PENFIELD TOWN BOARD AGENDA
Wednesday, November 16, 2016, 7:00 PM
Supervisor R. Anthony LaFountain, presiding

I  Call to Order - Pledge of Allegiance - Roll Call

II Public Hearing – To Allow the Installation of Personal Care Service Businesses at 2041 Penfield Road, Located in the Planned Development (PD) Zoning District

III Communications and Announcements

IV Public Participation

V Additions and Deletions to Agenda

VI Approval of Minutes – October 5, 2016

VII Petitions

VIII Resolutions by Function

Law and Finance
16T-222 Authorization for Supervisor to sign a Postage Agreement with IMS
16T-223 Advertising for Sealed Bids for Preservation of Permanent Town Records
16T-224 Setting a Public Hearing for a Conditional Use Permit to Allow an Acupuncture Practice at 1742 Penfield Road
16T-225 Budget Transfer – Parks Maintenance

Public Works – None

Public Safety
16T-226 Award Contract to Maintain Properties in Accordance with the requirements of the Code of the Town of Penfield

Community Services - None

IX Old Business

X New Business

XI Public Participation

XII Adjournment
PENFIELD TOWN BOARD RESOLUTION NO. 16T-222 DATE November 16, 2016

BY Councilman Moore                         Law & Finance COMMITTEE

NAME Authorization for Supervisor to Sign a Postage Agreement with IMS

WHEREAS, the Town’s postage machine lease states that the Town may terminate the lease on the last day of the fiscal period for which funds have been appropriated; and

WHEREAS, while reviewing different options, the Town Clerk discovered a local service offered by IMS that will process Town mail and eliminate the need for postage machines; and

WHEREAS, the Town Clerk has reviewed a proposal from IMS and has found that the service will result in a considerable cost savings annually to the Town through the utilization of the presorted postage rate and elimination of postage machines; and

NOW, THEREFORE, BE IT RESOLVED that Supervisor LaFountain is hereby authorized to enter into an agreement, subject to Town Attorney approval, with IMS to pick up, process, and deliver outgoing Town mail to the post office on a daily basis for a three month trial period, effective January 1, 2017 with expenses to be paid by voucher as incurred from an escrow Account; and

BE IT FURTHER RESOLVED that Supervisor LaFountain is hereby authorized to enter into an extended three-year agreement, subject to Town Attorney approval, at the conclusion of the initial three-month period, should the service continue to benefit the Town.

Moved: __________

Seconded:__________

Vote:   Kohl   ____________

LaFountain  ____________

Metzler  ____________

Moore ____________

Quinn ____________
WHEREAS; town records are unique and permanent links to the past and,

WHEREAS; without proper care, irreplaceable records may be lost due to ravages of time, acidic papers, acidic inks, usage, temperature, humidity, UV light, and unforeseen disaster all of which can threaten their existence and,

WHEREAS; the Town Clerk, of the Town of Penfield has identified the need for Permanent Town Records preservation to minimize chemical and physical deterioration, and prevent the loss of text and prolong the existence and useful life of the records.

NOW THEREFORE BE IT RESOLVED, that the Town Clerk of the Town of Penfield be, and is hereby, authorized to advertise, in the manner prescribed by law, for sealed proposals to provide the necessary preservation and conservation to protect Town records from further deterioration.

BE IT FURTHER RESOLVED, that said preservation shall conform to the specifications and services which are available at the Town Clerk Office until 11:00 AM, EST, Thursday, December 8, 2016, at which point said bids will be received by the Town Clerk to be opened and read publicly. The Town Board reserves the right to accept or reject any and all bids.
Moved:  
Seconded:  
Vote:
  Kohl  
  LaFountaine  
  Metzler  
  Moore  
  Quinn
PENFIELD TOWN BOARD RESOLUTION NO.16T-224     DATE November 16, 2016

BY Councilman Moore                                      Law & Finance Committee

NAME Setting a Public Hearing for a Conditional Use Permit to Allow an Acupuncture Practice at 1742 Penfield Road – 139.05-1-43 – Julie Grogan

WHEREAS, an application has been received by the Penfield Town Board for the issuance of a Conditional Use Permit pursuant to §250.5-10-B(4) of the Code to allow an acupuncture practice at 1742 Penfield Road, located in the Four Corners (FC) zoning district;

NOW, THEREFORE BE IT

RESOLVED, that the Penfield Town Board is best suited to act as “lead agency” within the meaning of the State Environmental Quality Review Act (SEQRA) thus does hereby designate itself as “lead agency” pursuant to SEQRA and has classified this proposal as a Type II action; and be it further

RESOLVED, that the Town Board of the said Town of Penfield shall hold a public hearing at the Penfield Town Hall, 3100 Atlantic Avenue, in the Town of Penfield, New York on December 7, 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 Conditional Use Permit to allow an acupuncture practice at 1742 Penfield Road in the Four Corners (FC) 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:               _____________
Seconded:           _____________

Vote:               Kohl  ________________
                        LaFountain ________________
                        Metzler ________________
                        Moore ________________
                        Quinn ________________
WHEREAS, the Director of Public Works has a need to transfer funds from the light duty equipment line in the Parks account to the seasonal contractual services line, and

WHEREAS, there is sufficient funding in the 2016 budget, and

WHEREAS, the Town Board desires to have an up to date budget in relation to current income and expenditures,

NOW, BE IT RESOLVED that the following 2016 budget transfers be approved:

<table>
<thead>
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<th>From</th>
<th>From Amount</th>
<th>To</th>
<th>To Amount</th>
</tr>
</thead>
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<tr>
<td>A00-7110-0002-2200</td>
<td>$5,000</td>
<td>A00-7110-0004-4015</td>
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<tr>
<td>Parks Light Duty Equipment</td>
<td></td>
<td>Parks Seasonal Contractual</td>
<td></td>
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</tbody>
</table>

Moved:

Seconded:

Vote: Kohl __________
      LaFountain __________
      Metzler __________
      Moore __________
      Quinn __________
WHEREAS, sealed proposals were requested for the maintenance, clean-up and securing of properties that may become abandoned, neglected and/or otherwise inadequately maintained by the owner thereof in accordance with the applicable property maintenance requirements of the Code of the Town of Penfield; and

WHEREAS, on Monday, October 17, 2016 at 11:00AM local time, a sealed proposal was received from Boon & Sons, Inc. and was read publicly by the Town Clerk; and

WHEREAS, Boon & Sons, Inc is the lowest responsible bidder for meeting the specifications as set forth in the bid for Property Maintenance, and

NOW, THEREFORE BE IT RESOLVED, that the Penfield Town Board hereby awards the bid to Boon & Sons Inc, 1 Boon Drive, PO Box 370, N. Chili, NY 14514

BE IT FURTHER RESOLVED, that funds for said work are made available in the adopted Town budget.

BE IT FURTHER RESOLVED, that the Town of Penfield will include a 25% administrative fee for each service provided and said fee will be charged to the property receiving the required maintenance service.

Moved: __________________
Seconded: __________________

Vote: Kohl _________
     LaFountain _________
     Metzler _________
     Moore _________
     Quinn _________