



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

TOWN BOARD LEGISLATIVE AGENDA

Wednesday, December 3, 2025 6:30 PM

Supervisor Leenhouts, presiding

- I. Call to Order - Pledge of Allegiance - Roll Call
- II. Communications and Announcements
- III. Public Hearing: Proposed Local Law to Amend Town Code Chapter 198 (Stormwater)
- IV. Public Participation
- V. Additions and Deletions to Agenda
- VI. Approval of Minutes -None
- VII. Petitions
- VIII. Resolutions by Function

Law and Finance

25T-160 Appointment of Penfield Town Clerk, Amy M. Steklof, MMC/CMC as Marriage Officer

25T-161 Authorization of 2025 Budget Amendments and Additional Appropriations for from the General Fund Balance

25T-162 Amending the Town of Penfield Conference Attendance Procedure

25T-163 Awarding a Contract for Cloud-based Software Associated with Permitting, Code Compliance, and Project Review

25T-164 Authorization of 2025 Budget Amendments and Additional Appropriations for From the Highway Fund Balance

25T-165 Budget Transfers for the General and Highway Funds

Public Works

25T- 166 Awarding the Contract for General Construction Services for the Construction of the LaSalle's Landing Comfort Station

25T-167 Awarding the Contract for Plumbing Services for the Construction of the LaSalle's Landing Comfort Station

25T-168 Awarding the Contract for Electrical Services for the Construction of the LaSalle's Landing Comfort Station

25T-169 Awarding the Contract for Construction Administration and Construction Observation Services for the Construction of the LaSalle's Landing Comfort Station

25T-170 Awarding the Contract for HVAC Services for the Construction of the LaSalle's Landing Comfort Station

Public Safety - None

Community Services - None

TOWN BOARD LEGISLATIVE AGENDA

- IX. Old Business:
 - a. Law and Finance: 25T-158 Awarding a Contract for Professional Planning Services Associated with the Preparation of a Climate Action Plan
- IX. New Business
- X. Executive Session
- XI. Next Meeting: January 7, 2026
- XII. Adjournment

This meeting will be video recorded and broadcast LIVE via the town's website www.penfield.org and the Town's Government Access Cable Channel 1303.

Questions regarding video coverage contact Penfield TV at (585) 340-8661.

PENFIELD TOWN BOARD RESOLUTION NO. 25T-164 DATE: 12/3/2025

BY: Councilperson Lee COMMITTEE: Law and Finance

NAME: **Authorization of 2025 Budget Amendments and Additional Appropriations for from the Highway Fund Balance.**

WHEREAS, the Town Board desires to have a 2025 budget that ensures the continued provision of services for Penfield residents; and

WHEREAS, additional appropriations and budget adjustments have been identified as necessary to satisfy the needs of the Town;

NOW BE IT RESOLVED that the following 2025 budget amendments and additional budget appropriations be approved:

GL ACCOUNT	DESCRIPTION	CURRENT BUDGET	PROPOSED	VAR.
DA0-5110-0004-4101	FUEL, OIL, GREASE	\$ 110,000.00	\$ 155,000.00	\$ 45,000.00
DA0-5110-0004-4050	PAVEMENT MARKINGS	\$ 4,800.00	\$ 35,000.00	\$ 30,200.00
DA0-5130-0004-4014	IN HOUSE VEHICLE REPAIRS	\$ 110,000.00	\$ 130,000.00	\$ 20,000.00
DA0-9040-0008-8000	WORKERS COMPENSATION	\$ 134,207.00	\$ 140,000.00	\$ 5,793.00
TOTAL				\$ 100,993.00

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T- 166 DATE: December 3, 2025

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Awarding the Contract for General Construction Services for the Construction of the LaSalle's Landing Comfort Station

WHEREAS, the LaSalle's Landing Comfort Station project (the "Project") includes the construction of a new restroom facility with attached open air pavilion at the Town of Penfield's LaSalle's Landing Park; and

WHEREAS, this project was classified as a Type II action under the State Environmental Quality Review Act, per 617.5 C (25) and required no further environmental analysis; and

WHEREAS, in accordance with NYS Wicks Law, the Project was divided into four (4) prime contracts: General Construction, Plumbing, HVAC, and Electrical; and

WHEREAS, this project has been awarded \$610,500 in grant funding through the New York State Department of State to offset the project's total construction costs.

WHEREAS, in accordance with Section 103 of Article 5-A of the General Municipal Law, sealed bids were sought, and bidders furnished the Town of Penfield with a bid to provide General Construction services outlined in the Project's construction documents; and

WHEREAS, on November 7, 2025, at 11:00 AM local time, the following sealed bids for General Construction were received, opened, and read publicly from the following list of bidders:

Whitney East Inc.
CMI Structural

AND WHEREAS, MRB Group, the architect/engineer hired by the Town of Penfield for the Project, reviewed the bids for each of the four (4) prime contracts (i.e., General Construction, Plumbing, HVAC, and Electrical), interviewed the apparent low bidders, prepared bid tabulations, with the results being discussed at the Town Board work session on November 19, 2025; and

WHEREAS, the Town Board reviewed the submitted bids and the analysis provided and determined that it is in the best interest of the Town of Penfield to accept the low bid for General Construction, including the additions of Alternates 1 and 2; and

WHEREAS, Whitney East Inc. was the lowest responsible and responsive bidder to meet the expectations and specifications of the bid package for a total cost of \$834,000; and

NOW, THEREFORE, BE IT RESOLVED, that a contract is hereby awarded to Whitney East Inc. to provide General Construction Contract services in accordance with the Contract

Documents for the Project for the total amount not to exceed \$834,000. This resolution and the bid submitted by Whitney East Inc. shall constitute the contract; and

BE IT FURTHER RESOLVED, that said award is subject to submission and approvals of appropriate Bonds and Insurance documents, and Town of Penfield required contractual documents, which will be subject to the Town Attorney's approval. Once all Town reviews and approvals associated with the contract have been completed the contractor will be given Notice to Proceed with this contract; and

BE IT FURTHER RESOLVED, the Town Board authorizes the transfer of funds from the General Fund Assigned Fund Balance to Capital Account H86-1000-5031-0000 to pay for the services associated with this contract, not to exceed the amount of \$834,000. The Town Board further acknowledges that \$610,500 in grant funding will be reimbursed to the Town upon project completion.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T- 167 DATE: December 3, 2025

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Awarding the Contract for Plumbing Services for the Construction of the LaSalle's Landing Comfort Station

WHEREAS, the LaSalle's Landing Comfort Station project (the "Project") includes the construction of a new restroom facility with attached open air pavilion at the Town of Penfield's LaSalle's Landing Park; and

WHEREAS, this project was classified as a Type II action under the State Environmental Quality Review Act, per 617.5 C (25) and required no further environmental analysis; and

WHEREAS, in accordance with NYS Wicks Law, the Project was divided into four (4) prime contracts: General Construction, Plumbing, HVAC, and Plumbing; and

WHEREAS, in accordance with Section 103 of Article 5-A of the General Municipal Law, sealed bids were sought, and bidders furnished the Town of Penfield with a bid to provide Plumbing services outlined in the Project's construction documents; and

WHEREAS, on November 7, 2025, at 11:00 AM local time, the following sealed bids for Plumbing services were received, opened, and read publicly from the following list of bidders:

Delta Monic's LLC \$ 95,400.00
DG Messmer Corporation \$ 114,700.00
Bell Mechanical \$ 131,000.00
Cannon Noto Enterprises \$ 135,403.00
Thurston Dudek LLC \$ 137,000.00
Michael Ferraulo Plumbing \$ 154,000.00

AND WHEREAS, MRB Group, the architect/engineer hired by the Town of Penfield for the Project, reviewed the bids for each of the four (4) prime contracts (i.e., General Construction, Plumbing, HVAC, and Plumbing), interviewed the apparent low bidders, prepared bid tabulations, with the results being discussed at the Town Board work session on November 19, 2025; and

WHEREAS, the Town Board reviewed the submitted bids and the analysis provided and determined that it is in the best interest of the Town of Penfield to accept the low bid for Plumbing; and

WHEREAS, Delta Monic's LLC was the lowest responsible and responsive bidder to meet the expectations and specifications of the bid package for a total cost of \$95,400.00; and

NOW, THEREFORE, BE IT RESOLVED, that a contract is hereby awarded to Delta Monic's LLC to provide Plumbing services in accordance with the Contract Documents for the Project for

the total amount not to exceed \$95,400.00. This resolution and the bid submitted by Delta Monic's LLC shall constitute the contract; and

BE IT FURTHER RESOLVED, that said award is subject to submission and approvals of appropriate Bonds and Insurance documents, and Town of Penfield required contractual documents, which will be subject to the Town Attorney's approval. Once all Town reviews and approvals associated with the contract have been completed the contractor will be given Notice to Proceed with this contract; and

BE IT FURTHER RESOLVED, the Town Board authorizes the transfer of funds from the General Fund Assigned Fund Balance to Capital Account H86-1000-5031-0000 to pay for the services associated with this contract, not to exceed the amount of \$95,400.00.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T- 169 DATE: December 3, 2025

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Awarding the Contract for Construction Administration and Construction Observation Services for the Construction of the LaSalle's Landing Comfort Station

WHEREAS, the LaSalle's Landing Comfort Station project (the "Project") includes the construction of a new restroom facility with attached open air pavilion at the Town of Penfield's LaSalle's Landing Park; and

WHEREAS, this project was classified as a Type II action under the State Environmental Quality Review Act, per 617.5 C (25) and required no further environmental analysis; and

WHEREAS, MRB Group, the architect/engineer hired by the Town of Penfield for the Project, has provided a proposal for construction administration and construction observation during the course of construction; and

WHEREAS, the Town Board reviewed the proposal with the Town Board and discussed the value of having third-party dedicated oversight to ensure construction contracts, schedules and payments are effectively managed; and

WHEREAS, MRB Group's proposal included a detailed scope of services for construction administration and construction observation for a cost not to exceed \$97,250 and the option for MBWE Administration Services, if needed, for a cost not to exceed \$5,000, bringing the total contract for services to \$102,250.

NOW, THEREFORE, BE IT RESOLVED, that a contract is hereby awarded to MRB Group in the amount not to exceed \$102,250. This resolution and the bid submitted by MRB Group shall constitute the contract; and

BE IT FURTHER RESOLVED, that said award is subject to review and approval by the Town Attorney; and

BE IT FURTHER RESOLVED, the Town Board authorizes the transfer of funds from the General Fund Assigned Fund Balance to Capital Account H86-1000-5031-0000 to pay for the services associated with this contract, not to exceed the amount of \$102,250.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T-170 DATE: December 3, 2025

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Awarding the Contract for HVAC Services for the Construction of the LaSalle's Landing Comfort Station

WHEREAS, the LaSalle's Landing Comfort Station project (the "Project") includes the construction of a new restroom facility with attached open air pavilion at the Town of Penfield's LaSalle's Landing Park; and

WHEREAS, this project was classified as a Type II action under the State Environmental Quality Review Act, per 617.5 C (25) and required no further environmental analysis; and

WHEREAS, in accordance with NYS Wicks Law, the Project was divided into four (4) prime contracts: General Construction, Plumbing, HVAC, and Electrical; and

WHEREAS, in accordance with Section 103 of Article 5-A of the General Municipal Law, sealed bids were sought, and bidders furnished the Town of Penfield with a bid to provide HVAC services outlined in the Project's construction documents; and

WHEREAS, on November, 7 2025, at 11:00 AM local time, the following sealed bids for HVAC were received, opened, and read publicly from the following list of bidders:

Tactical Construction LLC
Delta Monic's LLC
Bell Mechanical
Michael Ferraulo Plumbing

AND WHEREAS, MRB Group, the architect/engineer hired by the Town of Penfield for the Project, reviewed the bids for each of the four (4) prime contracts (i.e., General Construction, Plumbing, HVAC, and Electrical), interviewed the apparent low bidders, prepared bid tabulations, with the results being discussed at the Town Board work session on November 19, 2025; and

WHEREAS, the Town Board reviewed the submitted bids and the analysis provided and determined that it is in the best interest of the Town of Penfield to accept the low bid for HVAC; and

WHEREAS, Tactical Construction LLC. was the lowest responsible and responsive bidder to meet the expectations and specifications of the bid package for a total cost of \$47,542.20; and

NOW, THEREFORE, BE IT RESOLVED, that a contract is hereby awarded to Tactical Construction LLC to provide HVAC Contract services in accordance with the Contract Documents for the Project for the total amount not to exceed \$47,542.20. This resolution and the bid submitted by Tactical Construction LLC shall constitute the contract; and

BE IT FURTHER RESOLVED, that said award is subject to submission and approvals of appropriate Bonds and Insurance documents, and Town of Penfield required contractual documents, which will be subject to the Town Attorney's approval. Once all Town reviews and approvals associated with the contract have been completed the contractor will be given Notice to Proceed with this contract; and

BE IT FURTHER RESOLVED, the Town Board authorizes the transfer of funds from the General Fund Assigned Fund Balance to Capital Account H86-1000-5031-0000 to pay for the services associated with this contract, not to exceed the amount of \$47,542.20.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T- 158 DATE: December 3, 2025

BY: Councilperson Lee

COMMITTEE: Law and Finance

NAME: Awarding a Contract for Professional Planning Services Associated with the Preparation of a Climate Action Plan

WHEREAS, Town’s 2023 Comprehensive Plan Update recommended the town advance climate smart initiatives and support programs that foster climate resiliency; and

WHEREAS, The Town has been approved through the Consolidated Funding Application Climate Smart Communities Grant to complete a Climate Action Plan; and

WHEREAS, the Town issued a Request for Proposals (RFP) for professional planning services associated with the preparation of a Town of Penfield Climate Action Plan (“the project”) and received multiple proposals from qualified firms; and

WHEREAS, a selection committee comprised of staff from multiple departments reviewed the proposals, interviewed the top four responders, and unanimously agreed that Colliers Engineering and Design was the best suited to assist the Town with the project; and

WHEREAS, this project was included in the 2025 Penfield Town Budget.

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is hereby authorized to sign a contract, not to exceed \$100,000.00 with Colliers Engineering and Design, 280 East Broad Street, Suite 200, Rochester, NY 14604, for professional planning services for the Climate Action Plan. This resolution and the proposal submitted by Colliers shall constitute the contract. This agreement to be reviewed and approved by the Town Attorney.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T-160 DATE December 3, 2025

BY Councilwoman Lee

Law & Finance Committee

NAME Appointment of Penfield Town Clerk, Amy M. Steklof, MMC/CMC as Marriage Officer

WHEREAS, Pursuant to Article 3, Section 11-c of the New York Domestic Relations Law, a Public Official may be appointed as a Marriage Officer by the governing body of any Village, Town or City; and

WHEREAS, Penfield Town Clerk, Amy M. Steklof, MMC/CMC has had requests to perform marriage ceremonies from residents and others who do not want a member of the clergy or the courts to solemnize a marriage; and

WHEREAS, the Town Board of the Town of Penfield would like to offer the greatest flexibility to our residents and their families; and

NOW, THEREFORE, BE IT

RESOLVED, that pursuant to the provisions of such Section 11-c of the Domestic Relations Law, Amy M. Steklof, MMC/CMC, Town Clerk is hereby appointed a Marriage Officer for the Town of Penfield; and be it further

RESOLVED, that this appointment shall take effect on January 1, 2026, through December 31, 2029; and

BE IT FURTHER RESOLVED, that Town Clerk Steklof shall receive no additional salary from the Town of Penfield for said position; however, she may accept remuneration of \$75.00 per ceremony at any ceremony at which she officiates in accordance with Article 3, Section 11-c of the New York Domestic Relations Law.

Moved: _____

Seconded: _____

Vote: Berry _____

 Lee _____

 Leenhouts _____

 Ockenden _____

 Teglash _____

BY: Councilperson Lee COMMITTEE: Law and Finance**NAME: Authorization of 2025 Budget Amendments and Additional Appropriations for from the General Fund Balance.**

WHEREAS, the Town Board desires to have a 2025 budget that ensures the continued provision of services for Penfield residents; and

WHEREAS, additional appropriations and budget adjustments have been identified as necessary to satisfy the needs of the Town;

NOW BE IT RESOLVED that the following 2025 budget amendments and additional budget appropriations be approved:

GL ACCOUNT	DESCRIPTION	CURRENT BUDGET	PROPOSED	VAR.	
A00-1110-0002-2200	OFFICE EQUIPMENT	\$ -	\$ 7,100.00	\$ 7,100.00	JCAP grant offsets expense
					Single audit required due to amount of ARPA funds spent in 2024 exceeding \$750,000.00
A00-1310-0004-4083	AUDITOR-YEAR END STATEMENTS	\$ 20,000.00	\$ 26,500.00	\$ 6,500.00	Certiorari matters
A00-1355-0004-4089	MISCELLANEOUS EXPENSES	\$ 10,000.00	\$ 15,000.00	\$ 5,000.00	
A00-3510-0004-4086	ANIMAL BOARD & DISPOSAL	\$ 2,175.00	\$ 2,700.00	\$ 525.00	
					Replace PCs that do not support Windows 11
A00-1680-0002-2200	EQUIPMENT - COMPUTER	\$ 25,000.00	\$ 56,000.00	\$ 31,000.00	Mowing of vacant property
A00-3620-0004-4013	MAINTENANCE OF ABANDONED PROPER	\$ 1,500.00	\$ 5,000.00	\$ 3,500.00	Recreation revenue exceeded budget
A00-7020-0004-4001	CREDIT CARD PROCESSING FEES	\$ 28,000.00	\$ 58,000.00	\$ 30,000.00	Recreation revenue exceeded budget
A00-7140-0004-4026	EXCURSIONS	\$ 20,000.00	\$ 35,000.00	\$ 15,000.00	Recreation revenue exceeded budget
A00-7620-0004-4031	SPORTS	\$ 14,000.00	\$ 26,000.00	\$ 12,000.00	
					For damages to Shadow Pines. Offset by insurance recovery - Dolomite.
A00-7110-0003-3002	PARK IMPROVEMENTS & PLAYGROUND F	\$ 196,000.00	\$ 205,000.00	\$ 9,000.00	Final invoice
A00-7110-0003-3013	SHADOW PINES PARK IMPROVEMENTS	\$ -	\$ 10,000.00	\$ 10,000.00	Wegmans Grant offsets expense
A00-7551-0004-4007	WELLNESS MERCHANDISE	\$ 1,000.00	\$ 15,000.00	\$ 14,000.00	
A00-7550-0004-4032	FOURTH OF JULY PARADE	\$ 6,500.00	\$ 7,000.00	\$ 500.00	
A00-7550-0004-4034	FACILITIES	\$ 1,500.00	\$ 3,600.00	\$ 2,100.00	
					Additional security for July 4 Fireworks event
A00-7550-0004-4038	CUSTODIAL/SECURITY	\$ -	\$ 4,225.00	\$ 4,225.00	
A00-8160-0004-4005	HIGHWAY DUMPSTER	\$ 13,000.00	\$ 35,000.00	\$ 22,000.00	
A00-9060-0008-8002	HOSPITAL-DENTAL INSUR.	\$ 33,575.00	\$ 45,000.00	\$ 11,425.00	Budget estimated
TOTAL				\$176,775.00	

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T- 162 DATE: December 3, 2025

BY: Councilperson Lee

COMMITTEE: Law and Finance

NAME: Amending the Town of Penfield Conference Attendance Procedure

WHEREAS, the Town of Penfield has a Conference Attendance Procedure that outlines the approval process for staff to obtain authorization to attend training conferences; and

WHEREAS, the Town Board wishes to change the procedure pertaining to the circumstances that require Town Board approval, which is reflected in the attached procedure document.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board approves the revised Conference Attendance Procedure, and acknowledges it shall take effect immediately.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T-163 DATE: December 3, 2025

BY: Councilperson Lee

COMMITTEE: Law and Finance

NAME: Awarding a Contract for Cloud-based Software Associated with Permitting, Code Compliance, and Project Review

WHEREAS, the Town of Penfield's current software does not meet the Town's needs for permitting, code compliance and project review; and

WHEREAS, the Town issued a Request for Proposals (RFP) for cloud-based permitting and licensing software that could meet the needs of multiple departments, including but not limited to: Building and Zoning Department, Planning & Engineering, Developmental Services, and Department of Public Works; and

WHEREAS, the Town received and reviewed 18 proposals and conducted interviews and product demonstrations with the top five (5) vendors; and

WHEREAS, the staff from Building and Zoning, Planning and Engineering and Developmental Services evaluated the proposals and interviews based on functionality, innovation and value-added features, implementation and support, data migration and integration, usability, in-field access, embedded plan review capabilities, and security and compliance, which resulted in unanimous agreement that GovWell was the best suited to provide the services needed; and

WHEREAS, GovWell's price proposal included an upfront cost of \$58,000 for data migration, software customization and onboarding and an annual software service fee of \$39,000 for an initial contract term of three years, with options for future contract expansion and renewal; and

WHEREAS, software upgrades and annual service funds needed to cover these costs are available in the 2026 budget.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the Town Supervisor to execute the contract for services with GovWell, which will include the proposal provided to the Town; and

BE IT FURTHER RESOLVED, that said contract is subject to review and approval by the Town Attorney.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T -165

DATE: 12/3/ 2025

BY: Councilperson Lee COMMITTEE: Law and Finance

NAME: **Budget Transfers for the General and Highway Funds**

WHEREAS, the Town Board desires to have an up-to-date budget in relation to current income and expenditures,

NOW BE IT RESOLVED that the following 2025 budget transfers be approved:

TRANSFERS					
From		Amount	To		Amount
A00-1330-0004-4032	TAX RECEIVER CONTRACTUAL SERVI	\$ 10,400.00	A00-1330-0001-1012	TAX RECEIVER PART TIME EM	\$ 9,600.00
			A00-1330-0001-1013	TAX RECEIVER SEASONAL EM	\$ 800.00
DA0-9060-0008-8001	HOSPITAL-MEDICAL INS.	\$ 3,200.00	DA0-9060-0008-8002	DENTAL INSURANCE	\$ 3,200.00

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 25T- 168 DATE: December 3, 2025

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Awarding the Contract for Electrical Services for the Construction of the LaSalle's Landing Comfort Station

WHEREAS, the LaSalle's Landing Comfort Station project (the "Project") includes the construction of a new restroom facility with attached open air pavilion at the Town of Penfield's LaSalle's Landing Park; and

WHEREAS, this project was classified as a Type II action under the State Environmental Quality Review Act, per 617.5 C (25) and required no further environmental analysis; and

WHEREAS, in accordance with NYS Wicks Law, the Project was divided into four (4) prime contracts: General Construction, Plumbing, HVAC, and Electrical; and

WHEREAS, in accordance with Section 103 of Article 5-A of the General Municipal Law, sealed bids were sought, and bidders furnished the Town of Penfield with a bid to provide Electrical services outlined in the Project's construction documents; and

WHEREAS, on November 7, 2025, at 11:00 AM local time, the following sealed bids for Electrical services were received, opened, and read publicly from the following list of bidders:

Finger Lakes Electric
NB Electrical Services
Kaplan Schmidt Electric
Concord Electric Corp

AND WHEREAS, MRB Group, the architect/engineer hired by the Town of Penfield for the Project, reviewed the bids for each of the four (4) prime contracts (i.e., General Construction, Plumbing, HVAC, and Electrical), interviewed the apparent low bidders, prepared bid tabulations, with the results being discussed at the Town Board work session on November 19, 2025; and

WHEREAS, the Town Board reviewed the submitted bids and the analysis provided and determined that it is in the best interest of the Town of Penfield to accept the low bid for Electrical; and

WHEREAS, Finger Lakes Electric was the lowest responsible and responsive bidder to meet the expectations and specifications of the bid package for a total cost of \$125,700.00; and

NOW, THEREFORE, BE IT RESOLVED, that a contract is hereby awarded to Finger Lakes Electric to provide Electrical services in accordance with the Contract Documents for the Project for the total amount not to exceed \$125,700.00. This resolution and the bid submitted by Finger Lakes Electric shall constitute the contract; and

BE IT FURTHER RESOLVED, that said award is subject to submission and approvals of appropriate Bonds and Insurance documents, and Town of Penfield required contractual documents, which will be subject to the Town Attorney's approval. Once all Town reviews and approvals associated with the contract have been completed the contractor will be given Notice to Proceed with this contract; and

BE IT FURTHER RESOLVED, the Town Board authorizes the transfer of funds from the General Fund Assigned Fund Balance to Capital Account H86-1000-5031-0000 to pay for the services associated with this contract, not to exceed the amount of \$125,700.00.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

TOWN OF PENFIELD CONFERENCE PROCEDURES

The Town conference procedures for conferences/seminars are outlined below. Please remember any time an employee attends conferences or seminars requiring time away from his or her standard daily duties, a conference request form must be completed. This requirement pertains to all conferences even when there is no cost to the Town.

If the conference was not included in your department's budget OR if a budget adjustment is required because total costs will exceed the department's budget, Town Board authorization must be obtained. Please contact the Supervisor, if you have any questions regarding the need for a resolution.

1. Employee or other responsible party completes the "Conference Request Form" attaching conference description and cost details. Indicate of the form if single or multi-day. **Employees are required to use a Town vehicle unless prior approval is given by the Department Head and the Town Supervisor. If an employee chooses to drive their personal vehicle when a Town car is available, he/she will not be reimbursed for mileage/fuel.**
2. The Department Head reviews and if approves, submits the packet to the Comptroller. Please allow at least 15 business days prior to conference for approval. The packet must include:
 - a. Department Authorized Conference Request Form
 - b. Conference literature, documenting cost and description of conference.
3. Comptroller reviews packet and verifies funding. If documentation is sufficient and funding available, it is sent to the Supervisor for authorization. If not approved, entire packet is returned to originating department.
4. **Once approved by the Supervisor, packet is returned to department for processing. If Town Board approval is required, the Department Head is responsible for working with the Supervisor to add the request to the appropriate Town Board agenda. If the conference requires online registration, reservation of accommodations, or air travel, the Town credit card must be used. Per Town policy, use of the credit card must be authorized by the Supervisor. Once approved to use the card, please see the Comptroller.**
5. **If conference requires hotel stay, you must bring a ST-129 form with you to receive tax exemption rate. Also, when booking your room, be sure to ask if the hotel has any specific forms to be completed to use the Town credit card that will be on file as you will not be carrying the physical card with you.**
6. Finance Department prepares checks for mailing. Any documents that need to be included with the check must be brought to Finance at least two days before check processing. Petty cash reimbursement for parking, etc. will be reimbursed post conference.
7. Pertaining to payment for meals not included as part of conference, the Town uses the Federal GSA per diem schedule published in October of each year. Please refer to the GSA website <http://www.gsa.gov/portal/content/104877> to determine the daily rate for the specific town or city in which the conference is being held. **Please note, the Town will only pay the per diem for conferences requiring overnight stay.** The first and last calendar day of travel is calculated at 75%.
8. Upon return to work from the conference, attendee must submit receipts for parking, tolls, etc. for reimbursement.