



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

TOWN BOARD LEGISLATIVE AGENDA

Wednesday, March 6, 2024 6:30PM

Supervisor Jeff Leenhouts, presiding

- 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 - February 7, 2024
- VI. Petitions
- VII. Resolutions by Function

Law and Finance

24T-068 Awarding a Contract for the Construction Related to Site Development of the Phase I of the Shadow Pines Master Plan

24T-069 Recognition of a Donation to Youth Programs and Senior Programs

24T-070 Budget Amendment to the 2024 Sanitary Sewer Account

Public Works

24T-071 Purchase of one 2024 Chevrolet Silverado 1500

24T-072 Town Board Declares Lead Agency and Makes Determination of Significance Pursuant to State Environment Quality Review Act (SEQRA) for the Proposed Use of Monroe County Property for Brush Drop-off at 1775 Kennedy Road

24T-073 Purchase of Two 2026 International HV 607 6-Wheel Dump Trucks with Plow and Wing

24T-074 Purchase of one 2026 International HX620 10-Wheel Dump Truck with Plow and Wing

24T-075 Authorization for Supervisor to Sign a Contract with MRB Group for Construction Administration (CA) & Construction Observation (CO) Services for the New DPW Garage Facility

Public Safety

24T-076 Authorization to Post NO PARKING Signs

Community Services - None

- VIII. Old Business
- IX. New Business
- X. Executive Session
- XI. Next Meeting: April 3, 2024
- 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. 24T-068

DATE: March 6, 2024

BY Councilperson Lee

Law & Finance COMMITTEE

NAME Awarding a Contract for the Construction Related to Site Development of the Phase 1 of the Shadow Pines Master Plan

WHEREAS, the Town Board of the Town of Penfield had a master plan for the Shadow Pines properties prepared to address the recommendations of the Shadow Lake/Shadow Pines Community Advisory Committee Final Report dated September 2, 2016 and the Shadow Pines Land Use Advisory Committee Final Report dated April 17, 2019; and

WHEREAS, the Town Board authorized BME Associates to complete a site plan to address several of the components identified in the Master Plan, which is now complete; and

WHEREAS, the project site known as the “Shadow Pines, Phase 1” is a phased development that includes development of a multi-use area consisting of 100 space parking area, main pavilion with restrooms, pickle ball courts, two inclusive playgrounds, multiple internal sidewalks, and trails; and

WHEREAS, the construction project will consist of general site work operations including installation of sanitary and storm sewer, watermain, grading, paved parking areas and access roadways, green infrastructure practices including bio-retention plantings, landscape plantings and site lighting; and

WHEREAS, sealed proposals were sought and duly advertised for the project as outlined within the plans and specifications on file with the Penfield Town Clerk; and

WHEREAS, on Friday February 9, 2024 at 11:00 AM, EST the sealed bids for said project were received, opened and read publicly by the Town Clerk, see attached Appendix “A”; and

WHEREAS, at its worksession on February 21, 2024 the Town Board reviewed the submitted bids and decided to award the base bid along with alternate’s #1&2 for the two inclusive playgrounds; and

WHEREAS, the bid submitted by Genesee Construction was evaluated and was found to be the lowest responsible and responsive bidder for the specified improvements, and has met the town's bidding requirements for this project; and

WHEREAS, via resolution 22T-202, the Town Board allocated \$2,000,000 of funds received through the State and Local Fiscal Recovery Funds (SLFRF) Allocation Under the American Rescue Plan Act (ARPA) towards this project; and

WHEREAS, the Town of Penfield received a grant through Senator Samra Brouk’s office in the amount of \$350,000 towards the construction of the pickleball courts; and

WHEREAS, the Town Board hereby authorizes an appropriation from the General Assigned Fund balance in the amount of \$1,156,945, and further authorizes an amendment to the 2024 Adopted Budget to fund this project; and

NOW, THEREFORE, BE IT RESOLVED that the contract for the above project be, and hereby is, awarded to Genesee Construction for the total amount not to exceed \$3,506,945.00; and

BE IT FURTHER RESOLVED, that the 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 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.

Moved: _____

Seconded: _____

Vote: Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-069 DATE: March 6, 2024

BY: Councilperson Lee

COMMITTEE: Law and Finance

NAME: **Recognition of a Donation to Youth Programs and Senior Programs**

Whereas, in 2023 the Recreation Department received a donation to support our Youth Soccer Program in the amount of \$1,000 in memory of Tom Gordon, and

Whereas, in 2023 the Recreation Department received a donation to support our Youth Sports in the amount of \$1,000 from the Children’s Home of Wyoming Conference, and

Whereas, in 2023 the Recreation Department received donations totaling \$3,580 to be used for 2024 Senior Programs, and

Whereas, said funds will be utilized for the 2024 programs, and

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 2024 budget amendment be approved:

| <u>Revenue</u> | <u>Amount</u> | <u>Appropriations</u> | <u>Amount</u> |
|--------------------|---------------|-----------------------|---------------|
| A00-1000-6000-0000 | \$5,580 | A00-6772-0004-4044 | \$3,580 |
| Budgeted Surplus | | Senior Programs | |
| | | A00-7140-0004-4017 | \$1,000 |
| | | Youth Sports | |
| | | A00-7140-0004-4017 | \$1,000 |
| | | Youth Soccer League | |

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-070

DATE: March 6, 2024

BY: Councilperson Lee

COMMITTEE: Law and Finance

NAME: **Budget Amendment to the 2024 Sanitary Sewer Account**

WHEREAS, per resolution 23T-244 the Town Board allocated \$800,000 from the Town’s apportionment under the State and Local Fiscal Recovery Funds through the American Rescue Plan Act, and

WHEREAS, the Director of Public Works intends to engage the services of Kenyon Pipeline Inspection, LLC under the current Monroe County Contract, and

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

NOW BE IT RESOLVED that the following 2024 budget amendment be approved:

| <u>Revenue</u> | <u>Amount</u> | <u>Appropriations</u> | <u>Amount</u> |
|--------------------|---------------|---------------------------|---------------|
| A00-1000-4089-0000 | \$800,000 | S10-8120-0003-3002 | \$800,000 |
| Federal Aid, Other | | Sewer Main Rehabilitation | |

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-071

DATE: March 6, 2024

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Purchase of one 2024 Chevrolet Silverado 1500

WHEREAS, the Director of Public Works desires to purchase one 2024 Chevrolet Silverado 1500, from Franklin County piggyback Contract # 23-0908-1, from DeNooyer Chevrolet, 127 Wolf Road, Albany NY, for a total cost of \$51,902.30; and

WHEREAS, funds for said purchase were allocated in the 2024 Security Department Budget (A00-7111) for said vehicle;

NOW, THEREFORE, BE IT RESOLVED, that the Director of Public Works be, and hereby is, authorized to purchase said vehicle.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-072

DATE: March 6, 2024

BY: Councilperson Ockenden

COMMITTEE: Public Works

Town Board Declares Lead Agency and Makes Determination of Significance Pursuant to State Environmental Quality Review Act (SEQRA) for the Proposed Use of Monroe County Property for Brush Drop-off at 1775 Kennedy Road (Tax ID: 111.01-1-27)

WHEREAS, the Town of Penfield is considering the use of 1775 Kennedy Road (“the Property”) to serve as a future location for brush drop-off for the Town of Penfield; and

WHEREAS, the owner of the Property, the County of Monroe, is amenable to executing an Inter-Municipal Agreement (“agreement”) with the Town to utilize a portion of the property for brush drop off and allow the Town to make required modifications associated with said use; and

WHEREAS, based on the proposed size of the Town’s utilization area (\pm 6.5 acres), this action has been determined to be a Type I action under the State Quality Environmental Review Act (SEQRA), pursuant to 617.4 (b) (6) (i) and required a coordinated review among involved and interested agencies; and

WHEREAS, Town of Penfield Town Board declared its intent initiate to serve as lead agency pursuant to the requirements of SEQRA at the Town Board Legislative meeting held on February 7, 2023 (Resolution #24T-066); and

WHEREAS, Town staff circulated the Town Board’s intent to serve as lead agency to involved and interested agencies, in conformance with the requirements of the state law. All required written responses received by the Town affirmed the Town Board’s intent to serve as lead agency; and

WHEREAS, the Town Board has considered the action, carefully reviewed the Parts 1, 2 and 3 of the Full Environmental Assessment Form (attached) thoroughly analyzed any relevant areas of environmental concern associated with this action and determined that no significant adverse environmental impacts will result from the foregoing action.

NOW, THEREFORE, BE IT RESOLVED, the Town Board formally declares itself Lead Agency, makes a negative declaration for the purposes of SEQRA, authorizes the Supervisor to sign Part 3 of the EAF, and instructs staff to file the Negative Declaration with the NYSDEC, thus concluding the environmental review.

Moved: _____

Seconded: _____

Vote: Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-073

DATE: March 6, 2024

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Purchase of two 2026 International HV607 6-Wheel Dump Trucks with Plow and Wing

WHEREAS, the Director of Public Works desires to purchase two 2026 International HV607 SBA (HV607) cab and chassis trucks with dump bodies, plows, and wings, from NYSOGS Contract # PC68946, Proposal # 14488-03 from Regional International Corporation, 1007 Lehigh Station Road, Henrietta NY, for a cost of \$269,882.68 each; and

WHEREAS, total funds of \$539,765.36 for said purchase are budgeted in the 2024 Highway Department Budget (DA0-5130);

NOW, THEREFORE, BE IT RESOLVED, that the Director of Public Works be, and hereby is, authorized to purchase said trucks with dump body, plow, and wing attachments.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-074

DATE: March 6, 2024

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Purchase of one 2026 International HX620 10-Wheel Dump Truck with Plow and Wing

WHEREAS, the Director of Public Works desires to purchase one 2026 International HX620 SBA 6x4 (HX620) cab and chassis truck with dump body, plow, and wing, from NY SOGS Contract # PC68946, Proposal # 16352-01 from Regional International Corporation, 1007 Lehigh Station Road, Henrietta NY, for a cost of \$312,247.78; and

WHEREAS, total funds of \$312,247.78 for said purchase are budgeted in the 2024 Highway Department Budget (DA0-5130);

NOW, THEREFORE, BE IT RESOLVED, that the Director of Public Works be, and hereby is, authorized to purchase said truck with dump body, salter, plow, and wing attachment.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-075

DATE: March 6, 2024

BY: Councilperson Ockenden

COMMITTEE: Public Works

NAME: Authorization for Supervisor to sign a contract with MRB Group for Construction Administration (CA) & Construction Observation (CO) services for the new DPW garage facility

BE IT RESOLVED, that the Supervisor is hereby authorized to sign a contract, not to exceed \$1,358,950.00 for services with MRB Group, 145 Culver Road, Suite 160, Rochester, NY 14620, to provide Construction Administration (CA) & Construction Observation (CO) services for the new DPW garage facility at 1607 Jackson Road. This resolution and the proposal submitted by MRB Group shall constitute the contract. This agreement to be reviewed and approved by the Town Attorney.

BE IT FURTHER RESOLVED, the Town Board approves appropriation of \$1,359,950.00 from the Assigned General Fund Balance as an amendment to the 2024 budget for these services.

Moved: _____

Seconded: _____

Vote:

Berry _____

Lee _____

Leenhouts _____

Ockenden _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 24T-076

DATE: March 6, 2024

BY: Councilperson Berry

COMMITTEE: Public Safety

NAME: Authorization to Post Temporary NO PARKING Signs

WHEREAS, it is the Town of Penfield’s responsibility to promote and maintain public safety on roads within the Town of Penfield; and

WHEREAS, pursuant to the New York State Vehicle and Traffic Law, Section 1660, the Penfield Town Board is granted the authority to authorize the establishment of traffic control devices on Town highways within the Town of Penfield; and

WHEREAS, The Town of Penfield wishes to keep the neighborhoods around the Town’s Solar Eclipse festivities at Harris Whalen Park accessible to emergency vehicles.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes and establishes that “NO PARKING” will be established along both and/or one side of all and/or parts of the following streets, for the duration of the Town’s Solar Eclipse festivities at Harris Whalen Park: Hidden Meadow, Maple Hill Farm Road, Maple Leaf Circle, and Harris Whalen Park Road; and

BE IT FURTHER RESOLVED, that the Town Board hereby authorizes and directs the Director of Public Works to post said temporary “NO PARKING” signs along both and/or one side of said streets.

Moved: _____

Seconded: _____

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