PENFIELD TOWN BOARD ORGANIZATIONAL MEETING AGENDA
Wednesday, January 6, 2010  7:30 PM
Supervisor R. Anthony LaFountain, presiding

I  Call to Order - Pledge of Allegiance - Roll Call

II  Public Participation

III Additions and Deletions to Agenda

IV Approval of Minutes - None

V Petitions

VI Communications and Announcements

VII Resolutions by Function

Law and Finance
10T-001 Adoption of Town Board Rules of Procedure for 2010
10T-002 Filing Annual Financial Report
10T-003 Bonding of Town Officials and Employees
10T-004 Banking Arrangements for the Town of Penfield for 2010
10T-005 Authorizing Supervisor to Engage Accounting Firm for Audit of
Annual Financial Report and Review of Justice Accounts
10T-006 Continuation of Petty Cash Funds
10T-007 Re-Appointments to Zoning Board of Appeals
10T-008 Re-Appointment of Chair – Zoning Board of Appeals
10T-009 Re-Appointment of Chair – Conservation Board
10T-010 Re-Appointments to the Planning Board
10T-011 Re-Appointment of Chair to the Planning Board
10T-012 Appointments to Ethics Board
10T-013 Re-Appointment of Chair – Historic Preservation Board
10T-014 Re-Appointment to Conservation Board
10T-015 Authorization for Contract with Counsel to Town Attorney
10T-016 Naming of an Architectural Consultant to the Town of Penfield
10T-017 Authorization for Town Comptroller to Attend Annual Meeting

and

Board of Governors Meeting
10T-018 Town Membership in Various Organizations in 2010
10T-019 Setting Rate for Reimbursement of Mileage
10T-020 Appointment of Delegate and Certain Town Officials to attend
Association of Towns’ Annual Meeting at Town Expense

10T-021 Designation of Official Newspaper for 2010
Public Works
10T-022 Naming of A Planning Consultant to the Town of Penfield
10T-023 Sewer Rental and Debt Service Rates for 2010
10T-024 Naming of Landscape Consultant to the Town of Penfield
10T-025 Setting Sewer Entrance Fees for 2010
10T-026 Naming of Consulting Engineer to the Town of Penfield
10T-027 Naming of an Architectural Consultant to the Town of Penfield
10T-028 Naming of an Architectural Consultant to the Town of Penfield

Public Safety
10T-029 Authorization of Temporary Assignment of Judges
10T-030 Authorization to Sign Contracts with Court Stenographer
10T-031 Court Enforcement Officer Appointments
10T-032 Attendance at New York State Magistrate Conference
10T-033 Setting Holidays for 2010
10T-034 Setting 2010 Salaries for Chairs/Members of Planning, Zoning, Conservation and Historic Preservation Boards
10T-035 Monthly Reports to Town Board
10T-036 Appointments to the Transportation Committee
10T-037 Appointment of Town Veterinarian
10T-038 Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2010
10T-039 2010 Employee Handbook Revisions

Community Services
10T-040 Designation of the Official Tree of the Town of Penfield
10T-041 Purchase of Snow Blower, Wood Chipper, Landscape Trailer and Pressure Washer
10T-042 Authorization for Supervisor to Sign Penfield Community TV Contract
10T-043 Re-Appointment to the Community TV Advisory Board
10T-044 Appointment of Senior Rep to the Parks and Recreation Advisory Board
10T-045 Naming Chair of the Parks and Recreation Board
10T-046 Appointment of Local History Room Advisory Committee
10T-047 Authorization for Supervisor to Sign Contract for Daytons Corners School Coordinator

VIII Old Business
IX New Business
X Public Participation
XI Adjournment
The Organizational Meeting of the Penfield Town Board was held on Wednesday, January 6, 2010 at 7:30 PM at the Penfield Town Hall, 3100 Atlantic Avenue, Penfield, New York.

Present: Anthony LaFountain Supervisor
Linda Kohl Councilwoman
Paula Metzler Councilwoman
Andrew Moore Councilman

Also Present: Amy Steklof Town Clerk
Richard Horwitz Town Attorney
Robert Beedon Town Comptroller
Phyllis Ely Information Specialist
Geoff Benway Town Engineer
Michael Cooper Director Recreation
James Fletcher Highway Superintendent
Rose Iascone Director of Personnel

Supervisor LaFountain called the meeting to order – Pledge of Allegiance

Supervisor LaFountain welcomed everyone to the 2010 Organizational Meeting and mentioned prior to the meeting there was a Bicentennial Kick Off with a reception and re-enactment of the first Town Board Meeting. Supervisor LaFountain thanked Councilwoman Kohl and the Bicentennial Committee for their efforts.

Supervisor LaFountain recognized the following people in attendance:

Former Town Supervisor Anna Bundschuh
Former Town Supervisor Chan Philbrick
Judge Jim Mulley
Majority Leader of the Monroe County Legislature Dan Quatro
Senator James Alesi
Former Town Board Member Maggie Hession
Former Town Board Member James Peters

Supervisor LaFountain took several items on the agenda out of order.

#10T-049 Appointment to the Penfield Town Board by Moore

BE IT RESOLVED that Robert H. Quinn III, 2032 Penfield Road, Penfield, NY be appointed Penfield Town Councilman for a term expiring on December 31, 2010 at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl, Metzler and LaFountain

Vote: Kohl Aye LaFountain Aye
      Metzler Aye Moore Aye

Adopted

Additions and Deletions to Agenda

Councilman Moore moved to add Resolutions #10T-050, #10T-051 and #10T-052 to the agenda and Councilwoman Kohl seconded it.

Supervisor LaFountain called New York State Senator Jim Alesi of the 56th District to the podium to swear in Rob Quinn.

Senator Alesi spoke of his longtime relationship with Mr. Quinn, his work ethic and his experience that he will bring to the Town Board before giving him the oath. Mr. Quinn thanked Senator Alesi, friends, family and the Town Board for their support and then joined the Town Board up at the dias.
Supervisor LaFountain stated that the Town Board held an open interview process. 21 candidates were interviewed, 12 of which expressed interest in serving on the Town Board.

Councilwoman Metzler mentioned Councilman Quinn’s background in constituent services and stated that this qualification made him stand out among the other candidates.

Public Participation

Dave Woodward, 1530 Harris Road, stated that as a member of the drainage task force, he would like to thank the past Town Board for their help with Penfield’s drainage issues and looks forward to the Town Board’s continued involvement with these issues. Mr. Woodward specifically thanked past Councilman James Mulley, past Councilwoman Drawe, and past Supervisor Wiedemer for their efforts. Mr. Woodward also thanked Councilwoman Metzler for her help with the pot hole issues on Route 250 and thanked Supervisor LaFountain for his help with drainage issues on Allen Road. Mr. Woodward also thanked Councilwoman Kohl for her hard work on the Bicentennial.

Monroe County Legislator Dan Quatro of the 15th District, 637 Contempri Way, congratulated Councilman Quinn on his appointment to the Town Board on behalf of himself, the Monroe County Legislature and County Executive Maggie Brooks.

Approval of Minutes - None

Petitions - None

Communications and Announcements

1. Supervisor LaFountain made the following appointments for 2010:

   - Deputy Town Supervisor: Andrew Moore
   - Confidential Secretary: Anna Knapton
   - Town Historian: Kathy Kanauer

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 2010:

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

Homeowner Associations:

   - Allens Creek/Corbitt’s Glen Pres. Group: Tony LaFountain
   - Allens Creek Homeowners Association: Andrew Moore
   - Beacon Hills Homeowners Association: Andrew Moore
   - Common Grounds Tenant’s Association: Paula Metzler
   - Concord Square Homeowners Association: Andrew Moore
   - Devonshire Homeowners Association: Rob Quinn
(Communications and Announcements – Continued)

2. Amy M. Steklof, Town Clerk, made the following appointments for 2010:

   Mrs. Donna Masters         Deputy Town Clerk/Secretary
      7 Baywood Lane

   Mrs. Lisa Grosser           Part Time Clerk III with Typing
      11 Bella Drive

   Ms. Barbara Butwid          Part Time Sr. Account Clerk
      820 Embury Road

3. Margaret Revelle, Receiver of Taxes, appointment M & T Bank as Deputy Receiver of Taxes.

4. Office hours for Councilman Quinn are scheduled for Thursday, January 7, 2010, 6:00 – 7:00 PM at the Community Center.

5. Penfield Green Initiative will sponsor a lecture on Penfield’s Habitat Wednesday, January 20, 2010, 7:00 – 8:00 PM and will be presented by Richard Ashworth at the Community Center.

6. Office hours for Councilwoman Metzler are scheduled for Monday, January 25, 2010, 9:00 – 11:00 AM at the Penfield Four Corners Starbucks, 1806 Penfield Road.

7. Under New Business, there will be a Resolution creating the formation of the New Energy Environmental Advisory Committee.

8. Thank you to the Penfield Players for participating in the Bicentennial enactment, specifically Town Historian Kathy Kanauer for working on this project and volunteers Jeff Moon, Tom Gaen, Wyatt Doremus and Adair Priddle. Thank you also to the Four Nouns for singing at the Bicentennial Kick Off and the Bicentennial Steering Committee.

9. Registration for the Winter/Spring Penfield Recreation Programs has begun.

10. Councilwoman Kohl will be holding a Community Chat on Tuesday, January 19, 2010 at 5:30 – 7:00 PM in the Penfield Library.
(Communications and Announcements – Continued)

11. Town Information Specialist Phyllis Ely and Sculptor Dan Sottile will have an exhibit at the Oxford Gallery, 267 Oxford Street, Rochester, NY, January 23 – February 27, 2010.

Resolutions by Function

Law and Finance

#10T-001 Adoption of Town Board Rules of Procedure for 2010 by Moore

WHEREAS, it is the prerogative of the Town Board pursuant to New York State Law to establish Rules of Procedure,

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

NOW, 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

#10T-002 Filing Annual Financial Report by Moore

WHEREAS, Town Law requires that the Supervisor file an annual financial report within sixty days after expiration of each fiscal year with the Town Clerk, and

WHEREAS, the Town Board is required to dispense with such filing,

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is hereby empowered to file the Annual Financial Report for 2009 with the State Comptroller on or before March 1, 2010, with a copy for the Town Clerk, and

BE IT FURTHER RESOLVED, that within (10) ten days following the submission of such report, the Town Clerk shall publish notice that the Annual Report is available for inspection in her office.

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-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 2009.

- 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
- Director of Recreation $100,000
- (each) blanket bond
- Secretary to the Supervisor $100,000
- Director of Public Works $100,000
(Resolution#10T-003 – Continued)

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

#10T-004 Banking Arrangements for the Town of Penfield for 2010
by Moore

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

CHECKING ACCOUNTS

General Consolidated Account (including amounts for other funds) #9840346283 M&T Bank
Trust and Agency Account #9840346291 M&T Bank
Debt Service Fund & Capital Account #9840346275 M&T Bank
Town Clerk Account #9840346267 M&T Bank
Town Clerk Account #2 #9840346259 M&T Bank
Receiver of Taxes Account #9848617263 M&T Bank

SAVINGS ACCOUNTS

F.F. Hagreen Bequest #15004211816804 M&T Bank
Town of Penfield Money Market #15004211816812 M&T Bank
Town of Penfield Money Market #777694824 JP Morgan/Chase
Town of Penfield Money Market #587659947 HSBC

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-005 Authorization for Supervisor to Engage Accounting Firm for
Audit of Annual Financial Report and Review of Justice
Accounts by Moore

BE IT RESOLVED, that the Supervisor is authorized to engage the firm of
Raymond Wager, CPA, to prepare the Annual Financial Report audit for
2009 at a cost not to exceed $18,600.00 provided for in the approved
2010 Budget, and
BE IT FURTHER RESOLVED, that the firm of Raymond Wager, CPA review the Town of Penfield Justices’ accounts for the year ended December 31, 2009 at a cost not to exceed $1,500.00 provided for in the approved 2010 Budget.

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-006 Continuation of Petty Cash Funds by Moore

BE IT RESOLVED, that the following petty cash funds are authorized in 2010 as follows:

Town Supervisor $200.00
Director of Recreation $250.00
Director of Public Works $100.00
Town Clerk and Receiver of Taxes $205.00

AND, BE IT FURTHER RESOLVED, that the policy established by the Town Board Resolution #66 of February 4, 1980 and last revised April 23, 2003 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

#10T-007 Re-Appointments to Zoning Board of Appeals by Moore

BE IT RESOLVED, that Daniel DeLaus, 105 Guygrace Lane, Penfield; and Susan Kreiser, 15 Canyon Trail, Penfield, NY, are re-appointed to the Zoning Board of Appeals for a term expiring December 31, 2012, at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl

Discussion: Town Clerk Steklof amended above Resolution to reflect Daniel DeLaus, 105 Guygrace Lane, Penfield, NY.

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

Adopted

#10T-008 Reappointment of Chair – Zoning Board of Appeals by Moore

BE IT RESOLVED, that Daniel DeLaus, 105 Guygrace Lane, Penfield, NY 14580 be reappointed Chair of the Zoning Board of Appeals, for the year 2010 at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl
(Resolution #10T-008 - Continued)

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

Adopted

#10T-009  Re-appointment of Chair – Conservation Board by Moore

BE IT RESOLVED, that James Almstead, 44 Flower Valley Circle, Penfield, NY 14526, be appointed Chair of the Penfield Conservation Board for a term of one year expiring December 31, 2010, at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-010  Re-appointments to the Planning Board by Moore

BE IT RESOLVED, that William Bastian, 68 Hillcrest Drive, Penfield, NY and Arsen Markarian, 7 Maple View Circle, Penfield, NY be re-appointed to the Penfield Planning Board, for 3 year term expiring December 31, 2012 at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-011  Reappointment of Chair to the Planning Board by Moore

BE IT RESOLVED, that Sandra Kyle, 107 Huntington Meadow, Penfield, New York 14625, be reappointed Chair of the Planning Board for the year 2010, at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-012  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, 2010:

Anna Bundschuh, 40 Cobbles Drive, Penfield, NY
Richard Horwitz, 300 Panorama Trail, Penfield, NY
James Peters, 39 Bella Drive, Rochester, NY

Moved: Moore
Seconded: Kohl
Penfield Town Board, January 6, 2010

(Resolution #10-012 – Continued)

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

Adopted

#10T-013  Reappointment of Chair – Historic Preservation Board by Moore

BE IT RESOLVED, that George Shaw, 1700 Jackson Road, Penfield, New York
14526 be reappointed Chair of the Historic Preservation Board for the
year 2010 at an annual salary as established by the Town Board.

Moved:   Moore
Seconded: Kohl

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

Adopted

#10T-014  Reappointment to Conservation Board by Moore

BE IT RESOLVED, that Robert Brumbaugh, 1565 Jackson Road, Penfield, NY
and Robert Kanauer, Jr., 1710 Sweets Corners Road, Penfield, NY be re-
appointed to the Conservation Board for a term expiring December 31,
2011 at annual salary as established by the Town Board.

Moved:   Moore
Seconded: Kohl

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

Adopted

#10T-015  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 (Joseph A. Platania, Esq. of Counsel) as
Counsel to the Town Attorney and to pay his 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,

NOW, BE IT RESOLVED, that the Supervisor is authorized to sign a
contract with Mr. Joseph A. Platania for 2010 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 is preparation of Resolutions of the
      Planning Board and Zoning Board of Appeals.
   c. Handle first (3) 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.
Penfield Town Board, January 6, 2010

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(Resolution #10T-015 – Continued)

2. Additional work maybe assigned by the Town Board and/or the Town Attorney and will be paid per hour after the first (3) 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

#10T-016 Naming of Labor Relations Consultant to the Town Of Penfield

BE IT RESOLVED, Bernard Winterman, Labor Relations Consultant, 314 Willowbend Road, Rochester, NY 14618, 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 Bernard Winterman, Labor Relations Consultant for the Town of Penfield for an agreed upon fee depending on the nature of services rendered, 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 Bernard Winterman as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2010 at an agreed upon fee depending on the nature of the services performed.

Moved: Moore
Seconded: Kohl

Discussion: This Resolution is amended to read naming of a Labor Relations Consultant to the Town Of Penfield.

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

Adopted

#10T-017 Authorization for the Town Comptroller to Attend the Annual Meeting and the Board of Governors Meeting

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 Robert P. Beedon, Town Comptroller, be hereby authorized to attend the NYS Government Finance Officers Association Conference, April 1 through April 3, 2010 and that all reasonable expenses be reimbursed upon submission of proper voucher with supporting documents. Funds have been budgeted in the 2010 budget.

Moved: Moore
Seconded: Kohl

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

Adopted
BE IT RESOLVED, that the following memberships for the Town of Penfield are hereby authorized for 2010 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. Institute Management of Accountants
12. International Association of Assessing Officers (IAAO)
13. International Erosion Control Association
14. Landmark Society of Western New York
15. Monroe County Assessors Association
16. Monroe County Association of Town Clerks, Tax Receivers and Collectors
17. Monroe County Association of Town Superintendents of Highways Inc.
18. Monroe County Court Clerks Association
19. Monroe County Fire Marshals and Inspectors Association
20. Monroe County Historian’s Association
21. Monroe County Magistrates Association
22. Monroe County Supervisor’s Association
23. Monroe County Town Finance Association
24. National Animal Control Association
25. National Arbor Day Foundation
26. National Association of Telecommunications Officers and Advisors (NATO)
27. National Government Finance Association
28. National Public Employees Labor Relations Association
29. National Recreation and Parks Association
30. National Trust for Historic Preservation
31. New York Conservation Officers Association
32. New York Planning Federation
33. New York State Animal Control Association, Inc.
34. New York State Assessors Association (NYSAA)
35. New York State Association of Tax Receivers and Collectors
36. New York State Association of Town Superintendents of Highway Inc.
37. New York State Association of Towns
38. New York State Building Officials Conference
39. New York State Court Clerks Association
40. New York State Fire Marshals and Inspectors Association
41. New York State Historical Association
42. New York State Institute of Assessing Officers (IAO)
43. New York State Magistrates Association
44. New York State Parks and Recreation Society
45. New York State Public Employees Labor Relation Association
46. New York State Town Clerks Association
47. New York State Turf Grass Association
48. New York Parks and Trails
49. New York State Wildlife Management Association
50. NYS Floodplain & Stormwater Managers Association
51. NYS Government Finance Officer’s Association
52. Penfield Business Association
53. Professional Grounds Management Society
54. Seaway Trail, Inc.
55. Society of Broadcast Engineers (SBE)
56. Western New York Association of Historical Agencies
57. Youth Services Quality Council of Rochester & Monroe County
Penfield Town Board, January 6, 2010

(Resolution #10T-018 - Continued)

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-019  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 2010 be $.50 per mile, which is consistent with current Internal Revenue Service guidelines, with tolls and parking in addition to mileage allowance.

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-020  Appointment of Delegate to Association of Towns’ Annual Meeting and Authorization for Certain Town Officials to Attend Meeting at Town Expense by Moore

BE IT RESOLVED, that Robert P. Beedon or his designated alternate, be appointed the official delegate of the Town of Penfield to the Association of Towns’ 2010 Annual Meeting in New York City. Partial reimbursement will be paid by the Town and partial reimbursement will be paid by PERMA. Authorized expenses will be reimbursed by the Town upon presentation of a properly completed voucher with supporting documents.

Moved: Moore
Seconded: Kohl

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

Adopted

#10T-021  Designation of Official Newspaper for 2010 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  LaFountain Aye  
      Metzler Aye  Moore Aye  
      Quinn Aye

Adopted

Public Works

#10T-022  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
(Resolution #10T-022 – Continued)

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, which includes a schedule of fees for various services provided by Consultant to the Town of Penfield for 2010.

Moved: Metzler  
Seconded: Moore

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

Adopted

#10T-023 Sewer Rental and Debt Service Rates for 2010 by Metzler

WHEREAS, the "Sewer Rent Ordinance" in Section 22-4 of the Town Ordinance states that the Town Board shall annually establish Sewer Rental rates based on the annual Sewer Department Operation and Maintenance Budget as adopted, and

WHEREAS, the Town Board is also charged with setting the annual Debt Service rate for the Penfield Consolidated Sanitary Sewer District, based on the annual Debt Service budget as adopted,

NOW, THEREFORE, BE IT RESOLVED, that based on the Sewer Department Operation and Maintenance Budget adopted on 10/21/09 the Town Board established a 2010 Sewer Rental rate of $38./sewer unit, and

BE IT FURTHER RESOLVED, that based on the Consolidated Sewer District Debt Service Budget adopted on 10/21/09, the Town Board established a 2010 Debt Service rate of $67.05/sewer unit.

Moved: Metzler  
Seconded: Moore

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

Adopted

#10T-024 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 2010, 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 2010 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
WHEREAS, the Town of Penfield will collect a portion of these Sewer Entrance Fees for Monroe County Pure Waters, and

WHEREAS, these Sewer Entrance Fees shall be used to offset administrative expenses incurred through setting up new sewer accounts,

NOW, THEREFORE, BE IT RESOLVED, that the current Sewer Entrance Fee rate of $500.00 for residential properties and $600.00 for commercial properties will be extended through 2010, and

BE IT FURTHER RESOLVED, that the Town will remit $250.00 for each residential property and $350.00 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

BE IT RESOLVED, that MRB Group, P.C., 2480 Browncroft Blvd., Penfield, NY 14625 be named Consulting Engineer for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with MRB Group, P.C., as outlined in their proposal, on file with the Town Clerk, which includes a schedule of 2010 fees for various services provided by any principal, employee or associate of the firm, and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific projects to internal staff and to other qualified engineering firms in addition to MRB Group, P.C. as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2010 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

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 to 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 2010, 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
(Resolution #10T-027 – Continued)

necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2010 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

#10T-028 Naming of An Architectural Consultant to the Town of Penfield
By Metzler

BE IT RESOLVED, that RA Design Services, 36 Countryside Road, Fairport, NY 14450 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 RA Design Services, as outlined in their letter on file with the Town Clerk, which includes a schedule of fees for various services provided by RA Design Services, as an Architectural Consultant to the Town of Penfield for 2010, 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 as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2010 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

#10T-029 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 2010, 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 2010.

Moved: Quinn
Seconded: Metzler

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

 Adopted
#10T-030  Authorization to Sign Contracts with Court Stenographer
by Quinn

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, 2010 to December 31, 2010, unless earlier terminated by either of the parties. Form of contract to be acceptable to Town Attorney. Funds are appropriated in the 2010 Budget.

Moved: Quinn
Seconded: Metzler

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

Adopted

#10T-031  Court Enforcement Officer Appointments 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 John Soldi, Jr., PO Box 288, North Greece, NY 14515 are appointed Town of Penfield Court Enforcement Officers for a term to expire December 31, 2010 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

#10T-032  Attendance at New York State Magistrate Conference by Quinn

BE IT RESOLVED, that the Town Board authorizes Town Justices to attend the New York State Magistrate Conference in Westchester County New York as funded in the budget and that all reasonable expenses will be reimbursed upon submission of an appropriately completed voucher.

Moved: Quinn
Seconded: Metzler

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

Adopted

#10T-033  Setting Holidays for 2010 by Quinn

BE IT RESOLVED, that the following dates are to be observed as holidays in 2010 for all departments in accordance with the policy on holidays as written in the Employee's Handbook.

Friday,  January 1, 2010  New Year's Day  
Monday, January 18, 2010  Martin Luther King, Jr. Day
Monday, February 15, 2010  President's Day
Friday, April 2, 2010  Good Friday
Monday, May 31, 2010  Memorial Day
Monday, July 5, 2010  Independence Day
Monday, September 6, 2010  Labor Day
Monday, October 11, 2010  Columbus Day
Thursday, November 11, 2010  Veteran's Day
Thursday, November 25, 2010  Thanksgiving Day
Friday, November 26, 2010  Thanksgiving Floater
Friday, December 24, 2010  Christmas Day
BE IT FURTHER RESOLVED, that the extra floating holiday will be observed Thursday, December 23rd except for the Highway Department who will observe their extra floating holiday on Friday, July 2nd.

Moved: Quinn
Seconded: Metzler

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

Adopted

#10T-034 Setting 2010 Salaries for Chairs and Members of the Planning, Zoning, Conservation and Historic Preservation Boards by Quinn

BE IT RESOLVED, that the following annual salaries to be paid in twelve (12) equal monthly installments be in force for 2010:

Chair, Planning Board $3,439
Member, Planning Board 2,544

Chair, Zoning Board 2,913
Member, Zoning Board 2,018

Chair, Conservation Board 1,783
Member, Conservation Board 868

Chair, Historic Preservation Board 1,379
Member, Historic Preservation Board 481

Moved: Quinn
Seconded: Metzler

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

Adopted

#10T-035 Monthly Reports to Town Board by Quinn

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: Quinn
Seconded: Metzler

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

Adopted

#10T-036 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, 2010:

Jim Fletcher, Director of Public Works
Town of Penfield
1607 Jackson Road
Penfield, NY 14526
(Resolution #10T-036 – Continued)

Laurie Enos
16 Talbot Drive
Penfield, NY  14526

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

Geoff Benway, Town Engineer
Town of Penfield
3100 Atlantic Avenue
Penfield, NY  14526

Dan McCusker
124 Sawmill Drive
Penfield, NY  14526

Patrick Morris, Fire Marshal
Town of Penfield
3100 Atlantic Avenue
Penfield, NY  14526

Roland U. Osterwinter
82 City View Drive
Rochester, NY  14625

Planning Board Liaison (TBD)

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

Mary Sweeney
120 Beacon Hills Drive S.
Penfield, NY  14526

James Burton
235 Watson Road
Fairport, NY  14450

Moved:  Quinn
Seconded:  Metzler

Discussion:  Town Clerk Steklof added James Burton, 235 Watson Road, Fairport as an appointment to the Transportation Committee.

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

Adopted

#10T-037  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 2010 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

#10T-038  Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2010 by Quinn

BE IT RESOLVED, that the Town Board hereby adopts the Wage and Salary Schedules effective January 1, 2010. A listing of all Town Board approved positions for 2010, appointed officials, employees and their salaries are available in Personnel office.

Moved: Quinn
Seconded: Metzler

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

Adopted

#10T-039  2010 Employee Handbook Revisions by Quinn

WHEREAS, the Penfield Town Board adopted an Employed 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 and additions on file with the Town Clerk are approved for inclusion in the Employee Handbook effective January 1, 2010.

Revisions:

1. Compensation
   A. Pay Period
      Page 111-1

Paychecks are issued every other Friday. All employees except elected officials and appointed paid board members are paid bi-weekly. Paid Board Members and elected officials are paid on the last day of each month.

2. Hours of Employment, Attendance, Absences
   V. Compensatory Time
      Page 11-11

All earned or accrued compensatory time must be paid or taken within the second last payroll period of the calendar year, PR.25, and may not be carried over to the following year.

   W. Leave for Cancer Screening
      Page 11-11

Annually (between 1/1 and 12/31) eligible employees are entitled to take up to (4) four hours of paid leave for prostate cancer screening, as well as up to four hours for breast cancer screening. This paid leave is not deducted from accrued leave. The allowed leave may include the travel time to and from the appointment and any subsequent follow up consultation visits. In addition, the allowed leave may be staggered though out the year until the maximum allowance has been reached. Absence beyond the (4) four hour cap must be charged to leave credits.
Employees who undergo screenings outside their regular work schedules do so on their own time. Employees are not granted compensatory time off for breast or prostate cancer screenings that occur on pass days or holidays.

To properly request this absence, within five (5) days before the date on which you expect to be absent from work, the employee must submit the completed “Cancer Screening Leave Form” to their Department Head for approval.

In order to be paid as “excused” absence, employees are required to provide to the Personnel Department the original signed “Physician’s or Screening Facility’s Statement”, within the pay period of the leave.

H. Personal Days
Page 11-4

Personal leave is granted to employees for the purpose of transacting business or personal matters that require absence during regular working hours. Personal time may be taken in no less than two (2) hour increments. In cases that there may be a remainder of one and one half (1.5) hour or one (1) hour of personal leave, leave may be used:

- One or One in a half increment
- Used in conjunction with a remaining balance of (2) two hours

3. Employment Policies and Practices

A. Hiring Policy
Page 1-1, paragraph 3

The Town is an equal opportunity employer which complies with state and federal fair employment laws and regulations. The Town does not discriminate in recruitment, training, promotion or other terms of employment on the basis of race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status in accordance with state and federal laws and regulations.

B. Policy Objective
Page 1-6 -1

The Town of Penfield believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, the Town is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. It is the Town of Penfield’s policy to provide an employment environment free from discrimination and harassment based on race, color, creed religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status. The Town has a zero tolerance regarding harassment or discrimination and any employee violating this policy will be subject to appropriate disciplinary action up to and including termination.

B. Policy Objective
Page 1-6 -1

Clearly advise all supervisory staff, administrators, and employees that discriminatory treatment based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status of employees is strictly prohibited and no such person possesses the authority to harass or discriminate; and
Notify all employees who the Town has designated to receive complaints of discrimination based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status, and ensure compliance with this policy.

Section 2: Definitions

Prohibited Discrimination

"Prohibited Discrimination" Prohibited discrimination of employees can take the form of any negative treatment of an employee, by either a Town employee or official, or a third party engaged in Town-sponsored activities which: (a) negatively impacts an employee’s employment opportunities and/or employment benefits; and (b) is based upon the employee’s race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status.

Prohibited discrimination of employees can also take the form of harassment even where there is no tangible impact upon the employee’s employment opportunities and/or employment benefits. The phrase “prohibited discrimination” as used in this Policy includes all forms of “prohibited discrimination” (defined below).

"Prohibited Harassment" Harassment can constitute a form of prohibited discrimination under this Policy if it is unwelcome and has the purpose or effect of unreasonably interfering with an individual’s work performance, or creating an intimidating, hostile or offensive working environment. Such harassment of employees is prohibited by this Policy if it is based upon race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status.

- Using slurs or derogatory terms based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status
- Telling derogatory jokes or stories based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status
- Displaying graffiti or other derogatory or insulting writings based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status
- Making degrading comments about a person and/or his or her appearance based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status
- Demeaning or criticizing an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, veteran, sexual orientation, gender identity and expression, or marital status
- Sabotaging, damaging, or interfering with an individual’s work because of that individual’s race, color, creed, religion, national origin, disability, political affiliation, age, arrest or criminal record, veteran, sexual orientation, gender identity and expression, or marital status
Penfield Town Board, January 6, 2010

(Resolution #10T-039 - Continued)

• Threatening or intimidating an individual because of his or her
  race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, veteran, sexual orientation, gender identity and expression, or martial status

L. Sex Discrimination and Sexual Harassment

Section 1: Purpose
Page 1-6A -1

B. Policy Objectives

(3) clearly advise all supervisory staff and employees that discriminatory treatment based on sexual orientation, gender identity and expression, or sexual harassment of employees is strictly prohibited and no such person possesses the authority to harass or discriminate; and

(4) notify all employees who the Town has designed to receive complaints of discrimination based on sexual orientation, gender identity and expression or sexual harassment and ensure compliance with this Policy.

Section 2: Definitions
Page 1-6A-2

"Prohibited Discrimination of Employees" Prohibited discrimination of employees can take the form of any negative treatment of an employee, by either a Town employee or official, or a third party engaged in Town-sponsored activities which: (a) negatively impacts an employee’s employment opportunities and/or employment benefits; and (b) is based upon the employee’s sexual orientation, gender identity and expression defined as heterosexuality, homosexuality, bisexuality, asexuality, or perceived sexual orientation.

"Sexual Harassment" - Verbal

Verbal: Abusive verbal language including jokes, comments, teasing or threats related to an employee’s sexual orientation, gender identity and expression, sexual activity and/or body parts whether or not said suggestive, derogatory, or insulting comments or sounds; whistling; jokes of a sexual nature; sexual propositions; threats; comments on a person’s appearance that make the person feel uncomfortable because of his or her sexual orientation, gender identity and expression; continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; sexually-oriented comments about an employee’s anatomy that are welcome, unreasonably interfere with an employee’s work performance, or create an intimidating, hostile or offensive work environment; and unwelcome sexual advances or demands for sexual favors.

Section 3: Policy
Page 1-6A-3

As with discrimination involving race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, sexual orientation, gender identity and expression, veteran or martial status, the Town of Penfield prohibits discrimination on the basis of sexual orientation, gender identity and expression and will not tolerate any form of sexual harassment. The Town of Penfield will take all steps necessary to prevent and stop the occurrence of sexual harassment and/or sex discrimination in the workplace.
(Resolution #10T-039 - Continued)

Exhibit L

Changed: Blue Cross/Blue Shield and Preferred Care to:
Blue Cross/Excellus and MVP Health Care

Revision: Index

Exhibit R
Addition: Physician’s or Screening Facility’s Statement

Exhibit S
Addition: Cancer Screening Leave Form

Deletions:

Hours of Employment, Attendance, Absences

V. Compensatory Time
Page 11-11

Unused accrued compensatory time shall be paid within the last pay
period of the calendar year, PR 26.

Additions:

Benefits and Family Protection

E. New York State Disability Benefits
Page 1V-3

For Retirement purpose, credited service time, time not worked can not
be included in the “Final Average Salary” (FAS) calculation.

F. Hospital Surgical and Medical Benefits
Page 1V-6

For unmarried children who can no longer be covered under the covered
parent(employee) policy due to age, he/she may be offered a separate
policy that continues coverage under the “Young Adult Option”
Dependent(s) will be responsible for the full single premium. An
additional 2% of the premium as an administrative charge will be
included.

Eligibility Criteria:

- Unmarried
- Under 30 years of age
- Not insured or eligible for health insurance
  coverage through his/her own employer
- Live, work or reside in the covered parent’s
  health plan service area
- Not covered by Medicare

Applications must be submitted to the Personnel Office within 60 days of
when your eligible dependent child exceeds the age limit; or

- Within 60 days of when your eligible dependent
  child becomes eligible due to a move back into
  the service area, loses his/her employer
  coverage, or otherwise becomes newly eligible
  due to change in circumstances;
- Dependent child may enroll during the employer
  group’s regular Annual Open Enrollment Period
  or during a special 12 month open enrollment
  period for health insurance.
Penfield Town Board, January 6, 2010

(Resolution #10T-039 - Continued)

Moved: Quinn
Seconded: Metzler

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

Adopted

Community Services

#10T-040 Designation of the Official Tree of the Town of Penfield by Kohl

WHEREAS, the Town of Penfield is one of the oldest towns in the Greater Rochester area and in 2010 the Town of Penfield is celebrating 200 years of its incorporation; and

WHEREAS, being that this is a significant milestone for the town and its residents, a planning committee has been formed to prepare and coordinate the planning of the Town of Penfield Bicentennial celebration; and

WHEREAS, the Penfield Conservation Board, in conjunction with the Penfield Bicentennial Planning Committee, sought to designate an official town tree to memorialize the town’s bicentennial and developed a ballot of 12 trees for consideration with the guidance of the Town's landscape consultant, Bruce Zaretsky; and

WHEREAS, the Conservation Board nominated species that would have been present in Penfield in 1810, were well-suited for Penfield's environment, and easy to find in local nurseries; and

WHEREAS, results of the town-wide vote for an official tree to honor Penfield's Bicentennial in 2010 were tabulated; and

WHEREAS, the tree was chosen to hold the distinction of "Official Tree of the Town of Penfield" is the Red Maple; and

WHEREAS, the Red Maple is a deciduous tree that often grows to between forty and sixty feet tall. The leaves are shiny green on top and pale green beneath. In the fall, the foliage of red maple trees glows a bright crimson-orange;

NOW, THEREFORE, BE IT RESOLVED, that the Red Maple tree be hereby designated as the Official Tree of the Town of Penfield and that the planting of the tree be encouraged when and where possible.

Moved: Kohl
Seconded: Quinn

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

Adopted

#10T-041 Purchase of a Snow Blower, Wood Chipper, Landscape Trailer, Pressure Washer by Kohl

WHEREAS, the approved budget for 2010 provides for the purchase of (1) Snow Blower, (1) Wood Chipper, (1) Landscape Trailer, (1) Pressure Washer for the Parks Department as

   Identified as follows:

   A. One (1) 27” Snow Blower from Brodner Equipment for approximately $929.00.
Penfield Town Board, January 6, 2010

(Resolution #10T-040 - Continued)

B. One (1) Wood Chipper Model 813 from Salsco from New York State contract PC 63067 for approximately $25,223.00.

C. One (1) Landscape Trailer from Factory Direct Trailers for approximately $2695.00

D. One (1) Pressure Washer from Northern Tool and Equipment for approximately $2523.83.

WHEREAS, the funds for said purchase are budgeted for in the 2010 budget from the General Reserve Fund subject to Permissive Referendum.

NOW, THEREFORE BE IT RESOLVED, the Director of Parks and Facilities be and hereby is authorized to purchase said equipment, and

BE IT FURTHER RESOLVED, that this Resolution is adopted subject to a Permissive Referendum and the Town Clerk be and hereby is directed to publish and post a Notice in the manner prescribed by Law.

Moved: Kohl
Seconded: Quinn

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

Adopted

#10T-042 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:

Jason R. Darnieder
161 Gebhardt Road
Penfield, New York 14526

Ilya Vaynshteyn
391 Lenora Lane
Webster NY 14580

Mary Gilman
149 Baxton Circle
Penfield, NY 14526

Katherine Quigley
979 Five Mile Line Road
Webster, NY 14580

BE IT FURTHER RESOLVED, that the fee is $18.00 for each consecutive hour as determined by the Cable Coordinator and staff.

Moved: Kohl
Seconded: Quinn

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

Adopted

#10T-043 Reappointment to the Community TV Advisory Board by Kohl

BE IT RESOLVED, that Edward Turkowski, 1914 Baird Road, Penfield, NY 14526 be reappointed to the Community TV Advisory Board for a term to expire December 31, 2011.
Penfield Town Board, January 6, 2010

(Resolution #10T-043 - Continued)

Moved: Kohl
Seconded: Quinn

Discussion: This Resolution is amended to read: BE IT RESOLVED that Edward Turkowski, 1914 Baird Road, Penfield, NY 14526 be re-appointed to the Community TV Advisory Board for a term to expire December 31, 2012.

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

Adopted

#10T-044 Appointment of Senior Representative to the Parks and Recreation Advisory Board by Kohl

BE IT RESOLVED, that Linda Sorrendino, 180 Fairhaven Road, Penfield, NY be appointed as the Senior's Representative to the Parks and Recreation Advisory Board for a term expiring December 31, 2010.

Moved: Kohl
Seconded: Quinn

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

Adopted

#10T-045 Naming Chair of the Parks and Recreation Board by Kohl

BE IT RESOLVED, that Thomas C. Falk, Sr., 233 Valley Green Drive, Penfield, New York 14526 be reappointed as Chair of the Parks and Recreation Advisory Board for a one (1) year term expiring December 31, 2010.

Moved: Kohl
Seconded: Quinn

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

Adopted

#10T-046 Appointment of 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, 2010:

- Jay Thompson
  149 New Wickham Drive
  Penfield, NY 14526

- Don Nelson-Nasca
  1661 Sweets Corners Road
  Fairport, NY 14450

- Anna Bundschuh
  40 Cobbles Drive
  Penfield, NY 14526

- Jan Braman
  1411 Sweets Corners Road
  Penfield, NY 14526

- Margery Salmon
  586-1187

- Carolyn Wise
  2013 Webster Fairport Road
  Penfield, NY 14526

- 1512 Five Mile Line Road
  Penfield, NY 14625
(Resolution #10T-046 - Continued)

Moved: Kohl  
Seconded: Quinn

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

Adopted

#10T-047 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 Nancy Zinn, 1223 Wellington Drive, Victor, NY 14564 as Coordinator of the Daytons Corners School from January 1, 2010 through December 31, 2010 for a fee of $2,500.00. Vouchers to be submitted monthly.

Moved: Kohl  
Seconded: Quinn

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

Adopted

#10T-048 Contract with Penfield Symphony Orchestra for Concert Services by Kohl

WHEREAS, the Town of Penfield wishes to continue with concert services with the Penfield Symphony Orchestra, NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is authorized to sign a contract for services in 2010 for an amount not to exceed $1,500.00 with the Penfield Symphony Orchestra, Inc. as provided in the 2010 Budget.

Moved: Kohl  
Seconded: Quinn

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

Adopted

Old Business - None

New Business

#10T-050 Setting a Public Hearing to Consider Changes to the Town of Penfield Design Specifications by Metzler

WHEREAS, the Town of Penfield desires to keep the Town Design Specifications up to date and to comply with all National and State requirements; and

WHEREAS, the Town of Penfield staff have reviewed the Specifications and made recommendations for revisions and

WHEREAS, the last revision of the Town Specifications was completed in 2001.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Penfield shall hold a Public Hearing at the Penfield Town Hall, 3100 Atlantic Avenue, in the Town of Penfield, New York on February 3, 2010, at 7:30 PM on said date, to consider revisions to the Town of Penfield Design Specifications.
(Resolution #10T-050 - Continued)

BE IT FURTHER RESOLVED, that the Draft of the Design Specifications are available on the Town’s website and a summary of the changes has been sent to developers, engineers, and contractors that have experience with projects in the Town of Penfield.

Moved: Metzler  
Seconded: Moore

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

Adopted

#10T-051 Establishment of The Energy and Environmental Advisory Committee by Metzler

WHEREAS, the Penfield Town Board wishes to establish an Energy and Environmental Advisory Committee to continue Penfield’s leadership in promoting energy and environmental stewardship, recycling programs, education and awareness, energy conservation and use of natural materials through landscape and gardening;

NOW, THEREFORE, BE IT RESOLVED, that the following be appointed to the Penfield Energy and Environmental Advisory Committee for term ending on December 31, 2010:

Chairman:  Supervisor LaFountain

Members:  
Bob Haak, Jr., 91 Timberbrook Lane, Penfield  
Robyn Miller, PO Box 25238, Penfield  
Susan Foor, 1740 Salt Road, Penfield  
Penfield Conservation Board Representative  
Penfield Parks and Recreation Board Rep.  
Town of Penfield Staff:  
Phyllis Ely, Public Relations  
Sabrina Renner, Special Events Coord.  
Mark Valentine, Asst. Engineer

Moved: Metzler  
Seconded: Moore

Discussion:  This Resolution is amended to remove Dave Renner and to replace with Sabrina Renner.

Vote:  
Kohl   Aye  
LaFountain Aye  
As Metzler   Aye  
Amended Quinn   Aye

Adopted

#10T-052 Appointment to the Parks and Recreation Advisory Board  
By Kohl

BE IT RESOLVED, that Pietro Furgiuele, 1045 Whalen Road, Penfield, NY be appointed to the Parks and Recreation Advisory Board for a (3) three year term to expire December 31, 2012.

Moved: Kohl  
Seconded: Quinn

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

Adopted
Public Participation

An e-mail was received from Marcia and Dennis Sugumele and Phyllis McClure from Chesterfield, Virginia congratulating all elected officials during 2010 with a special congratulations to Rob Quinn on his new Town Council appointment. The second e-mail received was from Bill VanAlstyne conveying congratulations to Rob Quinn.

Adjournment

Supervisor LaFountain moved to adjourn the meeting at 8:35 PM.

Amy Steklof
Town Clerk

See Wage and Salary Schedule at end of Minute Book