Town Board Work Session Agenda
January 28, 2015
7:00 PM

6:15 PM Goals and Priorities  
- Highway  
- Engineering/Planning/Developmental Services

I. Call to Order
II. Approval of Minutes – January 14, 2014
III. Monthly Reports - None
IV. Public Hearing – None
V. Guests – None

VI. ACTION ITEMS
   Law and Finance
   2. Planning Application Fees 2015 – Valentine

   Public Works - None

   Public Safety - None

   Community Services - None

VII. INFORMATIONAL ITEMS
   Law and Finance - None

   Public Works - None

   Public Safety - None

   Community Services - None

VIII. HELD ITEMS
   1. Right-of-Way Transfer on Mott’s Lane
   2. Incentive Zoning, Dublin Road – Costello
   3. Incentive Zoning Revision, Fox Hill Subdivision - Costello
   4. Jomanda Way, Expanding No Shooting Petition – LaFountain
   5. 1223 Fairport Nine Mile Pt Road, Neufeld – Costello
   6. Garage Addition, 2041 Penfield Road - Costello

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
Councilwoman Metzler
Councilman Moore
Councilman Quinn

Also Present:
Jim Costello
Rick Giesselman
Lisa Grosser
Mark Valentine
Ronnie Williams

II. Approval of Minutes – 1/14/15
CM Quinn moved for the approval of the Minutes of January 14, 2015, CW Metzler seconded the motion.

III. Monthly Reports – None

IV. Public Hearing – None

V. Guests – None

VI. ACTION ITEMS

Law and Finance
Ronnie Williams reviewed that in 2013 equipment needed to be replaced and we lost employees through retirement. We were looking for an opportunity to reduce operating costs, while continuing to maintain services. Williams submitted a summary of bids received in 2013, for the 2014 season. The lowest bid for the complete package was Ted Hosmer at $82,510. This was based on weekly mowing of 20 trips, bi-weekly mowing of 10 trips and field mowing of 2 trips. The highest bid for the same services was Boon and Son at $255,100.

LaFountain also noted that most of the contractors bid the same price for both 20 and 30 mows per season.

Williams then reviewed a cost comparison based on the 2013 season which consisted of 27 trips for weekly mowing. Based on our expenses the total cost for the year was $173,605, if we had contracted everything out to Ted Hosmer, the cost would have been $121,950 which would yield a savings to the Town of $51,655 for complete outsourcing.
Williams continued to say, after reviewing bids, the Town Board decided to contract out the field mowing, excluding athletic fields and some of the bi-weekly mowing. This was awarded to Rochester Lawn Care who was the lowest bidder in these areas.

Supervisor LaFountain reviewed that in 2014 the Town Board decided to try bi-weekly and field mowing as a test. One of our concerns was that athletic fields be maintained properly.

Giesselman added when we went out to bid, contractors were advised that we could cherry pick services. We could have selected multiple suppliers based on the different types of mowing requirements.

Williams added the actual 2014 costs were $20,075 for Rochester Lawn Care which included 13 trips. The original bid was for $15,400 for the length of the season. The extra expense was because the mowing season went longer and included three (3) extra mows. There were also some additional items included which were to support our requests.

Rick Giesselman asked that it be noted, Rochester Lawn Care bid $1,290 per pass for biweekly mowing and actually charged us $1,240 per pass in 2014.

Williams stated that we received positive comments about the areas that Rochester Lawn Care mowed. Late in the season, we did receive some complaints about clumping of grass on the athletic fields that the Town mowed.

Giesselman said one advantage of using Rochester Lawn Care is that they have a six (6) day work week. Last year the Town staff was on a four (4) day work week, and it was difficult to stay on top of the mowing.

Williams reviewed a breakdown of total acreage of areas mowed in 2014. The Town employees were responsible for 132.597 acres and 81.93 acres were contracted out to Rochester Lawn Care.

Councilwoman Metzler added that Rochester Lawn Care is a Penfield business.

Councilman Moore referred to page two (2) which references the Town’s costs for mowing. Moore asked if we had an employee who was making almost $90,000 and mowing grass.

Williams stated that we did have some high paid employees cutting lawns. Williams added that the advantage of contracting out some of the mowing was that we could repurpose employees to more meaningful projects.
LaFountain stated we had an employee who retired and came back to cut grass at the Seasonal rate. There is also a mechanic who used to help with mowing, who is now working on all of the Town vehicles, including small engine repair. Other employees that had mowed grass in the past have been moved to work in the Sewer Department, on Drainage projects, Park projects and we now require fewer Seasonal employees.

Metzler stated that we have been able to expand the existing skill set of employees. We are also saving Healthcare expenses from the reduction in Seasonal employees.

Councilman Quinn referred to the Town expenses for mowing which include 2013 rates and asked if the numbers were available for 2014.

Giesselman said he could get those figures to the Board.

Councilwoman Kohl asked why was 2013 used as a comparison instead of 2014.

LaFountain said in 2013 only Town Staff were used to mow grass. In 2014 it was a combination of Town Staff and a contractor.

Williams then submitted a summary of 2015 bids to the Board for its review. There were a total of eight (8) bids received, one (1) was rejected as incomplete. The lowest bidder was Curb Solutions who came in at $835 for weekly mowing and $155 for biweekly. Rochester Lawn Care, who we are currently using, also bid $835 for weekly mowing, and $165 for biweekly mowing. Williams then reviewed the hourly rate comparison, in which Rochester Lawn Care was the lowest bidder at $30,050.

LaFountain stated that the original bids can be used for up to three (3) years. Based on a recommendations from Department of Public Works as to what should be cut by contractor versus what should be cut by Town staff, we decided to have the mowing re-bid.

Giesselman then reviewed the projected 2015 hourly costs for Town Staff to mow HWF, Rothfuss Park, Town Hall and PLL and the Community Center. Rochester Lawn Care was the lowest bidder for based on hourly rates.

Quinn asked why Philbrick and Greenwood Parks were selected to be contracted out.

LaFountain stated that he suggested we experiment contracting out the smaller park parcels to see if there is a quality difference between Town Staff and the contractor.

Williams said Greenwood Park was selected because it is small and we will monitor it and change the frequency if necessary.
Quinn asked about area 17A, Pennicott.

Giesselman stated this was selected as a no mow in 2014. The residents requested this parcel be added to bi-weekly mowing.

Quinn stated he had met with the residents of Pennicott Circle and they were concerned about the frequency of the mowing.

Councilman Moore asked if a resident in that area may be interested in purchasing the property.

Quinn said that was discussed, he will speak with Ann Buck and get back to the residents.

Kohl asked if there were any other properties that we used to mow that went to a no mow.

LaFountain said there is an area behind the bus garage that we are doing selective cuts for maintenance only. LaFountain added there is more concern about deer ticks in general than a reduction in mowing.

Moore asked what the estimated savings would be for 2015.

Williams reviewed that 2015 estimated employee costs are $100,000 and $50,000 for contracted mowing. Total cost for the Town to continue to do all of the mowing is $173,605, which would yield an estimated savings of $23,605. We can also utilize Town employees to work on other projects.

Metzler said we have used those employees to complete Drainage projects quicker.

LaFountain said if we went with the full contract to the lowest bidder costs would be $82,000 versus $173,000. We have elected to keep some of the work in house. Rochester Lawn Care has a good track record, and by utilizing them on specific parcels we can save $23,605. His recommendation is to contract out the specified parcels, including Greenwood Park. We will come back and evaluate costs and performance at the end of the season. LaFountain explained that there will also be an equipment purchase of $100,000.

Metzler added that by freeing up our employees to do other work there are other opportunities. Last year we were given additional paving work at MCC, which increased revenue.

LaFountain stated that the equipment cost is justified. Equipment should be replaced every 5 to 6 years. This particular piece of equipment is nine (9) years old.

Quinn asked what happens to this equipment if in two (2) years we decide to contract out all of the mowing.
Giesselman stated that this equipment is purchased through a State bid. Retail cost is $121,000 and we are paying $91,000. We could resell the piece in two (2) years if necessary.

LaFountain added that the existing nine (9) year old equipment will be sold at auction for some value as well.

The Board discussed and agreed. A Resolution will be submitted at the next Legislative Session on February 4, 2015.

2. Planning Application Fees for 2015 - Valentine
Mark Valentine submitted a summary of current and proposed Planning and Engineering fees to the Board for its review. Valentine reviewed that we need to adjust our fees to cover our costs. He had submitted a breakdown of expenses and a summary of other Towns fees in Monroe County. This proposal shows a recommended increase in both Planning and Engineering fees. Valentine stated that PRC had reviewed this proposal and they are comfortable with the increases.

Councilwoman Metzler asked when fees were last updated.

Valentine said in 2008, this was one of our goals this year.

Metzler asked why there is such a difference in other towns engineering fees.

Valentine said some Towns have on staff engineers and others send everything out to an engineering firm.

Councilman Quinn asked if there is a fee for rezoning.

Jim Costello said that is not allowed, we can charge for the advertising, but not the rezoning.

Councilman Moore said the proposed fees are fair and reasonable. We are less expensive than some other towns. He supports the increase and feels we should move ahead.

The Board discussed and agreed. A resolution will be submitted at the next Legislative Session on February 4, 2015.

Public Works - None

Public Safety - None

Community Services - None

VII. INFORMATIONAL ITEMS

Law and Finance - None

Public Works - None
Public Safety - None

Community Services - None

VIII. HELD ITEMS
1. Right-of-Way Transfer on Mott’s Lane
2. Incentive Zoning, Dublin Road - Costello
3. Incentive Zoning Revision, Fox Hill Subdivision - Costello
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6. Garage Addition, 2041 Penfield Road - Costello

IX. Old Business - None

X. New Business
Supervisor LaFountain stated that we have been notified that there is a Level 3 Sex Offender residing at 3090 Atlantic Avenue. LaFountain had contacted the Monroe County Sheriff and has been advised that the individual has not been at that residence for the last two (2) evenings. He has been staying at the Francis House in Rochester. He is working with Social Services to get placed in another location. Once a permanent residence is established he has 10 days to re-register.

Councilman Quinn thanked Supervisor LaFountain for spearheading this effort and working with the Monroe County Sheriff. This has been a failure at the top of our criminal justice system. We need to explore our legislative remedies. He will be submitting a draft proposal for Wednesday evening. We want to assure residents that their safety continues to be our number one priority.

LaFountain stated that he appreciates the research both Councilman Quinn and Councilwoman Metzler have done. We will work with Town Attorney Horwitz; a draft proposal is an important first step. LaFountain added that as soon as he receives a new address from the Justice Department, it will be posted.

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

XII. Adjournment - Supervisor LaFountain adjourned the regular Work Session at 8:12 PM.

Lisa Grosser, Deputy Town Clerk