

**Village Board of Trustees  
Meeting Minutes of November 1, 2011**

Present: Mayor Lee, Trustees Horylev, Gates, Speer and Bimmler  
Janet Surrige, Village Manager  
Superintendent of Public Works, Mike McHenry  
Village Clerk, Shari Pearce  
Code Enforcement Officer, Mike Lissow

Guests: Carm Carmestro, Tom Scheg

Mayor Lee called the meeting to order at 5:00 p.m. with the pledge of allegiance to the flag.

**Public Forum**

There was no public comment.

**Code Enforcement**

- NIMS Procedures: Mike Lissow reported four new positions need to be assigned by the Village Board to update the NIMS procedures. With the new positions an on-line course needs to be taken by the individual appointed to each title. Mike Lissow recommended the following positions be appointment.

Multi Agency Coordinator -	Code Enforcement Officer
Public Information Officer -	Mayor
Resource Manager -	Superintendent of Public Works
Communication and Information Manager -	Code Enforcement Officer

**Resolution** to authorize the board to appoint the four positions as referenced above. Trustee Horylev made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

Other miscellaneous items were discussed.

**Treasurer's Report**

Maryalice Edwards was not present due to illness; Shari Pearce gave her report.

Shari Pearce requested the board approve the following budget amendments.

**Resolution** to amend the 2011-12 budget as follows; Trustee Bimmler made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

To recognize the donations for the Veteran's Walls.	
Increase revenue A2705	\$2,137
Increase expense A1210.4	\$2,137

Increase sidewalk expense and lower roads expense.

Increase expense A25410.4	\$870.66
Decrease expense A25110.4A	\$870.66

### **Public Work's Report**

- Parma View Lift Station: Mike McHenry requested permission to convert the Parma View Lift station electrical controls from one phase to three phase for a cost not to exceed \$4,500.00. This upgrade will help reduce the number of repairs and failures with this particular lift station. Additionally, converting the pumps to three phase will help in efficiency and allow the generator to run both pumps at the same time. Zeller Electric will perform the work.

**Resolution** to authorize the Superintendent to make necessary repairs to the Parma View lift station electrical controls from one phase to three phase at a cost not to exceed \$4,500.00. The funds would be taken from the sewer equipment and contingency account. Trustee Bimmler made the motion, seconded by Trustee Horylev. Carried unanimously 5-0.

- 40 Grove Street: Mike McHenry reported the project has been completed and the school has been billed for our labor and equipment use. It is anticipated the project should be under budget by \$100,000.00. Several factors that contributed to the reduction are:
  - The soil anticipated to be removed was 3,300 tons; actual soil removed was 1,872 tons.
  - Village and Town labor and equipment were used instead of a contractor.
  - The use of “loaned” equipment instead of rented.
  - The use of engineers only when needed; the project was managed mostly by employees.

Other miscellaneous items were discussed.

### **Clerk's Report**

Electric Delinquents: Shari Pearce requested approval to send six delinquent accounts to the Town Court to proceed with judgments.

**Resolution** to approve \$60.00 payable to the Town of Parma for six judgments for electric delinquent charges. Trustee Horylev made the motion, Trustee Bimmler seconded the motion. Carried unanimously 5-0.

- Uncollected Village Taxes: Shari Pearce stated a resolution needs to be approved to relevy the uncollected taxes to Monroe County.

**Resolution** to relevy Village Taxes in the amount of \$ 13,306.12 to the Monroe County Treasury to receive reimbursement. Trustee Horylev made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

- Food Shelf Lease: Shari Pearce reported the Food Shelf lease needs to be renewed. Last November the board approved a no charge lease for one year. Shari Pearce and Janet Surridge had a meeting with two representatives from the Food Shelf and they have an opportunity to apply to Food Link for a grant to help subsidize their rent, with a maximum grant of \$3,000.00 annually. Shari Pearce asked the board for their direction on what the new terms of the lease should be.

Trustee Speer stated he is completely against charging the Food Shelf rent. He feels the benefit to the community is great and the Village can afford and should allow them to occupy a room at the Community Center at no charge. Mayor Lee and Trustee Bimmler concurred with Trustee Speer's statements.

Trustee Horylev stated we still need to be responsible to the tax payers and suggested they pay a small amount to allow them to apply for a grant to Food Link. After lengthy discussion, the following was determined.

**Resolution** to renew the Food Shelf Lease to occupy room 11b at no charge for the next seven months and one year thereafter. Trustee Gates made the motion, seconded by Trustee Speer. Carried 4-1. Vote as follows: Mayor Lee, Trustees Bimmler, Gates and Speer, aye: Trustee Horylev opposed. Trustee Horylev stated given their financial situation; we are taking money from the tax payers that could be used for operating expenses for this building.

- Springbrook Software Upgrade: Janet Surridge and myself had a conference with Springbrook Software Company regarding the charges associated with migrating to Version 7. The migration costs are around \$50,000.00. After careful consideration, we are recommending migrating to version 6.07 for a cost of \$5,400.00. This will enable employees to access the software with a version Windows 7 computer. Shari Pearce recommended the upgrade for \$5,400.00 and is suggesting the funds be taken from the Electric Utility Account.

**Resolution** to authorize the Village Clerk, Shari Pearce, to upgrade our Springbrook Software to version 6.07 for a cost not to exceed \$5,400.00. The Electric Fund shall pay for this expense and the Treasurer shall charge account E8410.4 and decrease appropriated fund balance. Trustee Horylev made the motion, seconded by Trustee Bimmler. Carried unanimously 5-0.

- Excellus Health Insurance: Shari Pearce stated we have a retiree's dependent that is turning 65 this month which saves the Village approximately \$3,132.00 annually.

Shari Pearce also noted she has received the rate increases for the Excellus Health Insurance Plans. They are as follows:

- High Deductible Single, Two-Person, Family Plans have all increased 18%. We budgeted 12%.

- The Excellus Simply Blue Plan increased 10.5%.
- Excellus Medicare Plan **decreased -2%**.
- The impact for the remaining fiscal year is an increase of \$1,837.00.

General discussion followed.

### **Village Manager**

- HDK: Janet SurrIDGE stated there was another issue that delayed closing; however, it has been resolved and she stated we should have a closing date by the end of the month.
- Wind Energy Discussion: Janet SurrIDGE stated Trustee Speer would like to give a report to the board on this subject. Trustee Speer stated he has been attending the green initiative meetings held by the Hilton Central School District. He reported the school has hired a firm to conduct a feasibility study on wind energy. He asked the board if they would be supportive of him attending along with Janet SurrIDGE, to gather information and report back to the board on the school's plans. Trustee Speer also noted there may be an opportunity for the Village to partner with the school. The board was supportive of Trustee Speer gathering information and reporting back to the board.
- 10 Canning Street Easement Agreement: Janet SurrIDGE stated that we are still waiting for the owners of #11 and #50 Canning Street to finish their negotiations regarding future parking lot maintenance costs. Mayor Lee stated he will be calling a special meeting with the attorneys and all parties involved to see if this can be resolved in a timely manner.
- Board Room Remodeling: Janet SurrIDGE stated she and the Mayor have been discussing remodeling the board room next budget year. Some of the ideas we can pursue are new tables, chairs, and enhancements to the audio components. She inquired if the board was supportive of this for the next budget year. The board concluded they are in support of remodeling the board room.
- Discuss Alternate Zoning Board Salary: Janet SurrIDGE stated the board needs to determine what salary the alternate members would be receiving on the new proposed Zoning Board. The board determined they would support half of the regular member's salary.

**Resolution** to authorize the Treasurer to compensate any future alternate Zoning Board members 50% of the current member rate per meeting. Trustee Horylev made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

- Consulting Fees: Janet SurrIDGE reported we have paid Steinmetz Planning Group \$2,900.00 so far for services rendered. The original budget was \$2,000.00; we are currently \$900.00 over budget. Janet SurrIDGE stated a budget needs to be determined by the board for future consulting services. The board discussed and determined they are comfortable approving a total of \$4,500.00 for services, of which \$2,900.00 has already

been spent. A total of \$1,600.00 remains for future services.

**Resolution** to expend up to \$1,600.00 to be paid to Steinmetz Planning Group for consulting services pertaining to the Sign Ordinance and Architectural Review Ordinance. Trustee Bimmler made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

**Resolution** to expend up to \$1,000.00 to be paid to Steinmetz Planning Group for consulting services for the Zoning Board if needed. Trustee Bimmler made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

- Local Law discussions: Janet Surridge discussed proposed local laws that will be coming before the board within the next couple of months. She is looking to amend outdated laws that either need to be omitted or revised. After the attorney and management team review them; she will have a proposal for the board.

### **Minutes**

**Resolution** to approve the meeting minutes of October 4<sup>th</sup> and October 17, 2011 as submitted. Motion made by Trustee Bimmler, seconded by Trustee Gates. Carried unanimously 5-0.

### **Vouchers**

**Resolution** to approve the abstract of vouchers with the following additions: Street Lighting Bond, \$55,000.00. interest, \$4,950.00, Steinmetz Planning, \$1,400.00, Mike Lissow, \$7.25, Parma Awards \$35.00. Totals as follows:

General fund	\$	101,649.93
Water fund	\$	26,976.19
Sewer fund	\$	77,668.13
Gas&Electric	\$	84.37
Prepaid	\$	132,429.82
T&A	\$	12,226.53
Total	\$	351,034.97

Motion made by Trustee Horylev, seconded by Trustee Speer. Carried unanimously 5-0.

### **Planning Board Wages**

**Resolution** to approve Planning Board wages for Mike McHenry, Shari Pearce and Mike Lissow at \$63.00 per meeting. Trustee Gates made the motion, seconded by Trustee Speer. Carried unanimously 5-0.

### **Parma Special Police**

Mayor Lee has granted verbal permission to allow the Parma Special Police to assist with traffic

control at the November 11, 2011 funeral for Veteran Sergeant, David Lemcke. The services are being held at Tom Burger's Funeral Home.

There being no further discussion, the meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Shari Pearce, Village Clerk

LDC

7:30 adjourned, 230,000 purchase price,

instrument survey map, the buyer can provide the survey map,  
march 31<sup>st</sup> to close, gates, Horylev, 5-0.

Minutes, bimmler, speer, 5-0