February 7, 2014

Pursuant to Section 62 of the New York State Town Law, I am hereby scheduling a Town Board Work Session to be held on Wednesday, February 12, 2014 at 6:30 PM in the auditorium. This meeting will be a regular Town Board work session to conduct all business that may come before the Board.

R. Anthony LaFountain
Town Supervisor
TOWN OF PENFIELD
3100 Atlantic Avenue, Penfield, NY 14526-9798

Town Board Work Session
Wednesday, January 15, 2014  6:30 -7:30 PM
Wednesday, January 29, 2014  6:30 -7:15 PM
Wednesday, February 12, 2014  6:30 -7:00 PM
Wednesday, February 19, 2014  6:30 -7:00 PM

Present:
R.A. LaFountain  Supervisor
Linda Kohl  Councilwoman
Paula Metzler  Councilwoman
Andrew Moore  Councilman
Robert Quinn  Councilman

Also Present:
Ronnie Williams  Director of Public Works
Geoff Benway  Town Engineer
Mark Valentine  Director of Planning
Jim Costello  Director of Dev. Services
Margaret Revelle  Receiver of Taxes
Phyllis Ely  Information Specialist
Robert Beedon  Comptroller
Rose Jascone  Personnel Director
Chris Bilow  Recreation Director
Amy M. Steklof  Town Clerk
Thomas Tette  Fire Marshal/Building Inspector
Ann Buck  Assessor

The above mentioned Department Heads presented their Accomplishments for 2013 and Priorities and Goals for 2014 (see attached) to the Town Board.

AMS
attachments
2014 Priorities and Goals

Town Clerk
Department

1. List major priorities and/or goals for 2014. Indicate start and finish times (some may carry over into 2015) and any special resources that may be needed to complete the project/program. (Use additional sheets if needed).

- Request Archival Advisory Services from the NYS Archives Regional Advisory Officer to audit the Town’s storage facility(s) at no cost to the Town.

- Schedule NYS Archivist, Gail Fischer, for training, Consultancy, guidance on project design and grant mentoring to help improve and update records management at no cost to the Town.

- Continue wafer fiche conversion project for all permanent Town documents with NanoArk Corporation.

- Amend section 12-2 of the Firearms Ordinance in which changes will be made to the WMU boundaries for the safety of Town Residents due to new builds/property lines.

- Develop a form for those receiving a Marriage License who also request a Marriage Transcript for auditing purposes.

- Work with BAS to develop a County-wide Database for tracking lost dogs

- Continue ongoing effort of destruction of expired records as per the Records `Retention Disposition Schedule MU-1 and in turn free up space in the records Vault.

- Provide Passport Night 3 times in 2014

- Annual Rabies Clinic

- Replace polling site for Election District #26

2. Identify any change in resources you will need to maintain your current level of service for 2014. If increased level of service is proposed, identify and comment based on 2014 approved budget.

A. Personnel

- Hire new PT ACO for Monday-Friday evenings to continue quality service and Efficiency.

- Hire Summer and Winter break ‘intern’ to continue scanning and digitizing records for Town Clerk, Planning and Building and Zoning Departments.
B. Expense and capital funding

- Purchase a more efficient/cost effective ACO vehicle (a portion of revenue will be returned after on-line auction) approximate vehicle cost $38,000.00.

C. Specialized support such as computer technical assistance, Software training, etc.

- Agriculture Markets training of new software for sales of Sportsman Licenses
- Ongoing service support from BAS for software programs

3. Indicate ongoing and specialize training in which employees will be involved, including conferences and seminars for 2012. You should focus on job-related training and conferences only that will be of specific help to the employee.

- Annual NYSTCA Conference*
- Cornell Municipal Clerks Institute (for Certified Municipal Clerk (CMC) certification)
- Regional NYSTCA educational meetings
- Microsoft and Outlook training and Excel training for Town Clerk, Deputy Town Clerk, Clerk III
- MCTCTR&CA quarterly educational meetings
- Department of Environmental Conservation License Issuance Training
- State Archives support training (variety)
- ACO ongoing Training Programs (large animal, trapping and rescue)

4. Identify major projects that involve other Town departments that may require your department resources and significant interface.

- Map Scan and Index Projects
- Building Plans Scanning Project
- Work with PCTV to provide Links to Foodlink to educate on food and can safety
- Continue sending scanned Documents from all Departments to NanoArk Corporation to be placed on Waferfiche
- Document conversion to scanned documents for digitizing
- Continuation of scanning and file creation for linking easements to the Penfield Portal
5. Attach a brief summary of accomplishments against 2013 priorities and goals as of December 31, 2014.

- Negotiated a lower fee with NanoArk to include payments spread out throughout the year.

- Scanning of documents prior to giving to NanoArk which cuts cost from the Waferfiche project.

- List of approved Solicitors that are going door-to-door in the Town of Penfield can now be found on the Website under Town Clerk.

- Recognized at New York State Town Clerk Association (NYSTCA) Conference for contributions to the Organization and as a go to person for all Town Clerks

- Awarded Registered Municipal Clerk designation

- Awarded $400.00 Scholarship for Cornell Municipal Clerk Institute (CMCI)

- Streamlined ACO service to residents eliminating backlog

- Appointed as Marriage Officer for a 4 year term

- Made 8 Notary visits to residents unable to visit the Town Hall

- e-mailings to all polling sites and 2 out of 3 Election Coordinators replacing hard copy mailings for continuation of going green

- Continued positive relationships with General Code and BAS CEO’s and Reps that helps keep negotiations of Town Contracts at lower costs to the Town and continued rapport

- Successful passport events held

- Successful Rabies Clinic held

- Continuation of term of CMCI Vice presidency of 2014 graduating class

- Continuation of term of the MCTCTR&CA Board as Treasurer

- Obtained name of company and owner name to give to residents for animal carcass removal if requested
2014 Priorities and Goals

Building-Fire-Code Enforcement Department

1. **List and briefly describe the 4-6 major priorities and/or goals for 2014. Indicate start and finish times (some may carry over into 2015) and any special resources that may be needed to complete the project/program. (Use additional sheets if needed.)**

   - Continue to support the Town of Penfield through the use of the Property Maintenance Code to ensure quality of life. Leave a positive impression on residents and visitors.

   - Our progressive promotion of the Life Safety Code through the Office of the Fire Marshal ensures safety for ALL the live, visit or work in the town.

   - Continue with the Building Department inspection program for new buildings, additions, decks, pools etc. Building Inspectors continue to be engaged with Code Enforcement to assist in closing the gap between complaint received and investigation.

   - Our Integrated Property Systems use in the department continues to grow with addition of such things as reporting records of off duty emergency response. We continue in our growth of IPS.

   - Currently undergoing review of the Penfield website as it relates to the Building, Fire Marshal and Code Compliance for additions or changes.

2. **Identify any change in resources you will need to maintain your current level of service for 2014. If increased level of service is proposed, identify and comment based on 2014 approved budget.**

   **Personnel**

   - None at this writing with the thought of an additional PT Fire Marshal.

   **Expense and capital funding**

   - I would like to purchase two tablet computers for use in the field for recording IPS Inspections. One for the Building Department and one for the Fire marshal.

   **Specialized support such as computer technical assistance, Software training, etc.**

   - None at this writing.
3. **Indicate ongoing and specialize training in which employees will be involved, including conferences and seminars for 2014. You should focus on job-related training and conferences that will be of specific help to the employee.**

- Code Enforcement personnel (Building and Fire) to attend conferences to keep their 24 hours of NYS Certification current as required. They will be attending the Finger Lakes Building Officials (FLBOA) and Monroe County Fire Marshals and Inspectors Association (MCFMIA) Seminars. Both are local.

- Provide additional computer support training as needed through out the year. Examples are but not limited to Outlook and Excel training.

4. **Identify major projects that involve other Town departments that may require your department resources and significant interface. For example, the Town’s Facilities Project.**

- The staff is still reviewing the Town Code as it applies to this department to update for changes and consistency with other Codes and regulations.

5. **Attach summary of accomplishments against 2013 priorities and goals as of December 31, 2013.**

- The inspection staff has completed the required Continuing Educational requirements as required by NYS Codes Division.

- The staff continues to make changes to the information and links available on the Town web site.

- Staff and interns are continuing their working to update the IPS system with data from the PMS system.

- The staff is working with department head and representatives of BAS to improve the purchased IPS system.

- The staff is working on the final recommendations to the Town Board for changes to the Town Codes.

- Fire Marshal completed updating the Penfield Disaster Plan.