

**TOWN BOARD WORKSHOP  
AGENDA  
SEPTEMBER 15, 2014  
4:30 P.M.**

- Three (3) Special Permits – September 17, 2014 – 6:30 P.M.
  - Two (2) Public Hearings – September 17, 2014 – 7:00 P.M.
    - Proposed Rezoning of Land Located at 3860 East River Road from Residential R-1-15 to Industrial and Proposed Special Use Permit
    - Proposed Local Law No. 2 of 2014: A Local Law Establishing a Taxpayer Assistance Program
- 1.) Approval of Minutes at Town Board meeting(s)
  - 2.) Consider Calling for Public Hearing – Rental Registry – Gabbert
  - 3.) Consider Authorizing Special Permit Extension – SP2013-057: West Herr Automotive to construct a 240 space overflow parking area – Martin
  - 4.) Consider Authorizing Supervisor to Sign Out-of-District Water Use Contract – 4161 West Henrietta Road – Martin
  - 5.) Info Only: Code Update – Marshall
  - 6.) Consider Adopting Resolution Renaming Cabin Road – Eckert
  - 7.) Discuss Filing Certificate of Abandonment – Telco Road – Eckert
  - 8.) Discuss No Parking on Blueberry Crescent – Eckert
  - 9.) Consider Declaring Items Surplus Materials – Library / Commissioner of Public Works – Wiesner / Eckert
  - 10.) Info Only: Website Update – Taylor
  - 11.) Consider Authorizing Building Permit Extension – 46 Academy Drive – Ekwel
  - 12.) Consider Authorizing Building Permit Extension – 1911 Lehigh Station Road – Ekwel
  - 13.) Update on 50 Faircrest Road – Ekwel
  - 14.) Update on Pontillo Building – Ekwel
  - 15.) Discuss Property Cleanup of 63 Chiltern Road – Ekwel

- 16.) Discuss Solicitor Permit Issue – Ekwel
- 17.) Info Only: New Mail Collection Service – Wiesner
- 18.) Info Only: Update on Dogs – Wiesner
- 19.) Info Only: Update on Lake Pamela – Minotti
- 20.) Consider Acknowledging Donation – Henrietta Dog Park Supplies – Chirido
- 21.) Consider Acknowledging Donation – Recreation Youth Programs – Chirido
- 22.) Discuss Leaf and Brush Drop Off Area – Moore
- 23.) Consider Appointing Conservation Board Member – Moore
- 24.) Discuss Signing of Computer Use Policy – Moore
- 25.) Review Personnel Items – Moore
- 26.) Consider Bills Payable – Moore
- 27.) Old Business

**Executive Session – Personnel / Healthcare**

**TOWN OF HENRIETTA  
TOWN BOARD WORKSHOP MEETING NOTES  
SEPTEMBER 15, 2014**

The regularly scheduled Workshop of the Henrietta Town Board for Monday, September 15, 2014 was called to order at 4:30 P.M.

**MEMBERS PRESENT**

Supervisor Jack W. Moore  
Councilman William J. Mulligan, Jr.  
Councilwoman Janet B. Zinck  
Councilman M. Rick Page  
Councilman Kenneth Breese  
Daniel J. Mastrella, Town Attorney  
Rebecca Wiesner, Town Clerk/Receiver of Taxes

**GUESTS/RESIDENTS PRESENT**

Phil Mancini  
Linus Rautenstrach  
John Schmitt

- **Three (3) Special Permits – September 17, 2014 – 6:30 P.M.**

There was a general discussion about each of the Board Members' feelings on SP2014-029, Fastrac Markets. Supervisor Moore stated that if there are not three (3) Aye votes at Wednesday's Special Permit Meeting, Board Members would be responsible for creating Findings of Fact as to why they voted no, because a "No" vote would not be defensible in court. Councilman Mulligan said he was still going to vote "No."

- **Two (2) Public Hearings – September 17, 2014 – 7:00 P.M.**
  - **Proposed Rezoning of Land Located at 3860 East River Road from Residential R-1-15 to Industrial and Proposed Special Use Permit**

Mr. Caruso will be making a presentation to the Town Board at Wednesday's Town Board Meeting. Prior to the Town Board Meeting, there will be a neighborhood meeting at the Department of Public Works building at 6:00 p.m. Supervisor Moore has heard from RIT, and they are going to speak against the project due to the threat of competition.

- **Proposed Local Law No. 2 of 2014: A Local Law Establishing a Taxpayer Assistance Program**

Chase is going to be charging the Town \$1.00/check to print out each of the checks to residents. It will take one day to get the checks printed.

**1.) Approval of Minutes at Town Board meeting(s)**

**2.) Consider Calling for Public Hearing – Rental Registry – Gabbert**

Nate Gabbert, Town Assessor, had a rough draft on a local law from Greece regarding a rental registry that could be used as a guide for creating our own local law. Supervisor

Moore stated that in the next Henrietta Happenings, he was going to have a section asking people to notify his office if there are any rentals near them. The proposed local law will state that inspection is required every three (3) years. Councilwoman Zinck and Councilman Page expressed an interest in adding a statement about inspection every three (3) years or if there's a tenant change, but Terry Ekwel, Fire Marshal/Building Inspector, and Daniel Mastrella, Town Attorney, felt that that would not be feasible as there would be no way for the Town to know if there was a tenant change unless the landlord volunteered that information. Terry Ekwel clarified that the Town is able to gain access to a rental property if there are any property maintenance violations.

**3.) Consider Authorizing Special Permit Extension – SP2013-057: West Herr Automotive to construct a 240 space overflow parking area – Martin**

The location of the overflow parking area is north of the new building going up. Councilman Breese made a motion to grant a six (6) month extension to West Herr Automotive Group's Special Use Permit from the original expiration date. Councilwoman Zinck seconded the motion. The new expiration date will be March 12, 2015.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
	Carried	

**4.) Consider Authorizing Supervisor to Sign Out-of-District Sewer Use Contract – 4161 West Henrietta Road – Martin**

**5.) Info Only: Code Update – Marshall**

Chuck Marshall, Deputy Commissioner of Public Works, gave an update on the properties that are currently on the Code Enforcement Office's radar. Staff are going to 50 Faircrest to work on cleaning up the property tomorrow. The property maintenance issues at 48 Rouge Road have been resolved. He also gave an update on how many code violations that have been written so far this year; it has been 991 so far. They have also mowed 144 lawns, 100 less from last year.

**6.) Consider Adopting Resolution Renaming Cabin Road – Eckert**

The Witmers have decided that they don't want Cabin Road named after them, so the Resolution is being pulled from Wednesday's Town Board Meeting.

**7.) Discuss Filing Certificate of Abandonment – Telco Road – Eckert**

Dan Mastrella, Town Attorney, advised that no Resolution was required, so this item was pulled from Wednesday's Town Board Meeting.

**8.) Discuss No Parking on Blueberry Crescent – Eckert**

The proposed no parking area would be on school days from 7:00 a.m. to 4:00 p.m. to enable school buses to get around the cul-de-sac. During the winter there's already no parking on the street so there's no concern about snow plows getting around the cul-de-sac. The Town Board agreed that they were interested in calling for a public hearing regarding the proposed no parking area.

**9.) Consider Declaring Items Surplus Materials – Library / Commissioner of Public Works – Wiesner / Eckert**

There was one item from the Library, a Brightboard LCD pedestal unit, they would like to be declared surplus. Craig Eckert, Commissioner of Public Works, had seven items he would like sent to be declared surplus so it can be sent to the Teitsworth Municipal Auction on October 4<sup>th</sup>.

**10.) Info Only: Website Update – Taylor**

Michele Taylor gave an update on the new Town of Henrietta website and stated that she set up a new eNotify list so residents can get a notification when the Henrietta Happenings Town Newsletter is uploaded to the website.

**11.) Consider Authorizing Building Permit Extension – 46 Academy Drive – Ekwel**

**12.) Consider Authorizing Building Permit Extension – 1911 Lehigh Station Road – Ekwel**

Councilwoman Zinck made a motion to grant a three (3) month extension to both building permit extension requests and Councilman Mulligan seconded the motion.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Page	voting	Aye
Councilman Breese	voting	Aye
Supervisor Moore	voting	Aye
	Carried	

**13.) Update on 50 Faircrest Road – Ekwel**

As Chuck Marshall, Deputy Commissioner of Public Works, had already reported, the Town would be sending people to 50 Faircrest Road to clean it up tomorrow. Terry Ekwel, Fire Marshal/Building Inspector, mentioned that Monroe County Sheriff's Office Deputies would be present while they're there.

**14.) Update on Pontillo Building – Ekwel**

Terry Ekwel, Fire Marshal/Building Inspector, reported that the building has been torn down.

**15.) Discuss Property Cleanup of 63 Chiltern Road – Ekwel**

The Town Board was in agreement that the pile of firewood looks bad. However Terry Ekwel, Fire Marshal/Building Inspector, and Daniel Mastrella, Town Attorney, stated that firewood is an exception in the Code and that there was nothing under the current Code they could use to cite as a violation.

**16.) Discuss Solicitor Permit Issue – Ekwel**

On Thursday, September 11<sup>th</sup>, a resident sent an email to the Town with a complaint about a solicitor from Family Energy that visited his home. Family Energy was contacted and warned that they had their first strike and that if any additional complaints were filed with the Town, their permit would be revoked. The Town of Henrietta has had lots of issues with solicitor permits in general and there was a discussion about not allowing any solicitor permits.

**17.) Info Only: New Mail Collection Service – Wiesner**

The Town of Henrietta will now be utilizing IMS, Inc's First Class Pre-Sort Program to save money on postage. Rather than using the standard first class postage rates of \$0.48 for mail up to 1 ounce and \$0.69 for mail up to 2 ounces, all mail up to 6" x 9" and under 2 ounces will be metered at \$0.435.

**18.) Info Only: Update on Dogs – Wiesner**

Since the Town's first legal notice regarding the dog census on July 4<sup>th</sup> weekend, the Town Clerk's Office has issued 993 new dog licenses. During the same time period the previous year, 125 new dog licenses were issued. As of 9:00 a.m. on September 15<sup>th</sup>, the Town has a total of 4,709 licensed dogs. The census is scheduled to start on September 22<sup>nd</sup> at 4:00 p.m. Residents have until 5:00 p.m. on Friday, September 19<sup>th</sup> to get their dogs licensed prior to the census.

**19.) Info Only: Update on Lake Pamela – Minotti**

The quantity of work required is five hundred (500) linear feet.

**20.) Consider Acknowledging Donation – Henrietta Dog Park Supplies – Chirido**

A resident, Merri Lynn Greiener, was interested in donating money to the dog park for more refuse bags.

**21.) Consider Acknowledging Donation – Recreation Youth Programs – Chirido**

A resident, Thomas Singe, was interested in donating money towards recreation youth programs in the Town of Henrietta. Barbara Chirido, Director of Finance, added that because of these donations, budget adjustments would need to be added to Wednesday's Town Board Meeting.

**22.) Discuss Leaf and Brush Drop Off Area – Moore**

There would be a leaf and brush drop off area on the last two (2) Saturdays in October and the first two (2) Saturdays in November on Saturdays from 8:00 a.m. to 4:00 p.m. and on Sundays from 10:00 a.m. to 4:00 p.m. A part-time staff member from the Town would be at the drop off area to ensure only leaves and brush were dropped off.

**23.) Consider Appointing Conservation Board Member – Moore**

The Town Board stated they would discuss the candidates for the position during Executive Session.

**24.) Discuss Signing of Computer Use Policy – Moore**

Now that each of the Town Board Members have been given tablets, they are required to sign the Email Use Policy and Acceptable Use Policy. They signed at the Workshop Meeting and gave their completed forms to the Town Clerk.

**25.) Review Personnel Items – Moore**

There are three (3) new recreation employees on the proposed Resolution, as well as eleven (11) seasonal laborers to execute the dog census, in addition to one (1) rate change for a recreation employee.

**26.) Consider Bills Payable – Moore**

**27.) Old Business**

The Town Board confirmed attendance and times for the event at the Tinker Museum on Saturday.

**Executive Session – Personnel / Healthcare**

On the motion of Councilwoman Zinck, seconded by Councilman Mulligan, they entered into Executive Session.

Respectfully submitted,

Rebecca B. Wiesner  
Town Clerk / Receiver of Taxes