac	December 31, 2021	
Stephen Shelley	December 31, 2022	
Gregory Colavecchia-Alternate	December 31, 2020	VOTE 12/31/2021
Carrie Fracassi, Secretary	December 31, 2020	VOTE 12/31/2021

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**LIBRARY BOARD**

**RESOLUTION NO. 15-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac, to approve the appointments to the Town of Parma Library Board as presented for 2021.

<b><u>Library Board</u></b> <b><u>(5 year term)</u></b>	<b><u>CURRENT TERM</u></b>	<b><u>NEW TERM VOTE</u></b>
Doreen Hoy	December 31, 2020	VOTE 12/31/2025



Mary Jane Skarzynski, VP	December 31, 2021
Jena Jollie	December 31, 2022
Kay Melvin, President	December 31, 2022
Alice Maxwell, Secretary	December 31, 2023

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**PARKS AND RECREATION COMMISSION**

**RESOLUTION NO. 16-2021** Motion by Councilperson Zajac, seconded by Supervisor Keller, to approve the appointments to the Town of Parma Recreation Commission as presented for 2021.

Carol Lennon	December 31, 2021
Art Cosgrove	December 31, 2022
Elaine Delvecchio	December 31, 2024
Vacant	December 31, 2023

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE**

**RESOLUTION NO. 17-2021** Motion by Councilperson Judd, seconded by Councilperson Roose, to approve the appointments to the Town of Parma Farmland and Open Space Preservation Committee as presented for 2021.

<b><u>Farmland &amp; Open Space Committee (2 year term)</u></b>	<b><u>CURRENT TERM</u></b>	<b><u>NEW TERM VOTE</u></b>
Scott Copey	December 31, 2020	VOTE 12/31/2022
Jim Burch	December 31, 2020	VOTE 12/31/2022
Pat Buskey	December 31, 2020	VOTE 12/31/2022
Linda Judd, Chairperson	December 31, 2021	
Vacant	December 31, 2017	

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**LIAISON ASSIGNMENTS FOR TOWN DEPARTMENTS, BOARDS AND COMMISSIONS FOR 2021**

**RESOLUTION NO. 18-2021** Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the Liaison Assignments for Town Departments, Boards and Commissions as presented for 2021.

	<b>2020</b>	<b>2021</b>
--	-------------	-------------

Supervisor Jack Barton	Personnel Union Negotiations Library Historian	Personnel Union Negotiations Highway Historian
Councilperson Stephen Zajac	Village of Hilton Court Officers/Special Police	Village of Hilton Court Officers/Special Police
Councilperson James Roose	Assessor Planning Board Parks & Recreation	Union Negotiations Planning Board Parks & Recreation
Councilperson Blake Keller	Dog Control Zoning Enforcement HPDICE	Dog Control Zoning Enforcement HPDICE Zoning Board
Councilperson Linda Judd	Union Negotiations Library Zoning Board Farmland & Open Space	Assessor Library Farmland & Open Space

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**ELECTION EXPENSES FOR 2021**

**RESOLUTION NO. 19-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac, to approve the following for 2021 for Election Inspectors:

Hourly rate of pay \$12.00  
 Pay for Review/Training/Testing (one-time fee) \$25.00  
 Amount paid to site chairman will be based on Board of Election formula.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**PETTY CASH APPROVALS**

**RESOLUTION NO. 20-2021** Motion by Councilperson Roose, seconded by Councilperson Judd to approve the following petty cash amounts for the following departments for 2021:

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, Roose, Keller, Judd, Zajac) Nay 0

**TOWN OF PARMA PAVILION RENTAL FEES FOR 2021**

**RESOLUTION NO. 21-2021** Motion by Councilperson Judd, seconded by Councilperson Zajac, to approve the following per event rental fees effective January 1, 2021:

Resident (Hess, Burritt, Lions, Lloyd)	\$ 75.00/day
Resident (Allardice)	\$ 50.00/day
Non-resident (Hess, Burritt, Lions, Lloyd)	\$150.00/day
Non-resident (Allardice)	\$ 75.00/day
Scout Rental Fees	\$ 25.00/weekday rental \$ 75.00/weekend rental
Cancellation Fee	\$ 30.00/rental
Change of Date Rental Fee	\$ 10.00/change

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**ESTABLISH VFW HALL RENTAL RATES FOR 2021**

**RESOLUTION NO. 22-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac, to establish the following rates for rental of the VFW for 2021:

	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 Date of Rental Fee	\$ 10.00		

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**ATTORNEYS FOR THE TOWN FOR 2021**

**RESOLUTION NO. 23-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to name the Official Attorneys for the Town of Parma for the year 2021 as Lacy Katzen, LLP; Badain & Crowder, Schum and Werner, Harter, Secrest and Emery and Zoghlin LLC.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**APPOINTMENT OF SPECIAL PROSECUTORS**

**RESOLUTION NO. 24-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac,

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 desires the Assistant Counsel for the Town, Maureen Werner, 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., Peter Rodgers, Esq. and Maureen Werner, Esq. to act as a Special Prosecutors 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., Peter Rodgers, Esq. and Maureen Werner, Esq. to act as a Special Prosecutors as set forth herein.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **ENGINEERING FIRMS FOR THE TOWN OF PARMA FOR 2021**

**RESOLUTION NO. 25-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac, to name Larsen Engineers and MRB Group as engineering firms for the Town of Parma for 2021.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **OFFICIAL ELECTRICAL INSPECTION AGENCIES FOR 2021**

**RESOLUTION NO. 26-2021** Motion by Councilperson Roose, seconded by Councilperson Keller, to name Commonwealth, Middle Department and New York Electrical Inspection Agency as electrical inspection agencies for the Town of Parma for 2021.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**DOG CONTROL OFFICER COVERAGE FOR 2021**

**RESOLUTION NO. 27-2021** Motion by Councilperson Zajac, seconded by Councilperson Judd, to have Hamlin DCO provide coverage for the Dog Control Officer when he is out of town during the 2021 calendar year. A fee of \$25.00 will be paid for each call responded to.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**DOG FINES FOR 2021**

**RESOLUTION NO. 28-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the dog fines for 2021 as follows:

Penalties for dog ordinances in the Town of Parma for 2021 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, Roose, Keller, Judd, Zajac) Nay 0

**STATEMENT OF NON-COLLUSION**

**RESOLUTION NO. 29-2021** Motion by Councilperson Zajac, seconded by Councilperson Keller, 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, Roose, Keller, Judd, Zajac) Nay 0

**AUTHORIZATION FOR REIMBURSEMENT FOR THE TOWN BOARD  
APPROVED ATTENDANCE AT MUNICIPAL OFFICERS TRAINING  
SCHOOLS OR CONFERENCES FOR 2021**

**RESOLUTION NO. 30-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac, to authorize Town Officials/Employees of the Town of Parma to attend any training school or conference of Municipal Officers during the year 2021 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/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, Roose, Keller, Judd, Zajac) Nay 0

**AUTHORIZATION FOR ATTENDANCE AT SEMINARS FOR 2021**

**RESOLUTION NO. 31-2021** Motion by Councilperson Zajac, seconded by Councilperson Judd, to approve attendance at all seminars for 2021 that do not exceed \$150.00 and/or one day if they are approved and budgeted for by the respective department heads and Town Supervisor.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**EMPLOYEE REIMBURSEMENT/CREDIT CARD POLICY**

**RESOLUTION NO. 32-2021** Motion by Councilperson Keller, seconded by Councilperson Roose, to approve the Town of Parma Employee Reimbursement/Credit Card Policy. *\*See Attached Policy.*

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **ONLINE BANKING POLICY**

**RESOLUTION NO. 33-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac, to approve the Town of Parma Online Banking Policy. *\*See Attached Policy.*

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **TOWN OF PARMA INVESTMENT POLICY**

**RESOLUTION NO. 34-2021** Motion by Councilperson Zajac, seconded by Councilperson Keller, to approve the Town of Parma Investment Policy as submitted. *\*See Attached Policy.*

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF PARMA**

**RESOLUTION NO. 35-2021** Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the Procurement Policies and Procedures for the Town of Parma for 2021. *\*See Attached Policy.*

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **WHISTLE BLOWER POLICY**

**RESOLUTION NO. 36-2021** Motion by Councilperson Keller, seconded by Councilperson Zajac, to approve the Town of Parma Whistle Blower Policy for 2021. *\*See Attached Policy.*

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **ANNUAL REVIEW OF WORKPLACE VIOLENCE POLICY**

**RESOLUTION NO. 37-2021** Motion by Councilperson Roose, seconded by Councilperson Zajac that the Town Board has reviewed and accepted the Workplace Violence Policy for the Town of Parma for 2021. *\*See Attached Policy.*

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **GUIDELINES FOR PUBLIC COMMENT POLICY**

**RESOLUTION NO. 38-2021** Motion by Councilperson Judd, seconded by Councilperson Keller, that the Town Board has reviewed and accepted the Guidelines for Public Comment Policy for the Town of Parma for 2021. *\*See Attached Policy.*

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **GUIDELINES FOR DISASTER RECOVERY PLAN**

**RESOLUTION NO. 39-2021** Motion by Councilperson Zajac, seconded by Councilperson Roose, to approve the Guidelines for the Disaster Recovery Plan for the Town of Parma for 2021. *\*See Attached Policy.*

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **TOWN OF PARMA ACTIVE EMPLOYEE LIST FOR 2021**

**RESOLUTION NO. 40-2021** Motion by Councilperson Judd, seconded by Councilperson Zajac, to accept the Active Employee List for the year 2021 as presented.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

*The organizational meeting was closed at 7:06 p.m. and the Town Board proceeded to the regular meeting.*

### **REGULAR MEETING MINUTES – DECEMBER 15, 2020**

**RESOLUTION NO. 41-2021** Motion by Councilperson Roose, seconded by Councilperson Keller, to accept the Minutes of the regular meeting held on December 15, 2020.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **YEAR END MEETING MINUTES – DECEMBER 30, 2020**

**RESOLUTION NO. 42-2021** Motion by Councilperson Zajac, seconded by Councilperson Judd, to accept the Minutes of the year end meeting held on December 30, 2020.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **TOWN CLERK REPORT**

The Town Clerk reported that the Town Clerk and VFW Reports for December 2020 are completed and submitted to the Supervisors Office. The Town Clerk Year End Report for 2020 was also submitted. Town and County Tax collection has started, and the office has been very busy with residents coming in to pay.

The Town Clerk noted that Oaths for employees appointed tonight are in the Clerk's Office to be signed and must be signed within 30 days of tonight's meeting.



### **HIGHWAY DEPARTMENT REPORT**

Supt. Christ reported the Department is working on sewer projects, plowing, and picking up Christmas Trees. They erected snow fences, which has not been done in many years, along Parma roads ways that have open fields to protect the roads from blowing snow creating hazardous conditions. Until this year we were the only Town in Monroe County that did not do this. The dump truck that the Town Board approved to purchase through bid sold for well over the amount the Board approved so he did not bid on it.

Supt. Christ thanked the Town Board and employees at Town Hall for helping him this past summer and with the transition.

### **BUILDING DEPARTMENT REPORT**

Supervisor Barton noted that Elaine is out of the office and when she returns she will work on the Building Department report.

### **RECREATION DEPARTMENT REPORT**

Tom Venniro thanked the Town employees for working together this past year in unprecedented times to keep things running smoothly for residents and employees. Mr. Venniro noted that the drainage project near the Parma Center entrance to the park is halfway done.

The new bench is being installed in the Courtroom. Phil Smith has recommended the removal of the carpet on the walls. They will remove it from the Town Board side of the room also. New LED lights will be installed on both the Courtroom and Town Board side of the meeting room.

Mr. Venniro will be getting quotes for treatment of the Town Hall boiler. VanHook has suggested it be done and their company does not do that work. These treatments should be done on a yearly basis to prevent the pipelines from corroding.

The mower and gator that went to auction sold for a total of \$11,000.00. The projected amount was between \$9,000.00 and \$12,000.00.

AARP Tax Service – AARP has not finalized their plans to complete tax returns, so the Department is not able to schedule appointments yet. They are taking name and phone numbers. Tax Preparation could be done virtually or a modified in person plan with a drop off program. Regulations keep changing so when they finalize their plans then appointments can be made.

### **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.



**ZONING APPLICATION – WINDING COUNTRY LANE**

Supervisor Barton noted that he has forwarded the information to the Town Attorney for clarification as to what Board should review this application. This will be discussed at a future Town Board meeting.

**HIGHWAY DISPOSAL OF EQUIPMENT**

Supt. Christ noted that the following items were sold at auction with the equipment approved in December. They anticipated \$4,000-\$5,000.00 at auction and the final amount received was \$8,456.00.

EQUIPMENT FROM HIGHWAY DEPARTMENT SOLD AT AUCTION

YEAR	MAKE/MODEL	DESCRIPTION	VEHICLE #	SOLD \$
	LINCOLN	MAGNUM 250LX SPOOL GUN		
		DUAL TIRE/AIROVER HYDRAULIC JACK		

**MISCELLANEOUS**

Supervisor Barton noted that he received an email from the State Department asking the Town’s opinion of the road update on Ridge Road. There were differing opinions among the Board members and the Highway Supt. He will send a response to them stating that he feels this project has provided the intended results.

**INFORMATIONAL ITEMS**

**LAKE SHORE**

**LIAISON REPORTS**

\*\*Councilperson Keller had no report.

\*\*Councilperson Zajac reported that Mike Lonville will be the new Captain of the Special Police and act as liaison with the Town. He is reviewing the General Orders.

**RESOLUTION NO. 45-2021** Motion by Councilperson Zajac, seconded by Councilperson Keller, to recognize Mike Lonville as the Special Police Captain.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

\*\*Councilperson Roose reported that Cardinal Properties is looking to split the property and expand. He noted that Helen Ives passed away. She worked in the Clerk’s Office and attended many Town Board meetings over the years.

\*\*Councilperson Judd reported on the Zoning Board concerns with the Winding Country application and who has jurisdiction to make this decision. They do not feel it

is their decision to make. She was unable to make the Library Board meeting. Farmland and Open Space has not met in several months but the DeMeyer application has been submitted to Genesee County Land Trust and is on hold due to the current circumstances.

Supt. Christ noted that he provided paperwork to the Board for approval to purchase a trailer. The benefit of this trailer is it can be used to haul the skid steer and water tank and can be pulled with any pickup truck. The current one can only be pulled by two people because you need a special license class to drive the truck that can pull it. The trailer listed here is on State bid.

**RESOLUTION NO. 46-2021** Motion by Councilperson Roose, seconded by Councilperson Keller, to authorize the Highway Supt. to purchase the 6" Channel Equipment Tilt which is on State Bid in an amount not to exceed \$6,415.65. The funds to come out of the Highway Equipment Line.

There was no further business before the Town Board, Councilperson Roose made a motion to adjourn the meeting at 7:55 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,

Carrie Fracassi  
Parma Town Clerk

## EMPLOYEE REIMBURSEMENT /CREDIT CARD POLICY

The Town of Parma authorizes the use of individual store credit cards. The store credit card account will be open with the authorization of the finance department.

- Finance office and department heads have custody of the credit cards
- Cards are to be used for purchases related to Town business ONLY
- The original itemized receipt must be attached to a voucher, signed by the department head and submitted for approval by the Town Board at the next bill paying session
- If reimbursement is for more than one person (ex.-two or three individuals attend a luncheon) each person should be noted on voucher and/or receipt.
- Authorized store credit cards are:

<u>VENDOR</u>	<u>CREDIT LIMIT</u>	<u>LOCATION</u>
Lowes	\$ 8,000.00	Parks Dept., Highway
Sam's Club	\$ 3,000.00	Recreation Dept., Town Hall, Parks, Library
Staples	\$ 3,000.00	Finance Dept., Library
Wegmans	\$ 2,000.00	Recreation Dept.
Home Depot	\$ 5,000.00	Highway
Best Buy	\$15,000.00	Finance

***\*All CREDIT CARDS ARE KEPT IN LOCKED CABINETS / SAFES WITHIN THE DEPARTMENTS\****

Local government officials and employees are prohibited from using government credit cards for making personal charges. All billing statements are to be reconciled to supporting documentation that adequately identifies ALL charges as being valid and proper municipal expenses. Government entity is to seek repayment from those responsible for incurring unauthorized or inappropriate charges.

When an employee makes a purchase related to Town business and pays out of pocket, using cash, personal credit card or store Town Credit Card, they must follow the following procedure for reimbursement:



- Any purchases not for town business will be paid personally by employee
- Any employee personal credit card used for Town purchases will require the same procedures listed above to be followed

### **ONLINE BANKING POLICY**

The designated officials given authority by the Town Board to utilize online transfers of monies are the Town of Parma Finance Director and the Town Supervisor. The designated bank used for electronic banking is Canandaigua National Bank and Key Bank. Online banking is necessary for transferring monies from one account to another. The online banking policy incorporates the following procedures:

- Finance Director and Town Supervisor authorized to initiate transactions
- Printed documentation of transaction to be kept as receipt of transaction
- All transactions are recorded by the Finance Director and entered into the Towns financial software program, “Incode”.
- The Finance Director and Secretary to the Supervisor reviews, reconciles and audits the bank statements on a monthly basis.

All Town employees who are involved with the transaction of the Town funds are bonded through the Town’s insurance program. This program is reviewed and updated annually.

### **TOWN OF PARMA INVESTMENT POLICY**

#### **A. Investment Policy**

The objectives of the Investment Policy of the Town of Parma are to minimize risk, to insure that investments mature when the cash is required to finance operations and to insure a competitive rate of return. The Town Board would like to maximize interest income on all funds not immediately needed for payment of obligations. Investments of excess funds shall be governed by the regulations contained in the Town Law, General Municipal law and Local Finance law. The priorities for investment of funds shall be:

1. To conform with all applicable federal, state and other legal requirements

2. To adequately safeguard principal
3. To provide sufficient liquidity to meet all operating requirements
4. To obtain a reasonable rate of return

**B. Delegation of Authority for Investing Town Money**

The Town Board delegates the authority to make the day to day investment decisions within the guidelines and limitations of this policy to the:

1. Town Supervisor as Chief Fiscal Officer
2. Director of Finance

**C. Investment Regulations**

The custodial agreement shall provide that securities held by the bank or agent of and custodian for the local government will be separate and apart from the general assets of the custodial bank and will not in any circumstances be co-mingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

As authorized by General Municipal Law, Section 11, the Town of Parma authorizes the chief fiscal officer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Certificates of deposit
- Special time deposit accounts
- Obligations of the United States of America
- Obligations of the State of New York

All investment obligations shall be payable or redeemable at the option of the Town of Parma within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Parma within two years of the date of purchase.

Banks authorized for the deposit of monies up to the following maximum amount are:

Manufacturers & Traders Trust (M&T)	\$8,000,000.00
Canandaigua National Bank	\$3,000,000.00



#### D. Investment Security

The primary objective of this policy is to enhance the safety and availability of any Town funds invested. Regulations of the Federal Deposit Insurance Corporation state that each official custodian of funds of any country, municipality or political subdivision depositing such funds in an insured bank located in the same State shall be insured up to \$100,000.00 for the time and savings accounts per bank and up to \$100,000.00 for demand deposits per bank. (12 Code Federal Regulations Section 330.8)

The Finance Department, with Supervisor's approval should determine on a regular basis whether:

- The transactions are recorded on the books of the custodial bank.
- The proper obligations have been pledged and whenever possible such obligations should be delivered to a bank or trust company other than the institution with which the investment is made.
- The obligations have an adequate market value to cover the deposits / investments.
- The obligations have been segregated either physically or by appropriate book entry.
- The fiscal officer's written consent is required for the release and substitution of the pledged obligations.

#### E. Bonding Policy

All Town employees who are involved with the transactions of the Town funds are bonded through the Town's insurance program. This program is reviewed and updated annually.

## **PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF PARMA**

This document sets forth the policies and procedures of The Town of Parma to meet the requirements of General Municipal Law, Section 104-b.

### **Purpose**

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Parma Town Board is adopting internal policies and procedures governing all procurements of goods and services which are not required to be pursuant to the competitive bidding requirements of the General Municipal Law, Section 103 or of any other general, special or local law.

### **Procedures for Determining Whether Procurements are Subject to Bidding**

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

#### **Formal Bids – Purchases over \$20,000 and \$35,000 for Public Works**

General Municipal Law 103 provides that all purchase contracts involving expenditures in excess of \$20,000 and all contracts for public work involving expenditures in excess of \$35,000 be awarded through the competitive bidding process for political subdivisions. Although not defined in General Municipal Law 103, the Office of the State Comptroller has expressed the opinion that the term “purchase” applies to the procurement of commodities, while the term “contract for public work” encompasses contracts for services, labor or construction. In determining the necessity for competitive bidding, the cumulative amount to be expended for an item or commodity in a fiscal year must be considered.

#### **Formal Bid Procedures:**

- A. The Department Head must receive approval from the Town Board for the bid process to start and establish the date and time the bid opening will be held.
- B. The Department Head should prepare sufficient specifications and describe the purchase in enough detail to generate fair competition among multiple vendors. Use of Requests for Proposal (RFP) or Requests for Information (RFI) should be used in establishing specifications.

- C. Formal bids are processed and published by the Town Clerk's office with direct assistance from the using departments in the preparation of technical specifications, plans and drawings where required.
- D. Formal bids will be received and opened publicly at the specified date, time and place set forth in the bid documents.
- E. All bids received will be tabulated and given to the using department. The using department will prepare a report for the Town Board containing their recommendations for the award to the lowest and best responsible bidder meeting the Town's specifications. A resolution is passed at the next Town Board meeting.
- F. The Town Clerk is responsible for securing and filing all bids, legal notices, and resolutions. Every transaction should fall within the provisions of applicable law and regulations and should be completely documented for subsequent bid inspection by Town auditors, federal and state agencies, the bidders or any interested citizens.

### **Non-Bid Procurements (see chart at end)**

Purchases are subject to approvals specified on the chart at the end of the policy. Each Department Head is responsible for compliance with the purchasing procedures adopted in this policy. The below procedure will also be used if the contract is awarded under the Best Value Law. The procedure for standard purchasing is as follows:

- A. The Department Head determines whether the purchase is a bid or non-bid purchase.
- B. The Department Head should prepare sufficient specifications to generate fair competition among multiple vendors at each of these levels.
- C. The Department Head receives the correct number of quotes and/or approvals for the dollar amount of the purchase. Every attempt should be made to purchase locally providing the costs are competitive. All verbal or written quotes documentation will be attached to the voucher when submitted for payment. No voucher will be processed without the proper documentation.
- D. Any quotes that will be reviewed by the Supervisor and Town Board should be submitted with sufficient time for review prior to ordering.
- E. Any quotes that will be reviewed and approved by the Town Board should be submitted to the Town Clerk to put in the Town Board minutes.
- F. If the recommended vendor contracts are not achieved, written justification should be submitted by the Department Head to the Finance Director before the purchase can be made/authorized.
- G. The appropriate departmental General Ledger account should have sufficient funds available. If not, a budget transfer form should be submitted to the Finance office for approval by the Town Board when the bill is requested to be paid.

### **State Pricing Contracts**

The State of New York and other governmental entities establish contracts that are extended to all New York municipalities. A list and details of the contracts can be obtained through the Internet. Such procurements shall be regarded as noncompetitive

transactions. If purchasing on any approved contracts, documentation of the contract must be provided as noted in **Non-Bid Procurements D, E and F.**

### **Statutory Exceptions from these Policies and Procedures**

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances.

- A. Through county contracts – General Municipal Law 103(3)
- B. Through state contracts – General Municipal Law 104
- C. Through agencies for the blind or severely handicapped – State Finance Law Section 175-b
- D. Through articles manufactured in correctional institutions – Correction Law Section 186
- E. Sole source situation
- F. Personal service contracts – accountants, engineer, architect or attorney
- G. Emergency purchases – An "emergency" exists when a breakdown in machinery, equipment, and/or a threatened termination of essential services, including maintenance and repair of essential office equipment; or a dangerous condition develops; or when supplies are needed for immediate use in work which may vitally affect the safety, health, or welfare of the public.
- H. The Department heads of the various departments of the Town of Parma be and hereby are authorized to purchase equipment, machinery, goods and supplies from any State, County, Town, Village or School District who have secured an award for such items of equipment, machinery or supplies through the solicitation of the competitive bidding process in accordance with the provisions of General Municipal Law Section 103 and within the parameters of the Town of Parma Procurement Policy.

### **Adequate Documentation**

A good faith effort shall be made to obtain the required number of written (3) or verbal (2) quotes. All written quotes are to be filed with the Town Clerk to be put in the minutes and a copy to be filed with voucher. Verbal quotes are the responsibility of the Department Head and must be submitted with the payment voucher.

### **Contracts**

All department heads must receive prior approval from the Town Board for all contracts that are entered into on behalf of the Town. The Supervisor should be the designated person to sign the contract, if not available, the deputy Supervisor will have that authority. In the case where a contract requires two signatures the primary individuals designated to sign will be the Supervisor and the Deputy Supervisor if one is not available the Finance Director will have that authority.

### **Awards to Other Than the Lowest Bidder**

The lowest proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the lowest bidder.

### **Items Exempted From This Policy and Procedures by the Board**

The board sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of Town of Parma.

For purchase of professional services/consultants: Prices to be obtained by "Request for Proposal" (RFP) from at least three (3) separate vendors (if available), with final approval by the Town Board. **EXCEPTION:** Should a professional service provider be designated on a retainage position based upon Town Board evaluation and determination, then the services provided and the terms of service shall not be subject to further RFP procedure and the Town Board may contract periodically for supplement services as needed and upon negotiated terms of payment primarily because of the determination of the Board on a previous basis as to desirability to have the ongoing availability of such services and the comprehensive retainer understanding of the service provider.

### **Disposal of Obsolete or Surplus Material**

During the course of departmental operations, materials and equipment may become obsolete or surplus to the needs of the department. The disposition of obsolete or surplus Town property is handled through notification to the Finance Office on the Surplus or Obsolete Property Form.

- A. The Report of Surplus or Obsolete Property Form is completed by the Department Head and forwarded to the Finance Office.
- B. The only way to eliminate a surplus item from your recorded fixed asset account is to complete the form and process it through the Finance Office.
- C. If the department knows of another department or agency that can use the surplus item, the Remarks Section of the Report of Surplus or Obsolete Property Form can be used to identify.
- D. The Finance Office will have the responsibility for determining the eventual disposition of the surplus material. The first consideration will be whether to transfer to another Department or municipal agency that may need the items. The second consideration will be what to do with the item if it cannot be used by another Department or municipal agency. The Finance Office with the aid of the using Department will then determine the best method of disposition (Auction, transfer, discard, etc.) which will be in the best interest of the Town of Parma.
- E. A Resolution identifying the obsolete or surplus material and method of disposition will be prepared and adopted by the Town Board prior to the disposition.

## **INSURANCE GENERAL**

- A. During the term of any contract for service, the vendor entering into the contract shall provide evidence of insurance in the amounts stated. Only the Town Board, based on recommendation from the Supervisor, can amend these requirements.
- B. All references in this Section to the Town refer to the Town of Parma, Monroe County a political subdivision of New York State.
- C. The Finance Director shall have the right to represent the Town, its officials, employees, and volunteers in all matters relating to this Section. (S) He shall provide information, assistance, and recommendations to the Supervisor in the administration of insurance requirements imposed under this Section.

## **INSURANCE REQUIREMENTS**

- A. No contract for building, construction, reconstruction, renovation, demolition, or maintenance; or for any activity related to building, construction, reconstruction, renovation, demolition, or maintenance shall be awarded by the Town to any person until that person shall assure; by affidavit, that all the contractors and subcontractors employed, or that will be employed under the provision of the contract; shall be in compliance with New York requirements for worker's compensation insurance, unemployment insurance and all other legal regulations.
- B. If deemed necessary by the Town, the vendor entering into a contract for service agrees to maintain continuous professional liability coverage written on an occurrence basis or, if on a claims made basis, with an extended coverage provision (ERP) of not less than three years. Coverage will be provided through insurance companies authorized to do business in the State of New York with the Best Rating of A- or better with a financial standing of X or better.
- C. Professional liability coverage shall be provided in the following minimum amounts (if applicable):
  - a. \$1,000,000 per claim and
  - b. \$1,000,000 per annual aggregate
- D. The vendor entering into a contract for service shall maintain all other insurance requirements in accordance with the following:
  - 1. The insurance required shall be written for not less than the following:
    - a. Worker's Compensation: obtain form from NYS Workers Comp

website:

- 1. C-105.2 or U-26.3
- 2. SI-12 or GSI 105.2
- 3. CE -200
- 4. Statutory Employers Liability insurance limits of \$100,000 each accident, \$100,000 each employee and \$500,000 policy limit as required for New York State. The limit shall be \$500,000 in other States

5. Workers Compensation coverage will be written to include all employees, including all executive officers.
- b. NYS Disability: obtain from website
  1. DB-120.1
  2. DB-155
  3. CE-200
- c. Liability Insurance – General
  1. General – aggregate \$ 2,000,000
  2. Products/Completed Operations Aggregate \$ 2,000,000
  3. Each Occurrence \$1,000,000
  4. Personal/Advertising Injury (per person/organization) 1,000,000
  5. Fire Damage Legal Liability \$100,000
  6. Medical Payments \$10,000
  7. Aggregate shall be on a Per Project Basis and duly noted on the certificate of insurance.

In addition;

- A) GL coverage shall be written on ISO Occurrence form CG00 01 (10/01) or a substitute form providing equivalent coverage and shall cover liability arising from premise and operations, independent contractors, products-completed operations and personal and advertising injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- B) Town of Parma and all other parties required of \_\_\_\_\_ shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement CG 20 10 (11/85) (on going and product completed operations) or both CG 20 10 (10/01) (ongoing operations) and CG 20 37 (10/01) (product completed operations) or an equivalent coverage to the additional insured. This insurance for the additional insured shall be as broad as the coverage provided for the named insured contractor. It shall apply as primary insurance on a non-contributing basis before any other insurance or self-insurance, including any deductible, maintained by or provided to, the additional insured.
- C) Waiver of Subrogation
- D) Cancellation Notice of 30 Days
- E) There shall be no endorsement of modification of the Contractors CGL policy arising from pollution, explosion, collapse, underground property damage of work performed by subcontractors.
- F) Contractor shall waive all rights of subrogation against Town of Parma and Architect and their agents, officers, directors and employees for recovery of damages to the extent these damages are covered by commercial general liability policy (CGL).
- G) Contractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain completed operations coverage for itself and each additional insured for at least 3 years after completion
- H) There shall be no exclusion or limitation relating to NYS Labor Law.

- d. Automobile Liability:
  - 1. Bodily Injury \$1,000,000 combined single limit
  - 2. Name Town of Parma as additional insured on a primary and non-contributory basis.
  - 3. Waiver of Subrogation
  - 4. Cancellation Notice of 30 Days

Business Automobile must include coverage for liability arising out of the use of all owned, leased, hired and non-owned automobiles.

- e. Excess Liability Umbrella Form(if aggregate is less than 2 million)
  - 1. General Aggregate \$1,000,000
  - 2. Each Occurrence \$1,000,000
  - 3. Name Town of Parma as additional insured
  - 4. Umbrella coverage must follow form the CGL and Automobile.
- f. Contractors Pollution Liability(if applicable):
  - \$2,000,000 Per Loss
  - \$2,000,000 Annual Aggregate

This insurance shall cover losses caused by pollution conditions that arise from the operations of the Contractor with no exclusions relating to fungus, mold, microbial matter or asbestos. Coverage may be written on a claims-made basis.

2. The following policies are to contain, or be endorsed to contain the following provisions; (The following is language usually in a contract but not written into an insurance policy.)

**COMMERCIAL GENERAL LIABILITY, CONTRACTUAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE:**

a. The Town, its officers, employees, and volunteers are to be covered as insured as respects: liability arising out of activities performed by, or on behalf of, the vendor entering into a contract for service including the insured's general supervision of the premises owned, occupied or used by the vendor entering into a contract for service, or automobiles owned, leased, hired, or borrowed by the vendor entering into a contract for service. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officers, employees, and volunteers.

b. The vendor, entering into a contract for service: insurance coverage shall be primary insurance as respects the Town, its officers, employees, and volunteers. Any insurance or self-insurance maintained by the Town, its officers, employees, and volunteers shall be excess of the vendor entering into a contract for service's insurance and shall not contribute to it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, employees, and volunteers.



d. Coverage is to be written on an occurrence basis through an insurance company, or companies, lawfully authorized to do business in the State of New York with at best rating of no less than A-.

e. The vendor entering into a contract for service agrees to hold harmless and indemnify the Town, its officers, employees, and volunteers for all liability arising out of the contract, except that arising out of the sole gross negligence of the Town.

#### **PROPERTY INSURANCE**

A. If deemed necessary by the Town, the vendor entering into a contract for service shall carry Builder's Risk/Installation Floater/Contractor's Equipment Insurance against the perils of fire, extended coverage, vandalism, and malicious mischief. Certificates and copies thereof shall be submitted to the Town, its officers, employees, and volunteers for their approval. Such insurance at all times will cover the full cash value of all completed construction covered by the contract with the exception of the usual underground exclusions, as well as material and equipment in place and/or stored at the site, whether or not a partial payment has been made therefore.

B. All insurance will be written through an admitted insurance company or companies lawfully authorized to do business in the State of New York with a Best's rating of no less than A-.

#### **ALL COVERAGE:**

A. Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after a thirty (30) day prior written notice by certified mail, return receipt requested, has been given to the Town.

B. Any deductibles or self-insured retention should be declared to, and approved by, the Town.

The vendor entering into a contract for service shall furnish the Town with certificates of insurance and with original endorsements effecting coverage required by these insurance requirements. The certificates and endorsements are to be signed by any persons authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the Town before work commences. The Town reserves the right to require complete, certified copies of all required insurance policies at any time.

C. The vendor entering into a contract for service shall include all subcontractors as insured under its policies or shall furnish separate certificates of insurance and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated in this Section.

#### **Input from Officers**

Comments concerning the policies and procedures shall be solicited from officers of the political subdivision or district therein involved in the procurement process to the enactment of the policies and procedures, and will be solicited from time to time hereafter.

### **Annual Review**

The Parma Town Board shall annually review these policies and procedures. The Parma Town Supervisor shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

### **Unintentional Failure to Comply**

The unintentional failure to fully comply with the provisions of the General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Parma or any officer or employee thereof.

### **The Quotation Process**

The Town and all departments will adhere to the following table for stimulating competitive pricing.

### **Commodity Contracts**

Dollars	Department Head	Supervisor	Town Board	Quotes Required
0 - \$1,000	Yes			Verbal or Written
\$1,000 - \$4,999	Yes	Yes		2 Written
\$5,000 - \$19,999	Yes	Yes	Yes	3 Written
>\$20,000	Subject to Bid			

### **Public Works Contracts**

Dollars	Department Head	Supervisor	Town Board	Quotes Required
0 - \$1,999	Yes			Verbal or Written
\$2,000 - \$4,999	Yes	Yes		2 Written
\$5,000 - \$34,999	Yes	Yes	Yes	3 Written
>\$35,000	Subject to Bid			

## **TOWN OF PARMA WHISTLE BLOWER POLICY**

### **POLICY:**

The primary duty of all Town employees is to the public whom we serve. If you observe what you believe to be an act of fraud, waste, abuse, misconduct, illegal activity or other violation of the Town 's Code of Ethics by a Town officer or employee, you have a duty to report it. This policy is a safeguard against retaliatory actions that could be taken against a Town officer or employee for such a report made in good faith.

### **Provisions:**

1. **IMPROPER CONDUCT:** If you believe action taken by the Town, or a Town officer or employee in the performance of his/her official duties, violates a federal, state or local law, rule or regulation, or the Town's Code of Ethics, you have a duty to report it.
2. **GOOD FAITH:** A good faith report means you have reasonable grounds to believe the conduct constitutes improper governmental action and is true, even if the belief should later prove to be unsubstantiated.
3. **REPORTING:** In most cases, your immediate supervisor is in the best position to address an area of concern; therefore, you should make the good faith report to your Department Head. However, it is understood that the circumstances will dictate the appropriate avenue to follow. Here is the preferred reporting order:
  - Your Department Head
  - Director of Finance
  - Town Supervisor
  - Town Board

Your Department Head or the Director of Finance will report the conduct to the Town Supervisor.

4. **ANONYMITY / CONFIDENTIALITY:** Your report can be made anonymously. Your report will be kept confidential to the best extent possible, consistent with the need to make a fair and complete investigation.

5. RETALIATION: The Town shall take no retaliatory action against you because you made a good faith report of any information regarding fraud, waste, abuse, misconduct, or any alleged prohibited or illegal activity in violation of any law, rule or regulation governing officers and employees of the Town. If you feel you have been retaliated against, in violation of this policy, report it immediately using the steps outlined above.

**Supervisor's Procedures for Implementation:**

1. RECEIVING THE REPORT: Supervisors should make no judgment upon the merits of the report when receiving it from the employee. Treat the report seriously and if not anonymous, assure the employee it will be treated confidentially within the constraints outlined in step 4.
2. FORWARDING THE REPORT: Forward the report to the Director of Finance, Supervisor or Town Board as circumstances dictate.
3. RETALIATION: Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. If you observe retaliation or receive a report of retaliation, report it using the steps outlined in step 3.

**MCMWCP  
Town of Parma**

**Workplace Violence  
Prevention Program**

**Revision Date: August 2012**

Town of Parma Workplace Violence Prevention  
Policy & Incident Reporting

The Town of Parma is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the Town of Parma property or work sites will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Town of Parma has identified response personnel that include a member of management and an employee representative. If appropriate, the Town of Parma will provide counseling services or referrals for employees.

All Town of Parma personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

**Designated Contact Person:**

Name: Jack Barton

Title: Town of Parma Supervisor

Department: Supervisor

Phone: (585) 392-9462

Location: 1300 Hilton Parma Corners Road, Hilton, NY 14468

# Workplace Violence Prevention

## Introduction

Workplace violence presents a serious occupational safety hazard for workers; during the last decade homicide was the third leading cause of death of all workers and the leading cause of occupational death for women workers.

Examples of high risk workplaces including healthcare settings, social services, working alone or in small numbers, service workers, public transportation drivers and many other types of public employment.

New York State requires public employers (with the exception of employers as defined in section twenty-eight hundred one-a of the education law) to perform a workplace evaluation of each worksite. The evaluation is intended to identify factors which may place the workforce at risk to occupational assaults or homicides. The results of the evaluation and the Risk Factors found should be shared with employees; this information should be reviewed initially and annually thereafter. Employers who have 20 or more full time employees are required to develop a written Workplace Violence Prevention Program.

***Workplace violence is physical assault, threatening behavior or verbal abuse occurring in the work setting.***

As listed below:

- Verbal or physical harassment
- Verbal or physical threats directed toward an employee by another employee or non-employee
- Non-specific threats of violence by employee
- Specific threats of violence by employee
- Display or possession of any weapon
- Violent confrontation by a spouse of significant other with an employee over a personal/domestic dispute
- Violent altercations between two employees or employee and supervisor
- Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment, etc.)

## ***WHAT CAN BE DONE TO PREVENT WORKPLACE VIOLENCE?***

Any preventive measure must be based on a thorough understanding of risk factors associated with the various types of workplace violence. And, even though our understanding of the factors which lead to workplace violence is not perfect, sufficient information is available which, if utilized effectively, can reduce the risk of workplace violence. However, strong management commitment, and the day-to-day involvement of department heads, supervisors, employees and labor unions, is required to reduce the risk of workplace violence.

### ***FOUR TYPES OF WORKPLACE VIOLENCE***

Prevention programs include all forms of violence. To help sort out the different types of workplace violence, specialists agree that workplace violence falls into four broad categories. They are:

***TYPE 1: Violent acts by criminals who have no other connection with the workplace but enter to commit robbery or another crime.***

Type 1 acts of violence account for the vast majority—nearly 80 percent—of workplace homicides. In these incidents, the motive is usually theft, and in a great many cases, the criminal is carrying a gun or other weapon, increasing the likelihood that the victim will be killed or seriously wounded. This type of violence falls heavily on particular occupational groups whose jobs make them vulnerable. This includes taxi drivers (the job that carries by far the highest risk of being murdered), late-night retail or gas station clerks, as well as others who are on duty at night, who work in isolated locations or dangerous neighborhoods, and who carry or have access to cash.

Type 1 preventive strategies include an emphasis on physical security measures, special employer policies, and employee training. Because the outside criminal has no other contact with the workplace, the interpersonal aspects of violence prevention that apply to the other three categories are normally not relevant to Type 1 incidents.

***TYPE 2: Violence directed at employees by customers, clients, patients, students, inmates, or any others for whom an organization provides services.*** In general, the violent acts occur as workers are performing their normal tasks. In some occupations, dealing with dangerous people is inherent in the job, as in the case of a police officer, correctional officer, security guard, or mental health worker. For other occupations, violent reactions by a customer or client are unpredictable, triggered by an argument, anger at the quality of service or denial of service, delays, or some other precipitating event.

Employees experiencing the largest number of Type 2 assaults are those in healthcare occupations—nurses in particular, as well as doctors and nurses aides who deal with



psychiatric patients; members of emergency medical response teams; and hospital employees working in admissions, emergency rooms, and acute care units.

***TYPE 3: Violence committed by a present or former employee against coworkers, supervisors, or managers.***

***TYPE 4: Violence committed in the workplace by someone who doesn't work there, but has a personal relationship with an employee—an abusive spouse or domestic partner.***

Types 3 and 4 are no less or more dangerous, or damaging, than any other violent act. But when the violence comes from an employee or someone close to an employee, there is a much greater chance that some warning sign will have reached the employer in the form of observable behavior. That knowledge, along with the appropriate prevention programs, can at the very least mitigate the potential for violence or prevent it altogether.

## ***RESPONSIBILITY***

The Program Administrators for workplace security are the HR Director and Department Heads. They have the authority and responsibility for implementing the provisions of this program for the Town of Parma

All Department Heads and supervisors are responsible for implementing and maintaining this program in their work areas and for answering employee questions about the program. A copy of this program is available from your department head.

It's the responsibility of all employees to report all threatening behavior to management immediately. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents are to be reported ***within the first 24 hours.***

Management, supervisors, and all safety personnel are responsible for the observation of all personnel and identification of potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to management and an action plan developed to minimize and eliminate the potential threat.

## **THE ROLE OF THE EMPLOYER**

The Town of Parma does promote a work environment free from threats and violence and, in addition, can face economic loss as the result of violence in the form of lost work time, damaged employee morale and productivity, increased workers' compensation payments, medical expenses, and possible lawsuits and liability costs

The Town of Parma will adopt a workplace violence policy and prevention program. The Town will be responsible for communicating the policy and program to the employees as well as:

- Supporting, not punish, victims of workplace or domestic violence.
- Adopting and practicing fair and consistent disciplinary procedures.
- Fostering a climate of trust and respect among workers and between employees and management.
- When necessary, seeking advice and assistance from outside resources, including threat-assessment psychologists, psychiatrists and other professionals, social service agencies, and law enforcement.
- Providing regular training in preventive measures for all new/current employees, supervisors and managers.

## **THE ROLE OF THE EMPLOYEES**

Employees have the right to expect a work environment that promotes safety from violence, threats, and harassment. They can actively contribute to preventive practices by doing the following:

- Accept and adhere to an employer's preventive policies and practices.
- Become aware of and report violent or threatening behavior by coworkers or other warning signs.
- Follow procedures established by the workplace violence prevention program, including those for reporting incidents.
- Go to HR Director or Department Head if uncomfortable.

## **Communication**

Town of Parma recognizes that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including supervisors and department heads, on all workplace safety, health and security issues. Town of Parma has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

## **Record Keeping and Review**

In reviewing records, care must be taken to ensure appropriate confidentiality of medical and personnel records.

Periodic updates and reviews of the following workplace violence reports and records will be made.

- Department of Safety and Health (POSH) 900 logs
- Workplace violence incident reports
- Workplace Survey
- Accident Investigations
- Training Records
- Grievances

The employer, with the Authorized Employee Representative, shall evaluate the effectiveness of the WVPP, annually or after serious incidents. The employer should attempt to describe within their WPP the triggering event that will initiate a review. The review should focus on the incident trends and the effectiveness of the control measures. The review should also assess whether the reporting and record keeping systems have been effective in collecting all relevant information.

## **Training and Instruction**

All employees, including Department Heads and supervisors, shall have training and instruction on general and job-specific workplace safety and security practices. Training and instruction shall be provided when Workplace Violence Prevention Program is first established and annually thereafter. Training shall be provided promptly after hiring all new employees and to other employees for whom training has not been previously provided. It shall also be provided to all employees, supervisors and Department Heads given new job assignments for which specific workplace security training for the job assignments has not previously been provided. Additional training and instruction will be provided to all personnel whenever management is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction include, but are not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.

- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- Methods to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee will include First Aid, CPR and/or calling 911.
- Post-event trauma counseling for those employees desiring such assistance.
- Crime awareness
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures.
- Self-Protection
- Dealing with angry, hostile or threatening individuals.
- Using the “Buddy” system or other assistance from co-workers.
- Awareness of indicators that lead to violent acts by service recipients.
- Managing with respect and consideration for employee well-being.

## **Reporting and Incident Investigation**

Procedures for reporting incidents and investigation of incidents for workplace violence – threats and physical injury – include:

### **Employees are responsible for:**

- Reporting their concerns to their immediate Supervisor.
- Employees are encouraged to fill out an incident report which can be obtained from management.
- Employee is required to request assistance if necessary.

### **Employers are responsible for:**

- Reviewing and investigating the incident and report findings.
- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the offender.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.



**IF ASSAULTED**, answer next 6 questions. **IF THREATENED**, go to next section

1. What started the assault?
2. What did the assaulter say when you were assaulted?
3. What was used to hit/strike/injure you?
4. What injuries did you sustain? Was medical treatment necessary?
5. How did the assault end?
6. How did you leave the assault site?

**IF THREATENED**, answer next 3 questions

1. As closely as possible, what were the words used?
2. Was "threatener" in a position to carry out the threat immediately?
3. How serious do you believe the threat was and why?

**EMPLOYEE RELATED ACTIONS** (Employee must complete next two questions whether a threat or assault)

1. What actions were taken by the employee? (e.g. filed workers' compensation, obtained medical treatment, used sick leave/vacation, etc.)
2. What specific actions from Employer does employee request related to assault/threat? If none, so indicate.

**LAW ENFORCEMENT INFORMATION**

Law Enforcement Agency Contacted – Name of Person/Officer	Date Contacted	Telephone Number
Was a written report completed? ___yes ___ no (Attach copy of Police report when possible)		
What action was promised?		

**MANAGER ACTIONS**

Directions given to Employee (i.e. go home, go to hospital, etc.)
Department Head Recommendation: ___ Prosecution    ___ Restraining Order ___ Letter to Threatener    ___ Other, please specify _____

**NOTIFICATION DATES**

Received by Department Head	Employee notified of Chosen Action
Received by Personnel Director	

**RECOMMENDATIONS**

What can be done to prevent future incidents?
---



## Appendix 2

<b>Personal Conduct to Minimize Violence</b>	
Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.	
<b>Do</b>	<b>Do Not</b>
<ul style="list-style-type: none"> <li>❖ Project calmness, move and speak slowly, quietly and confidentially.</li> <li>❖ Be an empathetic listener: Encourage the person to talk and listen patiently.</li> <li>❖ Focus your attention on the other person to let them know you are interested in what they have to say.</li> <li>❖ Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.</li> <li>❖ Acknowledge the person's feelings. Indicate that you can see he/she is upset.</li> <li>❖ Ask for small, specific favors such as asking the person to move to a quieter area.</li> <li>❖ Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.</li> <li>❖ Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).</li> <li>❖ Be reassuring and point out choices. Break big problems into smaller, more manageable problems.</li> <li>❖ Accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.</li> <li>❖ Ask for his/her recommendation. Repeat back to him/her what you feel he/she is requesting of you.</li> <li>❖ Arrange yourself so that a visitor cannot block your access to an exit.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around</li> <li>❖ Reject all of a client's demands from the start.</li> <li>❖ Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact.</li> <li>❖ Make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.</li> <li>❖ Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.</li> <li>❖ Criticize or act impatiently toward the agitated individual.</li> <li>❖ Attempt to bargain with a threatening individual.</li> <li>❖ Try to make the situation seem less serious than it is.</li> <li>❖ Make false statements or promises you cannot keep.</li> <li>❖ Try to impart a lot of technical or complicated information when emotions are high.</li> <li>❖ Take sides or agree with distortions.</li> <li>❖ Invade the individual's personal space. Make sure there is a space of three feet to six feet between you and the person.</li> </ul>

*Appendix 3*

## Five Warning Signs of Escalation Behavior

Warning Signs	Possible Responses
<b>Confusion</b>	
Behavior characterized by bewilderment or distraction. Unsure or uncertain of the next course of action.	<ul style="list-style-type: none"> <li>▪ Listen to their concerns.</li> <li>▪ Ask clarifying questions.</li> <li>▪ Give them factual information.</li> </ul>
<b>Frustration</b>	
Behavior characterized by reaction or resistance to information. Impatience. Feeling a sense of defeat in the attempt of accomplishment. May try to bait you.	<ul style="list-style-type: none"> <li>▪ See steps above.</li> <li>▪ Relocate to quiet location or setting.</li> <li>▪ Reassure them.</li> <li>▪ Make a sincere attempt to clarify concerns.</li> </ul>
<b>Blame</b>	
Placing responsible for problems on everyone else. Accusing or holding you responsible. Finding fault or error with action of others. They may place blame directly on you. <b>Crossing over to potentially hazardous behavior.</b>	<ul style="list-style-type: none"> <li>▪ See steps above.</li> <li>▪ Disengage and bring second party into the discussion.</li> <li>▪ Use teamwork approach.</li> <li>▪ Draw client back to facts.</li> <li>▪ Use probing questions.</li> <li>▪ Create “Yes” momentum.</li> </ul>
<b>Anger-Judgment call required</b>	
Characterized by a visible change in body posture and disposition. Actions include pounding fists, pointing fingers, shouting or screaming. <b>This signals very risky behavior.</b>	<ul style="list-style-type: none"> <li>▪ Utilize venting techniques.</li> <li>▪ Don’t offer solutions.</li> <li>▪ Don’t argue with comments made.</li> <li>▪ Prepare to evacuate or isolate.</li> <li>▪ Contact supervisor and/or security office.</li> </ul>
<b>Hostility – Judgment call required</b>	
Physical actions or threats which appear imminent. Acts of physical harm or property damage. Out-of-control behavior signals they have crossed over the line.	<ul style="list-style-type: none"> <li>▪ Disengage and evacuate.</li> <li>▪ Attempt to isolate person if it can be done safely.</li> <li>▪ Alert supervisor and contact security office immediately.</li> </ul>

## **Guidelines for Public Comment**

Towns are authorized to enact rules and regulations regarding the conduct of public meetings and public hearings. Town Law, §130.

The public shall be allowed to speak only during a public hearing or during the public comment period of the meeting or at such other times as a majority of the Board shall allow. Comments must relate to the business of the Parma Board or the specific Public Hearing being held to provide information to the Board or express their concerns. The Public Comment period is not intended to be a question and answer period. When practical the Board will try to answer short direct questions.

Citizens that have a question or concern that will require some research are encouraged to provide that information to a Board member prior to the meeting. This should allow the Board to have a response or possibly resolve the matter beforehand.

The Chair shall recognize the person wishing to speak. Comments shall be limited to three minutes per person. Each participant shall be permitted to speak only once during each Town Board meeting. Comments shall be directed only to the Chairperson and Board members. Comments shall be respectful and in good order. The Chairperson or Board member may reply only after the speaker has finished talking.

Speakers must give their name, address and organization, if any and state the topic they wish to address.

Board members may, with the permission of the Chairperson, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Members of the public shall refrain from debate and argument among themselves during the Board meeting and shall address all remarks to the Board.

Prepared statements and accompanying documents and attachments shall not be read aloud but shall be submitted to the Chairperson for

review by the Board in the future and may be included in the Board minutes.

When a group of persons wishes to address the Board on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Board and to limit the number of persons addressing the Board on the same matter so as to avoid unnecessary repetition.

Interested parties or their representatives may address the Board by written communications. Written communications shall be delivered to the Town Clerk or designee. Sufficient time should be allowed to distribute these communications to the Board members so they are aware of them prior to the next meeting.

Any person making offensive, insulting, threatening, insolent, slanderous or obscene remarks or who becomes boisterous or who makes threats against any person or against public order and security while in the Board Room shall be removed at the direction of the presiding officer from further audience at the meeting, unless permission to continue is granted by the majority vote of the Board members present.

A disruptive speaker after a final warning by the Chair will be removed from the meeting by a peace officer. The authority is section 240.20 of the Penal law related to disorderly conduct.

Banners, flyers, or other signs are not permitted in the meeting room. The distribution of flyers is not permitted in the meeting room.

The Open Meetings Law gives the public the right to attend meetings and to listen to deliberations. However, the public may not participate in the meeting except upon the invitation of the Chairperson and, in the case of public hearings, as required by law.

At any time, the Chairperson may entertain or enter a motion to adjourn, which shall be carried upon majority vote. At any time, the Board may vote to exhaust the agenda before possibly inviting further public comment.

There will be a signup sheet for those wishing to address the Board during a public hearing or a meeting where the attendance is high. The Chairperson will call upon the people that signed up in the order that they appear.



**Advanced Technical Solutions**  
Connecting Your Business with Technology

---

## **Town of Parma**

### **IT Disaster Recovery Plan**

***By ATS Consulting Group Corp***

## **Information Technology Statement of Intent**

This document delineates our policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarizes our recommended procedures. In the event of an actual emergency situation, modifications to this document may be made to ensure physical safety of our people, our systems, and our data.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

## **Policy Statement**

Corporate management has approved the following policy statement:

- The Town shall develop a comprehensive IT disaster recovery plan.
- A formal risk assessment shall be undertaken to determine the requirements for the disaster recovery plan.
- The disaster recovery plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key business activities.
- The disaster recovery plan should be periodically tested in a simulated environment to ensure that it can be implemented in emergency situations and that the management and staff understand how it is to be executed.
- The disaster recovery plan is to be kept up to date to take into account changing circumstances.

## **Objectives**

The principal objective of the disaster recovery program is to develop, test and document a well-structured and easily understood plan which will help the company recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on other company sites

## Technology Disaster Recovery Plan

### Disaster Recovery Plan for Town of Parma

<b>SYSTEM</b>	
<b>OVERVIEW</b>	
<b>PRODUCTION SERVER</b>	Location: Town Hall Server Model: T610 Operating System: Server 2012 CPUs: 2 x E5-2630 Memory: 32GB Total Disk: 2TB (3x1TB RAID5) DNS Entry: 127.0.0.1,10.200.9.6 IP Address: 10.200.9.2 Other:
<b>HOT SITE SERVER</b>	EarthLink
<b>APPLICATIONS</b> (Use bold for Hot Site)	Hyper-V Replication
<b>KEY CONTACTS</b>	
Hardware Vendor	Dell
System Owners	Town of Parma
Software Vendors	General Code, BAS, Tyler Tech
Offsite Storage	Hyper-V Replication Server
<b>BACKUP STRATEGY FOR SYSTEM ONE</b>	
Daily, Monthly and Quarterly	2 x 2TB HD's connect via USB, Hyper-V Replication
<b>DISASTER RECOVERY PROCEDURE</b>	
<u>Scenario 1</u> Total Loss of Data	Spin up Hyper-V Replication VMs, Restore Data from External HD
<u>Scenario 2</u> Total Loss of HW	Spin up Hyper-V Replication VMs, Contact Dell, Replace Hardware, and Restore Data from External HD
<u>Scenario 3</u> Total Loss of Town Hall	Step 1: Spin up Hyper-V Replication VMs on Local Network, VPN into Local EarthLink Network, and Operate via Remote Access.  Step2: Replace Building, Replace hardware, Restore Network, Setup VPN Tunnel back to Town Hall, Restore VM's back to HVHost.

**ADDENDUM**

<b>CONTACTS</b>	<b>Adam Thorn – W: (585) 475-0605 - Emergency: (585) 200-7634</b>
	<b>Mary Gavigon – W: (585) 392-9462</b>