PENFIELD TOWN BOARD ORGANIZATIONAL MEETING AGENDA

Wednesday, January 8, 2014    7:30 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 – December 4, 2013

VI Petitions

VII Resolutions by Function

Law and Finance

14T-001 Adoption of Town Board Rules of Procedure for 2014
14T-002 Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2014
14T-003 Bonding of Town Officials and Employees
14T-004 Naming of a Labor Relations Consultant to the Town of Penfield
14T-005 Authorization for the Town Comptroller to Attend the Annual Meeting and the Board of Governors Meeting
14T-006 Banking Arrangements for the Town of Penfield for 2014
14T-007 Appointment to Zoning Board of Appeals
14T-008 Appointment of Chair – Zoning Board of Appeals
14T-009 Appointments to the Planning Board
14T-010 Appointment of Chair to the Planning Board
14T-011 Town Membership in Various Organizations in 2014
14T-012 Designation of Official Newspaper for 2014
14T-013 Setting Rate for Reimbursement of Mileage
14T-014 Filing Annual Financial Report
14T-015 Authorization for Contract with Counsel to Town Attorney
14T-016 Continuation of Petty Cash Funds
14T-017 Setting 2014 Salary for Chairs and Members of the Planning, Zoning, Conservation and Historic Preservation Boards
14T-018 Monthly Reports to Town Board
14T-019 Appointment of 2nd Deputy Receiver of Taxes
14T-020 Setting Regular Employee Holidays for 2014
14T-021 Setting Labor/Operative Holidays for 2014
14T-022 Authorizing Sale of Town Owned Property at 1589 Penfield Road to Ellison Heights
Public Works

14T-023 Naming of a Planning Consultant to the Town of Penfield
14T-024 Setting Sewer Entrance Fees for 2014
14T-025 Sewer Rental and Debt Service Rates for 2014
14T-026 Appointments to Energy & Environmental Advisory Committee
14T-027 Appointments to the Watershed Management Committee
14T-028 Appointments to Conservation Board
14T-029 Appointment of Chair – Conservation Board
14T-030 Appointment to Historic Preservation Board
14T-031 Appointment of Chair to Historic Preservation Board
14T-032 Authorization to Sign a Beaver Trapping Agreement

Public Safety

14T-033 Authorization for Temporary Assignment of Judges
14T-034 Court Enforcement Officer Appointments
14T-035 Authorization to Sign Contracts with Court Stenographer
14T-036 Appointment of Town Veterinarian
14T-037 Appointments to the Transportation Committee

Community Services

14T-038 Appointments to the Library Board
14T-039 Appointment of Local History Room Advisory Committee
14T-040 Authorization for Supervisor to Sign Contract for Daytons Corners School Coordinator
14T-041 Authorization for Supervisor to Sign Penfield Community Television Contract

VIII Old Business

IX New Business

X Public Participation

XI Adjournment
Penfield Town Board, January 8, 2014

A duly called Special Organizational Meeting of the Penfield Town Board was held on Wednesday, January 8, 2014 at 7:30 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
Lisa Grosser Deputy Town Clerk
Kristine Shaw Office Clerk III
Margaret Revelle Tax Receiver

Supervisor LaFountain called the meeting to order - The Pledge of Allegiance was led by staff members from the Town Clerk/Tax Receiver office.

Communications and Announcements

1. Supervisor LaFountain made the following appointments and assignments:

   **One Year Term:**
   Deputy Town Supervisor Paula Metzler

   **Two Year Term:**
   Confidential Admin Anna Knapton
   Town Attorney Richard Horwitz
   Town Historian Kathy Kanauer
   Tax Receiver Margaret Revelle

The following Town Board Committees will be established 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 2014:

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

   **Homeowner Associations: (registered with the town)**
   Allen’s Creek/Corbitt’s Glen Town Board
   East Penfield Homeowners Association Town Board
   Concord Square Homeowners Association Town Board
   Library Board Linda Kohl
   Local History Room Advisory Board Linda Kohl
   Monroe County Sheriff LaFountain/Quinn
   New York State Police LaFountain/Quinn
   Penfield Business Association Tony LaFountain
   Penfield Chamber of Commerce Tony LaFountain
   Penfield Little League Andrew Moore
   Penfield Symphony Orchestra Linda Kohl

   (Communications and Announcements - Continued)

   Penfield Youth Council Rob Quinn
   Planning Board Tony LaFountain
   School Districts LaFountain/Kohl
   Senior Citizens Tony LaFountain
   Transportation Committee Andrew Moore
   Veteran Organizations Rob Quinn
   Zoning Board Paula Metzler
2. Town Clerk Amy Steklof read the following appointments for personnel in the Town Clerk’s office and Tax Receiver office for a one year term

Lisa S. Grosser     Deputy Town Clerk
Kristine M. Shaw     Office Clerk III
Georgeen C. Madonna  Office Clerk III

3. The next Passport Night will be held on Tuesday, April 22, 2014 from 5:30 PM to 7:30 PM.

4. Town and County tax bills were mailed December 31, 2013. If you haven’t received your bill then please contact the Tax Office at 340-8626.

5. A Swearing-in ceremony was held this evening at 6:00 PM for the newly re-elected Town Officials. The ceremony took place in the Penfield Town Hall Auditorium for the offices of Town Supervisor, Town Board, Town Clerk and Justice Court. Councilman Quinn stated that it has been an honor to serve with Supervisor LaFountain, Councilman Moore, Councilwoman Metzler and Town Clerk Steklof over the last several years. Councilman Quinn congratulated all of the Penfield Officials who won in November 2013 election.

6. Councilman Quinn thanked Penfield Television for their Public Service Announcements that have been broadcast on both the website and social in reference to the recent snowfall and the clearing of fire hydrant areas.

7. Christmas trees can be recycled by bringing them to the DPW facility, 1607 Jackson Road before, during or after business hours. Trees will be ground up and added to the community mulch pile for distribution in the spring.

8. The Town will hold a Public Information Meeting regarding flooding on Monday, January 27, 2014 at 7:00 PM. For more information call 340-8642 or visit www.penfield.org.

9. The Library will present “Personal Digital Archiving” on Saturday, January 11, 2014 from 1:00 PM to 4:00 PM. For more information, please visit www.penfieldlibrary.org.

10. The Town Offices will be closed Monday, January 20, 2013 in observance of Martin Luther King, Jr. Day.

11. The “State of the Town” address will be held on Thursday, January 30, 2014 at 7:00 PM and will be broadcast live on Penfield Government Access TV.

12. The Penfield Trails Committee will sponsor a free guided hike at Monroe County’s Ellison Park on Saturday, January 11, 2014 from 10:00 AM to Noon. Participants are asked to pre-register by calling Penfield Recreation at 340-8655 or visit www.penfieldrec.org for more information.

13. Councilwoman Kohl’s next Community Chat will be held on Tuesday, January 21, 2014 from 5:30 PM to 7:00 PM at the Penfield Library at 1985 Baird Road.

(Communications and Announcements – Continued)

14. Town Attorney Richard Horwitz congratulated everyone on the start of a New Year.

Public Participation - None

Additions and Deletions to Agenda - None

Approval of Minutes
Councilwoman Kohl moved to approve the Minutes of December 4, 2013, Councilman Quinn seconded and all voted “Aye.”

**Petitions** - None

**Resolutions by Function**

**Law and Finance**

#14T-001  Adoption of Town Board Rules of Procedure for 2014 by Moore

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

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

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

#14T-002  Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2014 by Moore

BE IT RESOLVED, that the Town Board hereby adopts the Wage and Salary Schedules effective January 1, 2014. A listing of all Town Board approved positions for 2014, appointed officials, employees and their salaries are available in Personnel office.

Moved: Moore  
Seconded: Kohl

<table>
<thead>
<tr>
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<tr>
<td>Quinn</td>
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Adopted

See Attachment at end of Minutes

#14T-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 2014.

- Supervisor $500,000
- Deputy Supervisor $500,000
- Receiver of Taxes and Deputy Receiver of Taxes $500,000
- Town Comptroller $500,000

(Resolution #14T-003 - Continued)

- 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

#14T-004 Naming of a Labor Relations Consultant to the Town of Penfield by Moore

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 2014 at an agreed upon fee depending on the nature of the services performed.

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

#14T-005 Authorization for the Town Comptroller to Attend the Annual Meeting and the Board of Governors Meeting 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 Robert P. Beedon, 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 2014 budget.

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

#14T-006 Banking Arrangements for the Town of Penfield for 2014

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

CHECKING ACCOUNTS

<table>
<thead>
<tr>
<th>General Consolidated Account</th>
<th>#9840346283</th>
<th>M&amp;T Bank</th>
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<tbody>
<tr>
<td>(including amounts for other funds)</td>
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Penfield Town Board, January 8, 2014

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 First Niagara

Moved: Moore
Seconded: Kohl

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

Adopted

#14T-007 Appointments to Zoning Board of Appeals by Moore

BE IT RESOLVED, that Joseph Grussenmeyer, 1484 Creek Street, Penfield; Carole Mulcahy, 59 Old Pond Lane, Penfield and Andris Silins, 23 Edgewood Drive, Penfield, NY be appointed to the Zoning Board of Appeals for a three (3) year term expiring December 31, 2016, 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

#14T-008 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 2014 at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl

(Resolution #14T-008 – Continued)

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

Adopted

#14T-009 Appointments to the Planning Board by Moore
BE IT RESOLVED, that Jim Burton, 235 Watson Road, Penfield; Robert Kanauer, 4710 Sweets Corners Road, Penfield, be appointed to the Penfield Planning Board, for a three (3) year term expiring December 31, 2016 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

#14T-010 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 2014, 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

#14T-011 Town Membership in Various Organizations in 2014 by Moore

BE IT RESOLVED, that the following memberships for the Town of Penfield are hereby authorized for 2014 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. Association of Watershed and Stormwater Professionals
8. Cooperative Extension of Monroe County
9. Congress for New Urbanism
10. Cornell Municipal Clerks Institute
11. Electrical Association of Rochester, Inc.
12. Finger Lakes Building Officials Association
13. Genesee Valley Parks and Recreation Society
14. Institute Management of Accountants
15. International Association of Assessing Officers (IAAO)
16. International Institute of Municipal Clerks
17. International Erosion Control Association
18. Landmark Society of Western New York
19. Monroe County Assessors Association
20. Monroe County Association of Town Clerks, Tax Receivers and Collectors
21. Monroe County Association of Town Superintendents of Highways
22. Monroe County Court Clerks Association
23. Monroe County Fire Marshals and Inspectors Association
24. Monroe County Historians Association
25. Monroe County Magistrates Association

(Resolution #14T-011 - Continued)

26. Monroe County Supervisors Association
27. Monroe County Town Finance Association
28. National Animal Control Association
29. National Association of Telecommunications Officers and Advisors
30. National Government Finance Association
31. National Public Employees Labor Relations Association
32. National Recreation and Parks Association
33. National Trust for Historic Preservation
Moved: Moore
Seconded: Kohl

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

Adopted

#14T-012 Designation of Official Newspaper for 2014 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

#14T-013 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 2014 be $.56 per mile, which is consistent with current Internal Revenue Service guidelines, with tolls and parking in addition to mileage allowance.
(Resolution #14T-013 – Continued)

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
Penfield Town Board, January 8, 2014

#14T-014 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 2013 with the State Comptroller on or before March 1, 2014, with a copy for the Town Clerk, and

BE IT FURTHER RESOLVED, that within 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

#14T-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 2014 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 three (3) 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.

(Resolution #14T-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 three (3) 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
Penfield Town Board, January 8, 2014

Seconded: Kohl

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

Adopted

#14T-016 Continuation of Petty Cash Funds by Moore

BE IT RESOLVED, that the following petty cash funds are authorized in 2014 as follows:

- Town Supervisor $200.00
- Recreation Department $250.00
- Director of Public Works $200.00
- Town Clerk and 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 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

#14T-017 Setting 2014 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 2014:

- 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 668
- Chair, Historic Preservation Board 1,379
- Member, Historic Preservation Board 481

Moved: Moore
Seconded: Kohl

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

Adopted

#14T-018 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
Penfield Town Board, January 8, 2014

Seconded: Kohl

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

Adopted

#14T-019 Appointment of 2nd Deputy Receiver of Taxes by Moore

WHEREAS, 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. Amending and superseding previous appointment announcement of action taken on January 8, 2014.

NOW, THEREFORE, BE IT RESOLVED, that this Resolution appoints M&T Bank 2nd Deputy Receiver of Taxes effective January 8, 2014.

Moved: Moore
Seconded: Kohl

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

Adopted

#14T-020 Setting Holidays for Regular Employees for 2014 by Moore

BE IT RESOLVED, that the following dates are to be observed as holidays in 2014 for regular employees in accordance with the policy on holidays as written in the Employee's Handbook.

- Wednesday, January 1, 2014  New Year's Day
- Monday, January 20, 2014  Martin Luther King, Jr. Day
- Monday, February 17, 2014  President's Day
- Friday, April 18, 2014  Good Friday
- Monday, May 26, 2014  Memorial Day
- Friday, July 4, 2014  Independence Day
- Monday, September 1, 2014  Labor Day
- Monday, October 13, 2014  Columbus Day
- Tuesday, November 11, 2014  Veteran's Day
- Thursday, November 27, 2014  Thanksgiving Day
- Friday, November 28, 2014  Thanksgivng Floater
- Thursday, December 25, 2014  Christmas Day Holiday

BE IT FURTHER RESOLVED, that the extra floating holiday will be observed on Friday, December 26, 2014.

Moved: Moore
Seconded: Kohl

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

Adopted

#14T-021 Setting Labor/Operative Holidays for 2014 by Moore

BE IT RESOLVED, that the following dates are to be observed as holidays in 2014 for labor/operative in accordance with the policy on holidays as written in the Employee's Handbook.

- Wednesday, January 1, 2014  New Year's Day
- Monday, January 20, 2014  Martin Luther King, Jr. Day
- Monday, February 17, 2014  President's Day
- Monday, May 26, 2014  Memorial Day
BE IT FURTHER RESOLVED, that the floating holiday will be observed on Monday, July 7, 2014.

Moved: Moore  
Seconded: Kohl  

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

Adopted

#14T-022 Authorizing Sale of Town Owned Property at 1589 Penfield Road to Ellison Heights LLC – SBL# 123.20-2-56.1 by Moore

WHEREAS, Resolution #13T-231 at the December 18, 2013 Town Board meeting was adopted authorizing the solicitation of purchase contracts for the sale of Town owned property at 1589 Penfield Road; and

WHEREAS, on January 3, 2014 one purchase offer was submitted for the subject property for the purchase price of $7,000.00 on behalf of Ellison Heights Apartments, LLC; and

WHEREAS, the Town Board has determined that the Town owned property at 1589 Penfield Road, consisting of 1.28 +/- acres is surplus and not required for Town activities; and

WHEREAS, the Town of Penfield has had an appraisal prepared by Midland Appraisal Associates to determine a fair market value for said property, that being $7,000; and

WHEREAS, the Penfield Town Board is best suited to act as “lead agency” within the meaning of the State Environmental Quality Review Act (SEQRA) and thus does hereby designate itself as “lead agency” pursuant to SEQRA; and be it further

RESOLVED, that the subject action is determined to be an Unlisted action pursuant to the State Environmental Quality Review Act (SEQRA) and the Town Board has determined that the sale of the subject property will not create an adverse impact to the environment;

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is hereby authorized to sign a Purchase and Sale Contract submitted by Ellison Heights, LLC for the sale of property at 1589 Penfield Road in the amount of $7,000 and subject to all requirements as prescribed by the Town Attorney and subject to a Notice of Permissive Referendum as prescribed by Law.

Moved: Moore  
Seconded: Kohl  

(Resolution #14T-022 – Continued)

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

Adopted

Public Works
Penfield Town Board, January 8, 2014

#14T-023 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, which includes a schedule of fees for various services provided by Consultant to the Town of Penfield for 2014.

Moved: Metzler
Seconded: Moore

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

Adopted

#14T-024 Setting Sewer Entrance Fees for 2014 by Metzler

WHEREAS, the Town Board established a Sewer Entrance Fee schedule for the Town of Penfield by adoption of Resolution #184 of 1979, and

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 for residential properties and $600 for commercial properties will be extended through 2014, 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
- Metzler: Aye
- LaFountain: Aye
- Moore: Aye
- Quinn: Aye

Adopted

#14T-025 Sewer Rental and Debt Service Rates for 2014 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,

(Resolution #14T-025 - Continued)

NOW, THEREFORE, BE IT RESOLVED, that based on the Sewer Department Operation and Maintenance Budget adopted on 10/16/13 the Town Board established a 2014 Sewer Rental rate of $39.79/sewer unit, and

BE IT FURTHER RESOLVED, that based on the Consolidated Sewer District Debt Service Budget adopted on 10/16/13, the Town Board established a 2014 Debt Service rate of $68.16/sewer unit.
Penfield Town Board, January 8, 2014

Moved: Metzler
Seconded: Moore

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

Adopted

#14T-026 Appointments to Energy and Environmental Advisory Committee
   by Metzler

BE IT RESOLVED, that the following be appointed to the Penfield Energy and Environmental Advisory Committee for term ending on December 31, 2014:

   Chairman: Supervisor LaFountain

   Members:
   Cynette Cavaliere, 5 Split Rail Run, Penfield
   Susan Foor, 1740 Salt Road, Penfield
   Robert Kanauer, Jr., 1710 Sweets Corners Rd., Penfield
   Stacey Decker, 14 Surrey Place, Penfield

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

Moved: Metzler
Seconded: Moore

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

Adopted

#14T-027 Appointments to the Watershed Management Committee by Metzler

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, 2014:

   Geoffrey Benway, Chair Town of Penfield Engineer
   Edward Freeman 125 Sawmill Drive
   Michael Guyon 126 Penfield Crescent
   Terry Rothfuss 1865 Salt Road
   Mike Simon 3817 Atlantic Avenue
   Dennis Sanzotta Town of Penfield Highway Dept.
   Al Broccolo 2755 Penfield Road
   Davis Kreiser 15 Canyon Trail

Moved: Metzler
Seconded: Moore

(Resolution #14T-027 - Continued)

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

Adopted

#14T-028 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 (1) year term expiring December 31, 2014 at annual salary as established by the Town Board.

Moved: Metzler  
Seconded: Moore

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

Adopted

#14T-029 Appointment of 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 (1) year expiring December 31, 2014, at an annual salary as established by the Town Board.

Moved: Metzler  
Seconded: Moore

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

Adopted

#14T-030 Appointment to Historic Preservation Board by Metzler

BE IT RESOLVED, that Thomas J. Combs, 44 Pierceon Court and Michael Pignato, 32 Crest View Drive be appointed to the Historic Preservation Board for a five (5) year term ending on December 31, 2018 at an annual salary as established by the Town Board.

Moved: Metzler  
Seconded: Moore

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

Adopted

#14T-031 Appointment of Chair to Historic Preservation Board by Metzler

BE IT RESOLVED, that George Shaw, 1700 Jackson Road, Penfield, New York 14526 be appointed Chair of the Historic Preservation Board for the year 2014 at an annual salary as established by the Town Board.

Moved: Metzler  
Seconded: Moore

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

Adopted

#14T-032 Authorization to Sign a Beaver Trapping Agreement by Metzler

(Resolution #14T-031 – Continued)

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

Adopted
WHEREAS, from time to time, positive drainage is affected by dams built by beavers that cause flooding and property damage, and

WHEREAS, the Town of Penfield desires to eliminate flooding and property damage by removal said dams and beavers from drainage ways, and

WHEREAS, Donald C. Newcomb, 532 Kirk Rd., Rochester, NY 14612 is licensed by the NYS DEC to handle Wildlife Nuisances, and

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor, be and hereby is authorized to execute a one (1) year agreement beginning January 1, 2014 through December 31, 2014, with Donald C. Newcomb to trap and remove beavers as directed by the Town, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that Donald Newcomb will be responsible to obtain any permits required from the NYS DEC for the trapping and removal of said beavers and supply a copy his NYS DEC license and a copy of any required permits to the Town of Penfield with an invoice for services rendered.

Moved: Metzler
Seconded: Moore

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

Adopted

Public Safety

#14T-033 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 2014, 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 2014.

Moved: Quinn
Seconded: Metzler

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

Adopted

#14T-034 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),

(Resolution #14T-034 - Continued)

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, 2014 at no salary and that duties and fees will be approved by the Town Board and Town Administrative Judge.

Moved: Quinn
Seconded: Metzler
Penfield Town Board, January 8, 2014

Adopted

#14T-035 Authorization to Sign Contracts with Court Stenographer

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, 2014 to December 31, 2014, unless earlier terminated by either of the parties. Form of contract to be acceptable to Town Attorney. Funds are appropriated in the 2014 Budget.

 Moved: Quinn
 Seconded: Metzler

Adopted

#14T-036 Appointment of Town Veterinarian

BE IT RESOLVED, that Animal Hospital of Pittsford, PC, 2816 Monroe Avenue, Rochester, New York 14618, be appointed Town Veterinarian for 2014 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

Adopted

#14T-037 Appointments to the Transportation Committee

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, 2014:

Laurie Enos
16 Talbot Drive
Penfield, NY 14526

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

(Resolution #14T-037 – Continued)

Town of Penfield Engineering Department
Jim Fletcher
Geoff Benway
3100 Atlantic Avenue
Penfield, NY 14526

Town of Penfield Highway Department
Ronnie Williams
Moved:  Quinn
Seconded: Metzler

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

Adopted

Community Services

#14T-038  Appointments to the Library Board by Kohl

BE IT RESOLVED, that Christopher Fluit, 171 Timber Brook Lane, Penfield NY be appointed to the Penfield Library Board for a term expiring December 31, 2018.

Moved:  Kohl
Seconded: Quinn

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

Adopted

#14T-039  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, 2014:

Jan Braman
1411 Sweets Corners Road
Penfield, NY  14526

Anna Bundschuh
40 Cobbles Drive
Penfield, NY  14526

(Resolution #14T-039 – Continued)

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

Margery Salmon
2013 Webster Fairport Road
Penfield, NY  14526
Penfield Town Board, January 8, 2014

Jay Thompson
149 New Wickham Drive
Penfield, NY 14526

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

Moved: Kohl
Seconded: Quinn

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

Adopted

#14T-040  Authorization for Supervisor to Sign Contract for Dayton’s 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, 2014 through December 31, 2014 for a fee of $3,500.00. Vouchers to be submitted monthly.

Moved: Kohl
Seconded: Quinn

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

Adopted

#14T-041  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:

Shelby Cook
35 Shagbark Way
Fairport, NY 14450

Jason R. Darnieder
1331 Marsh Road
Pittsford, NY 14534

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

(Resolution #14T-041 – Continued)

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: Kohl Aye LaFountain Aye Metzler Aye Moore Aye Quinn Aye
Adopted

Old Business - None

New Business - None

Public Participation - None

Adjournment

Supervisor LaFountain adjourned the meeting at 8:02 PM.

Amy Steklof, RMC
Town Clerk
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<tr>
<th>GRADE</th>
<th>MINIMUM</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
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<th>STEP 5</th>
<th>STEP 6</th>
<th>STEP 7</th>
<th>STEP 8</th>
<th>STEP 9</th>
<th>STEP 10</th>
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<td>$92,278</td>
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ASSESSOR
COMPTROLLER
DIRECTOR OF DEVELOPMENTAL SERVICES
DIRECTOR OF PERSONNEL/DISPOTICE COMPTROLLER
DIRECTOR OF PUBLIC WORKS
FIRE MARSHAL & BUILDING ZONING & CODE COMPLIANCE SUPERVISOR
TOWN ENGINEER

GRADE 2 | $88,256 | $90,585 | $92,917 | $95,247 | $97,577 | $100,310 | $102,836 | $105,360 | $107,885 | $110,410 | $112,935 |

BUILDING INSPECTOR/ZONING ADMINISTRATOR
CABLE TV COORDINATOR
RECREATION DIRECTOR
SUPERINTENDENT OF SEWER MAINTENANCE
JUNIOR ENGINEER/PLANNING
<table>
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**TOWN OF PENFIELD**

**EXEMPT/FULL TIME**

**WAGE/SALARY CHART**

2014

- **Assistant Recreation Director**
- **Building/Code Compliance Inspector**
- **Planner**
- **Receiver of Taxes**

- **Assistant Building/Code Compliance Inspector**
- **Engineering Assistant**
- **Real Property Appraiser**
- **Secretary/Supervisor**

- **Assistant Payroll Supervisor**
- **Cable TV Coordinator Assistant Clerk**
- **Clerk to Town Justice**
- **Deputy/Town Clerk**
- **Planning/Environmental Technician**
- **Recreation Supervisor**
<table>
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<tr>
<th>GRADE 5</th>
<th>MINIMUM</th>
<th>STEP 1</th>
<th>STEP 2</th>
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<td>OFFICE CLERK 11</td>
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<td>OFFICE ACCOUNT CLERK</td>
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<td>OFFICE CLERK 11</td>
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<td>TELEVISION GRAPHICS DESIGN ASSISTANT</td>
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<tr>
<td>GRADE 8</td>
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INFORMATIONAL SPECIALIST
### Town of Penfield Hourly Schedule Grades 1-8

#### Part-Time

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<th>Grade</th>
<th>8:00 AM</th>
<th>9:00 AM</th>
<th>10:00 AM</th>
<th>11:00 AM</th>
<th>12:00 PM</th>
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<th>2:00 PM</th>
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**Non-Exempt**

- Clerk 11
- Office Clerk 11
- Senior Office Account Clerk

- Grade 8
- Office Account Clerk
- Clerk 11
- Office Clerk 11 - Conservation Board
- Office Clerk 11
- Local History Room Coordinator
- Recreation Assistant
- Real Property AOE
- Secretary Historic Preservation Board

- Grade 7
- Office Clerk
<table>
<thead>
<tr>
<th>Grade</th>
<th>Position</th>
<th>Minimum</th>
<th>Step 1</th>
<th>Step 2</th>
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**EXHIBIT A**
## Town of Penfield
### Monthly Schedule
#### Grades 1-8
#### On Call and Seasonal
#### 2014

| Non-Exempt | Grade 6 | $14.05 | $15.35 | $16.10 | $16.74 | $17.34 | $17.94 |
| OFFICE CLERK II |
| Grade 7 | $13.63 | $14.65 | $15.07 | $15.59 | $16.11 | $16.63 |
| OFFICE ACCOUNT CLERK |
| Office Clerk 111 |
| Grade 8 | $11.39 | $11.62 | $12.27 | $12.70 | $13.16 | $13.04 |
| Office Clerk |
| Summer Intern Student |

**Note:** 10 years of continuous service with the Town of Penfield within each grade.
Full-time seasonal student helper pay for the school year: $0.00

---

**Exhibit A**

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PARK SECURITY GUARD
SCHOOL TRAFFIC GUARD
SKILLED LABORER

1 of 2

EXHIBIT A

1/1/2014
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TOWN OF PENFIELD
DAYSPORT CAMP
SEASONAL/TEMPORARY CALL
PAY SCHEDULE
2014

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