TOWN BOARD WORK SESSION AGENDA

Wednesday, December 12, 2018 7:00 PM
Supervisor R. Anthony LaFountain, presiding

I. Call to Order

II. Approval of Minutes – November 28, 2018

III. Monthly Reports - November

IV. Public Hearings - None

V. Guests
   a. (NONE)

VI. Action Items
   a. Review Bids for Cleaning Services - Tait
   b. Review Website Proposals - Renner
   c. Fallone - Site Plan Review at 2146 Fairport Nine Mile Point Road - Costello
   d. Home Automation Installation, Sales and Service Office at 2025 Penfield Road - Costello

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
   c. Private Storm Pipe Agreement, 88 Stoneledge Way - Valentine
   d. Development of Apartment Building at 1384 Empire Blvd. - Costello
   e. Special Permit at 2567 Browncroft Blvd., Wynne - Costello

IX. Old Business – (NONE)

X. New Business

XI. Executive Session

XII. Next Meeting:- January 9, 2019

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.
Town Board Work Session Minutes  
December 12, 2018  
7:00 PM  

I. Call to Order 

Present:  
Supervisor LaFountain  
Councilwoman Kohl  
Councilwoman Metzler  
Councilman Quinn  

Also Present:  
Jim Costello  
Lisa Grosser  
Eric Tait  

Absent:  
Councilman Moore  

II. Approval of Minutes – 11/28/18  
CM Quinn moved for the approval of the Minutes of November 28, 2018, CW Metzler seconded the motion. 

III. Monthly Reports – November Reports are all in except for Personnel which will be submitted tomorrow. 

IV. Public Hearing – None 

V. Guests 

a. None 

VI. ACTION ITEMS 

a. Review Bids for Cleaning Services – Tait  
Eric Tait submitted a summary of bids to the board for its review. Bids were received on November 30, 2018. The bid for cleaning includes the Town Hall and the Town Library. The lowest bidder is Clark Building Services (Cynthia Clark) and she is currently providing cleaning services for the Town Hall. There have been no issues with Clark Building Services in the past and she has done a great job. 

Supervisor LaFountain stated that the current contract expired and an employee who had been cleaning the library has retired. This bid includes services for both the Town Hall and the Library. 

Tait said this would be a one (1) year contract with the option to renew for an additional two (2) years.
Councilwoman Metzler said Cynthia Clark has proven herself and her bid is significantly lower than the other bids.

Tait said Ms. Clark is the owner/operator of Clark Building Services and is not required to pay herself prevailing wage. The Town provides the equipment and materials needed for cleaning. The other companies that submitted bids would be using their own equipment.

Councilman Quinn moved to award the bid to Clark Building Services, Councilwoman Kohl seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on December 19, 2018.

b. Review Website Proposals - Renner

Supervisor LaFountain stated that this item has been withdrawn and will be discussed at the January 9, 2019 Work Session.

c. Fallone - Site Plan Review at 2146 Fairport Nine Mile Point Road - Costello

Jim Costello introduced Dr. Fallone and John Shields III, Hunt Engineers. A revised plan, including a reduction in the rear building size to 4,500 square feet was reviewed.

John Shields III, explained that the parking area has been revised as requested and four (4) spaces have been removed to allow better traffic flow within the site. Shields added if cross access is achieved with the adjacent property, the spaces could be re-established. The building has been reduced to 90 feet wide which yields 10.4 feet and 11 feet setbacks on the sides.

Supervisor LaFountain asked if landscaping has been reviewed and grading issues discussed.

Shields said the building will be one (1) foot lower and that will reduce the grading and clearing that is required. We have met with Town Landscape Consultant, Bruce Zaretsky and modifications will be made based on his suggestions. Trees will be placed to screen the neighbor’s properties from the site.

Costello said Bruce Zaretsky identified three (3) dead pine trees on the adjacent building site that need to be removed and replaced in the spring. He recommends either pine trees, arborvitae or forsythia as an additional buffer for Dr. Fallone’s site. Costello suggests holding a letter of credit to make sure all of the requirements are completed. Costello stated that all suggestions made by Zaretsky have been incorporated into the modified plan. Costello asked if the drainage to the Trau property has been addressed.
Dr. Fallone said the drainage will be addressed as the property is regraded.

Shields said he will make a revision to keep the storm sewer on our property. It will not go to the neighboring properties and will discharge towards the pond.

Fallone stated when landscaping is completed, the area will be re-graded to raise the property so water is not directed towards the neighbors.

LaFountain confirmed that the neighbors to the east will be buffered from drainage. The drainage itself will be brought to the north property line and stop.

Shields said the drainage will run along the property line and end. The pond is an outfall measure, not a treatment measure. Small storms will not leave the site, larger storms will drain north to the Trau pond.

Costello reviewed the lighting scheme and stated lighting will stay on the property, some of the parking lot light will extend to the Trau property.

Shields added the rear building light over the door has been eliminated. Door and lights have been moved to the sides of the building.

LaFountain asked if the lighting will be sufficient to show the walkway in an emergency.

Shields said a building mounted light will be added on either end. All lighting will be dark sky compliant and meet Town specifications.

Costello asked if the number of employees using the building has been determined, and suggested the remote parking area be used as dedicated employee parking.

Fallone said he does not have a number yet, but could specify a dedicated employee parking area.

Councilman Quinn asked to review the incentives.

Costello stated that properties with frontage on NYS RTE 250 were required to pay $317.68 per lineal foot to have a business other than what is allowed under BN-R zoning. Those fees were used for Public Works improvements in the area. Properties without frontage must meet the BN-R zoning requirements and do not pay incentives. This building is not part of the original proposal. Fallone has agreed to install the access road through the Trau property as his incentive. We will have to calculate the fee that would have been required for frontage and subtract that from
the cost of the road installation. There is also a requirement through LUAMP to pay an additional fee based on generated traffic. When we have those numbers that fee will also be applied to the cost of the access road. Fallone will be required to pay any overages not covered by the expense of the access road.

Costello continued to say the parcel south of Jeremiah’s is the last piece of the incentive. It is a small, deep parcel with 100 feet of frontage on NYS RTE 250. This parcel could be developed in the future. Costello added the original concept plan for the site called for 63,000 square feet and in the end 38,000 square feet was constructed.

Councilwoman Kohl moved to approve the site plan as revised, Councilman Quinn seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on December 19, 2018.

Costello added staff will meet on site to review the landscaping when the building is complete.

d. Home Automation Installation, Sales and Service Office at 2025 Penfield Road – Costello
Jim Costello reviewed that the Public Hearing was held on December 5, 2018 and no concerns were discussed. This is for the balance of 928 sq. ft. of the building.

Councilwoman Metzler moved to allow the Home Automation business, Councilman Quinn seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on December 19, 2018.

Supervisor LaFountain added that a condition of approval would be that the board must approve the sign package.

VII. INFORMATIONAL ITEMS

a. None

VIII. HELD ITEMS

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b. Sign Ordinance Updates/Proposed Ordinance Revision – Costello/LaFountain
c. Private Storm Pipe Agreement, 88 Stoneledge Way – Valentine
d. Development of Apartment Building at 1384 Empire Blvd. – Costello
e. Special Permit at 2567 Browncroft Blvd., Wynne – Costello
IX. Old Business - None

X. New Business - None

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

XII. Next Meeting - January 9, 2019

XIII. Adjournment - Supervisor LaFountain adjourned the regular Work Session at 7:26 PM.

Lisa Grosser, RMC
Deputy Town Clerk