



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

PENFIELD TOWN BOARD ORGANIZATIONAL MEETING AGENDA

Wednesday, January 2, 2013 7:30 PM

Supervisor R. Anthony LaFountain, presiding

- I Call to Order – Pledge of Allegiance – Roll Call
- II Communications and Announcements
- III Public Participation
- IV Additions and Deletions to Agenda
- V Approval of Minutes – December 5, 2012
- VI Petitions
- VII Resolutions by Function

Law and Finance

- 13T-001 Adoption of Town Board Rules of Procedure for 2013
- 13T-002 Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2013
- 13T-003 Bonding of Town Officials and Employees
- 13T-004 Naming of a Labor Relations Consultant to the Town of Penfield
- 13T-005 Authorization for the Town Comptroller to Attend the Annual Meeting and the Board of Governors Meeting
- 13T-006 Banking Arrangements for the Town of Penfield for 2013
- 13T-007 Appointment to Zoning Board of Appeals
- 13T-008 Appointment of Chair – Zoning Board of Appeals
- 13T-009 Appointments to the Planning Board
- 13T-010 Appointment of Chair to the Planning Board
- 13T-011 Town Membership in Various Organizations in 2013
- 13T-012 Designation of Official Newspaper for 2013
- 13T-013 Setting Rate for Reimbursement of Mileage
- 13T-014 Filing Annual Financial Report
- 13T-015 Authorization for Contract with Counsel to Town Attorney
- 13T-016 Continuation of Petty Cash Funds
- 13T-017 Setting 2013 Salary for Chairs and Members of the Planning, Zoning, Conservation and Historic Preservation Boards
- 13T-018 Employee Handbook Revisions
- 13T-019 Monthly Reports to Town Board
- 13T-020 Setting Holidays for 2013
- 13T-021 Setting Holidays for Regular Employees for 2013
- 13T-022 Appointment of 2nd Deputy Receiver of Taxes

- 13T-023 Authorization for New York State Disability Insurance Group plan
- 13T-024 Authorize the Supervisor to sign Lease Agreement with the Penfield Symphony Orchestra

Public Works

- 13T-025 Naming of Landscape Consultant to the Town of Penfield
- 13T-026 Naming of Architectural Consultant to the Town of Penfield
- 13T-027 Naming of a Planning Consultant to the Town of Penfield
- 13T-028 Setting Sewer Entrance Fees for 2013
- 13T-029 Sewer Rental and Debt Service Rates for 2013
- 13T-030 Appointments to Energy & Environmental Advisory Committee
- 13T-031 Appointments to the Watershed Management Committee
- 13T-032 Appointments to Conservation Board
- 13T-033 Appointment of Chair – Conservation Board
- 13T-034 Appointment to Historic Preservation Board
- 13T-035 Appointment of Chair to Historic Preservation Board
- 13T-036 Designated Representative to Monroe County Environmental Management Council

Public Safety

- 13T-037 Appointments to the Transportation Committee
- 13T-038 Authorization of Temporary Assignment of Judges
- 13T-039 Court Enforcement Officer Appointments
- 13T-040 Authorization to Sign Contracts with Court Stenographer
- 13T-041 Appointment of Town Veterinarian
- 13T-042 Authorization for Supervisor to Sign Penfield Community Television Contract

Community Services

- 13T-043 Authorization for Supervisor to Sign Contract for Daytons Corners School Coordinator
- 13T-044 Appointments to the Library Board
- 13T-045 Appointment of Local History Room Advisory Committee
- 13T-046 Contract with Penfield Symphony Orchestra for Concert Services

- VIII Old Business
- IX New Business
- X Public Participation
- XI Adjournment

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance _____ COMMITTEE

NAME Appointment of Chair - Zoning Board of Appeals

BE IT RESOLVED, that Daniel DeLaus, 105 Guygrace Lane, Penfield, NY, be appointed Chair of the Zoning Board of Appeals, for the year 2013 at an annual salary as established by the Town Board.

Moved: _____

Seconded: _____

Vote:	Kohl	_____
	LaFountain	_____
	Metzler	_____
	Moore	_____
	Quinn	_____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance _____ COMMITTEE

NAME Appointment to Zoning Board of Appeals

BE IT RESOLVED, that Daniel DeLaus, 105 Guygrace Lane, Penfield, and Roseann Denoncourt, 51 Scarborough Park, Penfield, be appointed to the Zoning Board of Appeals for a three year term expiring December 31, 2015, at an annual salary as established by the Town Board.

Moved: _____

Seconded: _____

Vote:	Kohl	_____
	LaFountain	_____
	Metzler	_____
	Moore	_____
	Quinn	_____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance _____ COMMITTEE

NAME: Naming of A Labor Relations Consultant to the Town of Penfield

BE IT RESOLVED, Bernard Winterman, Labor Relations Consultant, 314 Willowbend Road, Rochester, NY 14618, be named Labor Relations Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Bernard Winterman, Labor Relations Consultant for the Town of Penfield for an agreed upon fee depending on the nature of services rendered, and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific Labor Relation Consulting to internal staff and to other qualified Labor Consultants in addition to Bernard Winterman as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2013 at an agreed upon fee depending on the nature of the services performed.

Moved: _____

Seconded: _____

Vote:Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____

DATE: January 2, 2013

BY Cw Metzler

Public Works COMMITTEE

NAME Appointments to the Watershed Management Committee

WHEREAS, the Town of Penfield has established a Watershed Management Committee to identify maintenance needs and erosion issues for its network of open watercourses, and

NOW, THEREFORE, BE IT RESOLVED, that the following persons be appointed to this committee for a term expiring December 31, 2013:

Geoffrey Benway, Chair	Town of Penfield Engineer
Edward Freeman	125 Sawmill Drive
Michael Guyon	126 Penfield Crescent
Terry Rothfuss	1865 Salt Road
Sue Kreiser	15 Canyon Trail
Mike Simon	3817 Atlantic Avenue
Dennis Sanzotta	Town of Penfield Highway Dept.

Moved: _____

Seconded: _____

Vote:	Kohl	_____
	LaFountain	_____
	Metzler	_____
	Moore	_____
	Quinn	_____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law & Finance COMMITTEE

NAME Adoption of Wage and Salary Schedule and Appointment of
Officials and Employees for 2013

BE IT RESOLVED, that the Town Board hereby adopts the Wage and Salary Schedules effective January 1, 2013. A listing of all Town Board approved positions for 2013, appointed officials, employees and their salaries is available in Personnel office.

Moved: _____

Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____

DATE January 2, 2013

BY Cm Quinn

Public Safety COMMITTEE

NAME Appointments to the Transportation Committee

BE IT HEREBY RESOLVED, that the following be appointed to the Penfield Transportation Committee, to be chaired by Councilman Andrew Moore, for a term to expire December 31, 2013:

Laurie Enos
16 Talbot Drive
Penfield, NY 14526

Charles W. Fox
1555 Harris Road
Penfield, NY 14526

Monroe County Sheriff's Dept.
789 Linden Avenue
Rochester, NY 14625

Town of Penfield Engineering Department
Jim Fletcher
Geoff Benway
3100 Atlantic Avenue
Penfield, NY 14526

Town of Penfield Highway Department
Ronnie Williams
1607 Jackson Road
Penfield, NY 14526

Dan McCusker
124 Sawmill Drive
Penfield, NY 14526

Mary Sweeney
120 Beacon Hills Drive S
Penfield, NY 14526

Town of Penfield Fire Marshal
3100 Atlantic Avenue
Penfield, NY 14526

Terrance Rice
Monroe County Dept of Transportation
City Place
50 W. Main Street
Rochester, NY 14614

Moved:

Seconded:

Vote:	Kohl	_____
	LaFountain	_____
	Metzler	_____
	Moore	_____
	Quinn	_____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Quinn _____ Public Safety _____ COMMITTEE

NAME Appointment of Town Veterinarian

BE IT RESOLVED, that Animal Hospital of Pittsford, PC, 2816 Monroe Avenue, Rochester, New York 14618, be appointed Town Veterinarian for 2013 to cover emergency situations, and to be paid for services performed.

BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to sign an annual contract with Animal Hospital of Pittsford to provide the aforementioned services.

Moved: _____

Seconded: _____

Vote:	Kohl	_____
	LaFountain	_____
	Metzler	_____
	Moore	_____
	Quinn	_____

Date: December 28, 2012
To: Penfield Town Board
From: Amy M. Steklof, Penfield Town Clerk
Subject: First of the Year Appointments

As provided for in New York State Town Law, I will make the following appointments and assignments at the Special Town Board Organizational Meeting on Wednesday, January 2, 2013:

One Year Term:

Deputy Town Clerk
Office Clerk III

Lisa S. Grosser
Kristine M. Shaw

If there should be any questions regarding these planned appointments, please contact me.

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Quinn _____ Public Safety COMMITTEE

NAME Authorization of Temporary Assignment of Judges

BE IT RESOLVED, that the Town Board consents to the temporary assignment of Town of Penfield Justices to preside in other city/town/village and family courts in the Seventh Judicial District as need arises during the year 2013, and

BE IT FURTHER RESOLVED, that the Town Board approves the temporary assignment of Judges from other city/town/village and family courts in the Seventh Judicial District to the Penfield Justice Court as the need may arise during the year 2013.

Moved: _____

Seconded: _____

Vote: Kohl	_____
LaFountain	_____
Metzler	_____
Moore	_____
Quinn	_____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cw Metzler _____ Public Works COMMITTEE

NAME Sewer Rental and Debt Service Rates for 2013 _____

WHEREAS, the "Sewer Rent Ordinance" in Section 22-4 of the Town Ordinance states that the Town Board shall annually establish Sewer Rental rates based on the annual Sewer Department Operation and Maintenance Budget as adopted, and

WHEREAS, the Town Board is also charged with setting the annual Debt Service rate for the Penfield Consolidated Sanitary Sewer District, based on the annual Debt Service budget as adopted,

NOW, THEREFORE, BE IT RESOLVED, that based on the Sewer Department Operation and Maintenance Budget adopted on 10/17/12 the Town Board established a 2013 Sewer Rental rate of \$39.46/sewer unit, and

BE IT FURTHER RESOLVED, that based on the Consolidated Sewer District Debt Service Budget adopted on 10/17/12, the Town Board established a 2013 Debt Service rate of \$68.16/sewer unit.

Moved: _____

Seconded: _____

Vote:	Kohl	_____
	LaFountain	_____
	Metzler	_____
	Moore	_____
	Quinn	_____

PENFIELD TOWN BOARD RESOLUTION NO. _____ ATE January 2, 2013

BY Cw Metzler _____ Public Works COMMITTEE

NAME Setting Sewer Entrance Fees for 2013

WHEREAS, the Town Board established a Sewer Entrance Fee schedule for the Town of Penfield by adoption of Resolution #184 of 1979, and

WHEREAS, the Town of Penfield will collect a portion of these Sewer Entrance Fees for Monroe County Pure Waters, and

WHEREAS, these Sewer Entrance Fees shall be used to offset administrative expenses incurred through setting up new sewer accounts,

NOW, THEREFORE, BE IT RESOLVED, that the current Sewer Entrance Fee rate of **\$500** for residential properties and **\$600** for commercial properties will be extended through 2013, and

BE IT FURTHER RESOLVED, that the Town will remit **\$250** for each residential property and **\$350** for each commercial property to Monroe County Pure Waters.

Moved: _____

Seconded: _____

Vote:	Kohl	_____
	LaFountain	_____
	Metzler	_____
	Moore	_____
	Quinn	_____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE: January 2, 2013

BY: Cm Moore Law and Finance _____ COMMITTEE

Name: Authorize the Supervisor to sign Lease Agreement with the Penfield Symphony Orchestra

WHEREAS, the Town of Penfield desires to enter into a Lease Agreement with the Penfield Symphony Orchestra to provide office space in the Don Mack Building, 1587 Jackson Road, Penfield;

NOW BE IT RESOLVED, that the Supervisor is authorized to sign a Lease Agreement with the Penfield Symphony Orchestra for Office Space located in the Don Mack Building, 1587 Jackson Road, Penfield beginning on January 1, 2013 and ending on July 31, 2015.

Moved: _____

Seconded: _____

Vote:

Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cw Metzler _____ Public Works _____ COMMITTEE

NAME Naming of A Planning Consultant to the Town of Penfield

BE IT RESOLVED, that Douglas Fox, 560 Plank Road, Webster, NY 14580, d.b.a. Fox Planning Services, be named as Planning Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Fox Planning as outlined in their letter on file with the Town Clerk, which includes a schedule of fees for various services provided by Consultant to the Town of Penfield for 2013.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance COMMITTEE

NAME Appointment of Chair to the Planning Board _____

BE IT RESOLVED, that Arsen Markarian, 7 Mapleview Circle,
Penfield, be appointed Chair of the Planning Board for the year
2013, at an annual salary as established by the Town Board.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law & Finance _____ COMMITTEE

NAME Appointments to the Planning Board _____

BE IT RESOLVED, that Arsen Markarian, 7 Maple View Circle, Penfield and Doug McCord, 2129 Five Mile Line Road, Penfield, be appointed to the Penfield Planning Board, for a three year term expiring December 31, 2015 at an annual salary as established by the Town Board.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____

DATE January 2, 2013

BY Cw Metzler

Public Works COMMITTEE

NAME Naming of An Architectural Consultant to the Town of Penfield

BE IT RESOLVED, that Plan Architectural Studio, P.C. High Falls Building, Suite 102, 4 Commercial Street, Rochester, NY 14614 be named an Architectural Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Plan Architectural Studio, PC, as outlined in their letter, on file with the Town Clerk, which includes a schedule of fees for various services provided by Plan Architectural Studio, PC, as an Architectural Consultant to the Town of Penfield for 2013, and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific projects to internal staff and to other qualified architectural firms in addition to Plan Architectural Studio, P.C. as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2013 at an agreed upon fee depending on the nature of the services performed.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. ____ DATE January 2, 2013

BY Cm Moore Law and Finance COMMITTEE

NAME Continuation of Petty Cash Funds

BE IT RESOLVED, that the following petty cash funds are authorized in 2013 as follows:

Town Supervisor	\$200.00
Recreation Department	\$250.00
Director of Public Works	\$200.00
Town Clerk and Receiver of Taxes	\$200.00

AND, BE IT FURTHER RESOLVED, that the policy established by the Town Board Resolution #66 of February 4, 1980 and last revised April 23, 2003 continues to apply and all persons affected should have a copy of that Policy so they may be familiar with it to insure compliance.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cw Kohl Community Services COMMITTEE

NAME Contract with Penfield Symphony Orchestra for Concert Services

WHEREAS, the Town of Penfield wishes to continue with concert services with the Penfield Symphony Orchestra,

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is authorized to sign a contract for services in 2013 for an amount not to exceed \$1,000.00 with the Penfield Symphony Orchestra, Inc. as provided in the 2013 Budget.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. ____ DATE January 2, 2013

BY Cm Quinn

Public Safety COMMITTEE

NAME Authorization for Supervisor to Sign Penfield Community Television Contract

BE IT RESOLVED, that the Town Board hereby authorizes the Town Supervisor to sign the following contracts for videographer services:

Ilya Vaynshteyn
80 Foxbourne Road
Penfield, NY 14526

Mary Gilman
149 Baxton Circle
Penfield, NY 14526

Jason R. Darnieder
1331 Marsh Road
Pittsford, NY 14534

Katherine Quigley
979 Five Mile Line Road
Webster, NY 14580

BE IT FURTHER RESOLVED, that the fee is \$17.00 for each consecutive hour as determined by the Cable Coordinator and staff.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance COMMITTEE

NAME Town Membership in Various Organizations in 2013

BE IT RESOLVED, that the following memberships for the Town of Penfield are hereby authorized for 2013 at the current annual dues:

1. Alliance for Community Media - Northeast, New York and US (ACM)
2. American Association for State & Local History
3. American Planning Association
4. American Public Works Association
5. American Society of Civil Engineers
6. Association of Public Historians of New York State
7. Association of Watershed and Stormwater Professionals
8. Cooperative Extension of Monroe County
9. Congress for New Urbanism
10. Cornell Municipal Clerks Institute
11. Electrical Association of Rochester, Inc.
12. Finger Lakes Building Officials Association
13. Genesee Valley Parks and Recreation Society
14. Institute Management of Accountants
15. International Association of Assessing Officers (IAAO)
16. International Institute of Municipal Clerks
17. International Erosion Control Association
18. Landmark Society of Western New York
19. Monroe County Assessors Association
20. Monroe County Association of Town Clerks, Tax Receivers and Collectors
21. Monroe County Association of Town Superintendents of Highways
22. Monroe County Court Clerks Association
23. Monroe County Fire Marshals and Inspectors Association
24. Monroe County Historians Association
25. Monroe County Magistrates Association
26. Monroe County Supervisors Association
27. Monroe County Town Finance Association
28. National Animal Control Association
29. National Association of Telecommunications Officers and Advisors
30. National Government Finance Association
31. National Public Employees Labor Relations Association
32. National Recreation and Parks Association
33. National Trust for Historic Preservation
34. New York Conservation Officers Association
35. New York State Assessors Association (NYSAA)
36. New York State Association of Tax Receivers and Collectors
37. New York State Association of Town Highway Superintendents
38. New York State Association of Towns
39. New York State Building Officials Conference
40. New York State Court Clerks Association
41. New York State Fire Marshals and Inspectors Association
42. New York State Historical Association
43. New York State Institute of Assessing Officers (IAO)
44. New York State Magistrates Association
45. New York State Recreation and Park Society
46. New York State Public Employees Labor Relation Association

47. New York State Town Clerks Association
48. New York State Turf Grass Association
49. New York Parks and Trails
50. New York State Wildlife Management Association
51. National Public Employer Labor Relations Association
52. NYS Floodplain & Storm Water Managers Association
53. NYS Government Finance Officers Association
54. Penfield Business Association
55. Penfield Chamber of Commerce
56. Professional Grounds Management Society
57. Seaway Trail, Inc.
58. Society of Broadcast Engineers (SBE)
59. Society for Human Resource Management
60. Urban Land Institute
61. Western New York Association of Historical Agencies
62. Youth Services Quality Council of Rochester & Monroe County

Moved: _____

Seconded: _____

Vote: Kohl _____
 LaFountain _____
 Metzler _____
 Moore _____
 Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____

DATE January 2, 2013

BY Cm Moore

Law and Finance

COMMITTEE

NAME Designation of Official Newspaper for 2013

BE IT RESOLVED, that the Penfield Post be designated as the official newspaper for the Town of Penfield for publication of notices, resolutions, local laws and ordinances.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY : Andy Moore Law and Finance COMMITTEE

NAME: Authorization for New York State Disability Insurance Group Plan

Whereas, the Town Board requested that the New York State Disability Insurance renewal proposals be obtained so that selection could be made for January 1, 2013 to December 31st 2014; and

Whereas, the insurance renewal quote from Mutual of Omaha met all the specifications for the Town of Penfield's New York State Disability Insurance needs; and

Be It Resolved that the Town Supervisor is hereby authorized to sign an agreement with Mutual of Ohama, 209 Broadhollow Road, Suite 404, Melville, NY 11747, for New York State Disability Insurance effective January 1, 2013 and ending December 31, 2014.

Moved: _____

Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law & Finance _____ COMMITTEE

NAME Monthly Reports to Town Board

BE IT RESOLVED, that all Department Heads, including the Town Attorney, shall submit a written monthly report to the Town Board by the 10th of each following month. Reports should summarize progress in accomplishing approved priorities and goals and identify areas that may warrant special attention by the Town Board. Reports should also include a brief summary of major activities.

Moved: _____

Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____

DATE January 2, 2013

BY Cw Metzler

Public Works

COMMITTEE

NAME Designated Representative to Monroe County Environmental Management Council

BE IT RESOLVED, that J. Noel Schlageter, 1550 Creek Street be designated to serve on the Monroe County Environmental Management Council (EMC) as representative of the Town of Penfield Conservation Board for a two year term to expire December 31, 2014.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance COMMITTEE

NAME Setting Rate for Reimbursement of Mileage

BE IT RESOLVED, that pursuant to Town Board Resolution #288 of May 1, 1978, which sets a policy regarding reimbursement to Town officials and employees who travel by private vehicle on Town business, that the rate of reimbursement for 2013 be .575 per mile, which is consistent with current Internal Revenue Service guidelines, with tolls and parking in addition to mileage allowance.

BE IT FURTHER RESOLVED, mileage will only be reimbursed in instances where a Town vehicle is not available and with pre-approval of the Town Supervisor.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cw Kohl Community Services COMMITTEE

NAME Appointment of Local History Room Advisory Committee

BE IT RESOLVED, that the following be appointed to the Local History Room Advisory Committee for a one (1) year term expiring December 31, 2013:

Jan Braman
1411 Sweets Corners Road
Penfield, NY 14526

Anna Bundschuh
40 Cobbles Drive
Penfield, NY 14526

Don Nelson-Nasca
1661 Sweets Corners Road
Penfield, NY 14526

Margery Salmon
2013 Webster Fairport Road
Penfield, NY 14526

Jay Thompson
149 New Wickham Drive
Penfield, NY 14526

Carolyn Wise
C/O 3121 Lake Road
Williamson, NY 14589

Moved: _____

Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cw Kohl _____ Community Services _____ COMMITTEE

NAME Appointments to the Library Board

BE IT RESOLVED, that Dorothea Y. Sanchez, 8 Piccadilly Square, Penfield NY and Susan Lyon, 1629 Sweets Corners Road, Penfield NY be appointed to the Penfield Library Board for a term expiring December 31, 2017.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO.

DATE January 2, 2013

BY Cw Metzler

Public Works COMMITTEE

NAME Naming of Landscape Consultant to the Town of Penfield

BE IT RESOLVED, that Bruce Zaretsky & Associates, 1965 Watson Hulburt Road, Penfield, NY 14502 be named Landscape Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Bruce Zaretsky & Associates, as outlined in a letter, filed with the Town Clerk. This letter includes a schedule of fees for various services provided by Bruce Zaretsky & Associates, as Landscape Consultant to the Town of Penfield for 2013, and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific projects to internal staff and to other qualified landscape architectural firms in addition to Bruce Zaretsky & Associates as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2013 at an agreed upon fee depending on the nature of the services performed.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law & Finance COMMITTEE

NAME Setting Holidays for Regular Employees for 2013

BE IT RESOLVED, that the following dates are to be observed as holidays in 2013 for regular employees in accordance with the policy on holidays as written in the Employee's Handbook.

Tuesday, January 1, 2013	New Year's Day
Monday, January 21, 2013	Martin Luther King, Jr. Day
Monday, February 18, 2013	President's Day
Friday, March 29, 2013	Good Friday
Monday, May 27, 2013	Memorial Day
Thursday, July 4, 2013	Independence Day
Monday, September 2, 2013	Labor Day
Monday, October 14, 2013	Columbus Day
Monday, November 11, 2013	Veteran's Day
Thursday, November 28, 2013	Thanksgiving Day
Friday, November 29, 2013	Thanksgiving Floater
Wednesday, December 25, 2013	Christmas Day Holiday

BE IT FURTHER RESOLVED, that the extra floating holiday will be observed on Friday, July 5, 2013.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law & Finance COMMITTEE

NAME Setting Holidays for 2013

BE IT RESOLVED, that the following dates are to be observed as holidays in 2013 for labor/operative in accordance with the policy on holidays as written in the Employee's Handbook.

Tuesday, January 1, 2013	New Year's Day
Monday, January 21, 2013	Martin Luther King, Jr. Day
Monday, February 18, 2013	President's Day
Friday, March 29, 2013	Good Friday
Monday, May 27, 2013	Memorial Day
Thursday, July 4, 2013	Independence Day
Monday, September 2, 2013	Labor Day
Monday, October 14, 2013	Columbus Day
Monday, November 11, 2013	Veteran's Day
Thursday, November 28, 2013	Thanksgiving Day
Wednesday, December 25, 2013	Christmas Day

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____

DATE January 2, 2013

BY Cw Metzler

Public Works COMMITTEE

NAME Appointment to Historic Preservation Board

BE IT RESOLVED, that Joan Belgiorno, 11 Mountain Road, Penfield, be appointed to the Historic Preservation Board for a five year term ending on December 31, 2017 at an annual salary as established by the Town Board.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____

DATE January 2, 2013

BY Cw Metzler

Public Works COMMITTEE

NAME Appointment of Chair to Historic Preservation Board

BE IT RESOLVED, that George Shaw, 1700 Jackson Road, Penfield, New York 14526 be appointed Chair of the Historic Preservation Board for the year 2013 at an annual salary as established by the Town Board.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ Date: January 2, 2013

BY Cm Moore

Law & Finance Committee

Name: Employee Handbook Revisions

Whereas, the Penfield Town Board adopted an Employed Handbook on January 3, 1989 and the Board is committed to keeping this information up to date,

NOW, THEREFORE, BE IT RESOLVED, that the following revisions, additions and deletions on file with the Town Clerk are approved for inclusion in the Employee Handbook effective January 1, 2013.

REVISIONS:

1. Employment Policies and Practices

B. Employee Definitions and Categories

Page 1-2, Paragraph 3

Regular Full Time Employees – An appointment is considered full-time if the position involves working a 35 or more hours in the work week. All clerical and salaried employees work a 35 hour week. Department of Public Works (DPW) and Animal Control hourly employees work a 40 hour work week.

Appendix V – Drug Testing Administrative Personnel and Services
Page 1-8-11, No. 1 (Titles)

1. Drug/Alcohol Program Manager (DAPM)

Town Human Resource Director
Town Director of Public Works

Drug and Alcohol Testing Policy
Page 1-8-12, (Heading)

Department of Public Works

11. Hours of Employment, Attendance, Absences

A. Work Schedule

Page 11-1, Paragraph 1

The regular work week for a Town employee is from Monday to Friday starting at 12:01 AM Monday as follows:

Town Hall and Community Center:

Full-Time - 9:00 AM to 5:00 PM with 1-hour lunch

Part-Time - 9:00 AM to 1:00 PM

or

10:00 AM to 2:00 PM

Dept. of Public Works - *Variable shifts including weekends

Monday – Thursday 4 days/10 hours/day
6:00 AM to 4:30 PM with ½-hour lunch

Monday - Friday 5 days/8 hours/day
7:00 AM to 3:30 PM with ½ -hour lunch

Monday – Friday 5 days/8 hours/day
2:30 PM to 11:00 PM with ½ - hour lunch

Dept. of Public Works – Clerical Staff

Full-Time – Start Time

6:45 AM or 7:30 AM

Monday – Thursday 4 days/8.75 hours/day = 35 hours/week

Monday - Friday 5 days/7 hours/day = 35 hours/week

Part-Time – Start Time

9:00 AM – 1:00 PM

Monday – Thursday 4 days/5 hours/day = 20 hours/week

Monday – Friday 5 days/4hours/day = 20 hours/week

*Sunday – Saturday Variable shifts staffed according to
(15 – 40 hour work week) department needs.

F. Holidays

Page 11-3, Paragraph 3 and 4

If a holiday falls on Saturday, the preceding Friday will be considered a holiday. If a holiday falls on a Sunday, the following Monday will be recognized as the holiday.

Regular part-time employees are entitled to holiday pay on a pro-rated basis if the Town observed holiday falls on a regularly official scheduled work day for that employee. Observed holidays are determined each year by Town Board resolution

M. Death in the Family

Page 11-7, Paragraph 1 and 2

Full time or regular part time employees who have served over six months employed may be granted three (3) working days with pay, for the purpose of planning/attending services due to a death in the employee's immediate family, upon satisfactory evidence of such. The immediate family shall include the employee's father, mother, grand parent, brother, sister, spouse, and child (natural, adopted or step), grandchild, father/mother-in-law or son/daughter in-law, and same gender partner – legally married in the State of N.Y.

In the case of other close relatives of the employee, time up to one day may be taken with pay to attend services, upon satisfactory evidence of such, and the approval of the Department Head and the Town Supervisor: aunt, uncle, niece, nephew or step mother/father, step brother/sister who permanently resided in the employee's household and who was raised with the employee.

X. Leave for Cancer Screening

Page 11-2, Paragraphs 1 and 2

Annually (between 1/1 and 12/31) eligible employees are entitled to take up to four hours of paid leave for prostate cancer screening, as well as up to four hours for breast cancer screening. This paid leave is not deducted from accrued leave. The allowed leave may include the travel time to and from the appointment and any subsequent follow up consultation visits. In addition the allowed leave may be staggered though out the year until the maximum allowance has been reached. Employees who undergo breast or prostate cancer screenings outside the regular work schedules or on a holiday are not granted compensatory time off.

To properly request this absence, within five (5) days before the date on which you expect to be absent from work, the employee must submit the completed "Cancer Screening Leave Form" to their Department Head for approval.

111. COMPENSATION

A. Pay Period

Page 111-1, Paragraph 1

All employees except appointed paid board members are paid bi-weekly, every other Friday. Paid board members are paid on a monthly basis.

K. Payroll Deductions

Page 111-4, Paragraph 5

It is mandatory that all full-time employees join the NYS Retirement System. Member's contribution of gross wages will be deducted each pay period. Part-time, temporary or seasonal employees must join the NYS Retirement system if they are vested or active members in the NYS Retirement System. Otherwise, part-time, temporary, or seasonal employees have the option of joining the plan.

L. Direct Deposit

Page 111-4, Paragraph

Direct deposit of your paycheck in a checking or savings account is mandated. Paystubs are available on line only. Application to the Payroll Department is required.

1V. BENEFITS AND FAMILY PROTECTION

C. Worker's Compensation Insurance

Page 1V-2, Paragraph 4, First Sentence

Wages will continue and shall be paid by the insurance carrier for lost time/disability that exceed seven calendar days.

F. Hospital Surgical and Medical Benefits

Page 1V-4, 10 and 2nd Bullet

Health Insurance Buy-Out: Eligible full-time/permanent appointed employees, who elect not to participate in the Town's health insurance plan, will receive an annual allowance of \$1500 for a family plan or two person plan or \$750 for a single plan. Payment, subject to tax, paid over the twenty-six annual pay periods, as part of payroll. There are key elements that must be met in order for the buy-out to take effect.

- Employee must have worked for the Town for one year to qualify. Following the completion of one year, employees will be eligible as of January 1st.

Page 1V-5, Paragraph 3

New employees will be eligible for benefits as of their date of employment. Upon termination of employment, benefits shall cease on the last day of the month. The Town will refund any unused premiums paid by the employees.

G. New York State Retirement

Page 1V-7, Paragraph 1-6

®The Town of Penfield provides a retirement benefit to all full-time employees with the NYS Retirement System. Benefits under this system were

first initiated on October 10, 1947. Employees belong to one of the six Tiers, depending on date of hire.

Tier 1 – Hired prior to July 1, 1973

Tier 2 – Hired from July 1, 1973 to June 30, 1976

Tier 3 – Hired from July 1, 1976 to August 31, 1983

Tier 4 – Hired after September 1, 1983 to December 31, 2009

Tier 5 – Hired on/after January 1, 2010

®Tier 6 – Hired on/after April 1, 2012

®All full-time employees hired on/after April 1, 2012 must join Tier 6 of the Retirement System unless they are vested or an active member in the NYS Retirement System. The employee contribution rate, deducted on each payroll, as follows:

- **®From 4/1/2012 through 3/31/2013, Tier 6 members contribute three percent (3%) of their gross salary, except for Uniformed Court Officers and Peace Officers employed by the Unified Court System who contribute four percent (4%)**
- **®Beginning 4/1/2013, the percentage is based on the member's wages.**

Wages	Contribution Rate
1. \$45,000 or less	3%
2. \$44,000.01 to \$55,000	3.5%
3. \$55,000.01 to \$75,000	4.5%
4. \$75,000.01 to \$100,000	5.75%
5. More than \$100,000	6%

®Tier 6 members contribute towards retirement for their entire career, through payroll deduction. For members with less than 10 years of credited service who leave public employment, contributions plus interest will be returned to the employee at time of resignation, provided the member is not vested.

®All full-time employees hired on/after January 1, 2010 and prior to April 1, 2012 must join Tier 5 of the Retirement System. The employee contribution rate, deducted on each payroll, is three percent (3%) of gross wages, as is the same for all Tier 3 or 4 members. Tier 5 members contribute 3% towards retirement for their entire career. For members with less than 10 years of

credited service who leave employment, contributions plus interest will be returned to the employee at time of resignation, provided the member is not vested.

Tier 3 and 4 members who have (10) or more years of membership or ten or more years of credited service will no longer contribute 3% towards retirement. Contributions for Tier 3 or 4 members, plus interest, will be returned to the employee at time of resignation, provided that the member is not vested (less five years of credited service) or eligible for a benefit and has not returned to public employment. For members with more than five but less than 10 years of credited service who leave public employment, have the choice of vesting or withdrawing contributions.

Part-time, seasonal or temporary employees must join the NYS Retirement System if they are vested or active members. Otherwise, part-time, seasonal or temporary employees have the option of joining the plan.

Information is available on the NYS Retirement System website (<http://www.osc.state.ny.us/retire/>) about the different tiers. Additional information concerning your individual status may be obtained by writing to New York Retirement System, 110 State Street, Albany, NY 12244. A representative is assigned to the Rochester area and is available by appointment only. Contact Personnel for additional information, schedule and location.

J. The Family and Medical Leave Act of 1993

Page 1V-10, Bullet No. 4.

When an employee requests intermittent leave or leave on a reduced leave schedule, which is foreseeable, based on planned medical treatment, an interim FLMA leave request form must be completed and submitted to the Department Head and the HR Director for approval. The Town may require the employee transfer, temporarily, to another position which has equivalent pay and benefits and better accommodates recurring periods of leave.

M. Clothing Allowances

Page 1V-15

In effort to promote employees safety, visibility and Town identification the Town shall provide the following group of employees with clothing according to the following categories and specifications, excluding clerical staff. Work clothing which is funded by the town and purchased by the employee shall be consistent with these goals.

Basic Work

Category Typical Work Function Annual Employee Allowance

Production Staff	Cable TV	Up to \$50
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Recreation Staff	Directors/Supervisors	Up to \$50
	Seasonal Staff	Bulk Orders

Field Staff	Engineers	Up to
	Building Inspector	\$100
	Assessment Staff	

Operations Staff	Dept. Public Works Foreman	Up to \$250
------------------	-------------------------------	----------------

		<u>Part-time</u>	<u>Full-time</u>
		<u>Employee</u>	<u>Employee</u>
Uniformed Staff	Animal Control	Up to \$175	Up to \$300
	Security		
	Court Clerks		

Department of Public Works employees utilize a laundered uniform service.

Individuals within the field Staff, Production Staff and Recreation Staff categories place bulk orders as a unit.

ADDITIONS:

1. Employment Policies and Practices

S. Vehicle/Equipment Use
Page1-12

**TOWN OF PENFIELD
VEHICLE/EQUIPMENT USE POLICY**

The general policy of the Town of Penfield regarding proper use of town-owned vehicles and equipment is stated below. This policy is applicable to employees driving/operating town owned vehicles/equipment while conducting town business. By means of this

policy, all employees shall be notified of their responsibilities while driving/operating town owned vehicles/equipment.

- The following approvals require authorization by the Town Supervisor, or Department Head for equipment assigned/operated to /by a department.
 1. **Daily Use Assignment**- is an assignment that requires an employee to use a town vehicle for town business only during work hours. No vehicle should be used for transportation between home and the work site. If the employee is outside their normal work site when the lunch period begins, the vehicle may be used to stop for lunch at a nearby restaurant. Family members or personal guests may not be transported in the vehicle at any time. Vehicles used to conduct “Out of Town” business or conferences require the approval of the Town Supervisor.
 2. **Commuter Use Assignment**—is an assignment that requires an employee to use a town vehicle for town business and transportation between the employees’ home and the work site. There shall be no personal use of the vehicle. Family members or personal guests may not be transported in the vehicle at any time. Vehicles used to conduct “Out of Town” business or conferences require the approval of the Town Supervisor.

Vehicles may be assigned for Commuter Use when the employee and vehicle meet one or more of the following requirements:

- a. The employee responds to **frequent** ‘call-ins’ to emergency situations based on technical skills or supervisory status of employee. Response to an incident after the emergency /hazardous situation is controlled does not meet the definition of an emergency situation. OR
 - b. The vehicle carries radio and other specialized equipment **frequently** needed to respond to emergencies.
 - c. All vehicles designated as Commuter Use Assignment shall be left after work and on weekends at the employee’s residence.
3. **Equipment-Vehicle Use Assignment— Snow Plows, Flat Beds, Light/Heavy Trucks etc.**

An assignment requiring employees to operate/drive town equipment for town construction and sewer projects, drainage, parks , sidewalk and road maintenance/repair work, or snow removal. Only authorized employees will be permitted to operate/drive any equipment/vehicle. Family members or personal guests my not be transported on/in any equipment /vehicle. Employees who drive/operate a snow removal truck outside their normal work site may stop at a nearby restaurant for the appropriate break period. (Breakfast, lunch or dinner)

- When not in use, all vehicles/equipment must be locked and not running.
- All Commuter Use Vehicles shall be left at the employee's residence after work and on weekends. Commuter Use vehicles are to be left at work for **any** absences greater than one day.
- The Town Board shall approve the following classifications:

DEPARTMENT	DAILY USE ASSIGNMENT	COMMUTER USE ASSIGNMENT	VEHICLE/EQUIPMENT USE ASSIGNMENT
Animal Control	Animal Control Officers		
Assessor	Assessor Staff		
Building	Building Insp./Zoning Admin Building Inspectors Asst. Building Inspectors		
Engineering	Town Engineer Staff		
Fire Marshal		Fire Marshal	
Department of Public Works (DPW) Highway, Parks & Sewer	Director DPW Foreman Electrician Staff	Foreman-winter months only	
Planning	Director Staff		
Recreation	Director Staff		
Supervisor	Dir. Dev. Services Town Supervisor		

- Town owned vehicles/equipment must be operated only by employees with a proper NYS license as required by law.
- Driving records and abstracts shall be obtained from the NYS Department of Motor Vehicles and the Town's insurance carrier. The Personnel Department will review for validity.
- All drivers/operators must notify their Department Head and the Personnel Director of driver license status changes.
- Driving privileges for town owned vehicles/equipment may be restricted or rescinded for employees with unsafe driving records as determined by the insurance carrier or Town Board.

- All town-owned vehicles/equipment must have the town designated decal affixed to each side of the vehicle. The operators of the vehicles/equipment are required to check for such decals prior to operation. Any town owned vehicle/equipment without such decal designation shall not be driven for any purpose.
- All operators of town owned vehicles/equipment shall operate them in a safe and lawful manner. Drivers/operators shall operate vehicles/equipment according to NYS traffic laws and operating instructions.
- Drivers/operators will be responsible for fines issued when operating town owned vehicles/equipment.
- All property damage, serious or minor must immediately be reported to the local police agency and department head. The Department head must immediately notify the Town Comptroller and complete required forms for submission to Town's insurance carrier.
- **NOTE:** If an accident occurs while the employee is using a town vehicle/equipment in violation of any section of this policy, the employee may be personally liable for any property damage or injury resulting from the accident. If the Town of Penfield is required to make payments due to an employee misconduct accident or be a party to a lawsuit as a result of such accident, the employee may be made a party to any lawsuit resulting from the accident and the employee may be required to reimburse the Town.
- Department Heads must be notified of any alleged misuse of town owned vehicles/equipment or violation of this policy through citizen complaints. All complaints must be in writing and include contact information. Copies of complaints must be given to Town Supervisor for review. If it is determined a violation of this policy has occurred, disciplinary action up to and including termination may be imposed.
- Daily vehicle mileage reports and gas usage with the automated gas system maintained by the Department of Public Works must be documented according to existing procedures.
- Smoking is prohibited in/on any town owned vehicle/equipment.

CONFIRMATION OF RECEIPT OF VEHICLE/EQUIPMENT USE POLICY

I _____, acknowledge that I have received a copy of the Town's Vehicle/Equipment Use Policy.

I understand this material and agree to abide by all provisions and procedures of the policy and procedures as a condition of my employment.

Acknowledgement of Receipt

(Print name)

(Employee signature)

(Date)

Moved: _____
Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance COMMITTEE

NAME Filing Annual Financial Report _____

WHEREAS, Town Law requires that the Supervisor file an annual financial report within sixty days after expiration of each fiscal year with the Town Clerk, and

WHEREAS, the Town Board is required to dispense with such filing,

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is hereby empowered to file the Annual Financial Report for 2012 with the State Comptroller on or before March 1, 2013, with a copy for the Town Clerk, and

BE IT FURTHER RESOLVED, that within ten days following the submission of such report, the Town Clerk shall publish notice that the Annual Report is available for inspection in her office.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cw Metzler _____ Public Works _____ COMMITTEE

NAME Appointments to Energy & Environmental Advisory Committee

Be it Resolved, that the following be appointed to the Penfield Energy and Environmental Advisory Committee for term ending on December 31, 2013

Chairman: Supervisor LaFountain

Members: Cynette Cavaliere, 5 Split Rail Run, Penfield
Susan Foor, 1740 Salt Road, Penfield
Robert Kanauer, Jr., 1710 Sweets Corners Rd, Penfield
Stacey Decker, 14 Surrey Place, Penfield

Town of Penfield Staff:

Phyllis Ely, Public Relations
Sabrina Renner, Recreation Dept.
Mark Valentine, Asst. Engineer

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE: January 2, 2013

BY: Cw Kohl

Community Services COMMITTEE

NAME: Authorization for Supervisor to Sign Contract for Daytons Corners School Coordinator

Be It Resolved that the Town Supervisor be authorized to sign a contract with Karyn Y. Turner, 39 Westfield Commons, Penfield, NY as Coordinator of the Dayton's Corners School from January 1, 2013 through December 31, 2013 for a fee of \$2,600.00. Vouchers to be submitted monthly.

Moved: _____

Seconded: _____

Vote:	Kohl	_____
	LaFountain	_____
	Metzler	_____
	Moore	_____
	Quinn	_____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Public Safety _____ COMMITTEE

NAME Authorization to Sign Contracts with Court Stenographer

BE IT RESOLVED, that the Supervisor is hereby authorized to sign a contract with Edie Forbes as Court Stenographer for Bench and Jury Trials effective January 1, 2013 to December 31, 2013, unless earlier terminated by either of the parties. Form of contract to be acceptable to Town Attorney. Funds are appropriated in the 2013 Budget.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Quinn _____ Public Safety _____ COMMITTEE

NAME Court Enforcement Officer Appointments

WHEREAS, Town Board Resolution #148 of February 5, 1999 established the position of Town of Penfield Court Enforcement Officer (Process Server),

NOW, BE IT RESOLVED, that Sandy Macaluso, PO Box 67164, Rochester, NY 14617 and John Soldi, Jr., PO Box 288, North Greece, NY 14515 are appointed Town of Penfield Court Enforcement Officers for a term to expire December 31, 2013 at no salary and that duties and fees will be approved by the Town Board and Town Administrative Judge.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance COMMITTEE

NAME Authorization for Contract with Counsel to Town Attorney

WHEREAS, the Town desires to continue with the law office of McConville, Considine, Cooman & Morin (Joseph A. Platania, Esq. of Counsel) as Counsel to the Town Attorney and to pay his office a retainer for the duties specified and to pay an additional hourly fee for representing the Town in actions against various Town Boards, Officials and Employees,

NOW, BE IT RESOLVED, that the Supervisor is authorized to sign a contract with Mr. Joseph A. Platania for 2013 under the following conditions:

1. To be covered by a retainer to be paid in equal monthly installments:
 - a. Attend Planning Board and Zoning Board of Appeals meetings.
 - b. Prepare/assist in preparation of resolutions of the Planning Board and Zoning Board of Appeals.
 - c. Handle first three hours of all court actions assigned by the Town Attorney.
 - d. Assist at the request of the Town Attorney in ordinance and local law preparation and review.
 - e. Render legal advice to the Planning Board, Zoning Board of Appeals, Historical Preservation Board and Conservation Board.
 - f. Assume all duties of the Town Attorney in his absence.

2. Additional work maybe assigned by the Town Board and/or the Town Attorney and will be paid per hour after the first three hours of any case. Cases may include tax certiorari, civil service, labor, Article 78/Declarartory Judgement and all court action against Town Boards and Employees.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cw Metzler _____ Public Works COMMITTEE

NAME Appointment of Chair - Conservation Board

BE IT RESOLVED, that James Almstead, 44 Flower Valley Circle, Penfield, NY, be appointed Chair of the Penfield Conservation Board for a term of one year expiring December 31, 2013, at an annual salary as established by the Town Board.

Moved: _____

Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____

DATE January 2, 2013

BY Cw Metzler

Public Works

COMMITTEE

NAME Appointments to Conservation Board

BE IT RESOLVED, that James Almstead, 44 Flower Valley Circle, Jeffrey Bartocci, 3 Robert Road; Rosanne Cohen, 2146 Gloria Drive; Burton Gorton, 47 Pine Brook Circle; Patricia Schichler, 44 Belvista Drive; J. Noel Schlageter, 1550 Creek Street and Mark Wood, 1671 Harris Road, be re-appointed to the Conservation Board for a one year term expiring December 31, 2013 at annual salary as established by the Town Board.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance _____ COMMITTEE

NAME Bonding of Town Officials and Employees _____

BE IT RESOLVED, that the following be bonded as to form, amount and sufficiency as to the surety for the year 2013.

Supervisor	\$500,000
Deputy Supervisor	\$500,000
Receiver of Taxes and Deputy Receiver of Taxes	\$500,000
Town Comptroller	\$500,000
Town Clerk and Deputy Town Clerk	\$100,000
All other Town employees and officials	\$100,000
Blanket coverage per claim	\$400,000

AND, BE IT FURTHER RESOLVED, that the Supervisor is authorized and directed to insure that this coverage is in force with the carrier currently engaged by the Town.

Moved: _____

Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law & Finance COMMITTEE

NAME Setting 2013 Salary for Chairs and Members of the Planning, Zoning, Conservation and Historic Preservation Boards

BE IT RESOLVED, that the following annual salaries to be paid in twelve (12) equal monthly installments be in force for 2013:

Chair, Planning Board	\$3,439
Member, Planning Board	2,544
Chair, Zoning Board	2,913
Member, Zoning Board	2,018
Chair, Conservation Board	1,783
Member, Conservation Board	868
Chair, Historic Preservation Board	1,379
Member, Historic Preservation Board	481

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law & Finance _____ COMMITTEE

NAME Authorization for the Town Comptroller to Attend the
Annual Meeting and the Board of Governors Meeting

WHEREAS, the Town Comptroller is a member of the New York State Government Finance Association, and

WHEREAS, the annual meeting will benefit the Town of Penfield,

NOW, BE IT RESOLVED, that Robert P. Beedon, Town Comptroller, be hereby authorized to attend the NYS Government Finance Officers Association Conference, April 10th - 12th in Albany, New York. All reasonable expenses will be reimbursed upon submission of proper voucher with supporting documents. Funds have been budgeted in the 2013 budget.

Moved: _____

Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance _____ COMMITTEE

NAME Banking Arrangements for the Town of Penfield for 2013

BE IT RESOLVED, that the various accounts and other banking arrangements as listed below be continued:

CHECKING ACCOUNTS

General Consolidated Account (including amounts for other funds)	#9840346283	M&T Bank
Trust and Agency Account	#9840346291	M&T Bank
Debt Service Fund & Capital Account	#9840346275	M&T Bank
Town Clerk Account	#9840346267	M&T Bank
Town Clerk Account #2	#9840346259	M&T Bank
Receiver of Taxes Account	#9848617263	M&T Bank

SAVINGS ACCOUNTS

F.F. Hagreen Bequest	#15004211816804	M&T Bank
Town of Penfield Money Market	#15004211816812	M&T Bank
Town of Penfield Money Market	#777694824	JP Morgan/Chase
Town of Penfield Money Market	#587659947	First Niagara

Moved: _____

Seconded: _____

Vote: Kohl _____
LaFountain _____
Metzler _____
Moore _____
Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY: Andy Moore _____ Law & Finance COMMITTEE

NAME: Appointment of 2nd Deputy Receiver of Taxes

WHEREAS, The Town of Penfield wishes to appoint M&T Bank, 255 East Avenue, 3rd Floor Rochester, NY 14604 as 2nd Deputy Receiver of Taxes for the Town of Penfield. Amending and superseding previous appointment announcement of action taken on January 2, 2013.

NOW, THEREFORE, BE IT RESOLVED, that this resolution appoints M&T Bank 2nd Deputy Receiver of Taxes effective January 2, 2013.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____

PENFIELD TOWN BOARD RESOLUTION NO. _____ DATE January 2, 2013

BY Cm Moore _____ Law and Finance _____ COMMITTEE

NAME Adoption of Town Board Rules of Procedure for 2013

WHEREAS, pursuant to New York State Law, the Town Board has the ability to establish Rules of Procedure for their meetings;

NOW, BE IT RESOLVED, that the Rules of Procedure annexed hereto are hereby adopted, and

BE IT FURTHER RESOLVED, that a copy of the Rules of Procedure be available to the public on request from the Town Clerk, and that the Town Clerk will have available prior to each Town Board meeting a copy of the Rules of Procedure for review and inspection.

Moved: _____

Seconded: _____

Vote: Kohl _____

LaFountain _____

Metzler _____

Moore _____

Quinn _____