TOWN OF PENFIELD
3100 Atlantic Avenue, Penfield, NY 14526-9798

Town Board Work Session Agenda
January 15, 2014
7:00 PM

6:30 PM – Goals and Priorities
  • Highway
  • After regular agenda: Engineer, Planning, Developmental Services

I. Call to Order

II. Approval of Minutes – December 11, 2013

III. Monthly Reports - December

IV. Public Hearing – None

V. Guests – 7:00 PM - 2014 Mowing Program – Ronnie Williams
   7:30 PM – Tom Corletta Esq. – Law Office at 2118 Five Mile Line Road

VI. ACTION ITEMS

Law and Finance
1. Review Property Maintenance Bids – Suveges
2. Petition 1339 Hatch Road – Trailer Storage - Suveges
3. Request for License and Hold Harmless Agreement at 20 Willow Bridge Trail - Costello

Public Works
1. Abandon two (2) Easements – Ellison Heights, Phase 2 – Valentine
2. Abandon Storm Sewer Easement – 6 Brass Castle – Valentine

Public Safety - None

Community Services - None

VII. INFORMATIONAL ITEMS

Law and Finance
1. Status of Southpoint Marina Scoping Outline - Costello

Public Works - None

Public Safety - None

Community Services - None

VIII. HELD ITEMS

1. Special Improvement District/Pond Ownership – Benway

IX. Old Business - None

X. New Business - None

XI. Executive Session – Real Estate, Litigation and Human Resource Matters

XII. Adjournment
I. Call to Order

Present:
Supervisor LaFountain
Councilwoman Kohl
Councilman Moore
Councilman Quinn

Absent:
Councilwoman Metzler

Also Present:
Geoff Benway
Jim Costello
Rick Giesselman
Lisa Grosser
Andy Suveges
Mark Valentine
Ronnie Williams

II. Approval of Minutes – 12/11/13
CW Kohl moved for the approval of the Minutes of December 11, 2013, CM Quinn seconded the motion.

III. Monthly Reports – All December reports have all been submitted.

IV. Public Hearing – None

V. Guests – 7:00 PM – 2014 Mowing Program – Ronnie Williams
Supervisor LaFountain reviewed that quotes have been received and Ronnie Williams has submitted a summary of the bids for the Board’s review. Williams is looking for direction from the Board for the 2014 Mowing Program.

Ronnie Williams handed out a supplier summary which included maps of the areas to be mowed, a comparative assessment showing the Town’s expense versus outsourcing the work. Quotes are broken down in three (3) categories: weekly, bi-weekly and field mowing. Each supplier bid based on the number of trips: ten, twenty and thirty. Williams reviewed the lowest bidders by category. Last year the Town cut 27 times throughout the season. Ted Hosmer and Rochester Lawn Care were the lowest bidders. Taking the lowest bidder for 30 trips the total cost would be $73,000 or $4,100 per trip. For 20 trips the total cost would be $108,000 or $4,188 per trip. Our actual costs, which are based on 2,400 full time staff hours and 1,240 seasonal staff hours at the hourly rate, plus fuel costs, equipment depreciation and maintenance and equipment costs total $162,000 and at 27 trips is
$6,000 per trip. We also will have a 2014 expense of approximately $100,000 to replace existing equipment if the Town continues to do all mowing. The last matrix shows a costs savings comparison for in house versus contract of approximately $1,800 per trip or based on 20 trips for a total of $36,000 per year. 27 trips would yield a savings of close to $49,000 annually.

Councilman Quinn asked how long is the cycle?

Giesselman said it takes about a week, 4 ten hour days. The spec calls for the work to be completed in a 5 day cycle.

Councilwoman Kohl asked what will the mowing staff be doing instead?

Williams said we will repurpose them to fill some gaps in DPW caused by retirement and other things. He also added that 30 trips is the worst case scenario based on the longest season.

Kohl asked if a certain number of trips are guaranteed?

Giesselman said no, the specifications state based on seasonal requirements.

Supervisor LaFountain added that if we have a dry season we can save some trips; our worst case scenario is 30 trips.

Quinn asked if Williams is recommending we select the lowest bidder?

Williams recommends taking two (2) suppliers with a one (1) year contract. This would create a benchmark between the suppliers. We would hold our equipment for a full year incase we need to revert back to doing the work on our own. This is a proven process, the Town of Webster has been outsourcing for their landscaping needs. This is a way to reduce costs as salaries and equipment costs increase. Also, this helps as we see some attrition we can repurpose employees into other areas where they are needed such as landscaping, maintaining and striping fields.

Quinn asked if the quotes include the baseball fields?

Giesselman said yes.

LaFountain said it includes all of the mowing that we currently do. He also added that the County and State currently contract out their mowing.

Williams added that the employees participated in this process and have been informed throughout.

Councilman Moore asked if there are assurances that the quality and standards will be met for the athletic fields?
Giesselman stated that the required standards are in the bid specs.

Williams added with a five (5) day cycle the contractors would be more involved and can provide more detail than we have been able to with a four (4) day cycle.

Moore asked if employees can do other work?

Giesselman said they can do hardscape, landscape, tree work and work on drainage projects.

LaFountain added employee salary and benefits is one of our largest expenses. We want the grass cut properly and the fields to remain safe, but if we can get it done at a lower cost this needs to be reviewed.

Quinn asked Williams when a decision is needed?

LaFountain stated he understands the Board needs time to review. For the Town to continue with the mowing a new piece of equipment needs to be purchased and the lead time is four (4) to six (6) weeks. He asked the Board to direct any questions to Williams and copy all Board members on correspondence.

7:30 PM – Tom Corletta Esq. – Law Office at 2118 Five Mile Line Road

Jim Costello introduced Tom Corletta who has met with Olga Boychuk regarding leasing a portion of the old sports apparel store. He will replace the sign and use the existing box.

Tom Corletta said he is interested in using this site as a satellite office. He has worked as an attorney in this area for 33 years. He has an office downtown and in Farmington. He covers several counties. This office will be utilized by residents from eastern Monroe County and western Wayne County. It will be a small office and besides himself he will have a secretary. He lives three (3) miles away and will also use the site during the evening and weekends.

Costello asked how many clients do you anticipate daily?

Corletta said three (3) to five (5) appointments per day, only a couple of days per week. He will meet with clients on an appointment only basis.

LaFountain stated that we want to verify that your business will have a low traffic impact; parking can be tight in that area.

The Board discussed and agreed to the approval through the streamline process.

LaFountain inquired about signage.
Corletta said he would use the existing box and put in a basic sign with his name and phone number. He will also include a window sign.

Councilwoman Kohl asked about office hours.

Corletta said he would meet with clients on an appointment only basis which may include evenings.

LaFountain asked when do you intend to open?

Corletta said March 1, 2014.

Costello asked if there would be any structural changes to the property?

Corletta said no, cosmetic improvements only.

LaFountain directed Costello to write a letter approving the office through the streamline process. Include all required permits, Fire Marshal inspection, conditions of approval and submit the draft back to the Board for approval.

VI. ACTION ITEMS

Law and Finance

1. Review Property Maintenance Bids – Suveges

Andy Suveges submitted a matrix of the three (3) bids that were received for property maintenance. He also included the total costs for 2013 and estimated costs for 2014 using the bid figures.

Councilman Quinn asked who did the work in 2013.

Suveges said Flint Landscaping for lawn cuts, and Boon and Sons for securing and clean up of properties. Flint did not bid this year as they missed the deadline. Suvegas added that it was difficult to coordinate the work between two (2) contractors; it would be easier with one (1) contractor.

Councilman Moore asked how many properties were maintained last year.

Suveges said 13.

Moore asked Suvegas to confirm that there were multiple appearances at the same properties.

Suveges said yes.

Councilwoman Kohl asked how is it determined when the grass is cut a second time?
Suveges explained that he puts a note in the file for follow up. If there is a neighbor complaint, he will ask the neighbor to advise when the grass gets too high.

Supervisor LaFountain stated based on the 2013 totals and the projected costs for 2014, we are obligated to go with the lowest bidder. Highland Lawn Care, Inc. is the lowest bidder in all areas except for number four (rubbish and garbage removal minor).

Quinn verified the expense is borne by the property tax payer and stated that we are obligated to go with the lowest bidder.

Suveges added that grass cutting is the largest expense and Highland is the lowest bidder.

LaFountain asked Suveges if he has any reason to believe that Highland cannot complete the job?

Suveges said he can only speak about the companies we have used in the past.

Councilman Moore said he is okay going with the lowest bidder and suggested obtaining references for Highland. If work doesn’t get completed in a timely manner than we will switch to another contractor.

LaFountain agreed and instructed Suveges to check some references for Highland and if they check out submit the Resolution. Include in the Resolution that if they cannot perform the job, it will go to the next lowest bidder which is Boon and Sons.

Jim Costello asked about maintaining 2069 Five Mile Line Road. The house has structural problems and the roof may fall. To what degree will the Town maintain the home at the cost of the property owner?

LaFountain said to date the Town has only been involved with cosmetic issues. If a roof is going to fall, we will need to get two (2) or three (3) companies to bid and take the lowest bid. The problem is that the Town will front the costs and may not get reimbursed for some time.

2. Petition 1339 Hatch Road – Trailer Storage – Suveges
Supervisor LaFountain stated that the Board received a Petition requesting the Ordinance be changed to not allow storage trailers.

Andy Suveges submitted photos for the Board to review.

LaFountain asked if under the current Zoning Ordinance is there a violation?

Suveges said no, current code allows the storage unit or a recreational vehicle: one in the front driveway and one in the
back yard. They must be 10 feet from the property line. He added that this is a recently developed area that used to be a treed and wooded lot.

Councilman Moore asked if the unit is moved or there permanently?

Suveges stated that the unit is stored more often then not. The unit is for storage of snowmobiles and four (4) wheelers.

LaFountain said the important question is: is there a violation of code at this time and the answer is no. Setback is met and the unit is allowed by code.

Councilman Quinn asked if Suveges had spoken with the homeowner to see if the unit can be relocated?

Suveges said he discussed the requirement with the homeowner and the fact that the neighbor doesn’t like it. Suveges asked if the homeowner would move it, and he said no that this is the best location for the unit and wants to keep it there.

LaFountain said the Petition requests that the Town ask the owner to move or relocate the unit, but there is no violation.

Moore added if we make a change it would set a precedent.

Suveges said when we reviewed the Ordinance in 2003 the goal was to reach a happy medium between the people who own these vehicles/storage units and still have regulation so neighbors aren’t offended.

Quinn asked what would happen if the Ordinance required units to be parked on permeable surfaces?

LaFountain said then everything would be in the front driveway, or along the side yard.

Moore stated that he is not prepared to change the Zoning.

LaFountain asked Suveges to write a letter back to the petitioner stating that there is no violation and the Board does not plan to make an Ordinance amendment.

3. Request for License and Hold Harmless Agreement at 20 Willow Bridge Trail – Costello

Jim Costello stated that this is the Windham Woods Subdivision and the trees along the southerly boundary line have been put in. The owner of lot number 305 is Greg Bello who wishes to add a pool and fence to his property. There is a drainage easement which runs north/south along the back of the property. There was also a storm sewer easement running north along the property. The original design included pipes for the storm sewer. This was changed to a swale and included catch basins. Due to grade changes a catch basin was not needed for Bello’s property. Mr.
Bello is asking for a Hold Harmless Agreement so that he can place the fence in the easement. After reviewing the request, the PRC is recommending that the easements be released, as they are no longer needed. We will continue to maintain the catch basins along the sides of the property.

Supervisor LaFountain asked if this was impacted by changing the looped road?

Costello said it was a private drive changed to a dedicated road. The original design had the storm sewers going right up to Kings Mill Court from these backyards. It was redesigned and the easement is no longer needed as the Town’s policy is not to maintain rear yard drainage where no infrastructure is installed. We will keep the easement two (2) properties away to maintain the relocated catch basins.

Geoff Benway stated that PRC recommends abandoning the easement.

The Board agreed to release the easement as the alternative system is already in place.

Costello will prepare a Resolution.

Public Works
1. Abandon two (2) easements – Ellison Heights, Phase 2 – Valentine

Mark Valentine stated there are two (2) easements: a Sanitary Sewer and Access easement. The access easement was moved to a new location and we already have easements in hand for Phase II. Both of these existing easements are null and void.

The Board agreed and a Resolution will be submitted for the next Legislative Session on January 22, 2014.

2. Abandon Storm Sewer Easement – 6 Brass Castle – Valentine

Mark Valentine said the owner wants to purchase a portion of his neighbor’s property to add a pool. The property has already been surveyed and one (1) piece will be conveyed to the new owner. As this is a small easement in the back of the property, PRC recommends abandoning it.

The Board reviewed and agreed. A Resolution will be submitted at the next Legislative Session on January 22, 2014.

Public Safety - None

Community Services – None

VII. INFORMATIONAL ITEMS

Law and Finance
1. Status of Southpoint Marina Scoping Outline – Costello
Jim Costello stated he is finalizing the draft Scoping Outline. He met with DEC and has good information regarding what they are looking for. He will meet with the applicant’s biologist and review comments and the study from 2002. All comments will be incorporated into a document for the Board to review. When the Board approves the draft Scoping Outline, a Resolution will be prepared to adopt it. There will be a period of time for the public to submit comments. We will then evaluate all substantive comments and create a matrix showing all non-substantive comments. The Final Scoping Outline will be issued and work can begin on the EIS. Biological work can begin in the late spring or early summer. A traffic study will be done Memorial Day weekend. The project is moving along and he will get the draft Scoping Outline to the Board for review.

Public Works - None

Public Safety - None

Community Services - None

VIII. HELD ITEMS
1. Special Improvement District/Pond Ownership - Benway

IX. Old Business - None

X. New Business - None

XI. Executive Session - Real Estate, Litigation and Human Resource Matters - None

XII. Adjournment - Supervisor LaFountain adjourned the regular Work Session at 8:14 PM. The Town Board continued to meet with Engineer, Planning, and Developmental Services Department Heads regarding Goals and Priorities.

Lisa Grosser, Deputy Town Clerk
TOWN OF PENFIELD
3100 Atlantic Avenue, Penfield, NY 14526-9798

Town Board Work Session
Wednesday, January 15, 2014  6:30 -7:30 PM
Wednesday, January 29, 2014  6:30 -7:15 PM
Wednesday, February 12, 2014  6:30 -7:00 PM
Wednesday, February 19, 2014  6:30 -7:00 PM

Present:  
R.A. LaFountain                     Supervisor
Linda Kohl                           Councilwoman
Paula Metzler                        Councilwoman
Andrew Moore                        Councilman
Robert Quinn                        Councilman

Also Present:                        
Ronnie Williams                     Director of Public Works
Geoff Benway                        Town Engineer
Mark Valentine                      Director of Planning
Jim Costello                        Director of Dev. Services
Margaret Revelle                    Receiver of Taxes
Phyllis Ely                         Information Specialist
Robert Beedon                      Comptroller
Rose Iascone                        Personnel Director
Chris Bilow                         Recreation Director
Amy M. Stekllo                      Town Clerk
Thomas Tette                        Fire Marshal/Building Inspector
Ann Buck                            Assessor

The above mentioned Department Heads presented their Accomplishments for 2013 and Priorities and Goals for 2014 (see attached) to the Town Board.

AMS
attachments
2014 Priorities and Goals
Public Works Department

A. Team Building (year end 2014)
1. Continue to develop synergy between all groups within DPW.
2. Cross train and share resources across various departments within DPW.
3. Continue to integrate a common vision and mission for all departments within DPW.
4. Continue to involve employees in the strategy and business decisions of the DPW operations.

B. Leadership Development (year end 2014)
1. Continued development of Leadership succession plan with Town Supervisor and Human Resource Manager.
2. Formal training of leadership team (Internal/External).

C. Operational Excellence (year end 2014)
1. Implementation of BAS asset management system for tracking and management of inventory and workload planning.
2. Implement digital communication system in all DPW vehicles and mobile equipment for safety and efficient operations starting with 33% per year over 3 years.
3. Implement a maintenance program for Drainage culverts and holding ponds.
4. Develop a five-year Vehicle and Equipment strategy that drives efficient utilization of Town-owned vehicles and equipment.
5. Install (4) additional Salt Spreaders to increase the number of Snow and Ice removal equipment with computer controlled spreaders to accommodate a more consistent and efficient salting process.

D. Safety and Attendance Management (year end 2014)
1. Continue to involve employees in the improvement of an employee-driven plan to engage all employees in safety performance and management.
2. Continued reviews and feedback with employee on their performance and attendance management by each Foreman.
3. Continue to measure and reinforce an entire year without a lost time incident.

E. Table Stakes (Performance Objectives) Year end 2014
1) Provide a comparative assessment of all contracts managed through DPW and continue to sustain a revenue stream that supports operational cost within DPW (Penfield Schools, Monroe County, New York State and MCC).
2) Establish key measures to monitor cost, safety, and key performance goals.
3) Continue to explore opportunities to reduce cost of Snow and Ice removal without impacting service levels.

Key metrics - owned by everyone
2014 Priorities and Goals  
Public Works Department

A. Year without Lost Time Case (Current is __ / Aim is __)
B. Revenue Growth (Current is __ / Aim is __)
C. Conformance to Budget (Current is __ / Aim is __)
D. Cost for snow and ice removal services (Current is __ / Aim is __)
E. Mobile vehicle digital communications % of 2-year plan (Current is __ / Aim is __)
F. Salt Spreaders for Snow and Ice removal equipment (aim is 88%) (Current is __ / Aim is __)
G. % of DPW managed contracts with competitive bid assessments. (Current is __ / Aim is __)

DPW Focus areas for 2014

Customer

1. Survey and set revenue improvement goals from existing customers (e.g. Penfield Schools, Monroe County, New York State & MCC).
2. Measure current baseline and set improvement goals for snow and ice removal services
3. Assess customer satisfaction, define baseline and work to improve by 25% before year-end (Survey)

Employees

4. Cross-training (measurement: fraction of employees certified to perform 3 tasks within their area of expertise)
5. Set and meet training goals for self and employees (at least one module per category
   a) Leadership succession plans.
   b) Leadership Team Development (both Internal and External options).
   c) Goal Setting and Measurements.
   d) Business Planning Skill-building – moving toward ownership

Operational Excellence

1. Develop and implements BAS asset management system for Managing Inventory and Workload Planning.
2. Continue implementing maintenance program for Drainage culverts and holding ponds.
3. Develop and implement a Vehicle asset management program.
1. List and briefly describe 4 to 6 major priorities and/or goals for 2014. **Indicate start and finish dates** – some may carry over into 2015 and any special resources that may be needed to complete the project/program.

- **EPA Phase 2 Compliance:** The regulations require staff to provide various yearly activities, including inspections and maintenance of existing stormwater practices, facilities, storm sewer, and construction projects to meet the requirements for water quality attainment. The Engineering Department oversees the record keeping and capital projects as outlined in the following six minimum control measures of the regulations:
  - Public Education & Outreach
  - Public Participation & Involvement
  - Illicit Discharge Detection & Elimination
  - Construction Site Runoff Control
  - Post Construction Runoff Control
  - Pollution Prevention/Good Housekeeping

- **Design & Construction of Drainage Projects:** The Engineering Department oversees the utilization of the Drainage Levy funds. This includes major capital projects, drainage maintenance projects, erosion abatement projects, and annual ditch maintenance projects. The preliminary list of 2014 projects include:
  - Willow Pond Spillway Improvements
  - Glenbrook Pond Improvements
  - Valley Brook – Valley Stream Improvements

- **Sanitary Sewer Projects:** The Engineering Department will oversee the following projects:
  - White Village – Parkview Sanitary Sewers (bidding/construction)

- **Annual Sidewalk Program:** The Engineering Department oversees the following annual sidewalk program.

- **Transportation Projects:** Major transportation projects projected for 2014 that will include town participation include the following:
  - Motts Lane Improvements
  - Transfer of Panorama Trail to MCDOT

- **GIS Services:** Staff has been working with MRB Group on development of ArcGIS online, which is a cloud based application to manage and view GIS files. We will be transferring from a server based operation to the new system in 2014.

- **Board, Committees, & Meetings:** The Engineering Department provides support for and attends the following:
  - Town Board
  - Planning Board
  - Transportation Committee
  - Watershed Management Committee
  - Safety Committee
2. Identify any changes in resources you will need to maintain your current level of service in 2014. If increased level of service is proposed, identify and comment based on 2014 approved budget.

A. Personnel
   Engineering Department currently consists of a Town Engineer, a Junior Engineer, and an Engineer Assistant. A seasonal intern is obtained each summer to assist with in-house project development. In addition, the town’s landscape consultant is under the direction of the Town Engineer.

   The Planning and Environmental Technician provides support and maintenance for the GIS data and mapping that is used by all departments, in addition to services currently being provided by MRB Group, PC.

B. Expenses and Capital Funding
   • Vehicles: There are three vehicles assigned to the department, including a 2001 Chevrolet pickup, a 2006 Jeep SUV, and a vehicle from the DPW/Sanitary Sewer Division. The vehicles are used for inspections, traffic counter installations, and surveying.

C. Specialized support
   • Computer needs for the department have been provided through the Finance Office under a separate budget line. AutoCAD training for staff is needed and will be provided in–house (DVD).

3. Include ongoing and specialized training in which employees will be involved, including conferences and seminars for 2014:
   • Continuing Education for engineering staff to keep up to date with technologies and regulatory requirements. The NYS Regents requires 12 PDH’s per year to retain a Professional Engineers license.
   • GIS conference.
   • Miscellaneous field training for inspectors.

4. Identify major projects that involve other Town Departments that may require your department’s resources and significant interface.
   The following departments require frequent assistance from the Engineering Department on an as needed basis:
   ➢ Department of Public Works
   ➢ Development Services
   ➢ Building & Zoning Department
   ➢ Planning Department
2013 Accomplishments

The following provides a brief description of the accomplishments for the Engineering Department:

1. **Annual Drainage Improvement Program:** The staff worked on advancing the following projects:
   - Working with the Public Works Department clean 2,000 linear feet of Commission Ditch and other streams.
   - Pond cleaning at Liberty St.
   - Creek modification at Timberline Drive.
   - 1670 Penfield Road Improvements.
   - Cobblestone Crossing Erosion Abatement.

2. **Annual Sidewalk Program:** The Engineering Department oversaw the design and construction of 1,320 linear feet of town installed sidewalks along Empire Blvd. as well as 2,200 linear feet of sidewalks installed by developers.

3. **Transportation Projects:** The Engineering Department was involved with the following projects:
   - Motts Lane: Finalized agreement on land acquisition and processed NYSDOT approvals/permits.
   - Traffic counters were installed on various roads and the data was uploaded to the Town’s website.
   - Four Corners Signal Improvements: Staff worked with NYSDOT on addition of turn arrow to existing signals.
   - Baird Road Improvements: The Engineering Department prepared the design plans for drainage improvements and new shoulders.

4. **Phase II Compliance Monitoring and Recording:** The Engineering Department was able to expand the Stormwater and sanitary sewer mapping thanks to the work of the summer intern. Submitted Annual Report to NYSDEC. Staff continued to develop a draft of the Town’s Stormwater Management Plan was prepared.

5. **General Code:** Staff assisted in the codification process.

6. **Miscellaneous Projects:**
   - Assisted DPW on Soil Remediation needs at Highway Garage.
   - Assisted DPW with facility improvements including the Panorama Park, salt storage racks, Victory Garden parking and the Food Shelf parking.

7. **Drainage and Erosion Projects:**
   - Staff worked with consultant on completion of the Allens Creek Erosion Study.
   - Staff worked with consultant on Willow Pond Dam hydraulic study, EAP, and operation and maintenance manual. Completed annual certification to the NYSDEC.
   - Staff worked with Monroe County on the development of the County wide Stormwater Master Plan.
8. **GIS Services:**
   - Contracted upgrades to MRB Group.
   - Worked with MRB Group to develop cloud based application.
   - Updated roadway, sidewalks, and trail maps.
   - Assisted Highway Department with updating the salt Truck Routes into GIS.
2014 Priorities and Goals

Planning Department

1. List and briefly describe the 4-6 major priorities and/or goals for 2014. Indicate start and finish times (some may carry over into 2015) and any special resources that may be needed to complete the project/program. (Use additional sheets if needed.)

**These goals and priorities are listed in no particular order.

A. Mixed Use Zoning Districts Phase 2 (Comprehensive Plan Implementation) – The creation of Mixed Use Zoning Districts was a major goal of the 2010 Comprehensive Plan. Thanks to a second grant from GTC for $40,000, we are able to continue with this project for a second phase. After completion of the Mixed Use Zoning district for the Route 250 corridor and Manitou Lake, we will begin on the Mixed Use Districts for the Four Corners and LaSalle’s Landing. While both of these areas currently have existing zoning districts an update to new standards, parking analysis for both regions and an overall development plan will greatly benefit both areas.

B. Implementation of the Route 250 and Manitou Lake Mixed Use Districts - Implementing the two new districts and working with potential developers for these sites will be very important to continue the momentum of these projects. The Mixed Use Manual is expected to be completed in late 2013 or early 2014, which will result in specific recommendations for land use and permit a mix of various housing types and commercial businesses in pedestrian oriented neighborhoods. Since these will be new Zoning Districts for Penfield, the focus will be placed on educating staff and board members as well as implementation.

C. On-Line Application Submission Guidebook - Heading into 2014 we look to create an application submission guidebook, update our forms and submission requirements, and revisit the application fee structure. By updating the submission process we will have more accurate submissions which will enable us to facilitate the review process more effectively and improve customer service. This will continue the improvement in the application submission process. By providing all necessary application forms and documents on-line it will be more time and cost effective for both the applicants and the town Planning Staff.

D. Post All Pending Town Board and Planning Board Applications on the Town’s Website - There appears to be an increasing demand by the public to view Board application materials prior to any scheduled public hearings. Through the use of the website for the most requested information it can help lessen the FOIL requests that the Town typically receives and in turn, can save staff time. By posting some basic application documents from each pending application before the Board meetings on the website, it will allow interested
residents to review the documents and to provide valuable input into the process.

E. Continue In-House and Low Cost Training for Board Members – Planning Board Members are required to obtain a minimum of four hours of training each year. Presently Planning and Conservation Board Members make requests to the department to attend training seminars, workshops, etc. This training is being completed by utilizing webinars, guest lectures, or other affordable alternatives. Staff is looking to expose Board members to current planning tools and evolving industry trends. Staff is also working to formalize policies and procedures for both Conservation and Planning Board members.

F. Pursue additional Department Training to Continue and Improve on the Services Provided – As the department continues through the transition of new personnel and staffing changes, it is a very high priority to continue to provide quality service to the applicants and residents in the town. This goal will be obtained by pursuing additional training and continual learning experiences that present themselves day to day. The Planning Department continues to be a relatively young department that will benefit from additional training and learning opportunities.

2. Identify any change in resources you will need to maintain your current level of service for 2014. If increased level of service is proposed, identify and comment based on 2014 approved budget.

A. Personnel - We are requesting an expansion of the Planning Department’s Clerk position from a part time role to a full time role to help assist with the growing work load. As applications continue to increase with the recovering economy, the workload would be better handled and coordinated by a full-time administrative assistant. In addition to an increase in applications, the Department is also working on several projects. Having a full time administrative assistant will allow other staff to focus on the projects and not be distracted by basic day to day administrative responsibilities. This expanded role would also benefit the Director of Developmental Services and the Information Specialist.

B. Expense and capital funding- There is one project that was approved for the 2013 budget cycle that will most likely carry over into 2014:
   • Depending upon the completion date of the current Mixed Use District projects, we may need to carry over expenditures and final payments into 2014.

C. Specialized support such as computer technical assistance, Software training, etc. - None anticipated
3. Indicate ongoing and specialize training in which employees will be involved, including conferences and seminars for 2014. You should focus on job-related training and conferences that will be of specific help to the employee.

A. Planning Department – The department is still transitioning from a larger more experienced department to a smaller less experienced department. For this reason, we respectfully request our training/conference budget to be maintained at $2,500.00. This is to provide our staff with some additional training and to keep Mark’s P.E. license current. Potential training opportunities are listed below:
   - NYS Upstate Chapter of American Planning Association Annual Conference (Katie, Mark)
   - National CNU conference in Buffalo June, 2014 (Katie, Mark)
   - American Planning Association National Conference (Katie)
   - Planning (Zach)
   - Stormwater (Zach & Mark)
   - Association of Towns (Mark)

B. Planning Board
   - Please refer to Priority and Goal 1.E. above.

C. Conservation Board
   - Please refer to Priority and Goal 1.E. above.

4. Identify major projects that involve other Town departments that may require your department resources and significant interface. For example, the Town’s Facilities Project.

A. Mixed Use Districts Phase 2 (Comprehensive Plan Implementation) –
   In order to create two new Mixed Use Zoning Districts, we will need to work with every department within the Town in some capacity. See goal 1 A above

B. Implementation of Mixed Use Districts Phase 1 - Since these will be a new Zoning Districts for Penfield the focus will be placed on educating staff and board members as well as implementation. See goal 1B above.

C. Map Scan conversion in the BAS software system – Presently the Planning Department works with the Clerk’s Office, the Building Department, Engineering Department, and Sewer Department to file and scan approved projects into the Town’s map scan database. It is the Planning Department’s intention to continue in this cooperative effort as many Departments rely on information contained within this database.

D. Improve the Planning Application Submission and Review Process – The department will continue to work with PRC members to streamline the application submittal and review process. See goal 1 C above.

5. Attach summary of accomplishments against 2013 priorities and goals as of December 31, 2013.