PENFIELD TOWN BOARD AGENDA
Wednesday, October 19, 2016, 2016 7:00 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 – September 7, 2016

VI Petitions

VII Resolutions by Function
   Law and Finance
      16T-215 Adoption of Final Budgets for Fiscal Year 2017 for the Town of Penfield
      16T-216 Revision to Adopted Purchasing Policy
      16T-217 Setting a Public Hearing for the Issuance of a Special Permit to Allow Personal Care Service Businesses at 2041 Penfield Road

   Public Works - None

   Public Safety - None

   Community Services - None

VIII Old Business

IX New Business

X Public Participation

XI Adjournment
The Regular meeting of the Penfield Town Board was held on Wednesday, October 19, 2016 at 7:00 PM at the Penfield Town Hall, 3100 Atlantic Avenue, Penfield, New York.

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

Also Present: Amy Steklof Town Clerk
Richard Horwitz Town Attorney
Bernadette Brinkman Library Director
Barbara Chirdo Comptroller

Supervisor LaFountain called the meeting to order – Pledge of Allegiance

Supervisor LaFountain called for a moment of silence for the passing of 3 year old Jack James Heiligman, son of Anne Marie and Andrew Jay (AJ) Heiligman, grandson of Jeanne and Penfield Town Justice James Mulley and Sharon and Daniel Heiligman.

Councilwoman Linda Kohl presented a Proclamation to Mary Maley, President of the “Friends of the Library” which proclaimed October 16 to 22 as “Friends of Libraries Week.” Ms. Maley thanked the Town and all those involved with the book sale for all they do in helping make the Annual Book Sale a success. This year is the 40th Anniversary of the Book Sale. Ms. Maley stated that she is thankful for the partnership that the “Friends of the Library” has with Town Librarian Bernadette Brinkman.

Supervisor LaFountain thanked Ms. Maley and Ms. Brinkman for all they do and for their great partnership.

Supervisor LaFountain welcomed the student in the audience who was attending the Town Board meeting this evening to satisfy a requirement for her “participation in government” class.

Communications and Announcements

1. General Election Day will be held on Tuesday, November 8, 2016. Voting hours are from 6:00 AM to 9:00 PM.

2. On Saturday, October 8, 2016 Town Clerk Amy Steklof had the privilege and honor in attending the Boy Scout Troop 9 Eagle Court of Honor ceremony at Penfield High School and presented a Certificate of Recognition to David P. Frezza Jr. for attaining the rank of Eagle Scout. David is the 98th scout from Troop 9 to receive this honor.

3. This week is National School Bus Safety Week. This year’s theme is “STOP on RED.” The message is to heighten awareness and to urge drivers to stop, wait and never pass a bus from behind. Please visit www.penfield.org and click “links” for School Bus Safety Tips.

4. The Town’s Historic Preservation Board recently awarded Bridget Marsh and Malcolm Mark Nulton with this year’s Jeffrey S. Crane Preservation Award. Both recipients are credited with preserving Penfield’s past in ways that will sustain their properties well into the future. Councilwoman Metzler congratulated and thanked Ms. Marsh and Mr. Nulton for preserving the historic nature of the Four Corners of Penfield.

5. A Road Rally Halloween Dinner Party Event will be held on Sunday, October 30, 2016. For more information and to purchase tickets, please visit www.penfieldrec.org or call 340-8655.
6. Penfield Recreation’s Annual Family Fun Halloween Event will be held on Friday, October 2, 2016 from 6:00 PM to 8:00 PM at the Penfield Community Center, 1985 Baird Road. A pizza dinner will begin at 5:30 PM. In addition, the annual Historic Ghost Walk will be held in Oakwood Cemetery. This year’s walk theme is “The Tragedy of Penfield” which will explain a horrific incident that occurred in the winter of 1851. For more information on these Halloween events visit www.penfieldrec.org or call 340-8655.

7. Penfield Players Fall thriller, Brian Clemen’s “Murder Weapon” will be held for three (3) weekends beginning October 28, 2016 at the Penfield Community Center. For more information and to purchase tickets, please visit www.penfieldplayers.org or call 340-8655.

8. Councilwoman Kohl’s next Community Chat will be held on Tuesday, November 15, 2016 from 5:30 PM to 7:00 PM at the Penfield Library, 1985 Baird Road.

Public Participation - None

Additions and Deletions to Agenda - None

Approval of Minutes

Councilwoman Kohl moved to approve the Minutes of September 7, 2016 Councilman Quinn seconded and all voted “Aye.”

Petitions - None

Resolutions by Function

Law and Finance

#16T-215 Adoption of Final Budgets for Fiscal Year 2017 for the Town of Penfield by Moore

WHEREAS, the Town Board of the Town of Penfield having on the 5th day of October 2016 commencing at 7:00 PM, duly held a Public Hearing on the preliminary budgets for the fiscal year beginning January 1, 2017, and

WHEREAS, all requirements of Article 102 through 109 of the New York State Town Law for preparation and adoption of the General, Highway, and Library Budgets have been met, and

WHEREAS, all requirements of Article 15 of the New York State Town Law for preparation and adoption of the Special District budgets have been met, and

WHEREAS, in addition to the above legal requirements, a presentation of the 2017 Tentative Budget was made at the Town Board Legislative meeting on September 7th and,

WHEREAS, all persons desiring to be heard in the matter of the budgets of the Town of Penfield for fiscal year 2017 having been fully heard,

NOW THEREFORE, BE IT RESOLVED, that the Final Budgets for the General, Highway, and Library Funds, and the Special Districts be and the same are hereby adopted as the annual budgets for the fiscal year beginning January 1, 2017, and that such annual budgets as so adopted, be entered in detail in the Minutes of the proceeding of this Town Board, and the annual budgets made available for public inspection at the Town Clerk’s Office during normal business hours as well as in the Finance Office at the Town Hall located at 3100 Atlantic Avenue, and the Public Library at 1985 Baird Road, and
BE IT FURTHER RESOLVED, that the Clerk of the Town of Penfield prepare and certify as provided by Law, duplicate copies of said annual budgets together with Assessment Rolls for the Town, and deliver one of such copies to the Supervisor of this Town, and that the Supervisor shall provide such copy to the Monroe County Legislature, as required by Law.

Moved: Moore  
Seconded: Kohl

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<tr>
<th>Vote</th>
<th>Kohl</th>
<th>Aye</th>
<th>LaFountain</th>
<th>Aye</th>
<th>Metzler</th>
<th>Aye</th>
<th>Quinn</th>
<th>Aye</th>
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</thead>
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Adopted

#16T-216 Revision to Adopted Purchasing Policy by Moore

BE IT RESOLVED, that the current Town Purchasing Policy be revised to include a section on the use of “Best Value Contract Award”, in accordance with Town Local Law #2 of 2016, as per the attachment (λ), and

BE IT FURTHER resolved such revised policy take effect immediately.

Moved: Moore  
Seconded: Quinn

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<tr>
<th>Vote</th>
<th>Kohl</th>
<th>Aye</th>
<th>LaFountain</th>
<th>Aye</th>
<th>Metzler</th>
<th>Aye</th>
<th>Quinn</th>
<th>Aye</th>
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Adopted

See Attachment at end of Minutes

#16T-217 Setting a Public Hearing for the Issuance of a Special Permit to Allow Personal Care Service Businesses at 2041 Penfield Road by Moore

WHEREAS, an application has been received by the Penfield Town Board for the issuance of a Special Permit pursuant to §250.5.4-D(5) of the Code to allow the installation of personal care service businesses at 2041 Penfield Road, located in the Planned Development (PD) zoning district; and

WHEREAS, the Penfield Town Board is best suited to act as “lead agency” within the meaning of the State Environmental Quality Review Act (SEQRA) and thus does hereby designate itself as “lead agency” pursuant to SEQRA; and

WHEREAS, the subject application has been classified as a Type II Action pursuant to of the State Environmental Quality Review Act (SEQRA);

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the said Town of Penfield shall hold a Public Hearing at the Town Hall, 3100 Atlantic Avenue, in the Town of Penfield, New York on November 16, 2016 at 7:00 PM on said date, to consider the said application and to hear all persons interested on the question of the issuance of a Special Permit to allow personal care service businesses at 2041 Penfield Road, located in the Planned Development (PD) zoning district; and,

BE IT FURTHER RESOLVED, that a copy of this Resolution, certified by the Town Clerk, shall be published at least once in the official newspaper of the Town, the first publication thereof to be not less than ten (10) nor more than twenty (20) days before the date set for said Hearing as aforesaid. A copy of this Resolution shall be posted on the official signboard of the Town as prescribed by Law.
Moved: Moore  
Seconded: Metzler  

Vote: Kohl Aye  LaFountain Aye  
       Metzler Aye  Moore Aye  
       Quinn Aye  

Adopted  

Public Works - None  
Public Safety - None  
Community Services - None  

Old Business - None  
New Business - None  
Public Participation - None  

Adjournment  

Supervisor LaFountain moved to adjourn the meeting at 7:42 AM.

Amy Steklof, RMC/CMC  
Town Clerk
ATTACHMENT A

TOWN OF PENFIELD
PURCHASING POLICIES

SECTION I
INTRODUCTION TO THE PURCHASING PROCESS

INTRODUCTION:

This manual has been developed to assist Town personnel in the purchase of goods and services for the Town. The information is broken down into several sections organized for the ease of the reader. Each section is dedicated to a particular aspect of the purchasing process beginning with bidding requirements and ending with the steps necessary to process the several different types of payments available to the Town.

Section I (this section) is an introduction to the purchasing process, describing the Town’s purchasing structure and listing the responsibilities of the purchaser.

Section II Competitive Bidding - describes the bid process in accordance with bidding requirements set by Town Board and New York State Law. This section contains information such as when to bid, documentation needed, legal requirements, and reasons for rejecting bids.

Section III Request For Proposal (RFP) - contains information on the development of an RFP, and the award process associated with such proposals.

Section IV Purchases - reviews the procedures for purchase orders and vouchers, and includes a detailed description of what is required.

Section V Best Value Purchases – reviews the procedures and use for award of contracts utilizing best value analysis.

Appendix A describes important New York State Laws regarding purchasing.