TOWN BOARD WORK SESSION AGENDA
Wednesday, September 12, 2018 7:00 PM
Supervisor R. Anthony LaFountain, presiding

I. Call to Order

II. Approval of Minutes – August 22, 2018

III. Monthly Reports - August

IV. Public Hearings - None

V. Guests
   a. RG&E - Discussion Regarding Electric Trunk Line Relocation - Valentine

VI. Action Items
   a. RFP Website Design & Development Consultant - Renner
   b. Private Storm Pipe Agreement, 88 Stoneledge Way - Valentine
   c. License and Hold Harmless Agreement, 86 Bainbridge Lane - Valentine
   d. Personal Training Gym, 1844 Penfield Road - Costello
   e. Live Music in Outdoor Dining Area of K2 Brewery, 1221 Empire Blvd. - Costello
   f. YMCA Roadway Dedication Update - Valentine

VII. Informational Items
   a. (NONE)

VIII. Held Items
   a. Jomanda Way, Expanding No Shooting Petition - LaFountain
   b. Sign Ordinance Updates/Proposed Ordinance Revision - Costello/LaFountain

IX. Old Business – (NONE)

X. New Business

XI. Executive Session

XII. Next Meeting: September 26, 2018

XIII. Adjournment

This meeting will be video recorded and broadcast LIVE via the town’s website www.penfield.org and the Town’s Government Access Cable Channel 1303. Questions regarding video coverage contact Penfield TV at (585) 340-8661.
I. Call to Order

Present:
Supervisor LaFountain
Councilwoman Kohl
Councilwoman Metzler
Councilman Moore
Councilman Quinn

Also Present:
Jim Costello
Lisa Grosser
Dave Renner

II. Approval of Minutes – 8/22/18
CM Quinn moved for the approval of the Minutes of August 22, 2018, CW Metzler seconded the motion.

III. Monthly Reports – Most of the August reports have been submitted, the remaining reports will be in by the end of the week.

IV. Public Hearing – None

V. Guests
- R G & E – Discussion Regarding Electric Trunk Line Relocation – Valentine
  Jim Costello introduced Chris Keipper and Mark Anderson from R G & E, to discuss the relocation of an electric main line.

Chris Keipper stated that this is a reliability project. The wires above ground are subject to tree falls and need to be placed underground. The lines will also be moved off the Shadow Pines property. The line runs from Penfield Road, through Panorama Trail, along Shadow Pines to Sawmill Drive. The line continues up Five Mile Line Road and then to Whalen Road where the line will match up with existing overhead lines near the Dolomite quarry. The existing line is 60 years old and has reached the end of its serviceable life.

Jim Costello asked when the work will begin.

Keipper stated he is trying to accelerate the procurement process, and would like to start a portion of the project this year. It is likely the entire project will take place in 2019. All existing lines and poles will be dug up and removed.

Mark Anderson stated that R G & E will utilize a method to minimize tree clearing. If a tree has a caliper of one (1) foot or more, we will meet with Town Representatives before removing
Anything smaller than a one (1) foot caliper will be removed, chipped and taken off site.

Councilman Quinn asked if the poles are located on the Shadow Pines property or the adjacent neighbor’s property.

Anderson stated the poles are within the Shadow Pines property. There will be an outreach effort to all residential properties prior to the start of this work.

Keipper said a letter advising of the work will be sent to each resident along with a door hanger, which will include a project telephone number for questions. Keipper added field crews will also have contact cards in the field to give to residents who have any questions.

Supervisor LaFountain confirmed the lines will go from the east side of Panorama Trail to Sawmill Drive. The line will be installed in the pavement at Sawmill Drive and the only residential impact will be road traffic management.

Keipper said there will always be access to driveways for residents. When the project is completed, the road will be paved curb-to-curb.

Councilman Quinn asked what the duration of the project will be, and what hours will you be working. Quinn asked if a traffic study been completed as Five Mile Line Road is a thoroughfare to Penfield High School.

Keipper said the traffic plans are under way now. The only thing we would like to get done this year is the Sawmill Drive portion. The project is a moving process, and the road will not be blocked. There will always be two (2) lines of traffic, but it may be slow at times. The project can be phased for an appropriate time line.

Councilwoman Metzler asked what are the benefits to the residents, and what is the communication plan?

Keipper said that will be included in the letter to the residents, information can also be placed on the Town website.

Metzler asked how many customers would this effect.

Keipper said he would have to get that number.

Quinn asked what is the time table, and what are the anticipated hours?

Keipper said the hours still need to be discussed. Typically we work from 7:00 AM to 3:30 PM.
LaFountain added construction hours are Monday through Friday 7:00 AM to 7:00 PM, and Saturday from 8:00 AM to Noon. This Board would grant any exceptions to that. LaFountain stated traffic is bumper to bumper on Five Mile Line Road between 6:45 AM to 7:45 AM during the school season.

Quinn suggests having onsite coordination to communicate with emergency services. This location is a main trunk line for Penfield Fire and Ambulance.

LaFountain asked if R G & E has the flexibility to do this project in separate portions.

Keipper said yes, we will work with the Town. There will be a similar project going on in East Rochester, the two (2) projects will be completed within a year.

LaFountain asked representatives to work with Mark Valentine, Eric Tait and Phyllis Ely who will supplement the communications to the residents.

Quinn suggested contacting Jeff David, Fire Marshal for help coordinating with emergency services.

Keipper asked if any special permitting will be required.

LaFountain said work with Eric Tait regarding Town roads. Also reach out to Monroe County DOT for Five Mile Line Road and Whalen Road.

Keipper said he will forward a copy of the resident letter.

LaFountain stated that he has received positive comments about the R G & E work, being done at Atlantic Avenue and Five Mile Line Road, replacing the gas main.

VI. ACTION ITEMS

a. RFP Website Design & Development Consultant - Renner
Dave Renner submitted the draft RFP to the Board for its review. This will be to update the four (4) websites that we maintain.

Councilwoman Metzler asked what the timeframe for completion would be.

Renner stated the time line is aggressive, we are requesting that proposals are received and reviewed by the end of the year. The update would be complete by October 1, 2019. There will be a full site review of the four (4) websites, interview each department and then start the build and mechanics of it. The proposed timeline will likely get pushed out.

Councilwoman Kohl asked for an explanation as to the reasoning for this proposal.
Renner explained that we want to take the four (4) websites to the next generation of technology and services. There are current areas of concern with 3rd party services. This will be an opportunity to review how those are rendered through the website, and how we can make those sites more customer friendly.

Supervisor LaFountain reviewed that the current websites have been in place for a number of years. The original software package has been expanded to keep things running and we have stretched its limits.

Renner added we will also be addressing tablet and cell phone usage. This update will improve internal operations and make updates to the websites more efficient and timely for residents. The sites will also be mobile device friendly.

Councilman Moore advised that there could be a wide range of proposals, and the final three (3) proposals should be interviewed carefully to confirm you are getting what is proposed.

Renner said the qualifications and expectations are listed in the RFP, we want to get the best for our dollars spent.

Councilwoman Kohl moved to approve the RFP for a website design and development consultant, Councilman Moore seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on October 3, 2018.

Councilman Quinn asked Renner to detail the time line.

Renner stated tentatively proposals are due October 26, interviews will take place November 7. The selection would be awarded on December 5 and all candidates will be notified on December 14. The completion date for the project is for October 1, 2019.

b. Private Storm Pipe Agreement, 88 Stoneledge Way – Valentine
Jim Costello reviewed that Blake Miller requested a private storm pipe agreement at the last Work Session on August 22, 2018. Miller has spoken with his neighbors, and some of them are also interested in a private storm pipe agreement. PRC reviewed and doesn’t fundamentally have a problem with the request, but would like to wait and see what happens with hydrology of the area when all of the lawns are completed. Miller has requested this be tabled until the September 26, 2018 Work Session, so more information can be gathered from the neighbors.

Councilwoman Metzler moved to table the request, Councilman Quinn seconded and all present voted “Aye.”

c. License and Hold Harmless Agreement, 86 Bainbridge Lane – Valentine
Jim Costello stated that the residents at 86 Bainbridge Lane have installed a pool and entertainment hut on the property. The drainage was re-routed from the roof and the downspouts and the leaders are now located in the easement area. The resident has obtained a new survey map and only the roof leaders are in the easement area.

Councilman Quinn moved to allow the license and hold harmless agreement, Councilwoman Kohl seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on October 3, 2018.

d. Personal Training Gym, 1844 Penfield Road – Costello

Jim Costello reviewed that the Public Hearing was held on September 5, 2018. This will be a family oriented, appointment only business. They will also offer some classes.

Councilman Moore moved to allow the Personal Training Gym, Councilman Quinn seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on October 3, 2018.

Jim Costello noted that the applicant will add a banner to the existing sign and approval of this signage will be a condition of approval.

e. Live Music in the Outdoor Dining Area of K2 Brewery, 1221 Empire Blvd. – Costello

Jim Costello reviewed that the Public Hearing was held on September 5, 2018. Kyle Kennedy had submitted a packet of photos to the Board for its review, including improvements that have been done since the Public Hearing.

Supervisor LaFountain noted that concerns were brought up during the Public Hearing regarding parking and traffic in the area.

Costello reviewed the original approval resolution which states the owners must not allow parking on Wilbur Tract Road and must obtain permission from the adjacent property owners to park on their properties. Gravel was added to private property for additional parking without permission of the owner who is Dr. Howitt. The Kennedy’s have been unable to obtain permission from adjacent property owners for additional parking. Kennedy did speak with property owner Larry Saj on Wilbur Tract Road who agreed he liked the idea of adding no parking signs.

Councilman Quinn said we need to go back to the original resolution. The addition of the gravel and signage on private property is an issue. Quinn continued to say he is not satisfied that the parking is under control. The request for outdoor music should be put off until next spring when the parking problem is mitigated. The residents need assurances that patrons won’t be parking on Wilbur Tract Road, or private property. Quinn feels
this request should be tabled until the parking issues are resolved.

LaFountain asked if the gravel was added after the Public Hearing.

Costello stated yes, and it is all on the Howitt property. Costello added, he gave Kyle Dr. Howitt’s number to contact him regarding permission. Costello added that the Fire Marshal also contacted him regarding requests for two (2) special event permits. The first would be similar to the August 19th event that this Board approved, the second is a private party.

Quinn stated he is not comfortable with approving additional events until all parking can be accommodated on site.

Mrs. Kennedy explained that the first event, planned for September 16th, is an Acoustical Jam and will run 4:00 PM to 7:00 PM. The second event planned is for September 19th, and is a private party in the beer garden with a couple piece band from 7:00 PM to 9:00 PM. There are 50 to 70 invitations out for the private party.

Councilwoman Metzler said Kyle and Brad Kennedy are trying to fix things without approval or guidance. They are also setting events without permission.

LaFountain added that a couple of neighbors had concerns with the music during the August 19 event. These events should not be scheduled before approval is received from the Town. We want your business to be successful, but we don’t want problems with the neighbors.

Metzler added she is okay with the outdoor music, but is concerned with parking.

Mrs. Kennedy stated that Wilbur Tract Road had six (6) inch potholes, and some of that gravel was put down before the Public Hearing. We spent our own money for the safety of our patrons. We received no response to our requests from the owner of the road.

Costello said making changes to the road without permission is trespassing. The property owner may not have wanted those improvements.

Metzler inquired about a Penfield Football event that she was notified about, and asked if the music will be inside or outside.

Mrs. Kennedy stated the music will be inside. K2 is not advertising the event, Penfield Football is doing the advertising.
LaFountain asked if the Acoustical Jam will be only acoustical music.

Mrs. Kennedy said yes, we will move the music inside if it is not approved to be outside.

Metzler proposed allowing the two (2) events, but if parking is not contained, the outdoor music request will be denied.

Mrs. Kennedy said if we can obtain permission from Dr. Howitt to use his property for parking, there would be an additional 25 spaces.

LaFountain asked who owns Wilbur Tract Road.

Costello said Dr. Howitt.

LaFountain said the neighbors on Wilbur Tract Road have an access agreement to utilize the road.

Councilwoman Metzler moved to allow the two (2) special events with contained parking or permission to park on the adjacent property with written approval on file with the Town. The request for outdoor music will be held until the September 26th Work Session, and will be reviewed based on the two (2) approved special events. Councilwoman Kohl seconded, and all present voted “Aye.”

Costello asked how long the beer garden will be open.

Mrs. Kennedy said until the snow falls; there are outdoor gas fire pits.

LaFountain advised Mrs. Kennedy to not schedule additional events until this gets ironed out. This Board could revote their permit for operation.

Councilman Moore advised Mrs. Kennedy to continue looking for additional parking on adjacent properties.

Costello said the approval of these two (2) events would expire their opportunity to hold any additional events this year.

f. YMCA Roadway Dedication Update - Valentine
Jim Costello stated that Home Leasing has rescinded their request to have the roadway dedicated. The road will stay as a private drive and all future roads will be built to Town specifications including the spine road. The applicants will possibly come back in the future to request dedication.

Costello added he will send a letter to the applicant acknowledging the withdraw request.
VII. INFORMATIONAL ITEMS
   a. None

VIII. HELD ITEMS
   a. Jomanda Way, Expanding No Shooting Petition – LaFountain
   b. Sign Ordinance Updates/Proposed Ordinance Revision – Costello/LaFountain

IX. Old Business – None

X. New Business – None

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

XII. Next Meeting – September 26, 2018

XIII. Adjournment – Supervisor LaFountain adjourned the regular Work Session at 8:37 PM.

Lisa Grosser, RMC
Deputy Town Clerk