

PERINTON TOWN BOARD MEETING
1350 Turk Hill Road, Fairport, NY 14450
Tuesday, December 30, 2014

PRESENT: Michael G. Barker Supervisor
Joseph H. LaFay Councilperson
Peg S. Havens Councilperson
Steven C. Van Vreede Councilperson
Ciaran T. Hanna Councilperson

ALSO PRESENT: Robert Place, Esq., Town Attorney; Jennifer A. West, Town Clerk; Michael Doser, Director of Code Enforcement and Development; Jeffrey Myers, Commissioner of Recreation and Parks; Kevin Spacher, Finance Director; Susan Frykholm, Deputy Town Clerk; Diane Riesenberger, Recreation Director; T.C. Lewis, Planning Board.

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

Councilperson Havens made a motion, seconded by Councilperson Hanna, that the minutes of the Town Board meeting of December 10, 2014 be approved as submitted by the Town Clerk.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

ORDER FOR HEARING
REZONING REQUEST
WHITNEY TOWN CENTER
INDUSTRIAL TO RESIDENTIAL B ZONING

Town Attorney Place stated that this rezoning is to address a condition that was placed on the applicant (Whitney Town Center) when their Special Use Permit was granted. He added that the Town Board required that the applicant rezone the northern portion of the property from Industrial to Residential B zoning to provide a buffer to the residents from the apartments that will be built on Whitney Road.

A motion was made by Councilperson Van Vreede, seconded by Councilperson LaFay, that January 28, 2015 at 7:30 pm at the Perinton Town Hall, 1350 Turk Hill Road, Fairport, NY be set as the date, time and place for a Public Hearing to discuss the proposed rezoning of 5.655 acres of the total 18.33 acres of the project site at Whitney Town Center located at 666 Whitney Road from Industrial zoning to Residential B zoning.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

APPROVE MONROE COUNTY ALL SEASONS COUNTY/TOWN WORK
AGREEMENT 2015

DPW Commissioner Beck provided the Town Board with the 2015 All Seasons County/Town Work Agreement, a one-year contract extension to the original that went into effect on January 1, 2007. The extension provides for a fringe benefit rate

of 60.38%. The roadside mowing reimbursement rate is \$85.25 per mile mowed for each pass; the dead animal pickup rate is \$28.75 per center lane mile. Commissioner Beck's memo stated that all other types of work accomplished under contract to Monroe County, except for Snow & Ice Operations, are reimbursed on a time and material basis, so the Town is paid in full for the actual expenses. He asked the Board to approve the contract and authorize the Supervisor to sign the contract.

Councilperson Havens made a motion, seconded by Councilperson LaFay, that the Board approve the 2015 All Seasons County/Town Work Agreement.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

Councilperson LaFay made a motion, seconded by Councilperson Van Vreede that the Supervisor be authorized to sign that agreement.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

APPROVE APPOINTMENT FINANCE CLERK ASSISTANT – RECREATION

Commissioner Myers stated that he, Recreation Director Riesenberger and Senior Office Clerk Cathy Keating and have been screening potential candidates to take over the duties that were left vacant with the departure of Linda Kresky.

He asked that the Town Board appoint Brenda Viola of 24 Wheatstone Circle, as the Finance Clerk Assistant (Regular Part Time) for the Recreation and Parks Department.

Brenda Viola has been working for the Recreation department as a part time receptionist since this past summer. She caught on quickly to the duties and responsibilities of the receptionist position, and excelled at the financial accounting of the transactions she processed. Because of her meticulous attention to detail, Brenda was asked to help with the financial reconciliation work on an interim basis and she gladly accepted.

Ms. Viola worked in the customer service and accounting/procurement divisions for Eastman Kodak and Windstream Communications. Her experience in order fulfillment and reconciliation match the needs of the Finance Clerk Assistant position.

Councilperson LaFay made a motion, seconded by Councilperson Havens to approve the appointment of Brenda Viola of 24 Wheatstone Circle, as the Finance Clerk Assistant (Regular Part Time) for the Recreation and Parks Department, at a rate of \$[] per hour, effective January 5, 2015.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

APPROVE PURCHASE OF FINANCE SOFTWARE

Finance Director Spacher stated that he has previously discussed the need to procure new software for General Ledger, Accounts Payable and Fixed Assets with the Town Board. He stated that he has narrowed the search to four packages. In addition to a package provided by ACS, our current supplier, he selected 3 platforms used by other towns in our area

to examine. After a thorough review of these options, the staff and Director Spacher recommend a package from Springbrook/KVS to replace the current ACS software. Director Spacher stated that this product is the best option for the Town as it meets all needs, is reasonably priced and offers the opportunity for expansion in the future.

He added that the price for the software is \$37,102, and in addition, \$5,000 has been budgeted for moving the information from the current system to the new platform, and IT Director Donahue estimates that the Town will need to spend about \$3,000 to build a virtual server and acquire a new printer needed. The total cost of the project will be about \$45,000. This item is on the NYS bid list, so there is no need to solicit bids. Attorney Place has reviewed and approved the contract.

Finance Director Spacher stated that there is \$50,000 in the Capital Reserve for IT equipment at this time and proposed transferring \$45,102 from this fund to the General Fund to pay for this acquisition. Mr. Spacher requested that the Board consider a motion authorizing Supervisor Barker to sign a contract for the purchase, authorize the transfer of the money from the capital reserve fund and amend the 2014 budget. He added that the transfer is subject to permissive referendum.

Councilperson Hanna asked whether training would be included with the new system and Director Spacher stated that it is and would primarily be webinar-based training. He added that the maintenance for the system would be approximately \$4,000 per year and is ½ the cost of the current system's annual maintenance. Councilperson Hanna asked if the two systems would run concurrently for a while and Director Spacher stated that they would and that the first step would be to migrate the data to the new system while keeping the other system running for as long as needed. Councilperson Van Vreede asked whether the annual maintenance included new software releases and Director Spacher stated that the system is called "forever green" and as enhancements to the system are added, they would be included for the Town at no additional cost.

Councilperson Hanna made a motion, seconded by Councilperson Van Vreede authorizing Supervisor Barker to sign a contract for the purchase, authorize the transfer of the money from the capital reserve and amend the 2014 budget to purchase Finance Software from Springbrook/KVS.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

APPROVE CLERICAL POSITION COURT

Supervisor Barker stated that the Board had a memo from Town Justices Klonick and Arnold regarding a clerical position in the Town Court. Sherri Jerome will be retiring as of January 30, 2015 and the town judges and court clerks have interviewed candidates to fill her position. Justices Klonick and Arnold recommended that the Town Board approve the Appointment of Kelly Kasperski, 19 Ambleside Drive, Perinton, NY for the position of Court Clerk at a starting salary of \$[]/hour with no benefits and a start date of January 5, 2015.

Councilperson LaFay made a motion, seconded by Councilperson Havens to approve the Appointment of Kelly Kasperski, 19 Ambleside Drive, Perinton, NY for the position of Court Clerk at a starting salary of \$[]/hour with no benefits and a start date of January 5, 2015.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

VOLUNTEER BOARD APPOINTMENT

The following resolution was offered by Councilperson Van Vreede, seconded by Councilperson LaFay:

WHEREAS, the term of Cheryl Hanzlik as a member of the Perinton Recreation and Parks Advisory Board will expire on December 31, 2014,

NOW, THEREFORE, BE IT RESOLVED, that Cheryl A. Hanzlik, 316 Loud Road, Fairport, NY 14450 be reappointed as a member of the Perinton Recreation and Parks Advisory Board with a term to expire on December 31, 2021.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

ESTABLISH CAPITAL RESERVE FOR DRAINAGE FUND

Finance Director Spacher stated that during the discussions regarding the recent drainage issues in the Town, it became evident that this type of expense could come up again in the middle of a year without resources to address it. In an effort to place the Town in a position to deal with these emergencies, it was suggested a capital reserve fund be established for future needs. Director Spacher suggested that if the Town Board desired they could entertain a motion creating a "Type" reserve under Section 6-c of the General Municipal Law called the Capital Reserve for Drainage. Moneys for this fund could be included in the annual budget or transferred if it became apparent there was a surplus in the current year, and used for any physical betterment to, or improvement of drainage facilities in the Town.

Councilperson Havens made a motion, seconded by Councilperson Hanna to establish a "Type" reserve under Section 6-c of the General Municipal Law called the Capital Reserve for Drainage.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

APPROVE YEAR-END BUDGET ADJUSTMENTS AND TRANSFER OF FUNDS

The Board has a listing from Finance Director Spacher of minor account truing up required by the State and a memo from Supervisor Barker of various year-end transfers to Capital Reserve Funds.

Councilperson Van Vreede made a motion, seconded by Councilperson LaFay, that the 2014 budget amendments, encumbrances and interfund loans and transfers per the Finance Director's list as well as the following transfers to the Capital Reserve Funds be made:

Transfer \$50,000 from the General Fund to the Capital Reserve Fund for Information Technology.
Transfer \$27,000 from the General Fund to the Capital Reserve for Open Space Fund.
Transfer \$200,000 from the General Fund to the Capital Reserve for Drainage Fund.
Transfer \$400,000 from the Highway General Fund to the Capital Reserve for DPW Equipment General Fund.
Transfer \$44,000 from the Part-Town Fund to the Capital Reserve for DPW Equipment Part-town Fund.
Transfer \$570,000 from the Part-Town Fund to the Capital Reserve Fund for Sidewalks.
Transfer \$1,490,000 from the Part-Town Fund to the Capital Reserve Fund for Road Repair.
Transfer \$40,000 from the Part-Town Fund to the Workers Compensation Reserve Fund.

Transfer \$125,000 from the Sewer Operating Fund to the Sewer Equipment Capital Reserve Fund.

Transfer \$33,000 from the Sewer Operating Fund to the Sewer Worker's Compensation Reserve Fund.

Transfer \$35,000 from the PVAC Fund to the PVAC Worker's Compensation Reserve Fund.

Transfer \$15,000 from the Bushnell's Basin Fire Department Fund to the Bushnell's Basin Fire District Worker's Compensation Reserve Fund.

Transfer \$20,000 from the Egypt Fire Department Fund to the Egypt Fire Department Worker's Compensation Reserve Fund.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna

Nays: None

Unanimously Approved

APPROVE APPOINTMENT OF PERMANENT CROSSING GUARD AND SUBSTITUTE CROSSING GUARD

Supervisor Barker stated that the Board had a memo from Community Services Coordinator Barb Clay recommending the appointment of Jackie Mitchell, 3 Santa Drive, Pittsford, NY 14534 as a full-time crossing guard for the Town of Perinton, beginning January 5, 2015. Ms. Mitchell would be stationed at the Lincoln/Eaglehead intersection and her rate of pay would be \$[] annually. Ms. Mitchell would be assuming the position vacated by Lou DiGuiseppe December 31, 2014. Mr. DiGuiseppe will become a substitute crossing guard at the afore-mentioned location.

Councilperson Havens made a motion, seconded by Councilperson LaFay to approve the appointment of Jackie Mitchell, 3 Santa Drive, Pittsford, NY 14534 as a full-time crossing guard for the Town of Perinton, beginning January 5, 2015 and the appointment of Lou DiGuiseppe as a substitute crossing guard for the Town of Perinton also effective January 5, 2015.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna

Nays: None

Unanimously Approved

AUDIT APPROVAL

A motion was made by Councilperson LaFay, seconded by Councilperson Van Vreede that Audit #14 for December 2013 be approved for the Town of Perinton, pursuant to Town Law, and the Town Clerk presented duly verified bills as follows:

DECEMBER AUDIT 2

General Fund	111,880.89
Town Outside of Village	220,444.80
Recreation	88,498.98
Highway General Repair	39,043.48
Highway Snow & Miscellaneous	199,536.69
Joint Sewer	12,494.12
Perinton Ambulance Dist	8,425.00
B Basin Fire Protect Dist	21,095.97
Egypt Fire Protect Dist	21,955.10
Indian Valley Sewer Project	<u>61,486.65</u>
	\$784,861.68 Total

The above items were numbers 92294-92384.

DECEMBER MANUAL 1

General Fund	5,961.44
Recreation	8,946.62
Joint Sewer	857.60
Midlands Lighting Dist	414.33
Lake Lacoma Dist	15.55
Deer Run Lighting Dist	803.02
Misty Meadows Lighting Dist	<u>112.78</u>
	\$17,575.53Total

The above items were numbers 92276-92280.

Ayes: Barker, LaFay, Havens, Van Vreede, Hanna
Nays: None
Unanimously Approved

There being no further business before the Board and no further questions from the audience, the meeting was adjourned at 8:20 pm.

Respectfully submitted,

Jennifer A. West
Town Clerk