PENFIELD TOWN BOARD ORGANIZATIONAL MEETING AGENDA
Wednesday, January 4, 2017  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 – November 16, 2016 & December 7, 2016
VI Petitions
VII Resolutions by Function

Law and Finance

17T-001 Adoption of Town Board Rules of Procedure for 2017
17T-002 Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2017
17T-003 Bonding of Town Officials and Employees
17T-004 Authorization for the Town Comptroller to Attend the Annual Meeting of the NYSGFOA
17T-005 Banking Arrangements for the Town of Penfield for 2017
17T-006 Appointments to Zoning Board of Appeals
17T-007 Appointment of Chair – Zoning Board of Appeals
17T-008 Appointment to the Planning Board
17T-009 Appointment of Chair to the Planning Board
17T-010 Town Membership in Various Organizations in 2017
17T-011 Setting Rate for Reimbursement of Mileage
17T-012 Authorization for Contract with Counsel to Town Attorney
17T-013 Continuation of Petty Cash Funds
17T-014 Setting 2017 Salary for Chairs and Members of the Planning, Zoning, Conservation and Historic Preservation Boards
17T-015 Monthly Reports to Town Board
17T-016 Setting Holidays for Non-Union Employees for 2017
17T-017 Setting Holidays for Union Employees for 2017
17T-018 Appointment of 2nd Deputy Receiver of Taxes
17T-019 Authorization to Sign Contract with Court Stenographer
17T-020 Designation of Official Newspaper for 2017
17T-021 Appointments to Ethics Board
17T-022 Naming of a Labor Relations Consultant to the Town of Penfield
17T-023 Employee Handbook Revisions
17T-024 Authorization for Supervisor to Execute Change Orders
17T-025 Authorization for Supervisor to Execute Small Contracts
17T-026 Authorization for Workers Compensation Coverage with New York State Municipal Workers’ Compensation Alliance

Public Works

17T-027 Naming of Landscape Consultant to the Town of Penfield
17T-028 Naming of a Planning Consultant to the Town of Penfield
17T-029 Setting Sewer Entrance Fees for 2017
17T-030 Appointments to Energy & Environmental Advisory Committee
17T-031 Appointments to the Watershed Management Committee
17T-032 Appointments to Conservation Board
17T-033 Appointment of Chair – Conservation Board
17T-034 Appointment to Historic Preservation Board
17T-035 Appointment of Chair to Historic Preservation Board
17T-036 Naming of an Architectural Consultant to the Town of Penfield

Public Safety

17T-037 Appointments to the Transportation Committee
17T-038 Authorization of Temporary Assignment of Judges
17T-039 Court Enforcement Officer Appointment
17T-040 Appointment of Town Veterinarian

Community Services

17T-041 Penfield Community Television Fee Schedule
17T-042 Authorization for Supervisor to Sign Contract for Daytons Corners School Coordinator
17T-043 Appointments to the Library Board
17T-044 Appointments to the Local History Room Advisory Committee
17T-045 Authorization for Supervisor to Sign Penfield Community Television Contract

VIII Old Business
IX New Business
X Public Participation
XI Adjournment
Date: December 30, 2016

To: Penfield Town Board

From: Supervisor Tony LaFountain

Subject: First of the Year Appointments

As provided for in New York State Town Law, I will make the following appointments and assignments at the Special Town Board Organizational Meeting on Wednesday, January 4, 2017:

**One Year Term:**

Deputy Town Supervisor Linda Kohl

The following Town Board Committees will be established at the Organizational meeting with the Chairperson as indicated:

- Community Services Linda Kohl
- Law & Finance Andrew Moore
- Public Safety Rob Quinn
- Public Works Paula Metzler

The following Town Board Liaison to other Boards and organizations are effective for 2017:

- Ambulance (Penfield Vol./NEQALS) Rob Quinn
- Board of Assessment Review Tony LaFountain
- Community TV Andy Moore
- Conservation Board Paula Metzler
- Energy & Environment Advisory Committee Tony LaFountain
- Fire Districts Quinn/LaFountain
- Friends of Dayton Corners School House Linda Kohl
- Health & Wellness Committee Tony LaFountain
<table>
<thead>
<tr>
<th>Homeowner Associations: <em>(registered with the town)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen’s Creek Homeowners Association</td>
</tr>
<tr>
<td>East Penfield Homeowners Association</td>
</tr>
<tr>
<td>Justice Courts</td>
</tr>
<tr>
<td>Library Board</td>
</tr>
<tr>
<td>Local History Room Advisory Board</td>
</tr>
<tr>
<td>Monroe County Sheriff</td>
</tr>
<tr>
<td>New York State Police</td>
</tr>
<tr>
<td>Penfield Business Chamber</td>
</tr>
<tr>
<td>Penfield Little League</td>
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<tr>
<td>Penfield Symphony Orchestra</td>
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<tr>
<td>Penfield Youth Council</td>
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<tr>
<td>Planning Board</td>
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<tr>
<td>School Districts</td>
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<tr>
<td>Senior Citizens</td>
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<tr>
<td>Transportation Committee</td>
</tr>
<tr>
<td>Veteran Organizations</td>
</tr>
<tr>
<td>Zoning Board</td>
</tr>
</tbody>
</table>

If there should be any questions regarding these planned appointments, please contact me.
A duly called Special Organizational Meeting of the Penfield Town Board was held on Wednesday, January 4, 2017 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  

Supervisor LaFountain called the meeting to order - The Pledge of Allegiance.

As provided for in the New York State Town Law, Supervisor R. Anthony LaFountain made the following appointments and assignments.

**One Year Term:**

Deputy Town Supervisor  Linda Kohl  

The following Town Board Committees will be established at the Organizational meeting with the Chairperson as indicated:

- **Community Services:** Linda Kohl  
- **Law & Finance:** Andrew Moore  
- **Public Safety:** Rob Quinn  
- **Public Works:** Paula Metzler  

The following Town Board Liaison to other Boards and organizations are effective for 2017:

- **Ambulance (Penfield Vol. /NEQALS):** Rob Quinn  
- **Board of Assessment Review:** Tony LaFountain  
- **Community TV:** Andy Moore  
- **Conservation Board:** Paula Metzler  
- **Energy & Environment Advisory Committee:** Tony LaFountain  
- **Fire Districts:** Quinn/LaFountain  
- **Friends of Dayton Corners School House:** Linda Kohl  
- **Health & Wellness Committee:** Tony LaFountain  
- **Historic Preservation Board:** Paula Metzler  

**Homeowner Associations: (registered with the town)**

- **Allen’s Creek Homeowners Association:** Town Board  
- **East Penfield Homeowners Association:** Town Board  
- **Justice Courts:** Paula Metzler  
- **Library Board:** Linda Kohl  
- **Local History Room Advisory Board:** Linda Kohl  
- **Monroe County Sheriff:** Quinn/LaFountain  
- **New York State Police:** Quinn/LaFountain  
- **Penfield Business Chamber:** Tony LaFountain  
- **Penfield Little League:** Andrew Moore  
- **Penfield Symphony Orchestra:** Linda Kohl  
- **Penfield Youth Council:** Rob Quinn  
- **Planning Board:** Tony LaFountain  
- **School Districts:** Kohl/LaFountain  
- **Senior Citizens:** Tony LaFountain  
- **Transportation Committee:** Andrew Moore  
- **Veteran Organizations:** Rob Quinn  
- **Zoning Board:** Paula Metzler  

As provided for in New York State Town Law, Town Clerk Amy Steklof made the following appointments.

Deputy Town Clerk  Lisa S. Grosser, RMC  
Office Clerk III  Susan M. Scheidt
On behalf of Tax Receiver Margaret Revelle, Town Clerk Steklof made the following appointment.

Office Clerk III       Lisa Gaspar

Communications and Announcements

1. You should have received your 2017 Combined Town and County tax bill that was mailed December 30, 2016. Please contact the tax office at 340-8626 if you have not yet received your bill.

2. Winter Snow Plowing rules are in effect until April 1, 2017.

3. Please clear any catch basins near your home if you see it covered with leaves or debris so that no flooding occurs. For more information, seasonal tips and upcoming Town services by the Department of Public Works, visit www.penfield.org.

4. The Town is now accepting non-artificial Christmas trees at the Department of Public Works facility located at 1607 Jackson Road to be recycled. All trees will be ground up and made part of the free mulch pile available at the Town Hall complex from early spring. Thank you in advance for choosing to recycle your tree. For more information, please visit www.penfield.org.

5. The Town offices will be closed on Monday, January 16, 2017 in observance of Martin Luther King Day.

6. 2017 summer registration with the Department of Recreation is now underway for their summer camps, summer swimming lessons and summer soccer programs. For more information please visit www.penfieldrec.org.

7. Councilwoman Kohl’s next Community Chat will be held on Tuesday, January 17, 2017 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 November 16, 2016, Councilman Moore seconded and all voted “Aye.”

Councilwoman Kohl moved to approve the Minutes of December 7, 2016, Councilwoman Metzler seconded and all voted “Aye.”

Petitions - None

Resolutions by Function

Law and Finance

#17T-001 Adoption of Town Board Rules of Procedure for 2017 by Moore

WHEREAS, pursuant to New York State Law, the Town Board has the ability to establish Rules of Procedure for their meetings;

(Resolution #17T-001 - Continued)

NOW, BE IT RESOLVED, that the Rules of Procedure annexed hereto are hereby adopted, and

BE IT FURTHER RESOLVED, that a copy of the Rules of Procedure be available to the public on request from the Town Clerk, and that the Town Clerk will have
available prior to each Town Board meeting a copy of the Rules of Procedure for review and inspection.

Moved: Moore
Seconded: Kohl

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

Adopted

#17T-002 Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2017 by Moore

BE IT RESOLVED, that the Town Board hereby adopts the Wage and Salary Schedules effective January 1, 2017. A listing of all Town Board approved positions for 2017, appointed officials, employees and their salaries is available in Personnel office.

Moved: Moore
Seconded: Kohl

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

Adopted

#17T-003 Bonding of Town Officials and Employees by Moore

BE IT RESOLVED, that the following be bonded as to form, amount and sufficiency as to the surety for the year 2017.

- Supervisor: $500,000
- Deputy Supervisor: $500,000
- Receiver of Taxes and Deputy Receiver of Taxes: $500,000
- Town Comptroller: $500,000
- Town Clerk and Deputy Town Clerk: $100,000
- All other Town employees and officials: $100,000
- Blanket coverage per claim: $400,000

AND, BE IT FURTHER RESOLVED, that the Supervisor is authorized and directed to insure that this coverage is in force with the carrier currently engaged by the Town.

Moved: Moore
Seconded: Kohl

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

Adopted

#17T-004 Authorization for the Town Comptroller to Attend the Annual Meeting of the NYSGFOA by Moore

WHEREAS, the Town Comptroller is a member of the New York State Government Finance Association, and

WHEREAS, the annual meeting will benefit the Town of Penfield,

NOW, BE IT RESOLVED, that Barbara Chirdo, Town Comptroller, be hereby authorized to attend the NYS Government Finance Officers Association Conference in Albany, New York. All reasonable expenses will be reimbursed upon submission of proper voucher with supporting documents. Funds have been budgeted in the 2017 budget.

Moved: Moore
Seconded: Kohl

| Vote:     | Kohl | Aye | LaFountain | Aye | Metzler | Aye | Moore | Aye | Quinn | Aye |
Moved: Moore
Seconded: Kohl

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

Adopted

#17T-005 Banking Arrangements for the Town of Penfield for 2017 by Moore

BE IT RESOLVED, that the various accounts and other banking arrangements as listed below be continued:

CHECKING ACCOUNTS
Town Justice Account (2)  M&T Bank
General Consolidated Account  M&T Bank
(including amounts for other funds)
Trust and Agency Account  M&T Bank
Debt Service Fund & Capital Account  M&T Bank
Town Clerk Account  M&T Bank
Town Clerk Account #2  M&T Bank
Receiver of Taxes Account  M&T Bank
Receiver of Taxes Refund Account  M&T Bank
Town of Penfield Checking Account  Key Bank

SAVINGS ACCOUNTS
F.F. Hagreen Bequest  M&T Bank
Town of Penfield Money Market  M&T Bank
Town of Penfield Money Market  Key Bank

Moved: Moore
Seconded: Kohl

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

Adopted

#17T-006 Appointments to Zoning Board of Appeals by Moore

BE IT RESOLVED, that Joseph Grussenmeyer, 1484 Creek Street, Penfield, NY and Marie Cinti, 8 South Village Trail, Penfield, NY be appointed to the Zoning Board of Appeals for a three year term expiring December 31, 2019, at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl

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

Adopted

#17T-007 Appointment of Chair – Zoning Board of Appeals by Moore
BE IT RESOLVED, that Daniel DeLaus, 105 Guygrace Lane, Penfield, NY be appointed Chair of the Zoning Board of Appeals, for the year 2017 at an annual salary as established by the Town Board.

Moved: Moore  
Seconded: Kohl  

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

Adopted  

#17T-008  Appointment to the Planning Board by Moore  

BE IT RESOLVED, that Robert Kanauer, Jr., Penfield, NY be appointed to the Penfield Planning Board, for a three year term expiring December 31, 2019 at an annual salary as established by the Town Board.

Moved: Moore  
Seconded: Kohl  

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

Adopted  

#17T-009  Appointment of Chair to the Planning Board by Moore  

BE IT RESOLVED, that Allyn Hetzke, Jr. 14 Silver Fox Drive, Penfield, be appointed Chair of the Planning Board for the year 2017, at an annual salary as established by the Town Board.

Moved: Moore  
Seconded: Kohl  

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

Adopted  

#17T-010  Town Membership in Various Organizations in 2017 by Moore  

BE IT RESOLVED, that the following memberships for the Town of Penfield are hereby authorized for 2017 at the current annual dues:

1. Alliance for Community Media - Northeast, New York and US (ACM)  
2. American Association for State & Local History  
3. American Planning Association  
4. American Public Works Association  
5. American Society of Civil Engineers  
6. Association of Public Historians of New York State  
7. Cooperative Extension of Monroe County  
8. Electrical Association of Rochester, Inc.  
9. Finger Lakes Building Officials Association  
10. Genesee Valley Parks and Recreation Society  
11. GIS/SIG -Geographic Information Sharing/Special Interest Groups  
12. Institute Management of Accountants  
13. International Association of Assessing Officers (IAAO)  
15. Landmark Society of Western New York  
16. Monroe County Assessors Association  
17. Monroe County Association of Town Clerks, Tax Receivers and Collectors
(Resolution #17T-010 – Continued)

Moved: Moore
Seconded: Kohl

Vote:  

Kohl  Aye
LaFountain  Aye
Metzler  Aye
Moore  Aye
Quinn  Aye

Adopted

#17T-011 Setting Rate for Reimbursement of Mileage by Moore

BE IT RESOLVED, that pursuant to Town Board Resolution #288 of May 1, 1978, which sets a policy regarding reimbursement to Town officials and employees who travel by private vehicle on Town business, that the rate of reimbursement for 2017 be .535 per mile, which is consistent with current Internal Revenue Service guidelines, with tolls and parking in addition to mileage allowance.

BE IT FURTHER RESOLVED, mileage will only be reimbursed in instances where a Town vehicle is not available and with pre-approval of the Town Supervisor.

Moved: Moore
Seconded: Kohl

Vote:  

Kohl  Aye
LaFountain  Aye
Metzler  Aye
Moore  Aye
Quinn  Aye

Adopted
Authorization for Contract with Counsel to Town Attorney by Moore

WHEREAS, the Town desires to continue with the law office of McConville, Considine, Cooman & Morin, PC as Counsel to the Town Attorney and to pay their office a retainer for the duties specified and to pay an additional hourly fee for representing the Town in actions against various Town Boards, Officials and Employees, said fees to be approved by the Town Attorney, and

NOW, BE IT RESOLVED, that the Supervisor is authorized to sign a contract with McConville, Considine, Cooman & Morin, PC for 2017 under the following conditions:

1. To be covered by a retainer to be paid in equal monthly installments:
   a. Attend Planning Board and Zoning Board of Appeals meetings.
   b. Prepare/assist in preparation of resolutions of the Planning Board and Zoning Board of Appeals.
   c. Handle first three hours of all court actions assigned by the Town Attorney.
   d. Assist at the request of the Town Attorney in ordinance and local law preparation and review.
   e. Render legal advice to the Planning Board, Zoning Board of Appeals, Historical Preservation Board and Conservation Board.
   f. Assume all duties of the Town Attorney in his absence.

2. Additional work maybe assigned by the Town Board and/or the Town Attorney and will be paid per hour after the first three hours of any case. Cases may include tax certiorari, civil service, labor, Article 78/Declarartory Judgement and all court action against Town Boards and Employees.

Moved: Moore
Seconded: Kohl

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

Adopted

Continuation of Petty Case Funds by Moore

BE IT RESOLVED, that the following petty cash funds are authorized in 2017 as follows:

- Town Supervisor: $200.00
- Recreation Department: $250.00
- Director of Public Works: $200.00
- Town Clerk: $200.00
- Receiver of Taxes: $200.00

AND, BE IT FURTHER RESOLVED, that the policy established by the Town Board Resolution #66 of February 4, 1980 and last revised January 4, 2017, with the adoption of this resolution, continues to apply and all persons affected should have a copy of that Policy so they may be familiar with it to insure compliance.

Moved: Moore
Seconded: Kohl

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

Adopted
#17T-014  Setting 2017 Salary for Chairs and Members of the Planning, Zoning, Conservation and Historic Preservation Boards by Moore

BE IT RESOLVED, that the following annual salaries to be paid in twelve (12) equal monthly installments be in force for 2017:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, Planning Board</td>
<td>$3,439</td>
</tr>
<tr>
<td>Member, Planning Board</td>
<td>2,544</td>
</tr>
<tr>
<td>Chair, Zoning Board</td>
<td>2,913</td>
</tr>
<tr>
<td>Member, Zoning Board</td>
<td>2,018</td>
</tr>
<tr>
<td>Chair, Conservation Board</td>
<td>1,783</td>
</tr>
<tr>
<td>Member, Conservation Board</td>
<td>868</td>
</tr>
<tr>
<td>Chair, Historic Preservation Board</td>
<td>1,379</td>
</tr>
<tr>
<td>Member, Historic Preservation Board</td>
<td>481</td>
</tr>
</tbody>
</table>

Moved: Moore  
Seconded: Kohl

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

Adopted

#17T-015  Monthly Reports to Town Board by Moore

BE IT RESOLVED, that all Department Heads, including the Town Attorney, shall submit a written monthly report to the Town Board by the 10th of each following month. Reports should summarize progress in accomplishing approved priorities and goals and identify areas that may warrant special attention by the Town Board. Reports should also include a brief summary of major activities.

Moved: Moore  
Seconded: Kohl

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

Adopted

#17T-016  Setting Holidays for Non-Union Employees for 2017 by Moore

BE IT RESOLVED, that the following dates are to be observed as holidays in 2017 for Non-Union employees in accordance with the policy on holidays as written in the Employee's Handbook.

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 2, 2017</td>
<td>New Year's Day Holiday</td>
</tr>
<tr>
<td>Monday, January 16, 2017</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>Monday, February 20, 2017</td>
<td>President's Day</td>
</tr>
<tr>
<td>Friday, April 14, 2017</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Monday, May 29, 2017</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>Tuesday, July 4, 2017</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Monday, September 4, 2017</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Monday, October 9, 2017</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>Friday, November 10, 2017</td>
<td>Veteran's Day</td>
</tr>
<tr>
<td>Thursday, November 23, 2017</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Friday, November 24, 2017</td>
<td>Thanksgiving Day After</td>
</tr>
<tr>
<td>Monday, December 25, 2017</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the floating holiday will be observed on Monday, July 3, 2017.

Moved: Moore  
Seconded: Kohl
#17T-017 Setting Holidays for Union Employees for 2017 by Moore

BE IT RESOLVED, that the following dates are to be observed as holidays in 2017 for Union employees in accordance with the policy on holidays as written in the Employee's Handbook.

- Monday, January 2, 2017: New Year's Day Holiday
- Monday, January 16, 2017: Martin Luther King, Jr. Day
- Monday, February 20, 2017: President's Day
- Friday, April 14, 2017: Good Friday
- Monday, May 29, 2017: Memorial Day
- Tuesday, July 4, 2017: Independence Day
- Monday, September 4, 2017: Labor Day
- Monday, October 9, 2017: Columbus Day
- Friday, November 10, 2017: Veteran's Day
- Thursday, November 23, 2017: Thanksgiving Day
- Monday, December 25, 2017: Christmas Day

(Resolution #17T-017 - Continued)

BE IT FURTHER RESOLVED, that the floating holidays will be observed on Monday, July 3, 2017 and Friday, November 24, 2017.

Moved: Moore
Seconded: Kohl

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

Adopted

#17T-018 Appointment of 2nd Deputy Receiver of Taxes by Moore

NOW, THEREFORE, BE IT RESOLVED, that The Town of Penfield wishes to appoint M&T Bank, 255 East Avenue, 3rd Floor Rochester, NY 14604 as 2nd Deputy Receiver of Taxes for the Town of Penfield.

NOW, THEREFORE, BE IT RESOLVED, that this resolution appoints M&T Bank 2nd Deputy Receiver of Taxes effective January 1st 2017.

Moved: Moore
Seconded: Kohl

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

Adopted

#17T-019 Authorization to Sign Contract with Court Stenographer by Moore

BE IT RESOLVED, that the Supervisor is hereby authorized to sign a contract with Edie Forbes as Court Stenographer for Bench and Jury Trials effective January 1, 2017 to December 31, 2017, unless earlier terminated by either of the parties. Form of contract to be acceptable to Town Attorney. Funds are appropriated in the 2017 Budget.

Moved: Moore
Seconded: Kohl

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

Adopted
#17T-020  Designation of Official Newspaper for 2017 by Moore

BE IT RESOLVED, that the Penfield Post be designated as the official newspaper for the Town of Penfield for publication of notices, resolutions, local laws and ordinances.

Moved: Moore  
Seconded: Kohl  

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

Adopted

#17T-021  Appointments to Ethics Board by Moore

WHEREAS, Town of Penfield Local Law #1 of 1970 provides for the establishment of an Ethics Board to perform duties as defined in this Local Law,

NOW, BE IT RESOLVED, that the following be appointed to the Ethics Board with a term expiring December 31, 2017:

- Tracey Easterly, HR Director, Town of Penfield  
- John Hanratty, 17 Glen Valley Drive, Penfield  
- Steve Pellow, 15 Pond Valley Circle, Penfield

Moved: Moore  
Seconded: Kohl  

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

Adopted

#17T-022  Naming of a Labor Relations Consultant to the Town of Penfield by Moore

BE IT RESOLVED, Harris Beach, PLLC, be named Labor Relations Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Harris Beach, PLLC, Attorneys at Law, 99 Garnsey Road, Pittsford, NY for an agreed upon fee depending on the nature of services rendered, to be approved by the Town Attorney; and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific Labor Relation Consulting to internal staff and to other qualified Labor Consultants in addition to Harris Beach, necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2017 at an agreed upon fee depending on the nature of the services performed.

Moved: Moore  
Seconded: Kohl  

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

Adopted

#17T-023  Employee Handbook Revisions by Moore

WHEREAS, the Penfield Town Board adopted an Employee Handbook on January 3, 1989 and the Board is committed to keeping this information up to date,
NOW, THEREFORE, BE IT RESOLVED, that the following revisions, additions and deletions on file with the Town Clerk are approved for inclusion in the Employee Handbook effective January 1, 2017.

Moved: Moore  
Seconded: Kohl

<table>
<thead>
<tr>
<th>Vote:</th>
<th>Kohl</th>
<th>Aye</th>
<th>LaFountain</th>
<th>Aye</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Metzler</td>
<td>Aye</td>
<td>Moore</td>
<td>Aye</td>
</tr>
<tr>
<td></td>
<td>Quinn</td>
<td>Aye</td>
<td></td>
<td></td>
</tr>
</tbody>
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Adopted

#17T-024 Authorization for Supervisor to Execute Change Orders by Moore

WHEREAS, the Town Board desires for projects to be completed in the most efficient and timely manner possible and,

WHEREAS, unforeseen issues may arise during the course of a project which require additional funding and Town pre-approval,

BE IT RESOLVED, the Town Board hereby grants the Town Supervisor the authority to execute change orders up to 5% of the Board awarded contract amount up to a maximum of $5,000.

Moved: Moore  
Seconded: Kohl

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<th>Vote:</th>
<th>Kohl</th>
<th>Aye</th>
<th>LaFountain</th>
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<td>Metzler</td>
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<td>Moore</td>
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<td>Quinn</td>
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Adopted

#17T-025 Authorization for Supervisor to Execute Small Contracts by Moore

WHEREAS, the Town routinely enters into small contracts for programs, lectures and presentations and,

WHEREAS, a significant number of such contracts are for amounts totaling less than $1,000.00 and,

WHEREAS, the Town Board endeavors for efficient and timely processing of transactions for day to day operations,

BE IT RESOLVED, the Town Board hereby grants the Town Supervisor authorization to execute contracts up to $1,000.00.

Moved: Moore  
Seconded: Kohl

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<th>Vote:</th>
<th>Kohl</th>
<th>Aye</th>
<th>LaFountain</th>
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<td>Metzler</td>
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<td>Quinn</td>
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Adopted

#17T-026 Authorization for Workers Compensation Coverage with New York State Municipal Workers’ Compensation Alliance by Moore

WHEREAS, there has been proposed a "NEW YORK STATE MUNICIPAL WORKERS' COMPENSATION ALLIANCE PLAN DOCUMENT" pursuant to Section 50 3-a of the Workers' Compensation Law (hereinafter "the Plan"); and

WHEREAS, the Town of Penfield is eligible for membership in the Plan; and

WHEREAS, the Town of Penfield has made an independent investigation of the Plan and, subject to final review by the Town attorney of the Plan document,
has concluded that it would be in the interest of the Town of Penfield to participate therein; therefore, be it

RESOLVED, that the Town of Penfield enter into membership in the Plan pursuant to Section 50 Subdivision 3-a of the Workers' Compensation Law; and be it further

RESOLVED, that the Town Supervisor be and hereby is authorized and instructed to execute the Plan's charter document on behalf of the Town of Penfield; and be it further

RESOLVED, that the custody of all joint Plan moneys by the Plan Administrator under the Plan be and the same hereby is approved.

(Motion: Moore
Seconded: Kohl
Voted: Kohl Aye  LaFountain Aye  Metzler Aye  Moore Aye  Quinn Aye
Adopted)

Public Works

#17T-027  Naming of Landscape Consultant to the Town of Penfield by Metzler

BE IT RESOLVED, that Bruce Zaretsky & Associates, 1965 Watson Hulburt Road, Penfield, NY 14502 be named Landscape Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Bruce Zaretsky & Associates, as outlined in a letter, filed with the Town Clerk. This letter includes a schedule of fees for various services provided by Bruce Zaretsky & Associates, as Landscape Consultant to the Town of Penfield for 2017, and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific projects to internal staff and to other qualified landscape architectural firms in addition to Bruce Zaretsky & Associates as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2017 at an agreed upon fee depending on the nature of the services performed.

(Motion: Metzler
Seconded: Moore
Voted: Kohl Aye  LaFountain Aye  Metzler Aye  Moore Aye  Quinn Aye
Adopted)

#17T-028  Naming of a Planning Consultant to the Town of Penfield by Metzler

BE IT RESOLVED, that Douglas Fox, 560 Plank Road, Webster, NY 14580, d.b.a. Fox Planning Services, be named as Planning Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Fox Planning as outlined in their letter on file with the Town Clerk and approved by the Town Attorney.

(Motion: Metzler
Seconded: Moore
Voted: Kohl Aye  LaFountain Aye  Metzler Aye  Moore Aye  Quinn Aye
Adopted)
WHEREAS, the Town Board established a Sewer Entrance Fee schedule for the Town of Penfield by adoption of Resolution #184 of 1979, and

NOW, THEREFORE, BE IT RESOLVED, that the current Sewer Entrance Fee rate of $500 for residential properties and $600 for commercial properties will be extended through 2017, and

BE IT FURTHER RESOLVED, that the Town will remit $250 for each residential property and $350 for each commercial property to Monroe County Pure Waters.

Moved: Metzler  
Seconded: Moore  

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

Adopted

WHEREAS, the Town of Penfield has established a Watershed Management Committee to identify maintenance needs and erosion issues for its network of open watercourses, and

NOW, THEREFORE, BE IT RESOLVED, that the following persons be appointed to this committee for a term expiring December 31, 2017:

Chairman: Supervisor LaFountain  
Members: Cynette Cavaliere, 5 Split Rail Run, Penfield  
         Robert Kanauer, Jr., 1710 Sweets Corners Rd, Penfield  
         Matthew Piston, 2212 Five Mile Line Road, Penfield  

Town of Penfield Staff: Phyllis Ely, Public Relations  
                        Sabrina Renner, Recreation Dept.  
                        Mark Valentine, Town Engineer  
                        Jim Kreckman, Facilities Dept.

Moved: Metzler  
Seconded: Moore

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

Adopted
(Resolution #17T-031 - Continued)

Mark Valentine, Chair  Town of Penfield Engineer
Edward Freeman  125 Sawmill Drive
Michael Guyon  126 Penfield Crescent
Mike Simon  3817 Atlantic Avenue
Bob Garbeck  Town of Penfield DPW/Park Foreman
Al Broccoli  2755 Penfield Road, Penfield
Eric Tait  Town of Penfield DPW
Mike O’Connor  Town of Penfield Engineering Dept.

Moved: Metzler
Seconded: Moore

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

Adopted

#17T-032  Appointments to Conservation Board by Metzler

BE IT RESOLVED, that James Almstead, 44 Flower Valley Circle; Jeffrey Bartocci, 3 Robert Road; Rosanne Cohen, 2146 Gloria Drive; Burton Gorton, 47 Pine Brook Circle; Patricia Schichler, 44 Belvista Drive; J. Noel Schlageter, 1550 Creek Street; Mark Wood, 1671 Harris Road; Matthew Piston, 2212 Five Mile Line Road, Penfield, NY be appointed to the Conservation Board for a one year term expiring December 31, 2017 at annual salary as established by the Town Board.

Moved: Metzler
Seconded: Moore

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

Adopted

#17T-033  Appointment to Chair – Conservation Board by Metzler

BE IT RESOLVED, that James Almstead, 44 Flower Valley Circle, Penfield, NY be appointed Chair of the Penfield Conservation Board for a term of one year expiring December 31, 2017, at an annual salary as established by the Town Board.

Moved: Metzler
Seconded: Moore

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

Adopted

#17T-034  Appointment to Historic Preservation Board by Metzler

BE IT RESOLVED, that Donald Crumb, Jr., 1001 Whalen Road, Penfield, NY be appointed to the Historic Preservation Board for a term expiring December 31, 2021 at an annual salary as established by the Town Board.

Moved: Metzler

(Resolution #17T-034 - Continued)
Seconded: Moore

Vote:

|     | Kohl | Aye | LaFountain | Aye | Metzler | Aye | Moore | Aye | Quinn | Aye |

Adopted

#17T-035 Appointment of Chair to Historic Preservation Board by Metzler

BE IT RESOLVED, that Joan Belgioirno, 11 Mountain Road, Penfield, NY be appointed Chair of the Historic Preservation Board for the year 2017 at an annual salary as established by the Town Board.

Moved: Metzler
Seconded: Moore

Vote:

|     | Kohl | Aye | LaFountain | Aye | Metzler | Aye | Moore | Aye | Quinn | Aye |

Adopted

#17T-036 Naming of an Architectural Consultant to the Town of Penfield by Metzler

BE IT RESOLVED, that Plan Architectural Studio, P.C. High Falls Building, Suite 102, 4 Commercial Street, Rochester, NY 14614 be named an Architectural Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Plan Architectural Studio, PC, as outlined in their letter, on file with the Town Clerk, which includes a schedule of fees for various services provided by Plan Architectural Studio, PC, as an Architectural Consultant to the Town of Penfield for 2017, and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific projects to internal staff and to other qualified architectural firms in addition to Plan Architectural Studio, P.C. as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2017 at an agreed upon fee depending on the nature of the services performed.

Moved: Metzler
Seconded: Moore

Vote:

|     | Kohl | Aye | LaFountain | Aye | Metzler | Aye | Moore | Aye | Quinn | Aye |

Adopted

Public Safety

#17T-037 Appointments to the Transportation Committee by Quinn

BE IT HEREBY RESOLVED, that the following be appointed to the Penfield Transportation Committee, to be chaired by Councilman Andrew Moore, for a term to expire December 31, 2017:

(Resolution #17T-037 - Continued)

Laurie Enos
16 Talbot Drive
Penfield, NY 14526
Penfield Town Board, January 4, 2017

Monroe County Sheriff’s Dept.
789 Linden Avenue
Rochester, NY  14625

Sarah Clauser
Mark Valentine
Town of Penfield Engineering Department
3100 Atlantic Avenue
Penfield, NY  14526

Richard Giesselman
Eric Tait
Town of Penfield Department of Public Works
1607 Jackson Road
Penfield, NY  14526

Dan McCusker
124 Sawmill Drive
Penfield, NY  14526

Mary Sweeney
120 Beacon Hills Drive S
Penfield, NY  14526

Terrance Rice
Monroe County Dept of Transportation
City Place
50 W. Main Street
Rochester, NY  14614

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

Adopted

#17T-038 Authorization of Temporary Assignment of Judges by Quinn

BE IT RESOLVED, that the Town Board consents to the temporary assignment of
Town of Penfield Justices to preside in other city/town/village and family
courts in the Seventh Judicial District as need arises during the year 2017, and

BE IT FURTHER RESOLVED, that the Town Board approves the temporary assignment
of Judges from other city/town/village and family courts in the Seventh
Judicial District to the Penfield Justice Court as the need may arise during
the year 2017.

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

Adopted

#17T-039 Court Enforcement Officer Appointment by Quinn

WHEREAS, Town Board Resolution #148 of February 5, 1999 established the
position of Town of Penfield Court Enforcement Officer (Process Server),

NOW, BE IT RESOLVED, that Sandy Macaluso, PO Box 67164, Rochester, NY 14617
and are appointed Town of Penfield Court Enforcement Officers for a term to
expire December 31, 2017 at no salary and that duties and fees will be
approved by the Town Board and Town Administrative Judge.
moved: Quinn  
seconded: Metzler

vote: Kohl Aye LaFountain Aye
       Metzler Aye Moore Aye
       Quinn Aye

adopted

#17T-040 Appointment of Town Veterinarian by Quinn

BE IT RESOLVED, that Animal Hospital of Pittsford, PC, 2816 Monroe Avenue, Rochester, New York 14618, be appointed Town Veterinarian for 2017 to cover emergency situations, and to be paid for services performed.

BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to sign an annual contract with Animal Hospital of Pittsford to provide the aforementioned services.

moved: Quinn  
seconded: Metzler

vote: Kohl Aye LaFountain Aye
       Metzler Aye Moore Aye
       Quinn Aye

adopted

Community Services

#17T-041 Penfield Community Television Fee Schedule by Kohl

WHEREAS, the Penfield Town Board adopted the Penfield Community Access Television’s Fee Schedule by resolution #09T-064 in 2009 and,

WHEREAS, the Penfield Community Television Coordinator has identified a need to increase to the Production Studio Fees by $25.00 and,

WHEREAS, the Production Studio Fees shall now be:

- $150.00 for a 30 minute studio production
- $250.00 for a 60 minute studio production

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby approves the amended Penfield Community Access Television Fee Schedule.

moved: Kohl  
seconded: Quinn

vote: Kohl Aye LaFountain Aye
       Metzler Aye Moore Aye
       Quinn Aye

adopted

#17T-042 Authorization for Supervisor to Sign Contract for Daytons Corners School Coordinator by Kohl

BE IT RESOLVED THAT the Town Supervisor be authorized to sign a contract with Barbara Quinn, 68 Harwood Circle, Penfield as Coordinator of the Dayton’s Corners School from January 1, 2017 through December 31, 2017 for a fee of $3,500.00. Vouchers to be submitted monthly.

moved: Kohl  
seconded: Quinn
Adopted

#17T-043 Appointments to the Library Board by Kohl

BE IT RESOLVED, that Melissa Bowie, 1679 Harris Road, Penfield, NY and Mary McVicar Keim, 38 Alberta Drive, Penfield, NY, be appointed to the Penfield Library Board for a term expiring December 31, 2021.

Moved: Kohl  
Seconded: Quinn  

Adopted

#17T-044 Appointments to the Local History Room Advisory Committee by Kohl

BE IT RESOLVED, that the following be appointed to the Local History Room Advisory Committee for a one (1) year term expiring December 31, 2017:

Jan Braman  
1411 Sweets Corners Road  
Penfield, NY  14526

Don Nelson-Nasca  
1661 Sweets Corners Road  
Penfield, NY  14526

Diane Dayton Riley  
48 Rossman Drive  
Webster, NY  14580

Margery Salmon  
2013 Webster Fairport Road  
Penfield, NY  14526

Jay Thompson  
149 New Wickham Drive  
Penfield, NY  14526

Carolyn Wise  
C/O 3121 Lake Road  
Williamson, NY  14589

(Resolution #17T-044 - Continued)

Moved: Kohl  
Seconded: Quinn  

Adopted

#17T-045 Authorization for Supervisor to Sign Penfield Community Television Contract by Kohl

BE IT RESOLVED, that the Town Board hereby authorizes the Town Supervisor to sign the following contract for videographer services:
BE IT FURTHER RESOLVED, that the fee is $17.00 for each consecutive hour as determined by the Cable Coordinator and staff.

Moved: Kohl
Seconded: Quinn

Vote:

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<th>Kohl</th>
<th>Aye</th>
<th>LaFountain</th>
<th>Aye</th>
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<td>Aye</td>
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<tr>
<td>Quinn</td>
<td>Aye</td>
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Adopted

Old Business - None

New Business - None

Public Participation - None

Adjournment

Supervisor LaFountain adjourned the meeting at 7:22 PM.

Amy Steklof, RMC/CMC
Town Clerk

Attachment for Resolution #17T-001

RULES OF PROCEDURE

FOR

PENFIELD TOWN BOARD MEETINGS AND PUBLIC HEARINGS

I. TOWN BOARD MEETINGS & PUBLIC HEARINGS

A. TIME, DATE & PLACE

1. Regular Meetings:

Penfield Town Board shall regularly meet the first and third Wednesday of each month at 7:00 PM in the Penfield Town Hall, Penfield, New York. The primary purpose of these meetings is for legislative actions. When such date falls on a legal holiday, the Town Board may set an alternate date and time of said meeting, or may dispense with said meeting. For good cause shown, the Supervisor is authorized to cancel Town Board meetings subject to rescheduling thereof.

Pursuant to Town Law #63, the Supervisor shall preside at the meetings of the Town Board. In the absence of the Supervisor, the Deputy Supervisor shall preside, or if no Deputy Supervisor has been
appointed, or in the event the Deputy Supervisor is absent, then the other members of the Town Board shall designate one of their members to act as temporary Chairman. A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn. It is the obligation of every member of the Board to vote on every issue, except where, in the judgement of the Board member, he/she has a potential conflict of interest in which case an abstain vote is in order.

Such vote shall be taken by "ayes", or "yes" and "nays", or "no", and the name of every member present and their vote shall be entered in the Minutes. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all members of the Town Board.

2. Public Hearings:

Penfield Town Board shall regularly hold Public Hearings as required at the Penfield Town Hall, Penfield, New York. The primary purpose shall be to conduct Public Hearings required to be held by and before the Penfield Town Board.

3. Special Meetings:

Special meetings may be called by the Supervisor from time to time. The Supervisor shall call a special meeting within 10 days if requested in writing to do so, by not less than two (2) Town Board members. The time and date of the special meeting may be set at the discretion of the Supervisor provided that each Town Board member receives actual notice thereof, not less than two (2) days prior thereto; said notice shall contain the proposed agenda items to be contemplated by said special meeting.

B. REGULAR AGENDA

The regular agenda shall be prepared by the Town Clerk and shall be available by 4:00 PM on the Friday before the scheduled Town Board Legislative Meeting. Said agenda shall be tentative only as to Town Board meetings, but shall be firm as to Public Hearings. Said agenda for Town Board meetings shall be tentative only, and items may be added, deleted or altered at the pleasure of the Town Board. As nearly as possible, said agenda shall follow the following points and order:

1. Call to Order, Pledge of Allegiance, Roll Call
2. Communications and Announcements
   a) From the Supervisor
   b) From the Town Board Members
   c) From the Town Clerk and Town Attorney
3. Public Participation
4. Additions and Deletions to Agenda
5. Approval of Minutes of Prior Meeting
6. Petitions Received
7. Resolutions by Function
   a) Law & Finance
   b) Public Works
   c) Public Safety
   d) Community Services
8. Old Business
9. New Business
10. Public Participation
11. Adjournment
C. FUNCTIONAL COMMITTEES

1. Standing Functional Committees:
The following shall be designated as areas of responsibility of the Penfield Town Board and shall be standing committees of the Penfield Town Board:
   a) Law and Finance
   b) Public Works
   c) Public Safety
   d) Community Services

2. Ad Hoc Committees:
Pursuant to Town Law, the Supervisor may designate ad hoc committees and appoint the members thereof at times and from time to time as the need may arise.

3. Composition Formation of Functional Committee:
Pursuant to Town Law, it is the prerogative of the Supervisor to appoint all committees, and the Supervisor shall appoint chairpersons to all standing functional committees and also the composition of each committee, which shall be not less than the chairperson, and the rest of the Town Board, thereon.

D. RESOLUTIONS

1. Pursuant to the Town Law, any Town Board member or the Supervisor may offer a resolution for consideration by the Town Board. All resolutions shall be presented to the Town Clerk, who shall time stamp each resolution in consecutive number as received and list each resolution on the agenda under the appropriate function heading, as requested by the author of each resolution, in the order received in each function heading.

2. Routine requests for resolutions by Town staff members or by the Supervisor, and any proposed resolutions from Town staff, the Supervisor or Town Board members may be directed through the office of the Supervisor to the appropriate function chairperson. Review of such resolutions and requests for resolutions shall be by the function chairperson alone, or the Town Supervisor, or with the full Town Board, depending on the nature of the resolution and at the discretion of the function chairperson. The function chairperson shall author or cause to be authored all resolutions from requests for resolutions.
3. All resolutions shall be submitted to the Town Clerk by 12:00 noon of the Friday, or in the case of a holiday, shall be submitted the Thursday before, preceding the next regular Town Board Legislative Meeting, and unless so submitted, may not be acted upon at the discretion of the Town Board, unless of a serious and urgent matter. All proposed resolutions tabled from prior meetings shall be carried under “Old Business”. Proposed resolutions received too late to be listed under functional committees, may be considered as “New Business”.

E. PARLIAMENTARY PROCEDURE & VOTING

1. Voting by the Town Board on each issue shall be by alphabetical roll call vote.

2. Where not inconsistent with the Law of New York as contained in the Town Law, and elsewhere, or inconsistent with these rules, or any other rules adopted by the Penfield Town Board, procedural questions shall be resolved by “Robert’s Rules of Order”. The Town Attorney shall serve as Parliamentarian.

II. MEETINGS OF STANDING COMMITTEES OF THE TOWN BOARD

A. TIME, DATE & PLACE

The Town Board shall meet in Work Session on the second and fourth Wednesday of each month at 7:00 PM at the Penfield Town Hall. Business will be conducted for each functional committee including Law and Finance, Public Works, Public Safety and Community Service.

When the scheduled date for such meeting falls on a legal holiday, the Town Board may set an alternate date and time of said meeting, or may dispense with said meeting. Pursuant to New York State Law, all committee meetings of the Town Board shall be open to the public; however, pertaining to certain business, as may be appropriate and permitted by State law, portions of such meetings may be closed to the public in so-called “Executive Sessions”. For an Executive Session to occur, a motion to go to Executive Session must be made, seconded and carried by not less than three (3) members present and the purpose for the Executive Session must be clearly stated and recorded in the minutes of the committee meeting. No
minutes of the Executive Session will be maintained except where a
decision is made.

B. **AGENDA**

There will be a formal agenda for committee/work sessions, which
shall be prepared by the Supervisor and Town Clerk. This agenda shall
be available and distributed by the end of the day of the preceding
Friday or in case of a holiday shall be submitted the Thursday before
the scheduled committee meeting.

Each Committee Chairperson and Supervisor will submit agenda
items to the Town Clerk by end of day Thursday prior to each scheduled
work session. The agenda will include: a call to order, approval of
minutes and functional committees broken down by (1) Action Items; (2)
Information Items and (3) Held Items. If needed, there may be an
Executive Session.

Items to covered by any time, and from time to time, shall
include:

1. Reports from standing committee chairperson;
2. Meetings with various appointed boards and committees
   in the Town;
3. Meetings with department heads, the Town Engineer and
   other consultants;
4. Items referred to the committee by the Town Board;
5. Communications and other pertinent business relating to
   the standing committee;
6. Executive Sessions as set forth herein above.

III. **PUBLIC HEARINGS**

Public Hearings shall be held as prescribed by law and conducted
on the dates scheduled therefore by the Penfield Town Board. The
Supervisor and/or the Town Attorney shall give a concise statement of
the purpose of the Public Hearing after the Town Clerk has read the
notice thereof.

The purpose of a Public Hearing is to hear the public. No Town
Board member, nor the Supervisor shall engage in prolonged discussion
with any speaker, but shall listen to what each speaker has to say.

IV. **CONDUCT OF THE PUBLIC**
A. Any person recognized by the Supervisor shall give name, address and the nature of his or her business, briefly.

B. No such person has the right to demand an answer to a specific question from a member of the Board. All such questions should be directed to the Supervisor.

C. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of the Town Board meeting.

D. No member of the public shall be permitted to address the Town Board unless recognized by the Supervisor.

E. Any person speaking to the Town Board with the consent of the Supervisor shall address his remarks to the Town Board, not to other members of the audience in the form of a debate.

F. A Town Board meeting is an important Legislative session and it is expected that all members of the public will conduct themselves in a professional manner.

G. Any person wishing to speak at a Public Hearing may, prior to the start of said hearing, complete an “Intent to Speak” form available from the Town Clerk. The completed form shall be given to the Town Clerk who will recognize the speakers as the hearing progresses. Additionally, the Chair will recognize certain interests at the start of the hearing if such action will facilitate a more orderly and logical discussion of the subject of the hearing. In fairness to all members of the public, speakers are encouraged to focus on the facts of the matter at hand. Persons who have not indicated their intent to speak by completing the available form, may also have an opportunity to speak after all those who have signed forms have spoken. The public may also submit statements in writing. A speaker may be recognized to speak a second time by the Chair only after everyone who wishes to speak a first time has spoken.

H. Penfield Town Board agenda provide a segment of time for citizens to speak. Public Participation is allowed early on the agenda and at the end of the legislative session. Persons may speak on any subject and are not confined to items on the agenda.

I. No request for a show of hands or a “vote” of persons present on any matter is allowed.
J. Rules Letters “A”, “B”, “C”, “D”, “E” and “I” apply to Public Hearings, as well as to Town Board Meetings. Rule “G” applies only to Public Hearings, whereas Rules “F” and “H” do not apply to Public Hearings, as persons present are expected to express opinions and ask questions. A Public Hearing is not a legislative session.

V. MISCELLANEOUS PROVISIONS

A. FILE OF COMMUNICATIONS AND PROPOSED RESOLUTIONS

In order to enable the citizens of the Town of Penfield to be apprised of proposed resolutions and of communications received by the Town, and in order to reduce the need for reading of routine communications during Town Board meetings, the Town Clerk shall prepare, or cause to be prepared, a file of all proposed resolutions to be acted upon at a Town Board meeting. A copy of the Rules of Procedure and said file shall be available for inspections by the public, one-half hour before, in a convenient place within the meeting hall.

B. SAVINGS CLAUSE

In the event that any clause, paragraph or portion of these Rules shall be deemed to be invalid by any Court or any governmental agency or authority having jurisdiction hereof, the balance of these Rules shall continue nevertheless in full force and effect and shall survive such determination.

Effective: January 4, 2017
### 2017 FT & PT Salary & Wage Schedules

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<th>Grade</th>
<th>Position Description</th>
<th>Min Base</th>
<th>Mid Base</th>
<th>Max Base</th>
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<th>Average Pay</th>
<th>Outstanding</th>
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### 2017 FT & PT Salary & Wage Schedules

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<tr>
<th>Grade</th>
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<th>Min Base</th>
<th>Mid Base</th>
<th>Max Base</th>
<th>Pay Satisfactory</th>
<th>Average Pay</th>
<th>Outstanding</th>
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### 2017 FT & PT Salary & Wage Schedules

#### Grade 12

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<th>Step 9</th>
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#### Grade 11

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