



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

TOWN BOARD LEGISLATIVE AGENDA

Wednesday, October 7, 2026 6:30 PM

Supervisor Berry, presiding

- I. Call to Order - Pledge of Allegiance - Roll Call
- II. Communications and Announcements
- III. Public Hearing: To Consider Adoption of a Proposed Local Law to Amend Chapter 250-13.12 (Cannabis Retail Dispensary) of the Penfield Town Code
- IV. Public Participation
- V. Additions and Deletions to Agenda
- VI. Approval of Minutes - September 2, 2026
- VII. Petitions
- VIII. Resolutions by Function

Law and Finance

26T-158 Employee Handbook Revisions

26T-159 Appointment of Comptroller

26T-160 Authorization for Supervisor to Sign a Declaration of Covenants Agreement to Allow a Fence within a Sanitary Sewer Easement at 32 Crowne Pointe Drive.

26T-161 Authorization for Supervisor to Sign a License and Hold Harmless Agreement to Allow a Fence Within a Drainage Easement at 6 Highledge Drive Ext

Public Works - None

Public Safety - None

Community Services - None

- IX. Old Business:
- X. New Business
- XI. Public Participation
- XII. Next Meeting: November 4, 2026
- XIII. 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.

New Business

PENFIELD TOWN BOARD RESOLUTION NO. 26T-162

DATE October 7, 2026

BY: Councilperson Getz

COMMITTEE: Law and Finance

NAME: Setting Public Hearing on 2027 Preliminary and Special Districts Budget

BE IT RESOLVED that a public hearing on the proposed Town of Penfield 2027 Preliminary Budget and the 2027 Special Districts Budget be held on Wednesday, October 21, 2026, at 6:30 PM at the Penfield Town Hall, and that all persons wishing to be heard be given an opportunity at that time;

NOW THEREFORE BE IT FURTHER RESOLVED that the Town Clerk cause a notice of the public hearing to be published in the official newspaper at least ten days prior to the hearing, and

BE IT FURTHER RESOLVED that the legal notice shall also list a summary of the 2027 Budget as required by law and contain a statement that a copy of the Preliminary Budget will be available at the office of the Town Clerk at 3100 Atlantic Avenue, where any interested person may inspect it during office hours on or after October 8, 2026. A copy of the 2027 Preliminary Budget will also be available at the Public Library at 1985 Baird Road as well as online @penfieldny.gov.

Moved: _____

Seconded: _____

Vote:

Berry _____

Dean _____

Getz _____

Lang _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 26T-158

Date: October 7, 2026

BY: Councilperson Getz

Committee: Law & Finance

Name: Employee Handbook Revision

Whereas, the Penfield Town Board adopted an Employee Handbook on January 3, 1989, and the Board is committed to keeping this information up to date,

NOW, THEREFORE, BE IT RESOLVED, that the attached deletions are effective immediately and approved for inclusion in the Employee Handbook update effective January 1, 2027.

Moved: _____

Seconded: _____

Vote:	Berry	_____
	Dean	_____
	Getz	_____
	Lang	_____
	Teglash	_____

PENFIELD TOWN BOARD RESOLUTION NO. 26T-159 DATE: October 7, 2026

BY Councilperson Getz

COMMITTEE: Law & Finance

NAME Appointment of Comptroller

WHEREAS, The Town of Penfield has a vacancy for Comptroller (Director of Finance); and

WHEREAS, The Town Supervisor and Town Board have reviewed and considered all candidates who applied for this position; and

WHEREAS, all Monroe County Civil Service and Town of Penfield fair hiring procedures have been followed; and

NOW, THEREFORE, BE IT RESOLVED, that Jennifer Nichols, be given a probationary appointment as Comptroller (Director of Finance) in the Finance Department at an annual salary established by the Town Board and in accordance with Town Policies effective September 28th, 2026.

Moved: _____

Seconded: _____

Vote:

Berry _____

Dean _____

Getz _____

Lang _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 26T-160

DATE: October 7, 2026

BY: Councilperson Getz

Law & Finance COMMITTEE

NAME: Authorization for Supervisor to Sign a Declaration of Covenants Agreement to Allow a Fence Within a Sanitary Sewer Easement at 32 Crowne Pointe Drive, SBL# 094.018-3-35

BE IT RESOLVED, that the Town Board of the Town of Penfield, hereby authorizes the Supervisor to sign a Declaration of Covenants, Conditions and Restrictions agreement with the property owners at 32 Crowne Pointe Drive, to permit a portion of a fence to encroach into a sanitary sewer easement and a private culvert to be installed within the rear yard swale. This agreement will also be signed by the property owners of said property and shall be in a form and substance acceptable to the Town Attorney.

Moved: _____

Seconded: _____

Vote:

Berry _____

Dean _____

Getz _____

Lang _____

Teglash _____

PENFIELD TOWN BOARD RESOLUTION NO. 26T-161

DATE: October 7, 2026

BY: Councilperson Getz

COMMITTEE: Law and Finance

NAME: Authorization for Supervisor to Sign a License and Hold Harmless Agreement to Allow a Fence Within a Drainage Easement at 6 Highledge Drive Ext – SBL#139.11-1-7

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 Wendy Kluge, owner of property of 6 Highledge Drive Ext, to permit a portion of a fence to encroach into the drainage easement to the Town of Penfield located at 1 Shadow Vale Drive in a form and substance acceptable to the Town Attorney.

Moved: _____

Seconded: _____

Vote:

Berry _____

Dean _____

Getz _____

Lang _____

Teglash _____

301 Oath of Office

Requirement – Each Public Officer as defined in the Public Officers Law must take the Oath of Office in accordance with Town Law Section 25 and Public Officers Law Section 10, which must be administered prior to commencing the duties of the office. Each official who is re-elected or re-appointed to a subsequent term must take the Oath of Office for each term.

Upon original appointment or upon a new appointment following an interruption of continuous service, each employee (other than an employee in the labor class) must take an oath or alternate affirmation as set forth in Civil Service Law Section 62.

Filing of Oath – The Oath of Office is filed in the Town Clerk's Office within thirty calendar days of the Public Officer's commencement of the term of office, or upon an employee's appointment.

302 Procedure for Filling Vacancies

Statement of Compliance – The Town of Penfield is an Equal Opportunity Employer. The Town complies with all applicable federal, state and local laws, rules, and regulations throughout the employee selection process, including, but not limited to, Public Officers Law, Town Law, Civil Service Law, Title VII, Human Rights Law, the Pregnant Workers Fairness Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

Notification of Vacancies – In the event there is a vacancy in a new or existing position, below a Grade 2 level, the vacancy will be widely advertised and/or posted in all Town buildings. All applicants will be asked to fill out an employment application or submit a resume of their qualifications. The Town reserves the right to fill a position either internally or with an external candidate.

Employment Applications – The Town relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Town's exclusion of the individual from further consideration for employment or disqualification if the conduct is discovered after employment commences.

~~**Screening and Interviewing** – Screening and interviewing of Department Heads, Assistant/Deputy Department Heads and those positions with supervisory responsibilities will be conducted by the Town Board. Appointments will be made by resolution of the Town Board.~~

~~The Department Head, Human Resources Director, and the Town Supervisor will be responsible for screening, interviewing and the selection of departmental staff, subject to the review and final approval by the Town Board.~~