

SEP 05 2018

Parma Town Board meeting held on Tuesday, August 21, 2018 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

TOWN OF PARMA

ATTENDANCE

Supervisor	Jack Barton	
Councilperson	Gary Comardo	
Councilperson	James Roose	
Councilperson	Blake Keller	
Councilperson	Linda Judd	
Town Clerk	Carrie Fracassi	
Highway Supt.	Brian Speer	
Absent	Building and Dev. Coordinator	Dennis Scibetta
Absent	Dir. of Parks and Recreation	Tom Venniro

OTHERS IN ATTENDANCE

Leslie Boedicker, Library Director, Pater Lacagnina, Lon Jacobs and Logan Wilson, and other members of the public.

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.

MEETING MINUTES – JULY 17, 2018

RESOLUTION NO. 202-2018 Motion by Councilperson Roose, seconded by Councilperson Comardo, to accept the Minutes of the Regular meeting of the Parma Town Board as presented held on July 17, 2018.

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

WORKSHOP MINUTES – AUGUST 7, 2018

RESOLUTION NO. 203-2018 Motion by Councilperson Judd, seconded by Councilperson Comardo, to accept the Minutes of the Workshop meeting of the Parma Town Board as presented held on August 7, 2018.

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

TOWN CLERK REPORT

Town Clerk and VFW Reports for July have been completed and submitted to the Supervisors Office. The Board received a Thank you note from Girl Scout Troop 60450 for listening to their proposal for the community garden.

Rabies clinic was held on July 21st. There were approximately 177 animals vaccinated. This year was the first year that we licensed dogs at the clinic and there were 10 licenses either renewed or first time licenses. Thank you to Teresa and Ann for helping write the rabies certificates for the County.

Hunting Licenses went on sale August 1, 2018 and School Tax Bills will be going out at the end of August with collection starting on September 1st.

Peddler Permits – Southwest Books was issued a permit through the Town and there were some concerns from residents about the company and the issuing of peddler permits. We are going to talk about this under business but I wanted to let the Board know that we did make an update to the website so that any permits issued during a given year will be listed allowing residents at any time to go to the website and pull up who has a permit, for how long and what company they are representing. It also lists if it is an active permit and if we ever need to suspend or revoke a permit residents would see that too. Councilperson Roose asked how much leeway there is as to whether or not we approve the peddlers. Supervisor Barton stated that it is a process set out in the Town Code and he will be working with the Town Clerk to come up with some proposals to make changes to that process.

BUILDING DEPARTMENT REPORT

There was no report.

HIGHWAY DEPARTMENT REPORT

Supt. Speer reported that the Highway Department has finished chip sealing Bailey Road. They have guys working with the Town of Hamlin on Parma Center Road and need to finish up work on Moul Road. They will also be working with the Towns of Sweden and Clarkson in the Town of Greece. They have been very busy trying to complete road work. Supervisor Barton thanked Supt. Speer for the tour after the workshop meeting and stated that he appreciated the public that also came for the tour of the building and equipment.

Supt. Speer reported that he is looking to replace a mower/tractor which is 28 years old. He found one from Bentley Brothers that he would like which is \$49,000. He is looking to get permission from the Town Board to bid this out for a 2011 or newer mower. They use this to mow the roadsides but they are unable to get behind the guardrails with this one. The mower he is looking at would allow them to mow State roads, get behind the guardrails and they would be able to put a broom on the front of it, which they have to borrow currently if needed. He would also be able to put a pusher on the front of the tractor to help move snow from parking lots.

RESOLUTION NO. 204-2018 Motion by Councilperson Comardo, seconded by Councilperson Judd, to allow Supt. Speer to advertise for a replacement of the existing mower that we use for roadside.

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

Supt. Speer also reported that he would like to look for a newer used chipper truck. The current truck has a leak in the oil pan. Supervisor Barton asked him to get more information.

RECREATION DEPARTMENT REPORT

Supervisor Barton read the Recreation Report sent by Mr. Venniro before the meeting. He reported that the 2018 Fall Brochure will be coming out in September headlined by the Before/After School Program and the new UPK Wrap-Around Program. Both programs are full and they are currently in the process of lining up part-time staff. The Tennis Court Reconstruction is complete. There is some restoration work to be done by the contractors and the Football Field capping is in process and he hoped this will be completed soon.

Mr. Venniro was seeking approval to advertise for a Full-Time Recreation Leader and an Assistant with their expanding programs and the loss of some staff. He did not feel that he needs to bring in another Recreation Supervisor at this time. Supervisor Barton wanted to hold off on this until they have a pay range for this position. Councilperson Roose thought this was something that they needed pretty quickly.

ADVERTISE FOR PARKS DEPARTMENT PART TIME LABORER

Mr. Venniro was looking for Board approval to advertise for a part-time laborer due to the Retirement of Joe Petricone who served the Town for 37 years. This laborer will assist with the workload until the Town settles on a more permanent option in the Parks Department.

RESOLUTION NO. 205-2018 Motion by Supervisor Barton, seconded by Councilperson Roose, to authorize Parks and Recreation to advertise for a Part-Time Parks Laborer, which will be a temporary position.

Motion carried: Aye 5 (Barton, Comardo, Keller, Judd) Nay 1 (Roose)

LIBRARY REPORT

Leslie Boedicker, Library Director reported that she has submitted the grant for the library roof, which will hopefully secure half of the amount needed. Regardless of the outcome with the grant the roof is in need of repair but it will be advantageous to be reimbursed for some of it. She will know around the first of the year if we got the grant and then they will send the first check around April 1, 2019. The Town has 180 days from the submittal of the grant, which was August 15, 2018, to begin the project. Ms. Boedicker needs approval from the Town Board to move forward to bid out the project. Her only concern with the project is if there will be a need to be closed at certain points while the roof is being completed and if snow will hamper the project if it is not started soon. Councilperson Roose stated that we would want to determine when we would like them to start the

project by so that we do not miss out on the grant money. Supervisor Barton suggested she make the Town Engineer aware of those dates.

RESOLUTION NO. 206-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to approve MRB to provide the services as listed in their quote, not to exceed \$15,832.00.

Motion carried: Aye 5 (Barton, Comardo, Keller, Judd) Nay 1 (Roose)

Leslie Boedicker also reported that she is looking to obtain a Technology Grant through the Rochester Regional Library Council in the amount of \$5,500 in order to digitize all of the Hilton Record Newspapers. In the future they will be looking to digitize the yearbooks and legal documents.

PUBLIC FORUM

Supervisor Barton asked if there was any other citizen who would like to address the Town Board with any concerns.

Peter Lacagnina wanted an update on when the Highway Department was going to begin work on his property. He explained that he was at the meeting five weeks ago and was told that work was going to begin but he never heard back. He has since been told that his proposal was not going to work and the State would not approve it so they will have to do a catch basin. Supt. Speer has contacted Rich Baliva about making a custom catch basin but he has not heard back from him. He will follow up with him. Mr. Lacagnina would like a commitment of when this will be done, he is concerned that this is going to keep being pushed back and then it will go into next year and feels that he has been patient for long enough. He has some trees that have exposed roots and he is worried he is going to lose the trees. Supt. Speer said that he cannot give him a date at this time. Councilperson Judd would like there to be a backup plan if Mr. Baliva is unable to make the catch basin in a reasonable amount of time. Supervisor Barton asked Supt. Speer to express the urgency with Mr. Baliva.

BUSINESS ITEMS

APPOINTMENT COURT ATTENDANT

RESOLUTION NO. 207-2018 Motion by Councilperson Roose, seconded by Councilperson Judd to appoint James Schrader to the position of Court Officer Attendant effective August 23, 2018 with pay established as \$50/\$60 per occasion.

Motion carried: Aye 5 (Barton, Comardo, Keller, Judd) Nay 1 (Roose)

**APPLICATION FOR REZONE – 1241 HILTON PARMA
CORNERS ROAD**

Supervisor Barton explained that this house was supposed to be taken down by Monroe County before they auctioned off the property; however, that did not happen and Mr. Brongo purchased it. Mr. Brongo has submitted an application for rezoning but he has not paid any of the fees associated with that application. Blake Keller felt that the application was insufficient and would like the applicant to come to the Board and explain his proposal. Supervisor Barton asked the Town Clerk to contact Mr. Brongo.

AUTHORIZE JUSTICE COURT TO APPLY FOR JCAP GRANT

The Town Clerk explained that the Court Clerk is looking to apply for a grant and needed a resolution giving her the approval to apply. They are looking for a grant up to \$3,000 to get new chairs in the Courtroom, 2 filing cabinets for the office and a Deputy Clerk desk in the Courtroom.

RESOLUTION NO. 208-2018 Motion by Councilperson Keller, seconded by Councilperson Judd, to authorize the Justice Court to apply for a JCAP (Justice Court Assistance Program) Grant.

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

TOWN CLERK/TAX RECIEVER BONDING

The Town Clerk explained that this gets done every year and is required to be given to Monroe County to show that the Tax Receiver is bonded in order to collect taxes on behalf of the County.

RESOLUTION NO. 209-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the surety form and the amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes as follows:

Type of Undertaking:	Public Employee Dishonesty
Insurance Policy:	Travelers Insurance Company
Amount:	\$500,000.00

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

CIVIL SERVICE REQUEST

Supervisor Barton explained that the Board has to make the request with Civil Service to add the Road Foreman job title for the Town of Parma. The Deputy Highway Superintendent would be able to be classified as a Road Foreman at that point. There was discussion that because we have the

Deputy Highway Superintendent classification that someone would have to be appointed to that position. Supt. Speer felt that it makes sense for the Road Foreman to be put into that position with a stipend.

RESOLUTION NO. 210-2018 Motion by Supervisor Barton, seconded by Councilperson Judd, to request from Monroe County Civil Service the job title of Road Foreman.

Motion carried: Aye 4 (Barton, Comardo, Keller, Judd) Nay 1 (Roose)

PREPAID CHECKS

RESOLUTION NO. 211-2018 Motion by Councilperson Comardo, seconded by Councilperson Keller, to approve the prepaid checks as presented.

JULY							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
GILLETTE SHOWS	AOO.570.7140.491.01	07/11/18	Z991.110	1042	3,495.00	SUMMER CAMP	DONE
WALMART	AOO.570.7111.490.00	05/31/18	Z991.110	1045	240.52	PARMA EXPERIENCE	DONE
ONTARIO PLAY	AOO570.7140.491.01	07/20/18	Z991.110	1046	535.00	SUMMER CAMP	DONE
HAMLIN BEACH	AOO.570.7140.493.01	07/23/18	Z991.110	1047	35.00	NATURE CAMP	DONE
NYS OFFICE OF PARKS	AOO.570.7140.493.01	08/10/18	Z991.110	1050	35.00	NATURE CAMP	DONE
CITY OF CANANDAIGUA	AOO.570.7140.493.01	08/10/18	Z991.110	1050	112.00	NATURE CAMP	DONE

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

FIXED ASSET POLICY

Supervisor Barton explained that it was brought up during the audit that we need to have a Fixed Asset Policy to account for the fixed assets and have a good inventory in case of damages to equipment or material. Each Department/Department Head will be in charge of taking inventory and determining the value of equipment.

RESOLUTION NO. 212-2018 Motion by Councilperson Comardo, seconded by Councilperson Judd, to accept the Fixed Asset Policy for the Town.

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

* Policy at the end of the minutes

BUDGET TRANSFERS

RESOLUTION NO. 213-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve the Budget Transfers as presented noting that this is a total transfer of \$9,874.01.

AUGUST BUDGET TRANSFERS

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
	UNAPPROPRIATED A	\$2,550.00	AOO.571.7110.210.00	EQUIPMENT	\$2,550.00	VENNIRO
AOO.516.1620.460.00	CONTRACTED SERVICE	\$700.00	AOO.516.1620.425.00	MIANTENANCE SUPPLIES	\$700.00	VENNIRO
AOO.570.7140.416.01	PLAYGROUND SUPPLIE	\$1,341.60	AOO.516.7550.490.00	TWON CELEBRATIONS	\$675.51	VENNIRO
AOO.570.7310.488.32	RUNNING YOUTH	\$1,335.41	AOO.570.7020.430.00	EDUCATIONAL	\$1,000.00	VENNIRO
AOO.570.7310.496.02	SCIENCE	\$318.75	AOO.570.7310.491.32	SOCCER CAMP	\$3,016.00	VENNIRO
AOO.570.7310.496.32	CHEERLEADING	1,110.75	AOO.570.7310.492.32	BASEBALL CAMP	1,000.00	VENNIRO
AOO.570.7310.498.32	TENNIS EXPENSE	302.50	AOO.570.7310.494.32	VOLLEYBALL	112.50	VENNIRO
AOO.570.7310.498.42	OTHER PROGRAM	1,000.00	AOO.570.7315.491.03	SOFTBALL	240.00	VENNIRO
AOO.570.4310.499.42	ART CAMP	635.00				
AOO.511.1110.460.00	CONTRACTED SERVICE	\$500.00	AOO.511.110.431.00	BOOKS/SUPSCRIPTIONS	500.00	PINZON
AOO.513.1310.480.00	MISC EXPENSES	\$80.00	AOO.513.1310.210.00	EQUIPMENT	80.00	GAVIGAN
		9,874.01			9,874.01	

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

MISCELLANEOUS

FOOTBALL FIELD

Supervisor Barton gave an update on the Football Field. The demarcation material has been delivered and will be placed on the field before any soil. There was a concern about putting a large amount of soil down at one time and the ability to grow grass there. One option available was to aerate the field and that has been done and Mr. Chart was ok with this. The grass has been cut low to prepare the field for the new soil. The Town is waiting for the Town Engineer to test the topsoil being brought in and then it will be delivered to the site. The town has received three quotes from companies to lay the soil on the field as it comes in on dump trucks. They will be laying 6” of soil down because after speaking with Mr. Chart and a Town Park Employee who both said that not enough soil has been laid to date it was felt that 4 ½” would not be sufficient. Councilperson Roose felt that the grass should be kept as short as possible to prepare for the dirt. The company will smooth out the soil so that there is not a large drop off on the ends.

RESOLUTION NO. 214-2018 Motion by Councilperson Comardo, seconded by Councilperson Judd, to accept the low bid of \$7,500 from Aprilano Excavating and Septic Inc. for the leveling of the material on the football field at the park.

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

*quotes at the end of the minutes

2019 BUDGET

Supervisor Barton has met with both the Court and Recreation about their budget. Meetings continue this week. He asked Supt. Speer to have his budget information to his office as soon as possible as the Tentative Budget is due by the end of September.

LIAISON REPORTS

**Councilperson Keller reported that he was unable to attend the last Zoning Board meeting. Supervisor Barton asked the Town Clerk if there was a quorum at the last Zoning Board meeting. Town Clerk reported there were three Zoning Board members present and only one application came to a vote and it was tabled.

**Councilperson Comardo reported that there have been no HPDICE meetings this month but he expects they will be starting up in September.

**Councilperson Roose reported that the Special Police is looking for an alternative location. There is a room at the Village Community Center that has lockers so they would be able to store their belongings and be more convenient for the members. They are also looking for a leader to run the Special Police Organization. Craig Burritt has moved out of the Village of Hilton and is no longer on the Village Board.

**Councilperson Judd reported she attended the Library Board meeting. They had to table most of the items on the Agenda for further information. They did hire a new page that will be working approximately 15 hours a week. The Planning Board had 4 applications on the Agenda. Three of the four applications were approved and one was tabled because there was not a representative at the meeting.

**Supervisor Barton gave a quick update on the Gun Shop that was burglarized on Ridge Road. The owner is cooperating with authorities and the Town. The ATF is involved and his license has been pulled, all of the weapons have been secured. There have been two arrests made in the case and the Sheriff's believe there may be more. Because of the age of the business it is not subject to the current code.

WARRANT

RESOLUTION NO. 215-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve payment of AOO General Fund bills, in the amount of \$151,341.88.

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

RESOLUTION NO. 216-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of BOO Part Town Fund bills, in the amount of \$1,139.67.

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

RESOLUTION NO. 217-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve payment of DAO Highway, Townwide Fund bills, in the amount of \$804.77.

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

RESOLUTION NO. 218-2018 Motion by Councilperson Judd, seconded by Councilperson Keller, to approve payment of DBO Highway, Part Town Fund bills, in the amount of \$180,203.93.

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

RESOLUTION NO. 219-2018 Motion by Councilperson Keller, seconded by Councilperson Comardo, to approve payment of LOO Library Fund bills, in the amount of \$20,644.99.

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

RESOLUTION NO. 220-2018 Motion by Councilperson Comardo, seconded by Councilperson Roose, to approve payment of SDO Townwide Drainage Fund bills, in the amount of \$8,411.80.

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

RESOLUTION NO. 221-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve payment of TAO Trust and Agency Fund bills, in the amount of \$1,453.57.

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

The total to be paid is \$364,000.61.

ENTER INTO EXECUTIVE SESSION

RESOLUTION NO. 222-2018 Motion by Supervisor Barton, seconded by Councilperson Roose, to enter into executive session to discuss a personnel matter. There will not be any business conducted after the Board comes out of Executive Session.

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

The Board entered into executive session at 8:16 p.m.

CLOSE EXECUTIVE SESSION

RESOLUTION NO. 223-2018 Motion by Councilperson Roose, seconded by Councilperson Judd, to close the executive session at 9:02 p.m. and return to regular session.

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

There was no further business before the Town Board, Councilperson Keller made a motion to adjourn the meeting at 9:04 p.m., seconded by Councilperson Comardo and all were in favor.

Parma Town Board
August 21, 2018
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Respectfully submitted,

A handwritten signature in black ink that reads "Carrie Fracassi". The signature is written in a cursive style with a large, prominent initial "C".

Carrie Fracassi
Parma Town Clerk

Aprilano Excavating and Septic Inc.
 304 Burritt Rd Hilton NY 14468

Estimate

Name/Address
Town Of Parma 1300 Hilton Parma Cor Hilton NY 14468

Date	Estimate No.	Project
08/09/18	86	

Item	Description	Quantity	Cost	Total
Dozer 450H	Football Field In The Park: Level 6" of topsoil on field as it comes in on dumptrucks and rough grade.		7,000.00	7,000.00
Grade stakes	Install grade stakes on field to establish a good crown on field. Not Included: Topsoil, sand fill, trucking of materials, install of demarkation material, finish grade and seeding, permits, testing of soil, temporary gravel roadway to get to field.		500.00	500.00
Thank You			Total	\$7,500.00



Taouk Development, LLC

PO Box 52
 Spencerport, NY 14559
 Phone # 585-739-7926

Proposal

Date	Proposal #
8/21/2018	563

Name / Address
Town Of Parma Parks Department 1300 Hilton Parma Corners Rd Hilton, New York 14468

Job Location

Qty	Description	Rate	Total
1	Placement of 1200 cubic yards of topsoil with a Bull Dozer at 6" to cover excising football field. Grade will be provided my others.	8,200.00	8,200.00

I authorize Taouk Development, LLC to complete the work specified in this proposal.

Signature _____

Subtotal	\$8,200.00
Sales Tax (8.0%)	\$0.00
Total	\$8,200.00

Carrie Webster

From: Jack Barton <supervisor@parmany.org>
Sent: Tuesday, August 21, 2018 3:00 PM
To: Carrie Webster
Subject: FW: Football Field Dozer Quote Request

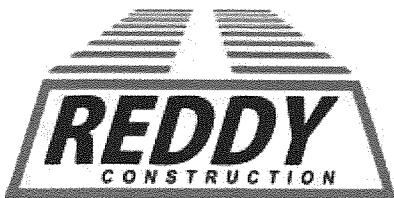
Jack D. Barton
Supervisor, Town of Parma
1300 Hilton Parma Corners Road
P.O. Box 728
Hilton, N.Y. 14468
585-392-9462

From: Richard Tallman [<mailto:rich@reddycon.com>]
Sent: Tuesday, August 21, 2018 2:37 PM
To: 'Tom Venniro'; 'Jack Barton'
Subject: RE: Football Field Dozer Quote Request

Jack/Tom

Thank you for considering our company for your project.
We estimate the cost to spread 1200 CY of topsoil 4.5" deep over your football field at Parma Town Hall at **\$8,250.00**.
Our estimate includes the necessary equipment and labor (at non prevailing rates) to bring the topsoil to a machine grade. Which would be +/- 1.5" of the existing grade.
Any fine grading would be at an additional cost depending on accuracy you want to achieve.
We look forward to your decision.

Sincerely, Rich



Richard W. Tallman, Pres.

4 Turner Drive

Spencerport, NY 14559

Off: 585-352-3777

Cell: 585-370-9200

FIXED ASSET POLICY THE TOWN OF PARMA

This purpose of this fixed asset policy is to establish guidelines that are to be followed in the recording the purchase price of the assets on the Town's records as to whether they are to be capitalized or expensed.

Action

- A. Adopt a Fixed Asset Policy
- B. Perform a physical inventory of all the Town's assets.
- C. Assign a value to each asset.
- D. Maintain the formulated list when each asset is purchases and review the inventory on a yearly basis.

Contributed Assets

Physical assets acquired with the unit costs in excess of \$5,000 are capitalized as a fixed asset on the financial statement and entered in the Incode software. Items with unit cost below this threshold shall be expensed in the year purchased and tracked on an excel spreadsheet for insurance purposes. Capitalized fixed assets are accounted for at their historical cost.

Establishment and Maintenance of a Fixed Asset Listing

For all assets, the following information will be needed to record either in Incode or on an excel spreadsheet depending on the asset's value.

- A. Date of acquisition
- B. Cost
- C. Description (including color, model, and serial number)
- D. Location of asset
- E. Inventory tag number (if possible)

Each Dept. will fill out the required "Fixed Asset Form" to log any new fixed assets, along with maintaining both the Incode inventory (above \$5,000) and the excel spreadsheet (below \$5,000) with this form. A physical inventory of all assets will be taken on an annual basis. This physical inventory shall be reconciled with the property log. (in Incode or the excel spreadsheet from each Dept.)

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 Fixed Asset Form.

- A. The Fixed Asset 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 Fixed Asset 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.