

PERINTON TOWN BOARD MEETING
1350 Turk Hill Road, Fairport, NY 14450
Monday December 30, 2009

ORGANIZATIONAL MEETING

PRESENT:	James E. Smith	Supervisor
	Patricia S. Knapp	Councilperson
	Carolyn H. Saum	Councilperson
	Joseph H. LaFay	Councilperson
	Peg S. Havens	

ALSO PRESENT: Robert Place, Esq., Town Attorney; Jennifer A. West, Town Clerk.

Supervisor Smith called the meeting to order at 8:00 pm. He introduced the staff and Board members present.

The following motion was offered by Councilperson Saum, seconded by Councilperson Havens, that the Personnel Appointments be approved as follows:

PERSONNEL APPOINTMENTS: 2010

Town Attorney	Robert Place, Esq.
Deputy Supervisor	Patricia S. Knapp
Rec. of Taxes & Deputy Town Clerk	Karen Heim
Deputy Town Clerk	Carol Johnston
Deputy Receiver of Taxes	Debbie Dorazio-Brown
Animal Control Officer	Larry DeWitt
	Chris Mascari
	John Beck
	Brian Hopkins
	Perry Stolt
	Todd Farley
	James Bailey
	Greg Seigfred
	Leo Pipech
Director of Finance	Kevin Spacher
Justice Court Clerk	Jan Kirby Spencer
Justice Court Clerk	Patricia Morrison
Assessor	Nicholas Morabito
Deputy Assessor	Carol Schaubroeck
Real Property Appraiser	Rufus Falk
Ass't Assessment Clerk	Carolyn Insalaco
Secretary to the Supervisor	Barbara Clay
Typist/Clerks:	
Assessor's Office	Tara Giali
Reception PT	Maureen Nix
	Dilys Farney
Court	Sheryl Jerome
Finance/Court	Diane Andres
Payroll Clerk	Joan Rainis
Dept. of Public Works:	
Commissioner of Public Works & Highway Superintendent	Thomas C. Beck
Deputy Commissioner DPW - Highway	James Spencer
Deputy Commissioner DPW - Sewer	John Kenrick
Assistant to the Commissioner	Eric Williams
Town Engineer	Timothy Oakes
Director, Code Enforcement/Development	Michael Doser

Zoning Officer, Deputy Director Code Enforcement & Dev.	John Beck
Bldg. Inspector	James Bailey
Asst. Building Inspector	John Overacker
Fire Marshal	Greg Seigfred
Typist/Clerk, Bldg. Dept.	Diane Biamonte
Building PT	Elizabeth Haines
Secretary, Planning & Zoning Bd. of Appeals	Lori Stid
Secretary, Conservation Board	Joan Cannon
Secretary to Commissioner & GIS Analyst	Susan O'Leary
Senior Clerk Typist/Public Works	Kathryn Roland
Recreation & Parks Department:	
Commissioner: Recreation & Parks	James Donahue
Recreation Director	Jeffrey Myers
Parks Director	Stacey Estrich
Asst. Recreation Director	Deborah Ellis
Senior Recreation Supervisor	Diane Riesenberger
Aquatics Supervisor	Barbara Cole
Recreation Supervisor	Jeffrey Ackerman
Recreation Leader	Jeffrey Nutting
Head Lifeguard	Laura Silins
	Matthew Steffen
Senior Clerk/Typist	Cathy Keating
	Stephanie Kayser
Typist/Clerks:	Maureen Holland
	Michelle Reus
	Amanda Tinsley
	Kim Zeck
	Cindy Fonte
Park Foreman	Scott Allen
Maintenance	Denis Gurnett
Maintenance	Michael Sozio
Administrative Assistant	Thomas C. Beck
Community Services Coordinator	Barbara Clay
Historian	Jean Keplinger
Information Processing Coordinator	James Donahue
Financial Consultant for Bonds & BAN's	Bernard Donegan, Inc.
Special Counsel for Special Districts	Robert Place, Esq.
Engineering Consultant for Special Districts	Larsen Engineers
Tax Certiorari Attorney	James Grossman, Esq.
School Crossing Guards:	Joyce Buse
	Lisa DeRosa
	Dawn Walker
	Mary Servis
	Pamela Rector
	Deborah Weber
Substitute Crossing Guards	Traci Gill
	Louis Di Guiseppe
	Kelly Giambrone
	Shelly Fenton
	Paula Moore
	Jack Buse
	Charles Prong
	Michelle Walker
	Margaret Hurley
Emergency Crossing Guards:	Todd Bostian
	Chris Wilke
	Greg Holtz
	Chris Ruiz

Bingo Inspector
Town Constable

Jake Weber
Sande Macaluso

Ayes: Smith, Knapp, Saum, LaFay, Havens
Nays: None
Unanimously approved.

Councilperson Knapp made a motion, seconded by Councilperson LaFay ,
that the following Committee appointments, Meeting Dates, Holidays, and Miscellaneous
be approved for 2010:

COMMITTEES: 2010

Code Review	Attorney, Robert Place; Director of Code Enforcement and Development Office, Michael Doser ; Commissioner of Public Works, Thomas Beck; Councilperson Havens; David Schaeffer, Jim Brasley, Don Hull
DPW	Councilperson Knapp
Finance	Councilpersons Saum & LaFay
Parks & Recreation	Councilpersons Knapp & Saum
Personnel	Councilpersons LaFay & Havens

MEETING DATES: 2010

Perinton Town Board	2nd & 4th Wednesday at 8:00 p.m. Except November when the meetings will be on the 2nd & 3rd Wednesdays. Second meeting in December will be on December 29, 2010.
Planning Board	1st & 3rd Wednesday at 7:30 p.m. except July, when the Board will meet only on the 3rd Wednesday. Other exceptions will be advertised
Planning Board Workshops	Normally the Monday prior to both the 1st & 3rd Wed. of each month at 7:30 p.m. (Will not be held May 31, 2010 and will be held on Wednesday June 2, 2010 at 6:45 PM) Other exceptions will be advertised.
Zoning Board of Appeals	4th Monday at 7:30 p.m. except December meeting will be December 20, 2010
Conservation Board	Tuesdays before Planning Board meetings at 7:30 p.m.
Recreation & Parks Advisory Board	4th Thursday at 7:00 pm except November & December
Historic Architecture Commission	2nd Tuesday of the month at 7:30 p.m.

HOLIDAYS: 2010

January 1, 2010	Friday	New Year's Day
January 18, 2010	Monday	Martin Luther King Jr. Day
February 15, 2010	Monday	Presidents' Day
April 2, 2010	Friday	Good Friday
May 31, 2010	Monday	Memorial Day
July 5, 2010	Monday	Independence Day Observed
September 6, 2010	Monday	Labor Day
October 11, 2010	Monday	Columbus Day
November 11, 2010	Thursday	Veterans' Day
November 25, 2010	Thursday	Thanksgiving Day
November 26, 2010	Friday	Floating Holiday
December 24, 2010	Friday	Christmas (Observed)
Unscheduled		Floating Holiday*

*There is one floating holiday that is unscheduled for 2010. The day may be used by full and regular part-time employees, as of January 1, 2010, anytime during the 2010 calendar year with Departmental approval and subject to conditions.

MISCELLANEOUS: 2010

Official newspaper Fairport Post

Official banks Bank of America, Charter One, J.P. Morgan Chase, HSBC, First Niagara and Key (maximum amount of cash on deposit at any one institution not to exceed \$25,000,000.)

Authorization to draw checks for: Postage, Fairport Post Office Caller Service Fee, mailing permits, canal permits, petty cash

Publication for filing of Financial Report: Fairport Post

Filing of Financial Report within 120 days of fiscal year-end

Appointment of Raymond F. Wager, CPA, P.C. as Town auditor for 2010

Appointment of Donald K. Hull as Town representative to the Fairport-Perinton Chemical Prevention Advisory Council

Authorize Justices to be temporarily assigned to other courts in the 7th District and for others to serve in our courts

Appointment of Pamela Atwal, Bank of America, and Jack Spillane, J.P. Morgan Chase Bank as Deputy Receivers of Taxes

Mileage - \$.50/mile

Authorize Supervisor to sign checks

Authorize Supervisor to draw checks in advance of audit for public utility and telephone service.

Authorize the Investment Policy, Fixed Assets Policy, Procurement Policy, Vehicle Usage Policy, Cellular Phone Usage Policy, Purchase of Food Policy, Personnel Policy, Health Insurance Coverage Policy, Assessment Policy and Work and Day Reporting Policy for 2010.

The resolution regarding Work and Day Reporting Policy follows and is included in the Miscellaneous items approved above:

BE IT RESOLVED, that the Town of Perinton hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)*
Elected Officials					
Supervisor	James E. Smith	7/day	1/1/10-12/31/11	N	21.7
Town Clerk	Jennifer A. West	7/day	1/1/10-12/31/11	N	21.7
Town Council	Patricia S. Knapp	6/day	1/1/10-12/31/13	N	21.7
Town Council	Carolyn H. Saum	6/day	1/1/08-12/31/11	N	21.7
Town Council	Joseph H. Lafay	6/day	1/1/08-12/31/11	N	21.7
Town Council	Margaret S. Havens	6/day	1/1/10-12/31/13	N	21.7
Town Justice	Michael H. Arnold	6/day	1/1/10-12/31/13	N	21.7
Town Justice	Thomas A. Klonick	6/day	1/1/08-12/31/11	N	21.7
Appointed Officials					
Town Attorney	Robert M. Place	6/day	1/1/10-12/31/11	N	21.7
Town Engineer	Timothy E. Oakes	7/day	1/1/10-12/31/11	Y	21.7
Town Assessor	Nicholas Morabito	7/day	10/1/07-9/30/13	Y	21.7
Receiver of Taxes	Karen L. Heim	7/day	1/1/10-12/31/11	Y	21.7
Commissioner of Public Works	Thomas C. Beck	7/day	Indefinite-pleasure of Town Board	Y	21.7

*Town officials are given credit for the same Town Holidays as Town Employees

On this 30th day of December, 2009

Date enacted: _____

I, _____, clerk of the governing board of the Town of Perinton, of the state of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 30th day of December, 2009 on file as part of the minutes of such meeting, and that the same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of five members, and that five of such members were present at such meeting and that five of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto

Set my hand and the seal of the

TOWN OF PERINTON

Ayes: Smith, Knapp, Saum, LaFay, Havens

Nays: None

Unanimously approved

A motion was made by Councilperson Saum, seconded by Councilperson Havens, that the following Meeting Attendance, Memberships and Subscriptions for 2010 be approved:

ATTENDANCE: 2010

Town Clerk/Rec. of Taxes Assn. of Monroe County	Town Clerk/Receiver
NYS Town Clerk's Assn.	Town Clerk
NYS Tax Receivers' Assn.	Receiver
APHNYS Conference	Historian
Regional Preservation Network Meetings	Historian
Assn. of Towns	Boards, Officials & Assessor
	Boards, Attorney, Dir. of Code Enforcement and Development (CED) Supervisor
NYS Planning & Zoning Fed. Institute	Assessor
	Assessor, Deputy & Staff Appraiser
Monroe County Supervisors' Assn.	Assessor, Deputy & Staff Appraiser
NYS Assessors' Conference	Recreation
Monroe County Assessors' Assn.	Recreation
	Recreation
I.A.O. Seminar on Appraising-Cornell (Education Credit)	Recreation
	Recreation
National Recreation & Parks Congress	Recreation
National Aquatics Conference	Recreation
NYS Recreation & Parks Conference	Recreation
NYS Public Works/Park Maintenance Training School	Recreation
NYS Turfgrass Assn. Conference	Recreation
Genesee Valley Parks Conference	Recreation
NYS Youth Bureau Conference	Recreation
NYS Bldg. Officials' Conference	CED Dept.
NYS Code Schools - mandatory	CED Dept.
Monroe Cty. Fire Marshal & Insp. Assn.	CED Dept.
NYS Fire Marshal & Inspectors' Assn.	CED Dept.
Finger Lakes Bldg. Officials' Assn.	CED Dept.
Monroe County Court Clerks' Assn.	Court
NYS Court Clerks' Assn.	Court
Mon. County Magistrates' Assn.	Court
NYS Magistrates' Assn.	Court
NYS Certification Courses Magistrates	Court
NYS Court Clerks Assn. Annual Conference	Court
Monroe County Finance Assn.	Dir. of Finance
NYS GFOA Annual Training Conference	Dir. of Finance
NYS GFOA Western Region Conference	Dir. of Finance
NYS GFOA Executive Committee meetings	Dir. of Finance
Assn. of Town Highway Superintendent School	Supt. & Deputy
Assn. of Town Highway Superintendent Fall Conference	Supt. & Deputy
Monroe County Highway Superintendents Association	Supt. & Deputy
American Public Works Assn. Conference	Commissioner
NYS Animal Control Association	Animal Control
Pumper/Cleaner Conference	Sewer

MEMBERSHIPS: 2010

Monroe Cty. Town Clerks/Receivers Assn.	Town Clerk/Rec.
NYS Town Clerk's Assn.	Town Clerk
NYS Assn. of Tax Receivers & Collectors	Receiver
National Trust for Historic Preservation	Historian
NYS Historical Association	Historian
Association of Public Historians of NYS	Historian
Perinton Historical Society	Historian
Landmark Society	Historian
Preservation League of NYS (Preservation Board)	Historian
Crescent Trail Association	Historian
Perinton Chamber of Commerce	Town Board
Monroe County Supervisors' Assn.	Supervisor

Association of Towns	Town
NYS Assessors' Assn.	Assessment Office
Monroe County Assessors' Assn.	Assessment Office
Appraisal Institute	Assessment Office
Western NY Chapter of the International Assn. of Assessing Officers	Assessment Office
National Council of Aging	Recreation
National Recreation & Parks Assn.	Recreation
NYS Recreation & Parks Society	Recreation
NYS Turfgrass Association	Recreation
Genesee Valley Recreation & Parks Society	Recreation
Rochester-Monroe County Youth Services Quality Council	Recreation
Monroe County Town Superintendent of Highway Assn.	DPW
American Public Works Assn.	Commissioner/Town Engineer
NYS Assn of Town Highway Superintendents	Commissioner
National Fire Protection Assn.	Bldg. Dept.
American Gas Association	Bldg. Dept.
Finger Lakes Bldg. Officials Assn.	Bldg. Dept.
NYS Fire Marshals & Inspectors Assn.	Bldg. Dept.
Monroe County Fire Marshals & Inspectors Assn.	Bldg. Dept.
American Planning Assn.	Bldg. Dept.
Center for Environmental Information	Bldg. Dept.
Finance Assn. of Monroe County	Finance
NYS GFOA	Finance
Monroe County Magistrates Assn.	Justices
Monroe County Court Clerks' Assn.	Court
NYS Court Clerks' Assn.	Court
NYS Assn. of Magistrates	Justices
NYS Animal Control Assn.	Dog Control
NYS Wetlands Forum	Conservation
NYS Planning Federation	Planning Bd.
RARES-Rochester Area Recreation & Employee Services Assn.	Finance

SUBSCRIPTIONS & PUBLICATIONS: 2010

New York Employment Law Letter	Attorney
Environmental Impact Review in New York	Attorney
The Powers of the New York Court of Appeals	Attorney
New York Zoning Law & Practice	Attorney
Fairport ER Post	Gen., Recreation & DPW
Golden Times	Recreation
National Recreation & Parks	Recreation
Family Fun	Recreation
Fitness Magazine	Recreation
Health Magazine	Recreation
Shape Magazine	Recreation
Sports Illustrated for Kids	Recreation
Girls' Life	Recreation
New York Times Up Front for Teens	Recreation
Daily Record	General, Assessor
Conservationist	Conservation Board
Superintendent Profile & Pocket	DPW
Manual of Uniform Traffic Control Devices	DPW
Rochester Business Journal	DPW
Cleaner Magazine	Sewer
Trenchless Technology	Sewer
Pumper Magazine	DPW
Democrat & Chronicle	Gen. & DPW
National Fire Protection Assn. Sub.	C.E.D.
Directory of Certified Appliances & Accessories	C.E.D.

Land Use Law & Zoning Digest	C.E.D.
New York State Building Codes	C.E.D.
Journal of Light Construction	C.E.D.
USA Today	D.P.W.
Wall Street Journal	Finance

Ayes: Smith, Knapp, Saum, LaFay, Havens
Nays: None
Unanimously approved

Commissioner of Public Works Beck explained that there were two changes to the Fee Schedule for 2010. One change is to the entrance fee being charged within the Perinton Consolidated Sewer District. Currently there are several different fees charged and Commissioner Beck and the Public Works committee are recommending the establishment of a consistent entrance fee of \$1,000 per unit.

The other fee change proposed is to increase the boarding fee for dogs taken to Lollipop Farm to \$25.00 per day. This fee is actually passed along to the dog owner if the dog has been taken to Lollipop Farm as a result of seizure by one of the Town's Animal Control personnel and therefore has no impact on the Town's budget.

A motion was made by Councilperson Knapp, seconded by Councilperson LaFay, that the Fee List for 2010 be approved:

TOWN OF PERINTON
FEE SCHEDULE
2010

DEPARTMENT OF PUBLIC WORKS

SEWER CONNECTION FEES

Town Fee \$1,000 per unit

SEWER AND LATERAL CLEANING \$100 /hour from 7:30am to 4:00 pm
\$150/hour for all other times.

WATER/SEWER SERVICE INSPECTION FEE \$25 per inspection - residential.
\$50 per inspection - non-residential.
\$50 per re-inspection - residential.
\$100 per re-inspection - commercial.

UTILITY AND ROAD INSPECTION FEES \$25 per hour with time and a half for
FOR NEW CONSTRUCTION hours outside of 7:30 am to 4:00 pm
and for Saturdays and holidays.

NEW CONSTRUCTION MAINTENANCE \$25 per hour with time and a half for
BOND REVIEW hours outside of 7:30 am to 4:00 pm
and for Saturdays, Sundays and
holidays.

SIDEWALK CONSTRUCTION FEES FOR \$15.00 per linear foot.
DEVELOPMENT IN IDENTIFIED SIDEWALK ZONES

RIGHT-OF-WAY CONSTRUCTION PERMITS

Residential Driveway or Curb Cut	\$35
Temporary Access Road	\$50
Drainage piping or culverts	\$50
Commercial entrance	\$100
Road Improvements	\$100

Installation of water mains, sanitary sewer and storm water conduits and pipelines.	\$50
Underground water, sewer or other service connections.	\$25/connection with additional district fees as applicable. In addition, a maintenance guarantee in the amount of \$1,000 may be required, in the form of a letter of credit, savings account or Trust & Agency. (The maintenance guarantee may be waived for contractors who have purchased a \$1,500 annual permit.)
Erecting new overhead poles.	\$25 each
Installation of communication tower/pole for wireless communication.	\$1,000
Extensions or replacements of underground or aerial cable, wire, conduit or pipe ducts parallel with ROW	\$50/application for aerial installation or underground installation under 500 feet in length. \$500 per application for underground installations over 500 feet in length.
Excavation, tunneling, boring, drilling, etc under or across ROW for mains or services.	\$250/main \$50/service.
Open road cuts.	\$500/cut In addition, a maintenance Guarantee in the amount of \$1,500 will be required in the form of a letter of credit, savings account, or Trust & Agency. (The maintenance guarantee may be waived for contractors who have purchased a \$1,500 annual permit.)

THERE IS A \$1,500 CUMULATIVE ANNUAL CAP ON CONSTRUCTION PERMIT CHARGES

ANNUAL Right of Way Occupancy Fees

Base annual right-of-way maintenance unless established in other agreements.	\$1,200
--	---------

BUILDING DEPARTMENT

Building Permits	\$.10/sq ft. - \$15 minimum - 150 sq. ft. (Late charge of 100% for commencing prior to obtaining permit with a \$50 minimum)
Pools Residential	\$25
Other	\$75
Lawn Sprinkler Permits	\$15 (Plus all requirements)
Wood Burning Stoves, Chimney, Flues, Communication Structure	\$20
Sewer Connection Fees Extension	As determined by Town Board by District (See Sewer Connection Fee Sheet)
Pure Waters Fee	\$250 \$350 (Non-residential, per unit)
Recreation Fees	
Single family dwelling	\$850
Two family dwelling	\$1,700
Multi-family dwelling/unit	\$850
Public buildings & grounds:	

Independent living: NYSDH	\$425/unit
Shared housing: NYSDH	\$425/unit
Proprietary home: NYSDH	\$250/unit
Enriched housing: NYSDH	\$250/unit
Nursing home	No fee
Sewer Inspection Fees:	
Residential	\$25
Non-residential	\$50
Reinspection - residential	\$50
Reinspection - commercial	\$100
Building Dept Reinspection fee	\$50
Fire Alarm Permit	\$10 (Every two years)
Certificates of Occupancy:	
Residential - single family	\$20
Duplex	\$40
Commercial, etc.	
Under 2,000 sq.ft.	\$25
Over 2,000 sq.ft.	\$25 (Plus \$5 for ea. add. 1,000 sq.ft.)
Reinspection of C. of O.	\$50
Permit to construct a septic system (per Chapter 17 - Sewers, Part 2)	\$10
Application to ZBA	\$30
Application to Town Board	
Special Use Permit	\$30
Change of Zoning	\$150
Application to Planning Board	
Preliminary Subdivision	\$100 (plus \$15 per lot)
Preliminary Site	\$100 (plus \$15 per 1,000 sq.ft. of building area)
Application to Historic Architecture Commission	\$10
Sign Permits	\$ 2 per sq.ft. - Permanent \$10 per sign. - Temporary
Application Fee: Public Hearing	\$50
Cable TV Franchise: Chapter 99	
Cable Television	
Application fee: Conservation Easements: Chapter 103 - Conservation Easements	\$15
Application fee: Approval - Electrical Inspection Agency within the Town	\$15
Chapter 108 - Electrical Standards	
Application fee: Excavation Permit	\$250
Chapter 122 - Excavation	
Application fee: Flood Plain Development Permit: Chapter 138 - Flood Damage Prevention	\$100
Fee charged property owner for corrective action on vacant, unkempt property if owner does not comply with notice: Chapter 167 - Property Maintenance	\$25 (due within 30 days)
Fee charged property owner for non-compliance with policy on placement, packaging and pick-up of refuse, trash and garbage: Chapter 208-15 - Refuse, Trash & Garbage	\$25

TOWN CLERK FEES

LICENSES:

Marriage Licenses	\$40
Marriage Certificates	\$10
Games of Chance	\$25 per event
Bingo	\$18.75 per event
Going Out of Business Renewal	\$500 (may be refundable) \$ 50 (may be refundable)
Peddling & Soliciting License (Chapter 163 - Peddling & Soliciting)	\$100 per year (employer) \$ 20 per day (employer) \$ 50 per year per employee \$ 10 per day per employee

BOOKS:

Code Books	\$125
Land Use Books	\$ 15
Zoning Books	\$ 10
Master Plan Books	\$20
Sub-area Plan Books	\$5

ANIMAL CONTROL:

Dog Licenses	\$15 (unneutered) \$ 7 (neutered) \$43 (purebred) plus \$3 per unneutered dog
Dog Seizure	\$20
Boarding	\$25 per day

MISCELLANEOUS:

Maps:	
Town	\$ 1
Zoning	\$ 5
LDD	\$ 2.50
Returned Check Charge	\$20
Copies	\$.25 per page up to 11"x17" oversized – actual cost incurred

Ayes: Smith, Knapp, Saum, LaFay, Havens
Nays: None
Unanimously approved

Supervisor Smith announced that the next Town Board meeting would be on January 13, 2010.

There being no further business before the Board and no further questions from the audience, the meeting was adjourned at 8:25 pm.

Respectfully submitted,
Jennifer A. West
Town Clerk

