



# TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

## TOWN BOARD LEGISLATIVE AGENDA

Wednesday, July 2, 2025 6:30 PM

Supervisor Leenhouts, presiding

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- 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 - June 4, 2025
- VI. Petitions
- VII. Resolutions by Function

### **Law and Finance**

- 25T-123 Authorization to Attend the 2025 International Institute of Municipal Clerks (IIMC) Education Program
- 25T-124 Authorization for Supervisor to Sign a License and Hold Harmless Agreement to Allow a Fence Within a Storm Sewer Easement at 47 Walnut Hill Drive
- 25T-125 Support for the Town of Penfield to Seek Grants Via the NYS Consolidated Funding Application (CFA) Process
- 25T-126 Authorize the Supervisor to Renew the Irondequoit Bay Inter-Municipal Agreement (IMA)

### **Public Works - None**

### **Public Safety - None**

### **Community Services - None**

- VIII. Old Business
- IX. New Business
- X. Executive Session
- XI. Next Meeting: August 6, 2025
- XII. Adjournment

*This meeting will be video recorded and broadcast LIVE via the town's website [www.penfield.org](http://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-123      DATE: July 2, 2025

BY: Councilwoman Lee

Law & Finance COMMITTEE

NAME: Authorization for Town Clerk to Attend the 2025 International Institute of Municipal Clerks (IIMC) Education Program

WHEREAS, the International Institute of Municipal Clerks (IIMC)) is a premium educational opportunity provided by a partnership of several professional Clerk Associations; and

WHEREAS, the IIMC program serves to promote the continued education and professional development of Municipal Clerks to enable Clerks to better serve their Boards and Committees and perform as competent professionals;

NOW, THEREFORE, BE IT

RESOLVED, that Town Clerk Steklof is hereby authorized to attend the International Institute of Municipal Clerks Educational program from July 13-17, 2025 in Latham, New York. The cost of which will be allocated from the 2025 Departmental conference budget line.

Moved:      \_\_\_\_\_

Seconded:      \_\_\_\_\_

Vote:      Berry      \_\_\_\_\_

Lee      \_\_\_\_\_

Leenhouts      \_\_\_\_\_

Ockenden      \_\_\_\_\_

Teglash      \_\_\_\_\_

PENFIELD TOWN BOARD RESOLUTION NO. 25T-124

DATE: 07/02/2025

BY: Councilperson Lee

COMMITTEE: Law and Finance

NAME: Authorization for Supervisor to Sign a License and Hold Harmless Agreement to Allow a Fence  
Within a Storm Sewer Easement at 47 Walnut Hill Drive – SBL#093.20-1-184

BE IT RESOLVED, that the Town Board of the Town of Penfield hereby authorizes the Supervisor to sign a License and Hold Harmless Agreement with Ashton and Tamar Julian, owners of property of 47 Walnut Hill Drive, to permit a portion of a fence to encroach into the Storm Sewer easement to the Town of Penfield located at 47 Walnut Hill Drive in a form and substance acceptable to the Town Attorney.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Vote:	Berry	_____
	Lee	_____
	Leenhouts	_____
	Ockenden	_____
	Teglash	_____

PENFIELD TOWN BOARD RESOLUTION NO. 24T- 125

DATE: July 2, 2025

BY: Councilperson Lee

Law & Finance Committee

NAME: Support for the Town of Penfield to Seek Grants Via the NYS Consolidated Funding Application (CFA) Process

WHEREAS, the New York State Consolidated Funding Application (CFA) 2025 round is currently open and grant programs have been announced, and

WHEREAS, the Town of Penfield has identified two grant programs that align with Town goals and priorities to help reach compliance with New York State requirements; and

WHEREAS, the Town Board is aware of the local match requirements associated with both grant opportunities and has the funds available to make cash matches should the grant be awarded.

NOW, THEREFORE, BE IT

RESOLVED, the Town Board supports the pursuit of funding opportunities through the 2025 NYS CFA and instructs staff to submit applications following the guidance provided by the New York State Department of State and the New York State Department of Conservation.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Vote:	Berry	_____
	Lee	_____
	Leenhouts	_____
	Ockenden	_____
	Teglash	_____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-126

DATE: July 2, 2025

BY: Councilperson Lee

Law & Finance Committee

NAME: Authorize the Supervisor to Renew the Irondequoit Bay Inter-Municipal Agreement (IMA)

WHEREAS, the Towns of Penfield, Irondequoit and Webster and County of Monroe have a shared interest in managing activities on and near Irondequoit Bay, which is why the Irondequoit Bay Coordinating Committee (IBCC) and Irondequoit Bay Technical Staff (IBTS) Committee were formed; and

WHEREAS, the IBCC's current Inter-Municipal Agreement will expire in October 2025; and

WHEREAS, the Town Board supports the continued inter-municipal coordination and cooperation and fully supports the renewal of the IMA.

NOW, THEREFORE, BE IT

RESOLVED, the Town Board authorizes the Supervisor to execute the Inter-Municipal Agreement on behalf of the Town of Penfield.

AND BE IT FURTHER RESOLVED, a copy of the fully executed IMA will be kept on file in the Town of Penfield Town Clerk's Office.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Vote:	Berry	_____
	Lee	_____
	Leenhouts	_____
	Ockenden	_____
	Teglash	_____