Town Board Work Session Agenda  
March 23, 2016  
7:00 PM

I. Call to Order

II. Approval of Minutes – March 9, 2016

III. Monthly Reports - None

IV. Public Hearing – None

V. Guests  
   • Jeff Withall, Penfield Fire District, Discussion of Proposed 5k Race  
   • Kristy Swanson, Jeremiah’s Tavern, Discussion of Addition of Outdoor Bar

VI. ACTION ITEMS  
   Law and Finance - None

   Public Works  
   1. Windsor Ridge, Waiver from Town’s Design Criteria – Valentine  
   2. Abandonment of a Portion of a Sanitary Sewer Easement on the Heathwood property, 100 Elderwood Court – Valentine  
   3. Review Quotes for Professional Services for Drainage Projects – Valentine  
      Documents – Valentine

   Public Safety - None

   Community Services - None

VII. INFORMATIONAL ITEMS  
   Law and Finance  
   1. Southeast Bible Baptist Church Annual 5K race - Costello

   Public Works - None

   Public Safety - None

   Community Services - None
VIII. HELD ITEMS
1. Jomanda Way, Expanding No Shooting Petition – LaFountain
2. Sidewalk Waiver, 1445 Jackson Road – Valentine
3. Preservation of Curb Cut and Parking Requirement Relief, 2136 Penfield Road – Costello
4. Sable Oaks Roadway Dedication – Valentine
5. Jeff Luce, 1357 Marchner Road – Out of District Sewer - Valentine

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
Jeff David
Lisa Grosser
Mark Valentine

II. Approval of Minutes – 3/9/16
CM Moore moved for the approval of the Minutes of March 9, 2016, CW Metzler seconded the motion.

III. Monthly Reports – Supervisor LaFountain stated that all reports are in except for Building/Zoning/Fire Marshal and Personnel which will be in tomorrow.

IV. Public Hearing – None

V. Guests
- Jeff Withall, Penfield Fire District, Discussion of Proposed 5k Race
  Jeff Withall explained that this year will be the 175th Anniversary of the Penfield Fire Company. They are interested in establishing an Annual 5k race. Withall submitted a letter of intent to the Board. The race is scheduled for October 15th, from 8:30 AM to Noon.

  Councilman Moore asked about police services and road safety for both fire department and ambulance services.

  Withall explained that the race will go around the block near Station 1. The race will start at the Four Corners, go east on Penfield Road to Baird Road, north to Whalen Road, south on Five Mile Line Road, through Devonshire Drive and back to the fire hall. Withall added that safety is their priority, the roads will be closed during the race. Mutual aid will be utilized during the race, including fire police to assist with traffic.

  Moore asked if Withall has been in touch with the Sheriff’s office regarding road closures?
Withall explained that is part of the plan, we wanted to wait to receive the Board’s approval.

Withall continued to say, the goal is to bring awareness that this is a 100% volunteer company. In addition a mailing will be sent to those affected by the road closure.

Jim Costello asked if all parts of the roads will be closed.

Withall stated yes, but once the individual roads are cleared of racers they will be reopened.

Councilwoman Metzler asked if the race will be for both runners and walkers?

Withall stated yes.

Moore suggested that sidewalks also be utilized during the race.

Supervisor LaFountain asked if Withall has reached out to the County and the State Department of Transportation.

Jeff David, Assistant Fire Marshal stated that he has been in contact with the State DOT, but Town approval is required before the permits can be issued.

The Board discussed and agreed to allow the race.

Costello asked Withall how he plans to handle residents that have to get out of a subdivision for an emergency?

Withall stated we will use the fire police.

David stated that there will be at least 15 individual personnel located at intersections to help if there is an emergency.

Councilwoman Metzler suggested Withall personally reach out to Atria so they are aware the race will be happening.

LaFountain directed Costello to draft a letter to Withall stating that the Board approves the race.

- Kristy Swanson, Jeremiah’s Tavern, Discussion of Addition of Outdoor Bar
  Supervisor LaFountain stated that Kristy is not in attendance this evening and this item will be held for the next Work Session on April 13, 2016.
VI. ACTION ITEMS

Law and Finance - None

Public Works
1. Windsor Ridge, Waiver from Town’s Design Criteria - Valentine
Mark Valentine submitted a summary of the requests for waivers to
the Board for its review. Also included is a map of proposed
grading which will benefit the Victory Garden which has a history
of poor drainage. The developer would add a swale on the common
property line and costs would be incurred by the developer.

Valentine then reviewed each of the items which include a
sidewalk waiver, a foundation setback waiver, a waiver for the
length of the swale and a waiver for disconnection of roof
downspouts.

Councilman Quinn asked if trees will be removed.

Valentine said yes, within the Town owned property.

Jim Costello asked if a berm will be added.

Valentine said there will be a berm on the Atlantic Avenue and
Five Mile Line Road sides, but not between the parcel and the
Victory Garden. Valentine stated, we could look into adding
trees or a fence.

Supervisor LaFountain asked that Victory Garden representatives
review the proposal to see if they would like a fence, or more
trees added. LaFountain stated that he does not want them to
lose any parking area.

Quinn stated that helping the drainage is a plus, but some form
of buffer should be added.

LaFountain asked the Board how they feel about the four (4)
waiver requests.

Quinn stated that he is okay with the sidewalk waiver, but does
not feel the foundation or swale waivers should be allowed.

LaFountain asked Valentine, pertaining to the waiver for
disconnection of downspouts, if the Town’s Design Criteria should
need to be modified to be more in line with the storm water
regulations?

Valentine stated yes, we will be reviewing that and coming back
to the Board for approval.

The Board discussed the request for the sidewalk waiver and it
was requested that the sidewalks be connected to the front of the
Victory Garden as a condition of the waiver.
LaFountain stated that the Board is not supportive of the waiver for the foundation. He suggested that as part of the deed, it should be noted so that owners are aware in advance.

LaFountain stated that the Board is not supportive of the waiver regarding the length of the swales. The developer needs to be held to the originally approved plan.

LaFountain stated regarding the disconnection of the down spouts, the Town’s Design Criteria needs to be modified to match the DEC requirements.

Supervisor LaFountain directed Valentine to prepare a resolution for the next Legislative Session on April 6, 2016.

2. Abandonment of a Portion of Sanitary Sewer Easement on the Heathwood property, 100 Elderwood Court - Valentine
Mark Valentine referred to a displayed map for the property located on Fairport Nine Mile Point Road, near Penbrooke Drive the former Elderwood property. Valentine continued to say they will be expanding their facility to the north where there is a previous sanitary sewer main. We do not want the main under a building, so it will be re-routed around the building. The cost to move the sewer main will be incurred by the developer.

Councilwoman Metzler asked if the access to the main will be altered?

Valentine said no.

The Board discussed and agreed to allow the abandonment. A Resolution will be submitted at the next Legislative Session on April 6, 2016.

3. Review Quotes for Professional Services for Drainage Projects - Valentine
Mark Valentine submitted a summary of the quotes received for the Board’s review. The Watershed Management Committee has also reviewed these three (3) quotes. The quote covers the required permitting through the Army Corps of Engineers, the Department of Environmental Conservation, and additional ditch cleaning and pond treatments throughout the Town.

Councilwoman Kohl asked why Barton & Loguidice is significantly lower?

Valentine stated the Barton & Loguidice quote covers one (1) submission and one (1) communication and would then be an hourly rate after that. The others have quoted an all-inclusive price. Valentine added we could include a not to exceed figure for Barton & Loguidice. Valentine stated we have worked with Barton & Loguidice on the Willow Pond project.
Supervisor LaFountain suggests the Board have time to review the quotes further. The Barton & Loguidice quote would need to be vetted further to make sure we are not missing anything.

Councilwoman Metzler added that the Watershed Management Committee has vetted the needs is on top of the priorities.

4. Contract Addendum for Barton and Loguidice – Willow Pond
   Construction Documents – Valentine
Mark Valentine submitted a proposal for supplemental engineering services to the Board for review. The existing contract with is coming to an end. This addendum covers the final requirements for having Willow Pond declassified from a Class C to a Class D dam, including the final submissions to DEC.

Valentine continued to say he has met with the Town of Perinton, and bid documents will have to be prepared. This is in compliance with the DEC and includes proper inspections. The declassification reduces the need for annual inspections and emergency plans. Barton & Loguidice have been involved in the process since the beginning.

Councilman Moore asked if there are funds available in the 2016 Budget?

Valentine stated that the funds were set aside in the 2015 Budget and then rolled into the 2016 Budget; the money is still available.

Supervisor LaFountain stated getting the dam re-classified reduces the requirements.

Valentine stated that he has met with Public Works in Perinton and will work with them on a Communication Plan.

The Board discussed and agreed, a Resolution will be submitted for the next Legislative Session on April 6, 2016.

Public Safety – None

Community Services – None

VII. INFORMATIONAL ITEMS

Law and Finance
1. Southeast Bible Baptist Church Annual 5k Race – Costello
Jim Costello stated he has forwarded the request from Southeast Bible Baptist Church to the Board for its review. Last year Jennifer Crohn met with the Board regarding the May 28th race. The format will be the same as last year and this is the fourth or fifth year the race has been held.
Costello continued to say this has been a flawless event in the past. There was one concern regarding water based paint being used on the right-of-way. This year they will use signs that will be removed after the race.

The Board discussed and agreed to allow the race.

Costello said the permit will be issued and neighbors will be notified.

Public Works - None

Public Safety - None

Community Services - None

VIII. HELD ITEMS
1. Jomanda Way, Expanding No Shooting Petition - LaFountain
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3. Preservation of Curb Cut and Parking Requirement Relief, 2136 Penfield Road - Costello
4. Sable Oaks Roadway Dedication - Valentine
5. Jeff Luce, 1357 Marchner Road - Out of District Sewer - Valentine

IX. Old Business - None

X. New Business - None

XI. Executive Session - Real Estate, Litigation and Human Resource Matters - The Board went into an Executive Session regarding a personnel matter.

XII. Adjournment - Supervisor LaFountain adjourned the regular Work Session at 9:44 PM.

Lisa Grosser, RMC
Deputy Town Clerk