

**REGULAR TOWN BOARD MEETING
APRIL 21, 2020
7:00 PM**

04-21-2020

PLEDGE OF ALLEGIANCE

ROLL CALL

SUPERVISOR'S REMARKS & ANNOUNCEMENTS

PUBLIC INPUT

FINANCIAL REPORT

APPROVAL OF MINUTES

March 10, 2020 Workshop Meeting
March 17, 2020 Regular Town Board Meeting

PUBLIC HEARING

4PH2020-1 On the Matter of Rezoning 2732 Culver Road (St. Cecelia Church of Rochester) from R-2 Residential to R-5 Residential

ITEMS FOR BOARD ACTION

Appointment

4A2020-2 Resolution Authorizing the Appointment to the Town of Irondequoit Board of Assessment Review

Assessor

4A2020-3 Resolution Authorizing a Settlement Agreement with HD Dev of Maryland, Inc.

Comptroller

4A2020-4 Resolution Scheduling a Public Hearing Pertaining to Amending the Citizen Participation Plan as Required for Irondequoit's Community Development Block Grant (CDBG) Program

4A2020-5 Resolution Authorizing the Scheduling of a Public Hearing Pertaining to the Adoption of the Irondequoit 2020 Community Development Block Grant Program

Court

4A2020-6 Resolution Authorizing Attendance to the New York State Magistrate Annual Conference

- 4A2020-7** Resolution Authorizing Grant Application from the Justice Court Assistance Program
- 4A2020-8** Resolution Authorizing an Amendment to the 2020 Operating Budget of the Justice Court to Accept a Grant from New York State in the Amount of \$10,243 for Traffic Safety Bollards and Concrete Repair for the Town Court

Police

- 4A2020-9** Resolution Authorizing Acting Chief of Police to Enter into a Memorandum of Understanding Between the Bureau of Alcohol, Tobacco, Firearms and Explosives and the and the Irondequoit Police Department Regarding the E-Trace Internet Based Firearm Tracing Application

Public Works

- 4A2020-10** Resolution Accepting a Gift of White Pine Saplings
- 4A2020-11** Resolution Authorizing the Lease of a Mail Machine to be Used by the Department of Public Works
- 4A2020-12** Resolution Pursuant to the State Environmental Quality Review Act Regarding Sea Breeze Wastewater Pump Station Improvements
- 4A2020-13** Resolution Pursuant to the State Environmental Quality Review Act Regarding the Point Pleasant Wastewater Pump Station Improvements

Recreation

- 4A2020-14** Resolution Authorizing the Renewal of Contract for the Purchase of Various Non-Alcoholic Beverages for the McAvoy Park Sports Complex
- 4A2020-15** Resolution Authorizing the Supervisor to Enter into Various Contracts with Vendors for the Town's 2020 Farmers' Market and Gazebo Concert Series

Supervisor

- 4A2020-16** Resolution Acknowledging and Authorizing the Town Assessor to Extend Tentative and Final Assessment Roll Dates Pursuant to Governor's Executive Order 202.22

NEXT WORKSHOP MEETING--TUESDAY, MAY 12, 2020 @ 4:00 PM

NEXT REGULAR TOWN BOARD MEETING--TUESDAY, MAY 19, 2020 @ 7:00 PM

EXPENSES	Fund	Original Budget	Amended Budget	Cumulative, Year to Month End			Percent of Year Elapsed	Percent of Budget Spent & Enc'brd
				Expended	Encumb'd	Available Balance		
001 General (includes cemetery)		21,718,772	21,988,093	4,409,007	1,448,444	16,130,642	25.0%	26.6%
percent of amended budget				20.1%	6.6%	73.4%		
005 Library		2,704,039	2,711,423	394,825	11,219	2,305,379	25.0%	15.0%
percent of amended budget				14.6%	0.4%	85.0%		
021 Highway # 1, Road Impvts.		3,232,915	3,253,640	399,743	352,296	2,501,602	25.0%	23.1%
percent of amended budget				12.3%	10.8%	76.9%		
023 Highway # 3, Equipment Maint.		1,124,154	1,124,154	206,912	318,729	598,513	25.0%	46.8%
percent of amended budget				18.4%	28.4%	53.2%		
024 Highway # 4, ROW / Winter		1,077,653	1,079,153	394,800	108,206	576,147	25.0%	46.6%
percent of amended budget				36.6%	10.0%	53.4%		
031 Consolidated San. Sewer Dist.		4,132,254	4,196,041	823,256	384,821	2,987,963	25.0%	28.8%
percent of amended budget				19.6%	9.2%	71.2%		
038 Stormwater Drainage Dist.		839,493	1,252,944	97,354	480,219	675,372	25.0%	46.1%
percent of amended budget				7.8%	38.3%	53.9%		
039 Rock Beach San. Sewer Dist.		9,094	9,094	0	0	9,094	25.0%	0.0%
percent of amended budget				0.0%	0.0%	100.0%		
040 Orland Road San. Sewer Dist.		15,985	15,985	0	0	15,985	25.0%	0.0%
percent of amended budget				0.0%	0.0%	100.0%		
051 Sea Breeze Water District		1,074,113	1,074,113	185,430	0	888,683	25.0%	17.3%
percent of amended budget				17.3%	0.0%	82.7%		
071 - 098 Lighting Districts		162,250	162,250	12,848	149,402	0	25.0%	100.0%
percent of amended budget				7.9%	92.1%	0.0%		
TOTAL		36,090,722	36,866,889	6,924,174	3,253,337	26,689,379	25.0%	27.6%
Percent of Amended Budget Spent				18.8%				
Percent of Amended Budget Encumbered					8.8%			
Total Percent Spent & Encumbered								27.6%
Tax Levy Sensitive		29,857,533	30,156,463	5,805,286	2,238,894	22,112,282	25.0%	26.7%
Total Spent + Encumbered			8,044,181	19.3%	7.4%	73.3%		26.7%

REVENUES	Original Budget	Amended Budget	Cumulative Receipts Through This Month	Balance to be Received	Percent of Real Estate Tax	Percent of Year Elapsed	Percent of Revenue Received
001 General:							
Real Estate Tax (001-1001)	11,185,756	11,185,756	11,185,756	0	63.9%		100.0%
Payment In Lieu of Tax (001-1081)	257,779	257,779	155,567	102,212			60.3%
Sales Tax (001-1120)	5,180,640	5,180,640	0	5,180,640			0.0%
Mortgage Tax (001-3005)	815,000	815,000	0	815,000			0.0%
Per Capita State Aid (001-3001)	613,283	613,283	0	613,283			0.0%
Interest Earnings (001-2401)	25,000	25,000	4,810	20,190			19.2%
Franchise Cable TV (001-1170)	750,000	750,000	-3,721	753,721			-0.5%
Recreation Program Fees (001-2001)	330,000	330,000	37,845	292,155			11.5%
Cemetery Revenues (001-2190/2665)	133,000	133,000	26,495	106,505			19.9%
Fines & Bail Forfeitures (001-2610)	247,500	247,500	27,802	219,699			11.2%
Other Sources of Revenue	1,990,814	1,990,814	184,288	1,806,526			9.3%
Appropriated Fund Balance	190,000	190,000	190,000	0			
Total, Revenue & Fund Balance	21,718,772	21,718,772	11,808,841	9,909,931		25.0%	54.4%

Fund	Original Budget	Amended Budget	Cumulative Receipts as of This Month	Balance to be Received	Percent of Real Estate Tax	Percent of Year Elapsed	Percent of Revenue Received
005 Library							
Real Estate Tax	2,507,625	2,507,625	2,507,625	0	14.3%		100.0%
Other Sources of Revenue	196,414	196,414	32,518	163,896			16.6%
Appropriated Fund Balance	0	0	0	0			
Total, Revenue & Fund Balance	2,704,039	2,704,039	2,540,143	163,896		25.0%	93.9%
021, 023, 024 Highway Funds							
Real Estate Tax	3,812,038	3,812,038	3,812,038	0	21.8%		100.0%
All Other Sources	1,622,684	1,622,684	326,616	1,296,068			20.1%
Appropriated Fund Balance	0	0	0	0			
Total, Revenue & Fund Balance	5,434,722	5,434,722	4,138,654	1,296,068		25.0%	76.2%
031 Consolidated San. Sewer District							
Sewer Service Charges	4,012,722	4,012,722	4,012,722	0			100.0%
Other Sources of Revenue	119,532	119,532	22,913	96,619			19.2%
Appropriated Fund Balance	0	0	0	0			
Total, Revenue & Fund Balance	4,132,254	4,132,254	4,035,635	96,619		25.0%	97.7%
038 Stormwater Drainage District							
District Service Charges	836,493	836,493	836,493	0			100.0%
Other Sources of Revenue	3,000	3,000	673	2,327			22.4%
Appropriated Fund Balance	0	0	0	0			
Total, Revenue & Fund Balance	839,493	839,493	837,166	2,327		25.0%	99.7%
039 Rock Beach San. Sewer District							
District Capital Charges	9,094	9,094	9,094	0			100.0%
Other Sources of Revenue	0	0	5	-5			#DIV/0!
Total Revenue	9,094	9,094	9,099	-5		25.0%	100.0%
040 Orland Road San. Sewer District							
District Capital Charges	15,985	15,985	15,985	0			100.0%
Other Sources of Revenue	0	0	25	-25			#DIV/0!
Total Revenue	15,985	15,985	16,010	-25		25.0%	100.2%
051 Sea Breeze Water District							
District Real Estate Tax	0	0	0	0			#DIV/0!
Other Sources of Revenue	1,074,113	1,074,113	18,615.49	1,055,498			1.7%
Appropriated Fund Balance	0	0	0	0			
Total, Revenue & Fund Balance	1,074,113	1,074,113	18,615	1,055,498		25.0%	1.7%
071 - 098 Lighting Districts							
District Real Estate Tax	162,250	162,250	162,250	0			100.0%
Other Sources of Revenue	0	0	152	-152			
Appropriated Fund Balance	0	0	0	0			
Total, Revenue & Fund Balance	162,250	162,250	162,402	-152		25.0%	100.1%
Summary of Revenues and Appropriated Fund Balances							
Real Estate Tax	17,505,419	17,505,419	17,505,419	0	100.0%		100.0%
Special District Real Estate Tax	162,250	162,250	162,250	0			100.0%
Sanitary Sewer Service Charges	4,037,801	4,037,801	4,037,801	0			100.0%
Stormwater District Service Charges	836,493	836,493	836,493	0			100.0%
Other Sources of Revenue	13,358,759	13,358,759	834,602	12,524,157			6.2%
TOTAL	35,900,722	35,900,722	23,376,565	12,524,157		25.0%	65.1%
Appropriated Fund Balance	190,000	190,000	190,000	0			100.0%
Grand Total, Revenues and Appropriated Fund Balance	36,090,722	36,090,722	23,566,565	12,524,157			65.3%

Comparison With Prior Year Period

	3/31/2014	3/31/2015	3/31/2016	3/31/2017	3/31/2018	3/31/2019	3/31/2020
Expenses	Percent of Budget Spent & Enc'brd						
Fund							
001 General	26.5%	25.9%	28.1%	29.6%	27.7%	27.5%	26.6%
005 Library	22.0%	20.9%	17.5%	18.1%	19.3%	16.8%	15.0%
021 Highway # 1, Road Impvts.	23.1%	29.0%	23.7%	28.5%	19.8%	20.5%	23.1%
023 Highway # 3, Equipt. Maint.	52.2%	54.5%	54.7%	96.7%	42.2%	47.3%	46.8%
024 Highway # 4, ROW / Winter	61.9%	66.5%	57.2%	48.9%	53.4%	50.9%	46.6%
031 Consolidated Sewer Dist.	20.1%	18.0%	26.0%	36.1%	21.2%	26.6%	28.8%
038 Stormwater Drainage Dist.	17.2%	13.1%	30.9%	18.6%	20.7%	19.9%	46.1%
051 Sea Breeze Water District	18.7%	14.7%	19.6%	16.0%	27.1%	35.1%	17.3%
055 Sea Breeze Fire District	----	----	----	----	----	----	----
071 - 098 Lighting Districts	100.0%	100.0%	113.6%	100.0%	100.0%	100.0%	100.0%
TOTAL	27.2%	27.1%	28.7%	32.0%	27.0%	27.6%	27.6%

	Percent of Budget Received						
Fund							
001 General:							
Real Estate Tax	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Payment In Lieu of Tax	47.1%	67.1%	69.3%	70.1%	65.3%	72.6%	60.3%
Sales Tax	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Mortgage Tax	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Per Capita State Aid	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Interest Earnings	11.3%	17.7%	20.9%	34.4%	31.8%	104.8%	19.2%
Franchise Cable TV	-0.4%	-0.4%	0.0%	-0.5%	-0.5%	-0.5%	-0.5%
Recreation Program Fees	23.0%	27.5%	21.8%	25.3%	22.8%	19.2%	11.5%
Cemetery Revenues	25.0%	14.0%	12.4%	14.2%	15.2%	15.6%	19.9%
Fines & Bail Forfeitures	16.1%	16.8%	16.0%	19.5%	16.7%	14.0%	11.2%
Other Sources of Revenue	13.2%	12.5%	11.7%	89.3%	42.4%	25.6%	9.3%
Appropriated Fund Balance	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Subtotal, General Fund	58.9%	59.6%	59.0%	64.5%	59.4%	57.0%	54.4%

Other Funds, "Other Sources" *

005 Library	22.0%	21.2%	20.9%	23.7%	22.2%	16.2%	16.6%
021, 023, 024 Highway Funds	29.7%	33.2%	35.1%	15.3%	21.5%	18.4%	20.1%
031 Consolidated San. Sewer District							
Sewer Service Charges	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Other Sources of Revenue	54.6%	56.6%	69.7%	37.6%	71.6%	53.7%	19.2%
038 Stormwater Drainage Dist.	94.6%	96.7%	13.3%	25.1%	32.9%	2.7%	22.4%
051 Sea Breeze Water District	8.5%	2.9%	2.2%	3.4%	3.8%	3.5%	1.7%
051 Sea Breeze Fire District	----	----	----	----	----	----	----
071 - 098 Lighting Districts							

* All Real Estate Tax and Appropriated Fund Balances are 100% received by these funds at the beginning of each year.

All Funds: Revenues & Apprt'd. FB's	69.9%	70.0%	69.9%	71.5%	68.8%	66.5%	<u>100.0%</u> 65.3%
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Town Board Meeting Notes

The 2020 financial results for the Town as of March 31: total expenses—actual as well as encumbered—are \$10,177k or 27.6% of budget which is higher than the 25% of the year that has elapsed. The breakdown is: actual expenses \$6,924k and encumbered expenses \$3,253k. Encumbrances are typically high early in the year as departments establish and commit to commodities, services, and supplies that will be needed during the year.

The General Fund expenses are above budget at 26.6% or \$5,857k. Here is the breakdown: actual expenditures - \$4,409k; encumbrances \$1,448k.

In aggregate, the expenses in the highway funds are \$1,781k or 32.6% of budget—above the 25% of the year that has elapsed. Encumbrances account for 779k (14.3%) and include fuel, salt and equipment parts.

Expenditures in the Library are under budget at \$406k or 15%.

The Sewer Fund expenses are 28.8% of budget equating to \$1,208k.

The expenses in Stormwater Drainage total \$578k—46.1% of budget. Actual expenses are \$97k (7.8%) while encumbrances account for 38.3%. Included in the encumbered amount is a vector truck costing approximately \$386k (30.8% of budget) carried over from the prior year. A grant was awarded to the Town to partially offset this cost (\$281,500)

The General Fund revenue received is \$11,808k or 54.4% of budget. At the end of March, the Town had received \$11.185 of real estate tax—100% of budget.

60.3% (\$155k) PILOT (Payment In Lieu Of Tax) revenue has been received.

Regarding the entire Town: \$23,566k or 65.3% of revenue and appropriated fund balance has been received to-date. Approximately \$17.5m of the amount received is real estate tax and special district assessments.

At month-end, the Library had received \$2,540k or 93.9% of its budgeted revenue.

76.2% or \$4,138k is in for the Highway.

Sewer has received \$4,035k—97.7% of that fund's budget.

99.7% of Stormwater Drainage receipts have been received at \$837k.

Page 3 of this report presents the first quarter summary and comparison to the prior 6 years. Regarding expenditures by fund—which are included on the top third of the page: The percent of total current budget spent and encumbered is 27.6% and is on par with the 1st quarter of the previous years.

The middle third of the page contains the pertinent Sources of Revenue for the General Fund: the bottom third of the page allows for revenue comparisons of the other funds; with the last line reflecting the collective revenue and fund balance for the Town. The General Fund revenue of 54.4% is slightly lower than the prior years can be partially attributed to reduced recreation fees resulting from COVID-19. The overall Town Revenue and Fund Balance of 65.3% is slightly lower than the previous year.

This concludes my financial report for the month of March 2020.

Workshop Meeting of the Town Board of the Town of Irondequoit, held in the Broderick Room of the Town Hall, 1280 Titus Avenue, Monroe County, New York, on the 10th day of March 2020 at 4:00 P.M.

PRESENT: David Seeley Supervisor
 Patrina Freeman
 John Peticone
 Kimie Romeo
 Peter Wehner Councilmembers
 Harter Secrest & Emery, LLP Attorney for the Town

Others in attendance included Chief of Police Richard Tantalo, Captain Alan Laird, Director of Community Development Kerry Ivers, Assessor Amy Jorstad, Commissioner of Public Works Robert Kiley, Director of Personnel Jason Vinette, Director of Recreation Katrina Hall, Comptroller Diana Marsh, Supervisor’s Assistant Maria Vecchio and Town Clerk Genier.

Supervisor Seeley called the meeting to order, Pledge was said and Town Clerk Genier called Roll at 4:00 p.m.

STAFF SPOTLIGHT:

Supervisor Seeley called Director of Recreation Katrina Hall to the podium to present the March Staff Spotlight Award to **Megan Hoffman**. Ms. Hoffman is a 20-year employee with the Town and has vast knowledge of the Department of Recreation. She oversees the Recreation Department’s software and has been called upon many times to train others on software use. Supervisor Seeley added that she is a long-standing employee of the Town and extremely valuable to her Department.

REVIEW OF AGENDA ITEMS FOR MARCH 17, 2020 RTB MEETING:

Financial Report: Comptroller Diana Marsh reviewed the Preliminary Financial Report at year end for the Town as of February 29, 2020. The 2019 books are closed. The most current 2019 results will be presented in March, along with the monthly 2020 financial report. The Town’s auditors from The Bonadio Group will present highlights of the audited 2019 Financial Statements and Audit Report at the June Town Board meeting. The preliminary 2019 year-end financial results as of February 29, 2020: **Total expenses and encumbrances** were 97.5% of budget, lower than the percentage of the year elapsed at 100%. Actual expenses were 95.3% of budget; actual encumbrances were 2.5%. Encumbrances are still high at this time as departments are continuing to commit to services and supplies for the remainder of the year. General Fund expenses were favorable to budget at 96.8%. Actual expenses in the General Fund were 95.5% of budget; encumbrances were 1.3%. The collective Highway Expenses were 92.7% of budget, lower than the 100% of year that has elapsed. The costs in these funds result from expenses for salt, gas and fuel. The Library expenses were 96.6% of budget. The Sewer District was below budget at 98.6%, and the Drainage District was slightly over budget at 101.6%. **General Fund revenue** received was 103% of budget. \$11M of real estate taxes have been collected --100% of that budget line. 101.4% of PILOT revenue is in and that is all that is due at this time. Recreation Program Fees are favorable at 95.7% of budget. Other Sources of Revenue received (Property Clean-up Charges) were 101%. Sales Tax revenue of 109.5% has been recorded. Mortgage tax receipts of 119.1% have been recorded and Franchise Cable TV revenue are below

budget at 90.6%. Cemetery revenue is in at 108.4% of budget. For the entire Town, 101.1% was received from Revenue and Appropriated Fund Balance. \$17.2M was received for real estate taxes. The Library received 99.8% of revenue; Highway received 92.8% of revenue; Sewer received 100.1% of revenue and Drainage received 99.5% of revenue. Approximately \$281,000 in grant funding is expected to increase the revenue received to nearly 100%.

The 2020 financial results for the Town as of February 29, 2020: **Total expenses and encumbrances** were 21.8% of budget, higher than the 16.7% of the year that has elapsed. Actual expenses were 12.8% of budget; encumbrances were 9% of budget. Encumbrances are typically high early in the year as departments establish and commit to commodities, services and supplies that will be needed during the year. Expenses in the General Fund are above 16.7% at 20.5% of budget. Actual expenditures are 13.7%; encumbrances are 6.8% of budget. Expenses in the Highway Funds were 27.8% of budget, higher than the 16.7% of the year that has elapsed. Encumbrances account for 13.9% and include fuel, sale and vehicle parts. Expenditures in the Library are under budget at 10.4%. The Sewer Fund expenses were 21.2% of budget; expenses in Stormwater Drainage total 43.7% of budget. Actual expenses are 5.2% of budget, and encumbrances account for 38.5%, which includes a vactor truck costing approximately \$386,000, 30.7% of budget, carried over from the prior year. **The General Fund revenue** received was 54.1% of budget. \$11.2M of real estate tax has been received, 100% of budget. \$155,000 of PILOT revenue has been received, 60.3% of budget. Regarding the entire Town, 65.1% of revenue and appropriated fund balance has been received to date. Approximately \$17.5M of the amount received is real estate tax and special district assessments. The Library has received 93.7% of its budgeted revenue; 76.1% of budgeted revenue is in for Highway Funds. The Sewer District has received 9.5% of that fund's budget; and Stormwater Drainage is at 99.7% of revenue budget.

Approval of Minutes: Minutes from the following meetings to be approved: February 11, 2020 Workshop Meeting, February 25, 2020 Regular Town Board Meeting, and February 28, 2020 Workshop Meeting.

Supervisor Seeley invited representatives from Parrone Engineering and Episcopal Senior Living Communities to come forward and share information regarding the rezoning of 2732 Culver Road from R-2 Residential to R-5 Residential. The rezoning is requested to allow for construction of apartment units on the site as a permitted use. Director of Community Development Kerry Ivers explained that the proposed project includes 74 apartment units. One wing of the project will be three stories. The project is located on a main road (Culver Road). The parcel is owned by St. Cecelia Church of Rochester and the pastor there, Fr. Lance Gonyo, is very much in favor of having this project built close to St. Cecelia's Church. A Public Hearing will be called at the March Town Board meeting and will be held on April 21st. Supervisor Seeley noted that the rezoning matter will not be voted upon at the meeting in March. The matter will be referred to the Town's Planning Board meeting, which will be held on March 23rd. Ed Parrone from Parrone Engineering stated that he had a very positive meeting with the neighbors; about 55 people attended that meeting. Loren Ranaletta from the Episcopal Senior Living Communities noted that this would be the seventh such project of this kind; they are working on an eighth. The St. Cecelia parcel would be the ninth. These senior apartments allow residents to stay in their neighborhood. He added that the Town's Master Plan calls for adequate and affordable senior housing. The projected rent will be between \$1,200 to \$1,400/monthly, which includes transportation, utilities, WiFi and more. The school on the parcel is vacant but the Church is still used.

REVIEW OF AGENDA ITEMS FOR MARCH 17, 2020 RTB MEETING (CONTINUED):

Appointments: Supervisor Seeley stated that all appointments will be discussed and voted on at the beginning of the meeting. He reviewed **two (2)** resolutions for appointments. The **first** resolution approves the appointment of Capt. Alan Laird as the Acting Chief of Police. This appointment is necessary due to the retirement of the current Chief of Police, Richard Tantalo. The **second** resolution approves the permanent appointment of Ronald Johnson as a part-time School Traffic Guard in the Irondequoit Police Department. This appointment is due to a vacancy in the School Traffic Guard unit. Mr. Johnson comes highly recommended to this position.

Community Development: Director of Community Development Kerry Ivers reviewed **three (3)** resolutions. The **first** resolution calls for a Public Hearing on the matter of rezoning 2732 Culver Road (St. Cecelia's Church of Rochester) from R-2 Residential to R-5 Residential. The Public Hearing is being called to rezone the parcel in order to construct senior apartments on the site. The Public Hearing will be held on April 21, 2020 at 7:35 PM. The **second** resolution approves revised Building, Fire Marshal and Planning and Zoning Fee Schedules in this Department. Director Kerry Ivers stated that the revised fees reflect changes to the administration of small-cell telecommunications applications and fees and include minor adjustments and additions to the current fee schedules to improve clarity and efficiency. The **third** resolution appoints members to the Historic Preservation Commission. The Commission Members to be reappointed are: Christopher Brandt, Judy Bullene, Bruce Dumbauld, Mark Johns, Tom Knauf and Greg Walther. Supervisor Seeley noted that the Town Historian, Patricia Wayne, has tendered her resignation and the Town will be canvassing for a new Historian. It is required by Town Law to have a Town Historian.

Comptroller: Comptroller Diana Marsh reviewed **two (2)** resolutions. The **first** resolution authorizes 2019 inter-fund closing transfers to appropriate funding to the Self-Insurance Fund. She stated these transfers are necessary prior to closing the 2019 operating budget accounts. This is done annually to cover Workmen's Compensation claims. The **second** resolution authorizes a series of balanced appropriation transfers within several funds of the 2019 Operating Budget. These transactions are necessary prior to closing the 2019 Operating Budget accounts; the transactions are balanced within each operating fund.

Police: Chief of Police Richard Tantalo explained that the West Irondequoit Central School District and the Irondequoit Police Department wish to enter into a Letter of Understanding with respect to ensuring a safe school environment. The Police Department will respond to the School's facilities when called to handle security and safety issues. This Letter of Understanding is with West Irondequoit; East Irondequoit School District has not approached the Police Department regarding a Letter of Understanding.

Public Works: Commissioner of Public Works Robert Kiley reviewed **four (4)** resolutions. The **first** resolution authorizes the purchase of one 2020 vehicle to be used by the Department of Parks. This purchase is being done through the state contract awarded to Van Bortel Ford. The purchase price is \$28,891.04 for a new 2020 Ford F250 pickup truck. The **second** resolution authorizes the lease of three 2020 vehicles to be used by the Department of Public Works. This is a budgeted item. The monthly lease amount is \$694 a month for 60 months. They will be leasing Silverados that have a high resale value. The Town will be leasing through Hoselton Leasing; these vehicles could not be purchased outright. The **third** resolution authorizes the Supervisor to enter into contracts for fire, sprinkler, burglar, alarm system monitoring, as well as

preventative maintenance for HVAC building controls. Johnson Controls has been awarded the State contract and the Town will purchase through that contract. The **fourth** resolution authorizes the Supervisor to enter into agreements with NYS Department of Transportation and authorizes an interfund loan up to \$59,800 from the General Fund. These agreements are necessary due to the State's construction project on Empire Boulevard, and the need to relocate Town-owned utility poles on Empire Boulevard. The Dept. of Transportation will reimburse the Town for its costs in the project. There is also an agreement with RG&E for the State DOT to relocate 24 LED streetlights at an estimated cost of \$59,800. This amount will be taken from the General Fund Balance and returned once the Town is reimbursed from the State.

Recreation: Director of Recreation Katrina Hall reviewed **five (5)** resolutions. The **first** resolution authorizes the extension of the contract with Penny Lane for layout, design, printing & mailing of the Town's "Activity Guide" publication for one year. The fee for this extension will remain the same and the publication will extend services through March 20, 2021. The **second** resolution authorizes the Supervisor to enter into a contract with Lake Shore Country Club for senior golf leagues for spring/summer 2020. These programs are paid for with participants' fees. The **third** resolution authorizes the Supervisor to enter into a contract with Sports Officials of the Rochester Area (SORA) for umpire services for Town-sponsored recreational leagues at McAvoy Park. The current contract will be extended from April 1, 2020 through the end of the softball season at the same rate as last year. The Town is very happy with SORA's services. The **fourth** resolution authorizes the acceptance of a monetary bequest in the sum of \$39,475.40 from the Estate of Denison F. McRell to be used for Senior Softball program. Director Hall noted that her Department will be planning a tournament in the near future honoring Mr. McRell. The **fifth** resolution authorizes the Supervisor to enter into and amend various contracts with vendors for youth, family and senior recreational programming for winter/spring 2020. As two vendors were added and an update was made to a Youth vendor, the new and revised contracts need to be signed.

Supervisor: Supervisor Seeley reviewed **four (4)** resolutions. The **first** resolution authorizes the amendment of the Skyview on the Ridge Payment in Lieu of Taxes (PILOT). The owner of Skyview at the Ridge is trying to obtain funding to renovate and redevelop the former Irondequoit Mall. The PILOT agreement he currently has with COMIDA includes several parcels of property, including Lot 103. Mr. Ingrassia leased a portion of Lot 103 to the Town for development and construction of the Irondequoit Community Center. Mr. Ingrassia's lender, Five Star Bank, has requested that Lot 103 be removed from the COMIDA PILOT and a separate PILOT agreement be set up. The terms of the agreement will be the same. The **second** resolution supports the PILOT Agreement for Skyview Phase I LLC. The **third** resolution authorizes the Supervisor to countersign and acknowledge an agreement for the assignment and assumption of the lease and project schedule for the Irondequoit Community Center.

Town Clerk: Supervisor Seeley reviewed **two (2)** resolutions for Special Event Licenses. The **first** resolution approves the Special Event License for the 18th Annual 5K Run and Fitness Walk on Saturday, May 23, 2020 beginning at 9:00 AM on Cooper Road between Chase Bank and the former Evans Library Branch, upon the condition that the Sunset House notifies all affected residents before the event. The **second** resolution approves the Special Event License for the CURE Childhood Cancer Association's 5K Run and Fun Walk, to be held on Saturday, April 25, 2020 from 7:45 AM to Noon at I-Square, upon the condition that CURE Childhood Cancer Association notify all affected residents before the event.

ITEMS FOR BOARD ACTION:**3WS2020-1 RESOLUTION Approving the Permanent Appointment of a Police Lieutenant in the Irondequoit Police Department**

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Romeo**, a resolution was adopted **approving the permanent appointment of Casey McLaughlin to the position of Police Lieutenant.**

Chief of Police Richard Tantalo stated that Casey McLaughlin was appointed Police Lieutenant on a provisional basis. He has taken and passed the Police Lieutenant Civil Service Exam and will now be appointed permanently to Police Lieutenant.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

*Resolution Number 2020-078***3WS2020-2 RESOLUTION Approving the Permanent Appointment of a Police Captain in the Irondequoit Police Department**

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Romeo**, a resolution was adopted **approving the permanent appointment of Alan laird to the position of Police Captain.**

Chief of Police Richard Tantalo noted that Alan Laird was appointed to the position of Police Captain on a provisional basis on April 16, 2019. Mr. Laird has taken and passed the Police Captain Civil Service Exam. He will be permanently appointed to the position of Police Captain.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

*Resolution Number 2020-079***3WS2020-3 RESOLUTION Approving the Appointment of Secretary to the Town Supervisor**

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Freeman**, a resolution was adopted **approving the hiring of Alex Hipolito as Secretary to the Supervisor.**

Supervisor Seeley stated that Mr. Hipolito has diverse experience. He will be working with residents and doing administrative functions. Supervisor Seeley also stated that Jim Nasso, Constituent Services Assistant, will be leaving Irondequoit to accept a position with the County.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-080

3WS2020-4 RESOLUTION Authorizing the Application for and acceptance of \$1,125,000 Worth of Grant Funding from the Dormitory Authority of the State of New York

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Wehner**, a resolution was adopted **accepting a grant in the sum of \$1,125,000 from the NYS Dormitory Authority.**

Supervisor Seeley stated that Joseph Morelle secured these funds for Irondequoit to go toward the construction and equipping of the new Department of Public Works Highway Garage.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-081

3WS2020-5 RESOLUTION Authorizing the Application for and Acceptance of \$1,000,000 Worth of Grant Funding from the Dormitory Authority of the State of New York

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Perticone**, a resolution was adopted **accepting a grant in the sum of \$1,000,000 from the NYS Dormitory Authority.**

Supervisor Seeley stated that Senator Rich Funke secured these funds for Irondequoit to go toward the construction and equipping of the new Department of Public Works Highway Garage.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-082

3WS2020-6 RESOLUTION Awarding of Irondequoit Community Center Phase II – General Building Construction

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Wehner**, a resolution was adopted **authorizing the award of Irondequoit Community Center Phase II—General Building Construction to Javen Construction in the amount of \$4,334,000.**

Commissioner of Public Works Robert Kiley explained that this resolution and the next three Resolutions award vendors for the various work needed in the Irondequoit Community Center Phase II project. A public bid opening was held on February 27th for the different areas of the project—General Building, Electric, Plumbing and HVAC. Commissioner Kiley stated that he will keep the Board members updated on the progress of the project. He added that all four bids came in underbudget and from different vendors. For General Building Construction, the lowest responsible bidder was Javen Construction.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-083

3WS2020-7 RESOLUTION Awarding of Irondequoit Community Center Phase II – Electrical Construction

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Wehner**, a resolution was adopted **authorizing the award of Irondequoit Community Center Phase II—Electrical Construction to Concord Electric Corporation in the amount of \$759,300.**

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-084

3WS2020-8 RESOLUTION Awarding of Irondequoit Community Center Phase II – Plumbing Construction

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Perticone**, a resolution was adopted **authorizing the award of Irondequoit Community Center Phase II—Plumbing Construction to Thurston-Dudek, LLC in the sum of \$378,300.**

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-085

3WS2020-8 RESOLUTION Awarding of Irondequoit Community Center Phase II – Plumbing Construction

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Perticone**, a resolution was adopted **authorizing the award of Irondequoit Community Center Phase II—Plumbing Construction to Thurston-Dudek, LLC in the sum of \$378,300.**

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-085

3WS2020-9 RESOLUTION Awarding of Irondequoit Community Center Phase II – HVAC Mechanical Construction

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Perticone**, a resolution was adopted **authorizing the award of Irondequoit Community Center Phase II—HVAC Mechanical Construction to Pipitone Enterprises, LLC in the amount of \$997,000.**

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-086

3WS2020-10 RESOLUTION Authorizing the Consent to Transactions Involving the Skyview Senior Housing Project and the County of Monroe Industrial Development Agency

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Romeo**, a resolution was adopted **authorizing the Supervisor to execute a letter addressed to COMIDA consenting to and supporting the release of the Property from the Agency documents and the administrative re-subdivision of the effected tax parcels, in the form substantially similar to that attached as Exhibit A.**

Supervisor Seeley explained that he will execute a letter to COMIDA consenting to and supporting the release of the Skyview Senior Housing Project from the COMIDA documents, as requested by PathStone’s lender. There will be a separate PILOT Agreement for the Skyview Senior Housing Project once the Housing Project has been released from the COMIDA PILOT.

UPON VOTING

Town Board Member	Wehner	Abstain
Town Board Member	Perticone	Aye
Town Board Member	Romeo	Aye
Town Board Member	Freeman	Aye
Supervisor	Seeley	Aye

Resolution Number 2020-087

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Freeman**, the Workshop Meeting was adjourned at 5:36 PM.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Respectfully submitted,



Barbara Genier, Town Clerk

Regular Town Board Meeting of the Town Board of the Town of Irondequoit held in the Broderick Room of the Town Hall, 1280 Titus Avenue, Monroe County, New York, on the **17th day of March 2020** at 7:00 P.M.

PRESENT: David Seeley Town Supervisor
 Patrina Freeman
 John Peticone
 Kimie Romeo
 Peter Wehner Councilmembers
 Harter Secrest & Emery LLP Attorney for the Town

Others in attendance included Commissioner of Public Works Robert Kiley, Director of Community Development Kerry Ivers, Director of Human Resources Jason Vinette, Comptroller Diana Marsh and Town Clerk Genier.

SUPERVISOR'S REMARKS AND ANNOUNCEMENTS:

*Supervisor Seeley explained that this meeting is closed to the public following a directive from Gov. Cuomo regarding the Coronavirus-19 health pandemic. At this time, the Courts, Senior Center and Library are closed, and the Town Hall is closed to the public. Staffing has been reduced to 50%. Please call before coming to the Town offices. He encouraged people to follow the guidelines for preventing the spread of the virus—wash hands often, avoid large crowds and sneeze/cough into Kleenex or elbow. A State of Emergency has been issued for Irondequoit. The Town is operational, but there is a limited number of employees working. If you have business with the Town, please use the phone, regular mail, email, or bring your papers to the Drop Box located at the back entrance to the Town Hall. If you have a non-emergency, please call 911. Public Works Department has scaled down; non-essential work has been suspended. East and West Irondequoit Schools are serving breakfast and lunch. Please visit their websites for more information. The Town has partnered with Foodlink and the Irondequoit Community Cupboard to distribute free food items on Friday, March 20th, at Bishop Kearney High School from 10AM to 2PM. Please call 336-6002 or 336-9107 for more information. *Supervisor Seeley announced that the upcoming Planning Board and Zoning Board meetings have been cancelled; the Refuse District Informational sessions have been cancelled. This matter will be brought back next year. Refuse collectors are working. *For those individuals wishing to help in this crisis, please log onto United Way (www.uwrochester.org). *Supervisor Seeley announced that Chief of Police Richard Tantalo will be leaving the Irondequoit Police Department after 38 years of service. He has accepted a position with Monroe County. The Town is looking to give him a proper send off following his many years with the Police Department and that will be announced later. *At the March 10th Workshop Meeting, **Megan Hoffman from the Department of Recreation** was recognized as March's Staff Spotlight recipient. Director of Recreation Katrina Hall commented that Ms. Hoffman has worked for the Town for many years and she does an outstanding job. She has vast knowledge of the Department and is a pleasure to work with. Congratulations, Megan!

PUBLIC INPUT: As the meeting was closed, no one was present to speak. Anyone interested in sharing comments with the Town Board were encouraged to email or phone in those comments.

FINANCIAL REPORT: Comptroller Diana Marsh reviewed the Preliminary Financial Report at year end for the Town as of February 29, 2020. The 2019 books are closed. The most current 2019 results will be presented in March, along with the monthly 2020 financial report. The Town's auditors from The Bonadio Group will present highlights of the audited 2019 Financial Statements and Audit Report at the June Town Board meeting. The preliminary 2019 year-end financial results as of February 29, 2020: **Total expenses and encumbrances** were 97.5% of budget, lower than the percentage of the year elapsed at 100%. Actual expenses were 95.3% of budget; actual encumbrances were 2.5%. Encumbrances are still high at this time as departments are continuing to commit to services and supplies for the remainder of the year. General Fund expenses were favorable to budget at 96.8%. Actual expenses in the General Fund were 95.5% of budget; encumbrances were 1.3%. The collective Highway Expenses were 92.7% of budget, lower than the 100% of year that has elapsed. The costs in these funds result from expenses for salt, gas and fuel. The Library expenses were 96.6% of budget. The Sewer District was below budget at 98.6%, and the Drainage District was slightly over budget at 101.6%. **General Fund revenue** received was 103% of budget. \$11M of real estate taxes have been collected --100% of that budget line. 101.4% of PILOT revenue is in and that is all that is due at this time. Recreation Program Fees are favorable at 95.7% of budget. Other Sources of Revenue received (Property Clean-up Charges) were 101%. Sales Tax revenue of 109.5% has been recorded. Mortgage tax receipts of 119.1% have been recorded and Franchise Cable TV revenue are below

budget at 90.6%. Cemetery revenue is in at 108.4% of budget. For the entire Town, 101.1% was received from Revenue and Appropriated Fund Balance. \$17.2M was received for real estate taxes. The Library received 99.8% of revenue; Highway received 92.8% of revenue; Sewer received 100.1% of revenue and Drainage received 99.5% of revenue. Approximately \$281,000 in grant funding is expected to increase the revenue received to nearly 100%.

The 2020 financial results for the Town as of February 29, 2020: **Total expenses and encumbrances** were 21.8% of budget, higher than the 16.7% of the year that has elapsed. Actual expenses were 12.8% of budget; encumbrances were 9% of budget. Encumbrances are typically high early in the year as departments establish and commit to commodities, services and supplies that will be needed during the year. Expenses in the General Fund are above 16.7% at 20.5% of budget. Actual expenditures are 13.7%; encumbrances are 6.8% of budget. Expenses in the Highway Funds were 27.8% of budget, higher than the 16.7% of the year that has elapsed. Encumbrances account for 13.9% and include fuel, salt and vehicle parts. Expenditures in the Library are under budget at 10.4%. The Sewer Fund expenses were 21.2% of budget; expenses in Stormwater Drainage total 43.7% of budget. Actual expenses are 5.2% of budget, and encumbrances account for 38.5%, which includes a vactor truck costing approximately \$386,000, 30.7% of budget, carried over from the prior year. **The General Fund revenue** received was 54.1% of budget. \$11.2M of real estate tax has been received, 100% of budget. \$155,000 of PILOT revenue has been received, 60.3% of budget. Regarding the entire Town, 65.1% of revenue and appropriated fund balance has been received to date. Approximately \$17.5M of the amount received is real estate tax and special district assessments. The Library has received 93.7% of its budgeted revenue; 76.1% of budgeted revenue is in for Highway Funds. The Sewer District has received 9.5% of that fund's budget; and Stormwater Drainage is at 99.7% of revenue budget.

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Freeman**, the financial reports were accepted.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

APPROVAL OF MINUTES:

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Perticone**, the minutes from the **February 11, 2020 Workshop Meeting** were approved.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

On a motion made by Councilmember **Wehner**, seconded by Councilmember **Freeman**, the minutes from the **February 25, 2020 Regular Town Board Meeting** were approved.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Romeo**, the minutes from the **February 28, 2020 Workshop Meeting** were approved.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

ITEMS FOR BOARD ACTION:

3A2020-1 RESOLUTION APPROVING THE APPOINTMENT OF AN ACTING CHIEF OF POLICE

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Wehner**, a resolution was adopted **approving the appointment of Captain Alan Laird as the Acting Chief of Police.**

Director of Personnel Jason Vinette explained that with the retirement of Chief Richard Tantalo, there is a need to appoint an Acting Chief. Capt. Alan Laird has been recommended for this position. He will act in this position until the Board makes a permanent appointment. Supervisor Seeley added that this position will be posted to appoint a new Chief of Police.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-088

3A2020-2 RESOLUTION CALLING FOR A PUBLIC HEARING ON THE MATTER OF REZONING 2732 CULVER ROAD (ST. CECELIA CHURCH OF ROCHESTER) FROM R-2 RESIDENTIAL TO R-5 RESIDENTIAL

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Freeman**, a resolution was adopted **scheduling a Public Hearing on this matter for April 21, 2020 at 7:35PM.**

Director of Community Development Kerry Ivers explained that this resolution calls for a Public Hearing on the matter of rezoning this parcel of land. Parrone Engineering is proposing a 74-unit senior housing development. The construction includes new buildings on the site. If the rezoning is approved, the Planning Board would be planning a subdivision. This application will require referral to the Town Planning Board and to Monroe County. Director Ivers explained that R-5 Residential allows for multi-family residential development, in addition to schools, churches, community centers, etc. Notices will be sent to residents within 1000 feet of the proposed development.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-089

3A2020-3 RESOLUTION APPROVING REVISED BUILDING, FIRE MARSHAL AND PLANNING AND ZONING FEE SCHEDULES IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Romeo**, a resolution was adopted **approving the proposed permit lists and associated fee schedules attached hereto as Appendix A to go into effect beginning on April 1, 2020.**

Director of Community Development Kerry Ivers explained that her staff identified some potential confusion within their fee schedules. There were also fees that were not explicitly stated in the fee schedules. It was also necessary to make modifications to the small cell communications applications and fees.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-090

3A2020-4 RESOLUTION AFFIRMING APPOINTMENTS TO THE HISTORIC PRESERVATION COMMISSION

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Perticone**, a resolution was adopted **affirming and reappointing the Commission Membership through December 31, 2020 for the following: Christopher Brandt, Judy Bullene, Bruce Dumbauld, Mark Johns, Tom Knauf and Greg Walther.**

Supervisor Seeley stated that the Town Board has an interest in affirming the current members of the Historic Preservation Commission which consists of the Town Historian and the current members—Christopher Brandt, Judy Bullene, Bruce Dumbauld, Mark Johns, Tom Knauf and Greg Walther. Their appointments will terminate at the end of the year.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-091

3A2020-5 RESOLUTION AUTHORIZING 2019 INTER-FUND CLOSING TRANSFERS TO APPROPRIATE FUNDING TO THE SELF INSURANCE FUND

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Wehner**, a resolution was adopted **approving the 2019 interfund transfers as stated on Exhibit A, attached hereto and made a part hereof, to appropriate funding for the Self Insurance Fund.**

Comptroller Diana Marsh explained that this resolution will allow funds to be moved from the Operation Funds to the Self Insurance Fund for possible outstanding claims. These transactions are necessary prior to closing the 2019 Operating Budget accounts.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

*Resolution Number 2020-092***3A2020-6 RESOLUTION AUTHORIZING A SERIES OF BALANCED APPROPRIATION TRANSFERS WITHIN SEVERAL FUNDS OF THE 2019 OPERATING BUDGET**

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Freeman**, a resolution was adopted **approving the series of appropriation transfers for the 2019 operating budget as summarized on Exhibit A.**

Comptroller Diana Marsh explained that this resolution would allow the Town to make transfers within the Operating Budget to balance the negative accounts. Supervisor Seeley noted that the Town ended the 2019 year on a positive note for revenue and under budget on expenses. These transactions are necessary prior to closing the 2019 Operating Budget accounts.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

*Resolution Number 2020-093***3A2020-7 RESOLUTION TO ENTER INTO A LETTER OF UNDERSTANDING BETWEEN THE IRONDEQUOIT POLICE DEPARTMENT AND THE WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT**

Supervisor Seeley explained that the Irondequoit Police Department has built a more formalized relationship with the School District to ensure a safe and secure school environment. This Letter of Understanding details the procedures by which the District will notify the Police Department of suspected violations which warrant Police involvement. Likewise, the police officers must follow normal police procedures when questioning individuals at school and notify students' parents as required.

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Romeo**, a resolution was adopted **authorizing the Chief of Police to enter into the Letter of Understanding in substantially the form attached hereto and made a part hereof.**

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

*Resolution Number 2020-094***3A2020-8 RESOLUTION AUTHORIZING THE PURCHASE OF ONE VEHICLE TO BE USED BY THE DEPARTMENT OF PARKS**

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Freeman**, a resolution was adopted **approving a purchase order in the amount of \$28,891.04 with Van Bortel Ford for the purchase of one new 2020 Ford F250 pickup truck.**

Commissioner of Public Works Robert Kiley explained that this resolution authorizes the purchase of one new 2020 Ford F250 pickup truck with plow package through the State contract awarded to Van Bortel Ford. The lowest responsible bid was in the amount of \$28,891.04. Commissioner Kiley stated that this price was under budget. He added that the arrival of this vehicle is unknown due to the virus crisis that the country is going through.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

*Resolution Number 2020-095***3A2020-9 RESOLUTION AUTHORIZING THE LEASE OF THREE VEHICLES TO BE USED BY THE DEPARTMENT OF PUBLIC WORKS**

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Perticone**, a resolution was adopted **approving a purchase order in the amount of \$108,756.70 with Hoselton Leasing Company, Inc. for the lease of three new 2020 Chevy Silverado pickup trucks.**

Commissioner of Public Works Robert Kiley explained that this resolution authorizes the lease of two new 2020 Chevy Silverado double cab pickup trucks and one new 2020 Chevy Silverado crew cab pickup truck. At the end of the lease term, the Town will have the option to purchase the vehicles for \$1.00 per vehicle. The purchase will be made through the State contract awarded to Hoselton Leasing Company. The lowest responsible bid was \$71,467.10 (\$657 per month for 60 months) for the two Silverado double cab pickup trucks and \$37,289.660 (\$694 per month for 60 months) for the Silverado crew cab pickup truck.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-096

3A2020-10 RESOLUTION AUTHORIZING THE SUPERVISOR TO ENTER INTO CONTRACTS FOR FIRE, SPRINKLER, BURGLAR ALARM SYSTEM MONITORING AND HVAC PREVENTATIVE MAINTENANCE AT VARIOUS TOWN FACILITIES

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Romeo**, a resolution was adopted **authorizing the Supervisor to enter into a contract with Johnson Controls to provide fire, sprinkler and burglar alarm system monitoring, as well as preventative maintenance visits for HVAC building controls.**

Commissioner of Public Works Robert Kiley explained that the Town has previously contracted with Johnson Controls to provide these services to various Town buildings. The Town is looking to add preventative maintenance at the Department of public Works Operations Center for HVAC building controls. These contracts run from January 1, 2020 through December 31, 2022, with the exception of the HVAC building controls whose term is April 1, 2020 through March 31, 2023. The Town will purchase through the State contract which has been awarded to Johnson Controls. Commissioner Kiley stated that the Town will save money putting these measures in place.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-097

3A2020-11 RESOLUTION AUTHORIZING THE SUPERVISOR TO ENTER INTO AGREEMENTS WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION AND AUTHORIZING AN INTERFUND LOAN

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Freeman**, a resolution was adopted **authorizing the Supervisor to enter into Agreements with New York State Department of Transportation for the purposes stated herein and approving the interfund loan up to \$59,800 from General Fund.**

Commissioner of Public Works Robert Kiley explained that it is necessary to enter into an agreement with New York State Department of Transportation regarding the State's construction project to relocate 26 utility light poles on Empire Boulevard from Culver Road to Helendale Road, Town of Irondequoit, City of Rochester, Monroe County. The NYSDOT will reimburse the Town for its cost toward the project. These poles are in conflict with a sidewalk and retaining wall. The relocation of these light poles is between RG&E and NYSDOT. The Town has lights affixed to the utility poles, and as such, this would authorize movement of \$59,800 to be loaned from General Fund Balance until the Town is reimbursed. The Town would compensate RG&E for the movement of those lights attached to the utility poles. The NYSDOT would compensate the Town for the \$59,800.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-098

3A2020-12 RESOLUTION AUTHORIZING THE EXTENSION OF THE CONTRACT FOR LAYOUT, DESIGN, PRINTING AND MAILING OF THE TOWN "ACTIVITY GUIDE" PUBLICATION

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Freeman**, a resolution was adopted **approving the extension of the Penny Lane Printing contract.**

Supervisor Seeley explained that the Town currently has a contract with Penny Lane Printing for one year with the option for the Town to extend the contract annually for up to three additional one-year terms. It is necessary to extend this contract for another year. The Town is pleased with the work that Penny Lane does.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-099

3A2020-13 RESOLUTION AUTHORIZING THE SUPERVISOR TO ENTER INTO A CONTRACT FOR SENIOR GOLF LEAGUES FOR SPRING/SUMMER 2020

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Romeo**, a resolution was adopted **authorizing the Supervisor to enter into contracts with Lake Shore Country Club in such form as approved by the Town Attorney.**

Supervisor Seeley noted that this resolution contracts with Lake Shore Country Club to provide tee times for the Senior Men’s and Ladies’ golf leagues this year. These programs are paid for with fees received from the participants.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-100

3A2020-14 RESOLUTION AUTHORIZING THE SUPERVISOR TO ENTER INTO A CONTRACT WITH SPORTS OFFICIALS OF THE ROCHESTER AREA (SORA) FOR UMPIRE SERVICES FOR TOWN-SPONSORED RECREATIONAL LEAGUES AT MCAVOY PARK

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Wehner**, a resolution was adopted **approving the extension of the SORA contract for umpire services from April 1, 2020 through the end of the softball season at the rates listed in Exhibit A and authorizing the Supervisor to execute any and all necessary documents to enter into an extension with SORA in such form as approved by the Town Attorney.**

Supervisor Seeley noted that the Town currently provides umpire services for Town-sponsored recreational leagues at McAvoy Park. The current contract was for a one-year term with the option to extend annually for up to two years. It is necessary to extend the contract from April 1, 2020 through the end of the softball season.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-101

3A2020-15 RESOLUTION AUTHORIZING THE ACCEPTANCE OF A MONETARY BEQUEST FROM THE ESTATE OF DENISON F. MCRELL TO BE USED FOR SENIOR SOFTBALL PROGRAM

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Wehner**, a resolution was adopted **accepting the bequest from the Estate of Denison F. McRell and authorizing the Supervisor to receive this \$39,476.40 to be used toward the Senior Softball Program.**

Supervisor Seeley stated that the Estate of Denison F. McRell would like to make a monetary bequest to the Town of Irondequoit to be used for the Senior Softball Program. The bequest is in the amount of \$39,475.40. Mr. McRell was a long-standing participant in this Program. The Town is very grateful for this bequest.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-102

3A2020-16 RESOLUTION AUTHORIZING THE SUPERVISOR TO ENTER AND AMEND VARIOUS CONTRACTS WITH VENDORS FOR YOUTH, FAMILY AND SENIOR RECREATIONAL PROGRAMMING FOR WINTER/SPRING 2020

On a motion made by Councilmember **Perticone**, seconded by Councilmember **Romeo**, a resolution was adopted **authorizing the Supervisor to enter into new and revised contracts with vendors in Addendum B, attached hereto and made a part hereof, in such form as approved by the Town Attorney.**

Supervisor Seeley stated that two vendors were added to the Senior Center and an update was made to a Youth vendor. This resolution replaces and supersedes the previous resolution reflecting the changes.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-103

3A2020-17 RESOLUTION AUTHORIZING THE AMENDMENT OF THE SKYVIEW ON THE RIDGE PAYMENT IN LIEU OF TAXES AGREEMENT

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Perticone**, a resolution was adopted **authorizing the amendment and restatement of the COMIDA PILOT to remove Lot 103 on the terms substantially similar to those attached hereto and made a part hereof as Exhibit A, or as approved by the Town Attorney and authorizing the Supervisor to provide a copy of this resolution to COMIDA and to sign any and all documents necessary to indicate the Town's support.**

Town Attorney Megan Dorritie stated that the next three resolutions involve a parcel at the former Irondequoit Mall property known at Lot 103, which will be occupied by the Town's future Community Center. The development of that future parcel will require some construction work by the developer, and he will be obtaining financing costs associated with that work. The bank that will be providing the financing is requiring, as a condition of the financing, that Lot 103 be separated from the larger Mall property included in the COMIDA PILOT. This legal carve-out will not change the rights and obligations of the parties; everything will remain the same. Attorney Dorritie explained that this resolution modifies the larger existing PILOT to remove Lot 103. The second resolution is a separate PILOT Agreement for Lot 103. The third resolution allows the Supervisor to accept an amended lease that recognizes the new owner for Lot 103.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-104

3A2020-18 RESOLUTION SUPPORTING A PAYMENT IN LIEU OF TAXES AGREEMENT FOR SKYVIEW PHASE 1 LLC

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Perticone**, a resolution was adopted **supporting the application of Skyview for a custom PILOT Agreement between Skyview and COMIDA on terms substantially similar to those attached hereto and made a part of, or as approved by the Town Attorney and authorizing the Supervisor to provide a copy of this resolution to COMIDA and to sign any and all documents necessary to indicate the Town's support.**

Supervisor Seeley stated that this resolution would allow him to consent to a new COMIDA PILOT for that particular parcel, which would now be an additional PILOT.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-105

3A2020-19 RESOLUTION AUTHORIZING THE SUPERVISOR TO COUNTERSIGN AND ACKNOWLEDGE AN AGREEMENT FOR THE ASSIGNMENT AND ASSUMPTION OF THE LEASE AND PROJECT SCHEDULE FOR THE IRONDEQUOIT COMMUNITY CENTER

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Romeo**, a resolution was adopted **authorizing the Supervisor to countersign, solely for acknowledgement purposes, the Assignment and Assumption Agreement, in a form substantially similar to that attached hereto as Exhibit A or as approved by the Town Attorney.**

Supervisor Seeley noted that the Town currently has a lease with 1733 Ridge Rd. LLC. This would change the Lessor to be Skyview Phase 1 LLC.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-106

3A2020-20 RESOLUTION AUTHORIZING THE SUPERVISOR TO ENTER INTO AN AGREEMENT FOR A TOWN SENIOR EXPOSITION

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Wehner**, a resolution was adopted **approving an Agreement with Bishop Kearney High School to use Bishop Kearney High School cafeteria on April 9, 2020 for its Senior Exposition.**

Supervisor Seeley explained that this event has been cancelled but he wanted to adopt this resolution to allow the Supervisor to execute any documents regarding the Senior Exposition. There are some existing contracts out and he feels it is safer to adopt this resolution. The Town hopes to reschedule this event at a later date.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-107

3A2020-21 RESOLUTION APPROVING THE SPECIAL EVENT LICENSE FOR THE 18TH ANNUAL SUNSET HOUSE 5K RUN AND FITNESS WALK

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Perticone**, a resolution was adopted **approving the Special Event License for the Sunset House to conduct their 18th Annual 5K Run and Fitness Walk on Saturday, May 23, 2020, beginning at 9:00 AM on Cooper Road between Chase Bank and the former Evans Library Branch, upon the condition that the Sunset House notifies all affected residents before the event.**

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-108

3A2020-22 RESOLUTION APPROVING THE SPECIAL EVENT LICENSE FOR THE CURE CHILDHOOD CANCER ASSOCIATION'S 5K RUN AND FUN WALK

On a motion made by Councilmember **Freeman**, seconded by Councilmember **Wehner**, a resolution was adopted **approving the Special Event License for the CURE Childhood Cancer Association to conduct their 5K Run & Fun Walk on Saturday, April 25, 2020 from 7:45 AM to Noon at I-Square, upon the condition that CURE Childhood Cancer Association notify all affected residents before the event.**

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Resolution Number 2020-109

Next Board meetings are:

Tuesday, April 14, 2020
Tuesday, April 21, 2020

Workshop Meeting @ 4 PM
Regular Town Board Meeting @ 7 PM

On a motion made by Councilmember **Romeo**, seconded by Councilmember **Perticone**, the Regular Town Board Meeting was adjourned at 7:47 PM.

UPON VOTING

MOTION WAS UNANIMOUSLY APPROVED

Respectfully submitted,



Barbara Genier, Town Clerk

**EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING
A RESOLUTION AUTHORIZING THE APPOINTMENT TO THE TOWN OF
IRONDEQUOIT BOARD OF ASSESSMENT REVIEW**

At the regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020 at 7:00 P.M. local time; there were:

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Perticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP	Attorney for the Town
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Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, pursuant to New York Real Property Tax Law §523, it is necessary to have members on the Board of Assessment Review who are qualified and knowledgeable in real estate values law and is a resident of the Town; and

WHEREAS, the Town Board finds that **RENEE PRITCHARD**, is a skilled professional, working in the appraisal field and is qualified to serve on the Board of Assessment Review; and

WHEREAS, pursuant to New York Real Property Tax Law §523(1)(g), Board of Assessment Review members may be compensated for their services; and

WHEREAS, funding for this is available in the account #001-1355-4402.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby appoints **RENEE PRITCHARD** to the Board of Assessment Review to complete the 5-year term of current vacancy which runs October 1, 2019 through September 30, 2024 and shall be compensated for such services in the amount of \$20.00 per hour.

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member _____ and duly put to vote,
which resulted as follows:

Town Board Member	Wehner	voting	_____
Town Board Member	Perticone	voting	_____
Town Board Member	Freeman	voting	_____
Town Board Member	Romeo	voting	_____
Town Supervisor	Seeley	voting	_____

In the Matter of the Application of

HD DEV OF MARYLAND INC. c/o HOME DEPOT
#1273,

Petitioner,

-vs-

BOARD OF ASSESSMENT REVIEW AND/OR
ASSESSOR OF THE TOWN OF IRONDEQUOIT
AND THE TOWN OF IRONDEQUOIT, MONROE
COUNTY, NEW YORK,

Respondents.

Index Nos. E2018005359
 E2019006427

Tax Years: 2018 and 2019

Property Address:
1111 East Ridge Road

Tax Map No.: 091.08-1-46.1

STIPULATION OF SETTLEMENT

WHEREAS, Petitioners, HD DEV OF MARYLAND INC. c/o HOME DEPOT #1273, (“Petitioners”), by and through their attorneys, Stavitsky & Associates, LLC, (Bruce J. Stavitsky, Esq., of counsel), has commenced the above-captioned tax certiorari proceedings (“Proceedings”) under Real Property Tax Law, Article 7 against Respondents, the Board of Assessment Review and/or Assessor of the Town of Irondequoit and the Town of Irondequoit, (“Town”), represented by their attorneys Davidson Fink, LLP (Thomas A. Fink, Esq., of counsel) and Intervenor-Respondents West Irondequoit Central School District (“School District”), represented by their attorneys Ferrara Fiorenza PC (Katherine E. Gavett, Esq., of counsel); and

WHEREAS, Petitioners, the Town and the School District are collectively referred to as the “Parties,” and

WHEREAS, the Parties have engaged in settlement discussions and have agreed to fully resolve their differences without further litigation upon the terms of this Stipulation of Settlement (“Stipulation”); and

WHEREAS, the Parties agree that the Proceedings shall be settled based upon the terms set forth in this Stipulation; and

NOW, THEREFORE, IT IS HEREBY STIPULATED AND AGREED, by and between the attorneys for the respective Parties herein:

1. The real property at issue in the Proceedings is situated in the Town of Irondequoit and described on the Town’s assessment rolls for the relevant tax years as follows (“Property”):

<u>Property Description</u>	<u>Tax Parcel No.</u>
1111 East Ridge Road Town of Irondequoit, New York	091.08-1-46.1

2. The Parties agree the total assessed value of the Property shall be reduced as set forth below:

<u>Tax Year</u>	<u>Taxable Status Date</u>	<u>Tax Parcel</u>	<u>Current Assessment</u>	<u>Stipulated Reduced Assessment</u>
2018	March 1, 2018	091.08-1-46.1	\$6,533,800.00	\$6,200,000.00
2019	March 1, 2019	091.08-1-46.1	\$6,533,800.00	\$6,200,000.00

3. The officials of the County of Monroe, the Town of Irondequoit, the East Irondequoit Central School District and every other taxing entity, district or municipal corporation having custody of or levying taxes upon the basis of said assessment rolls or any copies thereof, be directed and So Ordered to make or cause to be made on the property books

and records the entries and changes necessary to correct said assessment pursuant to Paragraphs 1 and 2 herein.

4. Refunds of the taxes paid and collected in excess of the Stipulated Reduced Assessments shall be made by the County of Monroe, the Town of Irondequoit, the West Irondequoit Central School District and all special districts, and any other affected taxing entity, without interest, so long as payment is received by Petitioner's attorney within sixty days (60) from receipt of the Demand for Refund. If payment is not received within said sixty-day period, statutory interest shall be calculated and paid from the respective dates of payment of each tax.

5. The provisions of Real Property Tax Law §727 shall apply for the tax years 2020, 2021 and 2022.

6. The Parties acknowledge that this Stipulation is entered into for good and valuable consideration and that no costs or allowances shall be awarded to, by or against the Parties.

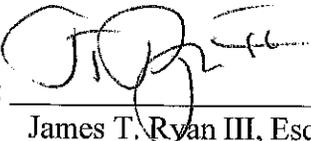
7. An executed copy of the Stipulation, shall be entered and docketed in the Monroe County Clerk's Office and the Stipulation with Notice of Entry be filed among the Assessor's permanent records.

Dated: March 9, 2020

Dated: _____, 2020

STAVITSKY & ASSOCIATES LLC

DAVIDSON FINK LLP

By: 
James T. Ryan III, Esq.
350 Passaic Avenue
Fairfield, New Jersey 07004
(973) 227-1912

By: _____
Thomas A. Fink, Esq.
28 East Main Street, Suite 1700
Rochester, New York 14614
(585) 546-6448

Counsel for Petitioners

Counsel for Respondents

Dated: _____, 2020

FERRARA FIORENZA PC

By: _____

Katherine E. Gavett, Esq.
5010 Campuswood Drive
East Syracuse, New York 13057
(315) 437-7600

Counsel for Intervenor-Respondent

Town Tax Refund Calculations-1111 East Ridge Road HD Dev of Maryland, Inc.

Assessment Roll Year	Effective	Actual Assessment	Actual Taxable Assessment	Revised Assessment	Revised Taxable Assessment	Reduction	Tax Rate	Refund
2018	January-19	\$6,533,800	\$6,533,800	\$6,200,000	\$6,200,000	\$333,800	\$6.04	\$2,016.15
2019	January-20	\$6,533,800	\$6,533,800	\$6,200,000	\$6,200,000	\$333,800	\$6.17	\$2,059.55
Town Total:								\$4,075.70

All Refunds:	Town	\$4,075.70
	County	\$5,607.84
	School	\$18,148.71
	Special Dist.	\$3,444.82
	Total Refunds:	\$31,277.07

1111 East Ridge Road

SBL # 091.08-1-46.1

Property currently being used as a home improvement store

Refund calculations are estimates only

Actual refunds are calculated at each jurisdictional level and may be more precise

Prepared 4/09/2020

**EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING
A RESOLUTION AUTHORIZING THE SCHEDULING OF A PUBLIC
HEARING PERTAINING TO THE ADOPTION OF THE IRONDEQUOIT 2020
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

At a regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020 at 7:00 P.M. local time there were:

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Peticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP Attorney to the Town

Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, the Town of Irondequoit is a Community Development entitlement community and, as such, receives an annual block grant from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Town is expecting to receive a block grant from HUD for its 2020 Community Development Block Grant Program, which will begin August 1, 2020 and end on July 31, 2021, in the approximate amount of \$916,725; and

WHEREAS, the Town has prepared a Community Development Block Grant Program in anticipation of receiving HUD funding for its 2020 program year; and

WHEREAS, the Town is required to hold a public hearing on this matter in compliance with program rules and regulations promulgated by HUD.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board schedules a public hearing at the regular meeting of May 19, 2020 at 7:35 pm in the matter of adoption of the Irondequoit 2020 Community Development Block Grant Program in the approximate amount of \$916,725 for submittal by the Town Supervisor to HUD.

This resolution shall take effect immediately upon its adoption.

Seconded by Town Board Member _____ and duly put to
vote, which resulted as follows:

Town Board Member	Wehner	voting _____
Town Board Member	Freeman	voting _____
Town Board Member	Perticone	voting _____
Town Board Member	Romeo	voting _____
Town Supervisor	Seeley	voting _____

Project / Program	Sponsor Agency	2019-2020	2020-2021	2020-2021	Allocation of	2019 -20 code
		Budget Allocation	Amount Requested	Management Recommendation	2020-2021 HUD Grant Award Committee Review	
Home Improvement Program	Town	139,200	139,200	145,000		019-8668
Comprehensive Housing Counselling	Housing Council	26,000	26,000	26,000		019-8676-4809
Life in Irondequoit, Elder Care Program	Cath Fam. Ctr.	26,100	26,100	26,100		019-8676-4810
Co-ordination of Senior Programs	Town	10,000	10,000	9,000		019-8676-4807
Home Safe Home for Seniors	Lifespan	15,500	15,500	15,000		019-8676-4816
Street Resurfacing	Town DPW	449,107	534,800	534,800		019-8662-2319
Senior Services Mailing Program	Town	9,000	14,000	12,000		019-8676-4808
Senior Housing at Irondequoit Mall	Pathstone Development	100,000	0	0		019-8669-2012
Senior Transportation Program	Lifespan	9,000	25,000	12,500		019-8676-4823
Irondequoit Community Cupboard Healthy Eating Prog.	Irondequoit Comm. Cupboard	20,000	22,000	22,000		019-8676-4828
Vacant Property to Turn-Around Playground initiative	Town	0	0	0		019-8666-2019
Sidewalk Replace-563 Titus Ave	HIPP	0	20,000	20,000		
Administration / Contingency	Town	94,300	94,300	94,325		019-8686

NOTE: Total Services Programs \$	Total	898,207	926,900	916,725	0
122,600					
Admin / Pning / Contingency \$	Total Grant Allowance 2019-20	898,207			
94,325	Total Budget Target 2020-2021		916,725	916,725	916,725
\$916,725 Allocation 2020-2021 less: Admin					
822,400	Decr / incr (-) from 2020-21 Bgt Target	0	-10,175	0	916,725
14.91%	Decr / incr (-) from 2019-20 Budget		-28,693	-18,518	898,207



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

February 18, 2020

Mr. David Seeley
Supervisor of Irondequoit
1280 Titus Avenue
Rochester, NY 14617

Dear Supervisor Seeley:

I am pleased to inform you of your jurisdiction’s Fiscal Year (FY) 2020 allocations for the Office of Community Planning and Development’s (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. President Trump signed Public Law 116-94 on December 20th, 2019, which includes FY 2020 funding for these programs. Your jurisdiction’s FY 2020 available amounts are as follows:

Community Development Block Grant (CDBG)	\$916,725
HOME Investment Partnerships (HOME)	\$ 0
Housing Opportunities for Persons With AIDS (HOPWA)	\$ 0
Emergency Solutions Grant (ESG)	\$ 0

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

Based on your jurisdiction’s CDBG allocation for this year, you also have \$4,583,625 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction’s existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

Because the funds are not appropriated by Congress, Housing Trust Fund (HTF) formula allocation will be announced at a later date under separate cover.

HUD continues to emphasize the importance of effective performance measurements in all of its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons that benefited from a community's activities, and allowing HUD to monitor grantees. Your ongoing attention to ensuring

TOWN OF IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT PROGRAM

Purpose

The Community Development Block Grant (CDBG) Entitlement Program has the primary objective of developing viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. The program is directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services. On the national level the CDBG is administered by the US Department of Housing & Urban Development (HUD).

Legislation

Title I, Housing and Community Development Act of 1974, as amended.

Program Description

The Entitlement Program, which is CDBG's largest component because it receives 70 percent of the basic CDBG appropriations, awards grants annually to entitled metropolitan cities and urban counties. Generally, cities designated as central cities of metropolitan statistical areas (MSA's), other municipalities with populations of at least 50,000, and qualified counties with populations of at least 200,000 (excluding the population of entitled cities) are entitled to receive annual grants. (In this program, cities having entitlement status are referred to as "metropolitan" or "metro" cities, while entitled counties are called "urban" counties.) The amount of grant for each entitled community is determined by a statutory formula which uses several objective measures of community need including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relation to all MSA's.

Communities develop their own programs and funding priorities but are limited to activities that address one or more of the national objectives of the program. The national objectives are benefiting low and moderate-income persons, aiding in the prevention or elimination of slums or blight, and meeting other urgent community development needs. The primary emphasis is on benefit to low- and moderate-income persons. Prior to 1990, the law required at least 60 percent of the program expenditures to address this national objective. The National Affordable Housing Act, which became effective on November 28, 1990, increased this percentage to 70 %.

2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROPOSALS

Anyone wishing to submit proposals for the Irondequoit 2020 Community Development Block Grant (CDBG) Program, which will begin on **August 1, 2020**, is asked to complete the attached form and to return it to **Diana Marsh**, Comptroller, no later than **Thursday, March 5, 2020**.

Proposed activities must meet one of the following **National Objectives** to be eligible to receive CDBG funding:

- Benefit to low/moderate income persons, the elderly, or disabled.
- Prevent and/or eliminate slums and blighting conditions.
- Meet an urgent community need that threatens the health and welfare of the community.

70 percent of the grantee's Community Development Block Grant, minus Planning and Administrative allocations, must be used to fund activities which directly benefit lower-income persons. **Direct benefit** is usually shown in one of four ways:

1. Activities which limit participation based on **income**, e.g., the Irondequoit Home Improvement Program

2. Activities primarily benefiting lower-income residents determined by their location within a **Community Development target area**.
3. Activities primarily benefiting the **elderly** or the **handicapped**.
4. Activities which create or retain **jobs** for lower-income residents.

With regard to **slums and blighting conditions**, these may exist on a spot or area basis and must meet **HUD's criteria** for such conditions to be eligible for CDBG funding.

The HUD regulations require grantees to describe each proposed activity in sufficient detail to enable citizens to determine the degree to which they may be affected. At a minimum, the following information should be provided:

Amount of CDBG Funds – The amount of CDBG funds to be used for each proposed activity, as well as any other funding sources expected to be used, should be specified.

Location of activity – Descriptions of locations of proposed activities should be as specific as possible and should use the smallest area description known.

Nature of the Activity – The description of each activity should be in sufficient detail to permit a clear understanding of the nature and eligibility of the activity. For example:

Public Service Activities should be described in terms of the nature of the service(s) and the targeted beneficiaries.

Housing activities should include information on the targeted population(s), the type(s) of units, and the tenure-type.

Public Improvements should be listed individually by location.

Also, each activity's estimated starting and ending dates should be given to further define its impact on affected residents. (No activity should be proposed which cannot be completed within 12 to 15 months after the start of the program year).

Ineligible Activities:

With the exception of projects directly benefiting the elderly and the handicapped, **improvements to government facilities** are not eligible to receive CDBG funding. Also not eligible are **public maintenance and repair** activities which are considered to be part of the municipality's regular administrative responsibilities. CDBG-funded **salaries and benefits** are limited to those employees having increased responsibilities directly related to the administration or implementation of block grant activities.

Commitment of Funds:

CDBG funds may not be obligated by a legally binding agreement until such time as HUD has approved the activity as part of its review of the Town's annual program submittal and executed a contract with the Town. (This usually takes place some time in September or October). Bid packages for CDBG funded projects may, however, be prepared and distributed prior to HUD's approval.

Assistance:

Barbara Johnston of LaBella Associates, the Town's Community Development Consultant, is available to help you design eligible projects and to complete activity proposal forms. If your activity is only a concept, or if implementation will be unusual or complex, please feel free to contact her for assistance. Barbara can be reached at 295-6636 or via e-mail at bjohnston@labellapc.com.

REVIEW CRITERIA FOR CDBG PROPOSALS

Proposals for CDBG funding will be reviewed and evaluated by the Community Development Advisory Committee using the criteria listed below. Activities must first meet the eligibility criteria, as determined by Federal legislation and HUD regulations. Once eligibility has been determined, projects will be evaluated and ranked using the other criteria. The ideal CDBG funded activity would meet all of the following criteria:

1. **ELIGIBILITY:** Prior to the Advisory Committee's review, the CDBG Program Coordinator will make an initial determination relative to the eligibility of each proposed activity submitted for consideration. In addition to being included on HUD's list of eligible CDBG activities, all proposals (other than Planning and Administration activities) must meet one of three National Objectives mandated by Congress. Further, a minimum of 70 percent of the Town's total block grant, minus allocations for Planning and Administration activities, must be allocated to activities which "directly benefit" low-and moderate-income residents.
2. **CONSISTENCY:** All activities chosen for inclusion in the Town's CDBG Program should meet one or more of the objectives and priorities identified in Irondequoit's Consolidated Plan. Activities meeting several Town objectives will be given preference over those that are more narrowly focused.
3. **READINESS:** Projects should be ready to begin during or after September, with an estimated completion date no later than 12 to 15 months thereafter.
4. **FEASIBILITY:** The feasibility of each proposed activity will be analyzed based on the adequacy of the funding requested, the time projected for its completion, and the local resources available for its implementation. Also to be taken into consideration are any long term obligations which would be assumed by the Town.
5. **NEED:** This includes the extent and severity of the need to be addressed by the proposed activity and the impact upon potential beneficiaries if it is funded.
6. **EQUITY:** The amount of CDBG funds which a project, area or agency have received in previous program years compared to other applicants.
7. **PAST PERFORMANCE:** The degree of success achieved by departments and organizations which have previously received CDBG funding and the timeliness of their performance.
8. **SUPPORT:** The degree of support for the proposed activity among affected residents, community groups, and local officials.
9. **LEVERAGING:** The amount of funds available from other sources, including the private-and public sectors as well as recycled CDBG funds.

In addition to the criteria listed above, proposed activities should meet at least one of the following Community Development goals, which are listed in the Town's Consolidated Plans:

- GOAL: Maintain existing housing stock.
- GOAL: Expand supply of decent affordable housing.
- GOAL: Replace or upgrade infrastructure..
- GOAL: Support business and economic development.
- GOAL: Improve public facilities.
- GOAL: Provide services to vulnerable residents.

COMMUNITY DEVELOPMENT BLOCK GRANT DEFINITIONS

FUNDING CYCLE: The Community Development Block Grant (CDBG) Program is funded on an annual basis by the U.S. Department of Housing and Urban Development (HUD) for eligible units of local government to help finance housing, community development, and economic development activities. (Irondequoit's program year begins August 1st and ends July 31st.)

FUNDING AVAILABILITY: CDBG funds usually become available for draw down by the community approximately four (4) weeks after the start of its program year, and only after an agreement between the grantee and HUD has been executed and a letter of credit prepared by the U.S. Treasury. (In Irondequoit's case, Block Grant funds usually become available during September or October.)

COMMITMENT OF FUNDS: CDBG funds may not be obligated by a legally binding agreement until such time as HUD has approved an activity as part of the community's annual program submittal or its Block Grant program has been formally amended. (Bid packages for CDBG funded projects may, however, be prepared and distributed prior to HUD approval.)

BLOCK GRANT AMOUNT: The amount of the community's annual Block Grant varies from year to year and is determined by a HUD allocation formula which takes into consideration such factors as: percentage of low/moderate income residents, age of housing stock, and population trends. Other determinants are: the size of annual congressional budget appropriation, the number of communities participating in the program, and the extent of program set-asides. (HUD usually informs Irondequoit March or April of the amount it will receive for the upcoming program year.)

PROGRAM DEVELOPMENT: Planning for the next program year begins in January. (In Irondequoit, request-for-proposal packages are prepared and distributed to Town Board members and other community service organizations during the month of January.)

After an initial analysis by the CD Program Consultant to determine project eligibility, the proposals are reviewed by the Town's Community Development Advisory Committee (which in Irondequoit consists of a councilperson, the Supervisor, the Comptroller, the Director of Community Development, and citizen members). The Advisory Committee then advises the Town Board regarding which proposals should be funded and the size of their allocations. The resulting Preliminary Community Development Block Grant Program is published in the local legal newspaper and a Town Board public hearing is scheduled (usually in May or June). Following the public hearing, the Town Board finalizes the allocations and authorizes submittal of the annual Action Plan to HUD.

REVIEW CRITERIA: Proposal prioritization and selection is based upon nine (9) review criteria used by the Advisory Committee: Activity Eligibility, Consistency, Readiness, Feasibility, Need, Equity, Past Performance, Local Support, and Leveraging. [Generally, projects that can begin during the program year and be completed within a twelve (12) to fifteen (15) month period are preferred.]

PROGRAM SUBMITTAL: Irondequoit's annual request to HUD for CDBG funds is presented in the form of a One - Year Action Plan, which is incorporated into the Consolidated Plan submitted by HUD by the Town of Irondequoit. (This usually takes place around the middle of June.)

PROGRAM AMENDMENTS: New activities not included in the community's One - Year Action Plan can be funded during the program year through the formal amendment process, which includes the holding of a public hearing after publication of a legal notice. (Funding for such activities comes from either surplus funds left over from completed projects or contingency funds.)

Also requiring formal amendment of the CDBG program are previously approved activities which either will be substantially changed or will receive additional funds in excess of twenty five (25) percent of their original allocation. (Substantial changes include modifications to an activity's beneficiaries, location, scope, or purpose.)

OTHER FUNDING SOURCES: Local revenues, bonding, and other sources of funding can be used to supplement Block Grant funds for CDBG activities. (Block Grant funds cannot be drawn down until an expense has actually occurred, and then only for the amount owed.)

PROJECT ELIGIBILITY: To be eligible to receive CDBG funding, an activity must meet one of the three National Objectives established by Congress for the program:

- ❖ Benefit to low/moderate income persons, the elderly, or disabled.
- ❖ Prevent and/or eliminate slums or blighting conditions.
- ❖ Meet an urgent community need that threatens the health and welfare of the community.

In addition, seventy (70) percent of the grantee's Block Grant, minus Planning and Administration allocations, must be used to fund activities which directly benefit lower-income persons.

PLANNING & ADMINISTRATION ACTIVITIES: Most environmental design and policy-planning-management-capacity building activities are eligible to receive Block Grant Funding, and are not required to meet one of the National Objectives. (Such activities, together with program administration costs, may not exceed twenty (20) percent of the Block Grant.)

DIRECT BENEFIT: The direct benefit of an activity to lower-income persons can be shown in one of four (4) ways:

1. Activities which limit participation based on income.
2. Activities primarily benefiting lower-income residents determined by their location within a CD target area.
3. Activities primarily benefiting the elderly or handicapped.
4. Activities which create or retain jobs for lower-income residents.

SLUMS/BLIGHTING CONDITIONS: These conditions may exist on a spot or area basis and must meet HUD's criteria to be eligible for Block Grant Funding. The existence of slums or blighting conditions must be documented by the community through an inventory which establishes the presence and scope of such conditions in the designated location.

INELIGIBLE ACTIVITIES: With the exception of projects directly benefiting the elderly and handicapped, improvements to government buildings are not eligible to receive Block Grant funding. Also not eligible are public maintenance and repair activities which are considered to be part of the municipality's regular administrative responsibilities, as well as the purchase of equipment, fixtures, motor vehicles, furnishings, and housing construction. (The general rule is that any expense associated with repairing, operating, or maintaining public facilities, improvements, and services are ineligible.)

Block Grant funded salaries and benefits are limited to those employees having increased responsibilities directly related to the administration or implementation of CDBG activities.

CONSTRUCTION PROJECTS: CDBG funded construction projects in excess of \$2,000 are subject to Federal Labor Standards and Equal Employment Opportunity laws and regulations. Among other requirements, the bid packages for such projects must include the applicable Federal wage rates and information pertaining to Section 3 regulations and Federal labor laws.

After a contractor has been selected, a Pre-construction Conference must be held, at which additional information regarding Federal regulations is presented and the contractor's reporting requirements explained. An on site interview of the contractor's employees must also take place prior to the projects conclusion. (Prime contractors are responsible for ensuring that their subcontractors comply with Federal Labor Standards and Equal Employment Opportunity laws.)

ENVIRONMENTAL REVIEW RECORD: CDBG-funded activities are subject to the provisions of the National Environmental Policy Act (NEPA), as well as several related Federal laws and regulations and executive orders. If any activity is determined not to be "exempt" or "categorically excluded" under the regulations, the grantee must prepare an Environmental Impact Assessment. Depending upon the activity's impact, an Environmental Impact Statement (EIS) may then be needed to be prepared.

Upon the determination that an activity will not significantly affect the quality of the human environment a "finding of no significant impact" (FONSI) must be prepared and locally published by the grantee and subsequently sent to the HUD Area office. (The FONSI and the "notice of intent to request release of funds" (NOI/RROF) may be published simultaneously, with the entire process requiring approximately one month to complete.)

SHPO REVIEW: In accordance with the terms of the National Historic Preservation Act and the regulations of the Advisory Council on Historic Preservation, activities proposed for CDBG funding must be reviewed by the New York State Office of Parks, Recreation, and Historic Preservation. (In Irondequoit, this review usually takes place at the beginning of the program year.)

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2020 through JULY 31, 2021
APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline is Thursday, March 5, 2020. Funding (cash flow) for proposed activities will probably not be available until October, 2020.

The CDBG program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, **principally for low and moderate income persons.**

Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. Name of Proposed Activity:

Irondequoit Home Improvement Program - Grants

Name of Sponsor Organization: Town of Irondequoit

2. Description of Proposed Activity:

Grants are provided to low income homeowners for necessary repairs to their residences. Very low income households receive grants for up to 100% of the cost up to maximum of \$4,500. Low income households receive grants for 75% of the cost, also up to a maximum of \$4,500.

3. Location and Address of Proposed Activity: Town-wide
Homeowners must be income eligible.

4. Amount of CDBG Funds Requested for this Activity: \$ 139,200. Of this total, \$ 94,435 is the cost of delivery (administration) and \$ 45,765 is the cost of direct grants. The budget for cost of delivery includes administrative and building inspection staff and a contract cost for testing projects for hazardous materials.

Grant funding available from prior years currently exceeds \$250,000.

5. What situation, demonstrated need, or problem will this activity correct and how?

The program provides assistance to low income residents of the town and also helps improve and preserve the housing stock for the future.

6. Number of activity beneficiaries: over the last 12 years, an annual average of approximately 99 households

During 2006 – 2007 program 107 households were served. This included a total of 233 people including 62 female heads of households, 44 elderly persons, and 1 handicapped person.

During 2007 – 2008 program 103 households were served. This included a total of 248 people including 62 female heads of households, 33 elderly persons, and 8 handicapped persons.

During 2008 – 2009 program 108 households were served. This included a total of 232 people including 64 female heads of households, 59 elderly persons, and 3 handicapped persons.

During 2009 – 2010 program 178 households were served. This included a total of 408 people including 104 female heads of households, 74 elderly persons, and 2 handicapped persons

During 2010 – 2011 program 104 households were served. This included a total of 235 people including 56 female heads of households, 42 elderly persons, and 3 handicapped persons

During 2011 – 2012 program 55 households were served. This included a total of 129 people including 24 female heads of households, 25 elderly persons, and 0 handicapped persons

During 2012 – 2013 program 80 households have been served. This included a total of 182 people including 46 female heads of households, 33 elderly persons, and 2 handicapped persons.

During 2013 – 2014 program 82 households have been served. This included a total of 172 people including 49 female heads of households, 34 elderly persons, and 0 handicapped persons

During 2014 – 2015 program 78 households have been served. This included a total of 151 people including 54 female heads of households, 38 elderly persons, and 1 handicapped persons

During 2015 – 2016 program 124 households have been served. This included a total of 287 people including 69 female heads of households, 48 elderly persons, and 15 handicapped persons

During 2016 – 2017 program 81 households have been served. This included a total of 164 people including 49 female heads of households, 55 elderly persons, and 0 handicapped persons

During 2017 – 2018 program 91 households have been served. This included a total of 188 people including 49 female heads of households, 61 elderly persons, and 3 handicapped persons

From August through Feb. (2018 – 2019 program) 38 households have been served. This includes a total of 67 people including 16 female heads of households, 27 elderly persons, and 9 handicapped persons.

41 projects are currently in process

From August through Feb. (2019 – 2020 program) 26 households have been served. This includes a total of 40 people including 14 female heads of households, 17 elderly persons, and 4 handicapped persons.

26 projects are currently in process

7. Are the majority of activity beneficiaries low / moderate income persons? Yes X No

	Yes	No
Elderly	<u> </u>	<u>X</u>
Handicapped	<u> </u>	<u>X</u>

8. Describe any environmental concerns associated with the proposed activity:

The concern is to maintain a safe and comfortable standard of living by correcting code violations and preserving the housing stock of the town. If asbestos or lead are present, steps are taken to remediate these.

9. How will this activity be implemented?

- A. Competitive Bid X three competitive bids are obtained by the homeowners. The grant will pay a maximum of the lowest bid amount.
- B. Requests for Proposals
- C. Force-Account
- D. Other (describe)

10. What will your department or organization contribute to this activity?

- A. Capital \$
- B. Administration \$ X
- C. Engineering / Planning \$
- D. Other (describe) \$

Total amount leveraged \$ _____

11. When will the proposed activity begin and when will it be completed?

Starting Date: 8/1/2020 Completion Date: 7/31/2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

Applications will be sent to homeowners who request grants. Priority will be given to projects that will correct building code or safety problems and the Town Code Enforcement office will refer qualifying homeowners to this program as it identifies building code or safety problems.

Proposal Submitted by: Diana Marsh

Title: Comptroller Date:

Updated
3/05/2020

Rec'd 3-4-2020

2020 Community Development Block Grant Proposal

TOWN OF IRONDEQUOIT

FORECLOSURE PREVENTION AND HECM COUNSELING



Susan Boss

THE HOUSING COUNCIL AT PATHSTONE | 75 COLLEGE AVE., ROCHESTER NY 14607

T 585-546-3700

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2020 through JULY 31, 2021
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Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmqrsh@irondequoit.org

1. Name of Proposed Activity:

Foreclosure Prevention and HECM Housing Counseling Services

Name of Sponsor Organization:

The Housing Council at PathStone

2. Description of Proposed Activity:

Please see attached Narrative

3. Location and Address of Proposed Activity:

The Housing Council at PathStone

75 College Avenue

4th Floor

Rochester, NY 14607

4. Amount of CDBG Funds Requested for this Activity: \$26,000

5. What situation, demonstrated need, or problem will this activity correct and how?

Please see attached Narrative

6. Number of activity beneficiaries:

Up to 24 homeowners

7. Are the majority of activity beneficiaries low / moderate income persons? Yes X No

	Yes	No
Elderly	<u> </u>	<u>X</u>
Handicapped	<u> </u>	<u>X</u>

8. Describe any environmental concerns associated with the proposed activity:

None

9. How will this activity be implemented?

- A. Competitive Bid
- B. Requests for Proposals
- C. Force-Account

D. Other (describe) *This program is a part of an ongoing service provided by The Housing Council at PathStone*

10. What will your department or organization contribute to this activity?

A. Capital \$ _____
 B. Administration \$ _____
 C. Engineering / Planning \$ _____
 D. Other: HUD Housing Counseling Funds \$30,000
 Total amount leveraged \$30,000

11. When will the proposed activity begin and when will it be completed?

Starting Date: 8/01/2020 Completion Date: 7/31/2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

Please see attached Narrative

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by: Susan Boss **Title:** Sr. Vice President of Housing Services

Date: 3 / 4 / 2020

USE THIS FOR PUBLIC WORKS PROJECTS OR STUDIES, ETC.

ESTIMATED BUDGET

ITEM	CDBG FUNDS	APPLICANT'S FUNDS	OTHER FUNDS	TOTAL COST
Engineering/ Architectural Services	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Other (please list)	\$26,000	\$	\$30,000	\$56,000
Total	\$26,000	\$	\$30,000	\$56,000

If project involves improvements to sidewalks, sewers, water lines, etc., please provide

Total either Linear Footage: _____ or Square Footage: _____

Will the proposed project be partially funded by another government program or funding source?

If so, please describe: *Any new client cases after the 24 homeowners served by the Town of Irondequoit funding, we are able to leverage a reimbursement program using a HUD Housing Counseling grant.*

**** Be sure to include funds leveraged by other sources in the above budget. Also, if you have a budget from another funding source, please attach it to this proposal.**

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Question 12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success? .5

Question 2. Description of Proposed Activity:

The Housing Council at PathStone's Foreclosure Prevention Program serves low-to moderate-income borrowers of owner-occupied 1-4 unit homes in Monroe County at-risk of losing their homes to foreclosure. The program helps homeowners avoid mortgage foreclosure defaults with preventive and holistic services - case management, housing counseling, support services & referrals. Financial challenges are often not the only hurdles faced by our clients - loss of income, medical issues, death of a family member, divorce and unexpected increases in expenses without proper budgeting skills can be part of the difficulty they face. Our HUD-certified Foreclosure Prevention Counselors thoroughly assess each client's situation via a one-to-one session- either in person or by phone. Spanish-speaking clients are able to speak with a counselor who is fluent in Spanish. Mitigation processes are managed by the Foreclosure Department, allowing Counselors to act as advocates for the client, and work directly with the lender/servicer. Counselors answer any questions about loss mitigation options (work-outs with lender/servicer) and the foreclosure process. Homeowners are provided extensive budget counseling to bolster long-term sustainability. Counselors make referrals to outside resources to address any immediate client needs, such as medical, food, legal assistance and employment opportunities. Information about government resources are provided to Homeowners to make certain that they are aware of all potential sources of assistance available to them.

To receive services from the Foreclosure Prevention program, each client must meet the following requirements:

1. Client's name must be on the deed and mortgage
2. Client must currently live in the house.

The client can be current or years behind on their mortgage. The only situation that disqualifies an individual from our program is if their home has officially foreclosed, as we are a preventative program serving those at-risk of, or going into, the foreclosure process.

Homeowners with legal issues have the benefit of specialized legal assistance through our partnership with Empire Justice Center. They provide in-depth legal assistance to homeowners and conduct public clinics regarding foreclosure issues. The Volunteer Legal Services Project prepares cases for the pro bono attorney. The homeowner then works with our foreclosure counselor for six to twelve months. The Housing Council monitors each case for 12 months after closing to determine whether the household maintains the negotiated agreement. Cases are entered into a client data management system to track outcomes for reporting purposes.

The Housing Council requires that all staff be trained in Foreclosure Intervention and Default Counseling. As per HUD regulations, all counselors have earned HUD Housing Counselor certification. This rigorous certification program ensures that the most effective strategies are continuously utilized. Each counselor must also review the code of ethics and sign a form once per year that is kept on file with The Housing Council and with NeighborWorks Center for Homeownership Education and Counseling. With more than 40 years of agency history and a HUD-certified, bi-lingual staff, The Housing Council is uniquely qualified to meet the needs of Irondequoit homeowners facing foreclosure. In total, the staff has a combined 60+ years of experience in housing counseling, assisting anyone facing foreclosure within our service area with a focus on the most vulnerable households.

HECM Reverse Mortgages

The Reverse Mortgage Counseling Program covers the Home Equity Conversion Mortgage (HECM) which allows homeowners 62 years and older to draw on the equity in their homes, if they qualify. The Housing Council currently has three HECM certified housing counselors. The previous program year, included three HECM cases funded by The Town of Irondequoit.

SCOPE OF WORK

Comprehensive Housing Counseling Services – 2020-2021 Program Year

- 1) The Housing Council will provide foreclosure prevention services for up to twenty four (24) low and moderate Town of Irondequoit homeowners with conventional, FHA and VA delinquent mortgages.
- 2) The Housing Council will provide counseling services to up to four (4) Home Equity Conversion Mortgage (HECM) qualifying low-income borrowers residing in the Town of Irondequoit.
- 3) The Housing Council will connect with homeowners, as needed, residing in Irondequoit by researching foreclosure filings from the Monroe County Clerk's website and generating informational letters regarding foreclosure prevention, encouraging the homeowner to seek assistance.
- 4) The Housing Council will provide Housing Hotline counseling services for property owners residing in the Town of Irondequoit as requested by those residents.
- 5) Copies of the Rental Registry will be available to residents of the residents of the Town of Irondequoit upon request and on The Housing Council website.

Question 5. What situation, demonstrated need, or problem will this activity correct and how?

In alliance with the Town of Irondequoit's 3-5 Year Strategic Plan, The Housing Council seeks to assist the town, and its residents, with three of its major objectives:

- the preservation of Irondequoit's older residential neighborhoods
- the maintenance of Irondequoit's owner-occupied housing stock
- the provision of supportive services to Irondequoit's most vulnerable residents: the elderly and the disabled

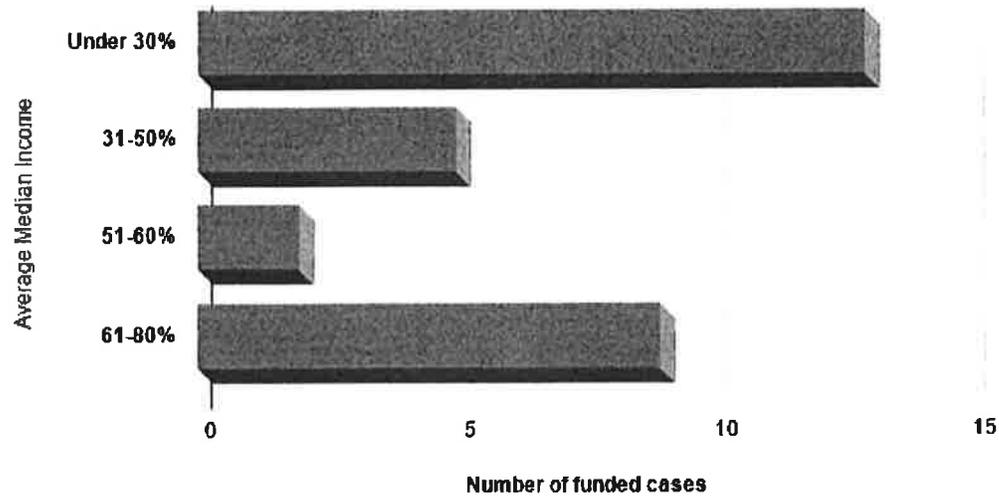
By providing support, education & resources to Town of Irondequoit homeowners in default, The Housing Council's Foreclosure Program offers a unique solution to the community. It is vital that Town of Irondequoit residents have access to foreclosure prevention services, not only for the benefit to the homeowners themselves, but also to avoid the devastating effect that foreclosure can have on entire neighborhoods.

During our last program year, the number of pendencies filed in Monroe County was 922. This is less than the 1,145 cases filed in the previous year. The total of 90-day notices went from 21,119 to 16,683 during the same period. Despite the decreases, there are still thousands of Monroe County homeowners who are struggling with their mortgage payments. Our data continues to show that the number one reason for mortgage default is loss of income.

The Rochester area's continued loss of higher paying manufacturing jobs has forced many people to work at a lower rate of pay, often needing more than one job to sustain their families. Once they've reached the tipping point of falling behind on a mortgage and other debts, homeowners may become overwhelmed with payments, and may be in need of assistance to keep their home. The Housing Council's Foreclosure Prevention Program serves low-to moderate-income borrowers of owner-occupied 1-4 unit

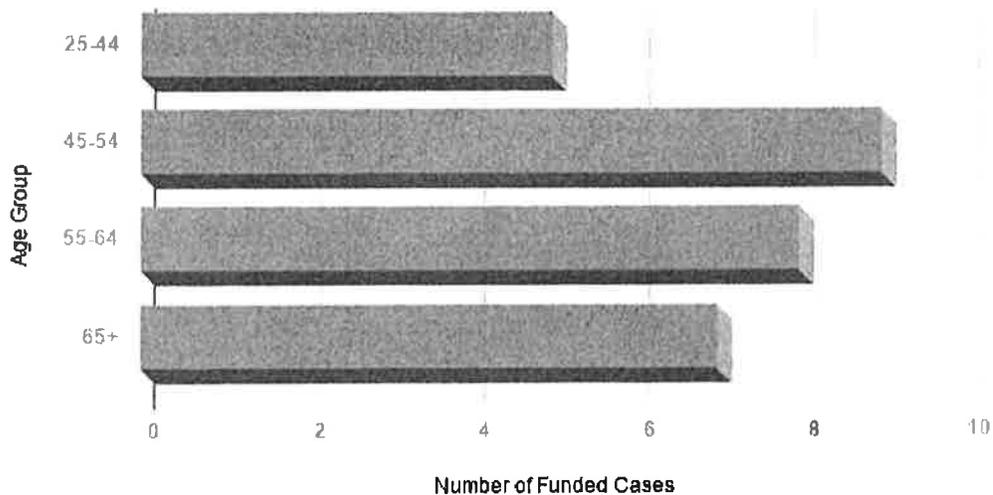
homes in the Town of Irondequoit who are at-risk of losing their homes to foreclosure. Homeowners of all income ranges are affected. During the last program year, 39 Cases were opened in the Town of Irondequoit, twenty nine of which were funded by the Town of Irondequoit.

Average Median Income for funded cases



Age demographics from the previous program year's Foreclosure Program show that the Town of Irondequoit homeowners who are in the 45-55 demographic seem to be most vulnerable as a single group. However, the upper end of the age scale, where recovery from economic stress is less viable, and a fixed income is more likely, remains high.

Age Group of Funded Cases



The end goal of all Foreclosure Program activities is that Town of Irondequoit homeowners are supported and strengthened, while neighborhoods gain increased stability.

Homeowners and their families facing foreclosure are often already facing trauma from a precipitating event – loss of employment, illness, divorce, etc. - that can drain a family's finances and strain coping mechanisms. The processes of foreclosure, navigating the court system, and a lack of understanding of terminology can be confusing and intimidating. Many of our clients experience shame and fear. All of which can exacerbate any existing chronic conditions, increase social isolation and negatively affect mental well-being, particularly in an older population.

Our Foreclosure Prevention Counselors advocate for our clients with the lenders and servicers by managing the mitigation processes. Counselors are available to answer any questions about loss mitigation options, workouts with lender/servicer and the foreclosure process. While working with a Foreclosure Prevention Counselor, the homeowner receives early extensive budget counseling, ensuring long-term sustainability. Information on multiple outside resources and referrals for immediate needs, including: medical, food, legal assistance, or employment opportunities are provided based on individual need. The homeowner is educated about additional community and government resources. By acting as a trusted partner for our clients, we are providing them with the opportunity to heal and move forward. In turn, these homeowners create better stability and maintain higher property values for their neighborhood.

Question 12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

The frequency and duration of program services and activities vary per client. Foreclosure Prevention Counselors are trained to obtain all essential information in a one to two hour session that is either held face to face or over the phone. Clients who enter the program currently in foreclosure spend three to five hours at Settlement Conference – the meeting at court between a homeowner, court, and bank to see if the foreclosure can be resolved by working out a payment plan with the bank. The Housing Council strives to keep the burden off the client and acts as an intermediary between the lender, servicer, attorney, and courts, making the process shorter and less stressful for the participant than attempting this process on their own. The Foreclosure Prevention Program works with clients for an average of six to 12 months, or until a successful outcome is reached. The case is monitored for 12 months after their case is closed to determine whether the household maintains the negotiated agreement and does not lose their home to foreclosure. Cases are entered into a client data management system to track outcomes and create reports.

The types of services which will be provided include:

- Counseling sessions: offered in person or by phone to accommodate with the homeowners' schedule or preference.
- Initial evaluation: each client's individual financial situation is assessed to determine what options would be best suited.
- Client meeting with a Foreclosure Prevention Counselor: a thorough review of the client's finances, lender documents and correspondence is done. The Housing Council at PathStone has created a thorough Foreclosure Assessment to be completed with the client. The client is required

to provide their counselor with proof of income, and each counselor uses the Foreclosure Assessment to gather every detail regarding the client's monthly income and expenses and assist them in creating a manageable budget.

- The counselor assessment: the homeowner is in the foreclosure process, if they require mitigation, what their financial situation is currently and how to proceed in the process.
- Referrals: to outside resources to address any immediate client needs, such as medical, food, legal assistance and employment opportunities. Information about government resources are provided.

All language or ASL interpretation needs are met upon request.

For all of Monroe County, the Foreclosure Program's current success rate is 90%, as determined by a two-years post search of titles of every client via the Monroe County Clerk's office. This information is then used to determine the success rate of the program and its impact on our community, as well as gather reporting data for funders.

Several factors contribute to the success of Housing Council's cases. In addition to caring, professional staff, maintaining a working relationship with various lenders has helped to build partnerships. The expertise and training of our foreclosure prevention staff provides an unmatched service to our community.

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
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APPLICATION FOR FUNDING & PROPOSAL FORM**

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Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. Name of Proposed Activity:

"Life In Irondequoit"

Name of Sponsor Organization:

Catholic Family Center

2. Description of Proposed Activity:

A program to assist the frail elderly to remain at home and independent for a longer period of time by providing such services as care management, transportation to doctor appointments, banking, shopping, and the like. Also included is a one-time chore service such as yard work, basement, attic or garage cleaning.

3. Location and Address of Proposed Activity:

Irondequoit Senior and Community Center
154 Pinegrove Avenue
Rochester, New York 14617

4. Amount of CDBG Funds Requested for this Activity: \$26,100.00

5. What situation, demonstrated need, or problem will this activity correct and how?

Life in Irondequoit is an established and well-known program which aging residents of Irondequoit rely on. There continues to be a great need for assistance to safely stay in one's home longer as well as have transportation to and from important appointments. We receive phone inquiries, almost daily, from family members, caregivers, and physicians expressing concern for ageing residents. As alternative resources become compromised, more requests are from aging residents themselves who are in need of services.

Funds received through this funding stream prolong the ability for independent living of our senior population. With the funding requested for 2020-2021 this program would be able to continue to authorize additional bi-lingual, per diem driver hours to cover any additional requests. Per Diem drivers offer more flexibility with scheduling. As well as, continue to accommodate the increase in the general cap of "donation" round trips from the past years' 2 per month, to 3 per month for our existing and new participants.

6. Number of activity beneficiaries: 1580

7. Are the majority of activity beneficiaries low / moderate income persons? Yes X No

	Yes	No
Elderly	<u>X</u>	<u> </u>
Handicapped	<u>X</u>	<u> </u>

8. Describe any environmental concerns associated with the proposed activity:

None

9. How will this activity be implemented?

- A. Competitive Bid
- B. Requests for Proposals
- C. Force-Account
- D. Other (describe) X

10. What will your department or organization contribute to this activity?

- A. Capital \$
 - B. Administration \$
 - C. Engineering / Planning \$
 - D. Other (describe) \$ X In kind – Staff time to oversee/field inquiries about the program, Not charged against the program.
- Total amount leveraged \$

11. When will the proposed activity begin and when will it be completed?

Starting Date: 8/1/2020 Completion Date: 7/31/2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

The program has been in place for more than 20 years and has continually grown in numbers through the years. The program is an integral part of the services delivered to our aging population. We continually work with our aging population to connect them with the services/support they need. We are able to evaluate the program by annual questionnaires completed by patrons and the number of participants utilizing the services offered through this program. We have seen an increase of services used over the past few years proving to us that there continues to be a strong need for this program.

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by: Katrina Hall

Title: Director of Recreation

Date: 03-03-2020

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Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. Name of Proposed Activity:

Coordination of Senior Programs

2. Description of Proposed Activity:

Funds for this program would help to retain employment for a senior services employee to better serve the senior population, most specifically in our Senior Nutrition program and general senior services inquires.

3. Location and Address of Proposed Activity:

Irondequoit Community and Senior Center
154 Pinegrove Avenue
Rochester, New York 14617

4. Amount of CDBG Funds Requested for this Activity: \$10,000.00

5. What situation, demonstrated need, or problem will this activity correct and how?

The Town would be able to continue to be more responsive to phone inquiries as well as visits to the Senior Center from seniors, family members, caregivers, and physicians expressing concern for elderly residents as well as general inquiries about services offered to the senior population.

6. Number of activity beneficiaries: thousands of seniors visits the Senior Center each year.

7. Are the majority of activity beneficiaries low / moderate income persons? Yes X No

	Yes	No
Elderly	<u>X</u>	<u> </u>
Handicapped	<u>X</u>	<u> </u>

8. Describe any environmental concerns associated with the proposed activity:

None

9. How will this activity be implemented?

- A. Competitive Bid _____
- B. Requests for Proposals _____
- C. Force-Account _____
- D. Other (describe) X The Town would be billing at a percent of his labor per payment

10. What will your department or organization contribute to this activity?

- A. Capital \$ _____
 - B. Administration \$ _____
 - C. Engineering / Planning \$ _____
 - D. Other (describe) \$ X The Town of Irondequoit will absorb the additional costs to cover the full salary of this employee.
- Total amount leveraged \$ _____

11. When will the proposed activity begin and when will it be completed?

Starting Date: 8/1/2020 Completion Date: 7/31/2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

The program will be reviewed by the thousands of patrons that visit the center and utilize the services offered such as: a daily nutrition program, medical loan closet, free seminars, bi-monthly visits with a Social Worker, Flu Shots, information about many services for seniors, recreational and social programs, etc.

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by: Katrina Hall Title: Director of Recreation

Date: 03/03/2020

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2020 through JULY 31, 2021
APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline is Thursday, March 5, 2020. Funding (cash flow) for proposed activities will probably not be available until October, 2020.

The CDBG program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, **principally for low and moderate income persons.**

Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. **Name of Proposed Activity:** *Home Safe Home for Seniors*

Name of Sponsor Organization: *Lifespan of Greater Rochester Inc.*

2. **Description of Proposed Activity:** *Lifespan of Greater Rochester Inc. will provide home falls prevention assessments and minor home modifications to up to 100 homes in the Town of Irondequoit. Services will be provided to residents of Irondequoit who are age 62+ and/or to persons with disabilities of any age.*

3. **Location and Address of Proposed Activity:** *Proposed services will be performed in individual's homes throughout the Town of Irondequoit, New York (exact address will be submitted with the monthly grant report). Lifespan's main office is located at 1900 S. Clinton Avenue, Rochester, New York 14618.*

4. **Amount of CDBG Funds Requested for this Activity:** **\$15,500**

*Lifespan of Greater Rochester Inc. will provide home falls prevention assessments and minor home modifications to **up to 100 households** in the Town of Irondequoit. Services will be provided to residents of Irondequoit who are age 62+ and/or to persons with disabilities of any age.*

5. **What situation, demonstrated need, or problem will this activity correct and how?**

Lifespan will perform

- *Falls prevention assessment in each home-to improve safety and independence of residents*
- *Per Assessment –actual home modifications including provision of equipment/supplies with the goal of preventing falls and other injuries to older adults and/or persons with disabilities*

- *Examples of home modifications that Lifespan will perform:*
 - *Grab bars*
 - *Transfer benches*
 - *Handheld shower*
 - *Tub grips*
 - *Raised toilet seats*
 - *Door grips*
 - *Tub seats*
 - *Stair handrails*

6. **Number of activity beneficiaries:** PERSONS: _____ HOUSEHOLDS: 100

7. **Are the majority of activity beneficiaries low / moderate income persons?** Yes X No _____

	Yes	No
Elderly	<u>X</u>	_____
Handicapped	_____	_____

8. **Describe any environmental concerns associated with the proposed activity:**

None

9. **How will this activity be implemented?**

- A. Competitive Bid _____
- B. Requests for Proposals _____
- C. Force-Account _____
- D. Other (describe) X _____

** Referrals will be received through NY Connects or through direct referral from the Town of Irondequoit. Direct services provided through this contract by Lifespan to individuals that are qualified per CDBG eligibility requirements (age 62+, disabled, low income.) Lifespan will also provide services to individuals who do not meet the income guidelines but will charge a labor rate and the actual cost of materials (modifications) used. Town of Irondequoit will also supply referrals.*

10. **What will your department or organization contribute to this activity?**

- A. Capital \$ _____
- B. Administration \$ _____
- C. Engineering / Planning \$ _____
- D. Other (describe) \$ _____

Total amount leveraged \$ _____

11. **When will the proposed activity begin and when will it be completed?**

Starting Date: 8/1/2020 Completion Date: 7/31/2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

Lifespan has had the Home Safe Home program for over 20 years and prides itself on the success at the satisfaction of our clients.

Assessments, modifications and equipment will be provided without charge to Irondequoit residents found eligible for the service. Lifespan will request that program recipients complete a customer satisfaction survey to evaluate the success of the activity.

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by: Jane O'Keefe Title: Contract Mgr.
 Date: 3/5/2020

USE THIS FOR PUBLIC WORKS PROJECTS OR STUDIES, ETC.

ESTIMATED BUDGET

ITEM	CDBG FUNDS	APPLICANT'S FUNDS	OTHER FUNDS	TOTAL COST
Engineering/ Architectural Services	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Other (please list)	\$	\$	\$	\$
Total	\$	\$	\$	\$

If project involves improvements to sidewalks, sewers, water lines, etc., please provide
 Total either Linear Footage: _____ or Square Footage: _____

**Will the proposed project be partially funded by another government program or funding source?
If so, please describe:**

**** Be sure to include funds leveraged by other sources in the above budget. Also, if you have a budget from another funding source, please attach it to this proposal.**

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2020 through JULY 31, 2021
APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline is Thursday, March 6, 2020. Funding (cash flow) for proposed activities will probably not be available until October 2020).

The CDBG program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, **principally for low and moderate-income persons.**

Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. Name of Proposed Activity:

Street Resurfacing in CDBG blocks throughout the southwest quadrant of Town.

2. Description of Proposed Activity:

New pavement on Town Streets within CDBG eligible areas.
New sidewalks on Town Streets within CDBG eligible areas
The eligible areas continue to be determined using the 2010-2020 census map.

1. Location and Address of Proposed Activity: Restoration of Roadways in Block Group 5

Street Resurfacing

Barry Rd.	(From St. Paul Blvd. to Seneca Ave.)	\$ 92,000.00
Clinton Ave.	(Long Acre Rd to Northfield Rd.)	\$ 66,000.00
Clinton Ave.	(Northfield Rd. to Wimbledon Rd.)	\$ 13,000.00
Northfield Rd.	(Clinton Ave to Seneca Rd.)	\$ 15,500.00
Oakwood Dr.	(Long Acre Rd. to Paxton Rd.)	\$ 40,000.00
Paxton Rd.	(St. Paul Blvd. to Clinton Ave.)	\$ 60,000.00
Rosemont Cir.	(Rosemont Dr. to Cul-De-Sac)	\$ 25,000.00
Rosemont Dr.	(Long Acre Rd. to Rosemont Cir)	\$ 10,000.00
Simpson Rd.	(St. Paul Blvd. to Dead End)	<u>\$125,000.00</u>
	Sub Total	\$434,800.00

Concrete Sidewalks		<u>\$100,000.00</u>
	Sub Total	\$100,000.00

Grand Total \$534,800.00

The aforementioned streets were identified prior to the 2019-2020 Snow and Ice Season. Other roadways located within CDBG block groups that are not specifically identified may also be resurfaced if the above roadways are completed underbudget.

4. Amount of CDBG Funds Requested for this Activity: \$534,800.00

5. What situation, demonstrated need, or problem will this activity correct and how?

Poor driving conditions and damaged driving surfaces will be improved on Town streets.

6. **Number of activity beneficiaries:**
Approximately 300 Single Family properties.

7. **Are the majority of activity beneficiaries low / moderate income persons?** Yes X No
Yes No
Elderly
Handicapped

8. **Describe any environmental concerns associated with the proposed activity:**
None

9. **How will this activity be implemented?**
A. Competitive Bid
B. Requests for Proposals
C. Force-Account
D. Other (describe) X inkind/ inhouse work by DPW staff.

10. **What will your department or organization contribute to this activity?**
A. Capital \$
B. Administration \$
C. Engineering / Planning \$
D. Other (describe) \$

Total amount leveraged \$ NA

11. **When will the proposed activity begin and when will it be completed?**
Starting Date: 05/1/2021 Completion Date: 11/1/2021

12. **How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?**

To ensure implementation between 05/1/2021 and 11/1/2021, other Town initiatives will be placed on hold to complete the project. Project success is directly related to project completion.

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by: Robert W. Kiley Title: Commissioner of Public Works
Date: 3/6/2020

USE THIS FOR PUBLIC WORKS PROJECTS OR STUDIES, ETC.

ESTIMATED BUDGET

ITEM	CDBG FUNDS	APPLICANT'S FUNDS	OTHER FUNDS	TOTAL COST
Engineering/ Architectural Services	\$	\$	\$	\$
Construction	\$534,800	\$	\$	\$534,800
Other (please list)	\$	\$	\$	\$
Total	\$534,800	\$	\$	\$534,800

If project involves improvements to sidewalks, sewers, water lines, etc., please provide

Will the proposed project be partially funded by another government program or funding source?

If so, please describe: No

** Be sure to include funds leveraged by other sources in the above budget. Also, if you have a budget from another funding source, please attach it to this proposal.

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2020 through JULY 31, 2021
APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline is Thursday, March 5, 2020. Funding (cash flow) for proposed activities will probably not be available until October, 2020.

The CDBG program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, **principally for low and moderate income persons.**

Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. Name of Proposed Activity: "SeniorCentered" mailing

Name of Sponsor Organization:

2. Description of Proposed Activity:

Based on the feedback gained through the previously conducted Irondequoit Senior Services Study, older adults in Irondequoit expressed the need for better communication about available services, social events, activities and other information that impacts their quality of life. Senior residents overwhelmingly indicated that direct mailing to their residences was the best way to communicate the various information needed.

Funding to continue this effort would be used to pay for the preparation (including supplies) and the distribution of up to four informational mailings during the grant year. These mailings will provide information about available services in the Town, upcoming activities and events, and important contact information that would benefit seniors in our community.

3. Location and Address of Proposed Activity:

4. Amount of CDBG Funds Requested for this Activity: \$ 14,000.00

5. What situation, demonstrated need, or problem will this activity correct and how?

6. Number of activity beneficiaries:

7. Are the majority of activity beneficiaries low / moderate income persons? Yes ___ No ___

	Yes	No
Elderly	<u> X </u>	<u> </u>
Handicapped	<u> </u>	<u> </u>

8. Describe any environmental concerns associated with the proposed activity:

9. How will this activity be implemented?

- A. Competitive Bid
- B. Requests for Proposals
- C. Force-Account
- D. Other (describe) X

Competitive quotes to be requested per Town's Procurement Policy.

10. What will your department or organization contribute to this activity?

- A. Capital \$
- B. Administration \$
- C. Engineering / Planning \$
- D. Other (describe) \$

Total amount leveraged \$

11. When will the proposed activity begin and when will it be completed?

Starting Date: 9/1/2020 Completion Date: 8/31/2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

The mailings will result in the senior residents being more informed about programs, activities, upcoming events, services, and upcoming public information meetings.

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by:  Title: Supervisor

Date: 3/5/20

USE THIS FOR PUBLIC WORKS PROJECTS OR STUDIES, ETC.

ESTIMATED BUDGET

ITEM	CDBG FUNDS	APPLICANT'S FUNDS	OTHER FUNDS	TOTAL COST
Engineering/ Architectural Services	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Other (please list)	\$	\$	\$	\$
Total	\$	\$	\$	\$

If project involves improvements to sidewalks, sewers, water lines, etc., please provide
 Total either Linear Footage: _____ or Square Footage: _____

Will the proposed project be partially funded by another government program or funding source?
 If so, please describe:

**** Be sure to include funds leveraged by other sources in the above budget. Also, if you have a budget from another funding source, please attach it to this proposal.**

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2020 through JULY 31, 2021
APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline is Thursday, March 5, 2020. Funding (cash flow) for proposed activities will probably not be available until October 2020.

The CDBG program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, **principally for low- and moderate-income persons.**

Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. Name of Proposed Activity:

IRide: a mobility management service that assists Irondequoit residents 60 years and older to obtain town-subsidized non-emergency transportation.

Name of Sponsor Organization:

Lifespan of Greater Rochester Inc.

2. Description of Proposed Activity:

Lifespan will pilot a new mobility management service to manage and broker transportation services to eligible Irondequoit residents in order to provide a choice of travel options tailored to the individual mobility needs of the older adult. These choices will include more flexible same-day services, expanded hours of service during weekdays, better understanding of public transit, assistance in using UBER, and additional vendor options for door to door and wheelchair accessible transportation.

Eligibility: These mobility services will be available for Town residents age 60 years and older.

Scope: Riders will be eligible for up to 8 one-way trips per month for medical appointments, grocery shopping or other personal appointments and up to 25 trips per month for specialty medical treatments such as dialysis, chemotherapy and physical therapy. Service will be available Monday-Friday

An IRide mobility manager will help determine the most appropriate and preferred level/type of service needed and will book rides on behalf of the resident. Town discounts of \$8 per ride will be applied to the cost of each trip. The United Way will continue to provide additional subsidies for rides arranged by IRide through Medical Motor Service (MMS). IRide will book UBER rides under a single Lifespan account and will charge riders for the difference in fare through a credit card account on file. Riders can also obtain same-day, accessible service from Metro Transportation and will be billed directly by Metro Transportation for any amount of fare above \$8.

One goal of the IRide program will be to educate and train residents on how to use UBER, the RTS Irondequoit Community Mobility Zone, MMS, and Metro Transportation in order to increase their travel option and independence. Residents will also be linked to other travel options such as volunteer services and RTS: Access.

3. Location and Address of Proposed Activity:

Mobility Management services will be provided at Lifespan of Greater Rochester, Inc. located at 1900 S. Clinton Avenue, Rochester, NY 14618. Trips will be provided within Monroe County.

4. Amount of CDBG Funds Requested for this Activity: \$25,000

5. What situation, demonstrated need, or problem will this activity correct and how?

As adults grow older, the need for assistive transportation options is critical to help them age in place, at home, where most older adults prefer to reside. Transportation is ranked by the World Health Organization and the American Association of Retired Persons as one the eight domains of an age-friendly and livable community. A community that has a range of travel options that are safe, affordable and accessible to older adults is one that is age friendly and which encourages residents to stay in the Town to live and thrive. Offering residents information, assistance and fare discounts on multiple travel options is the goal of this pilot project.

The need for this service is reflected in the fact that a quarter of the town is over the age of 60, nearly a third of those 65+ are low income and half of the renters over the age of 65 do not have an automobile. Losing the ability to drive in our community is linked to social isolation, food insecurity and poor health.

Lower income older adults participating the program will obtain increased travel subsidies, in some cases resulting in no fare, through Medical Motor Service, one of the travel partners of IRide. Likewise, older residents will be assisted in understanding how they can take advantage of the new RTS: Irondequoit On Demand transit service to be launched in June 2020. This curb-to-curb transit option is affordable and accessible through smart phone applications like UBER/LYFT. Educating older adults and their caregivers on these new platforms will provide them with more mobility options. Person-centered mobility management services will be a new approach to solve the persistent challenge of transportation services for older adults.

6. Number of activity beneficiaries: 125 residents and/or 2,175 subsidized rides provided

7. Are the majority of activity beneficiaries low / moderate income persons? Yes X No

	Yes	No
Elderly	<u>X</u>	<u> </u>
Handicapped	<u>X</u>	<u> </u>

8. Describe any environmental concerns associated with the proposed activity:

None

9. How will this activity be implemented?

A. Competitive Bid
B. Requests for Proposals
C. Force-Account
D. Other (describe) X Lifespan will work with local transportation vendors, Medical Motors Service, Metro Transportation and Uber Health to provide the subsidized rides based on the needs of the residents. We will also provide education sessions on how to safely use ride-sharing applications.

10. What will your department or organization contribute to this activity?

A. Capital \$ _____

B. Administration \$ _____

C. Engineering / Planning \$ _____

D. Other (describe) \$ 30,000 Lifespan has Mobility Management funding from United Way to support transportation assistance for older adults.

Total amount leveraged \$ 30,000

11. When will the proposed activity begin and when will it be completed?

Starting Date: August 1, 2020

Completion Date: July 31, 2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

This mobility management approach will be piloted in the spring of 2020 ensuring that systems will be in place and operational by August 1, 2020

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by: Jane Akers Title: SA Contract Mgr.
Date: 3/5/2020

USE THIS FOR PUBLIC WORKS PROJECTS OR STUDIES, ETC.

ESTIMATED BUDGET

ITEM	CDBG FUNDS	APPLICANT'S FUNDS	OTHER FUNDS	TOTAL COST
Engineering/ Architectural Services	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Other (please list)	\$	\$	\$	\$

Total \$ \$ \$ \$

If project involves improvements to sidewalks, sewers, water lines, etc., please provide
Total either Linear Footage: _____ or Square Footage: _____

Will the proposed project be partially funded by another government program or funding source?
If so, please describe:

**** Be sure to include funds leveraged by other sources in the above budget. Also, if you have a budget from another funding source, please attach it to this proposal.**

Received
2/24/2020 DM

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2017 through JULY 31, 2018
APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline is Thursday, **March 5, 2020** Funding (cash flow) for proposed activities will probably not be available until October, 2018.

The CDBG program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, **principally for low and moderate income persons.**

Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. Name of Proposed Activity:

The Irondequoit Community Cupboard Healthy Meals and Hunger Prevention Program including our weekend backpack program for children with food insecurity

2. Description of Proposed Activity:

We are requesting funding for the purchase of healthy foods to improve the health and well-being of our clients, and to provide sustenance to residents who live within our community and are struggling with food insecurity. Food insecurity means not knowing where your next meal is going to come from.

Irondequoit has a large number of adults and children with diabetes growing at an alarming rate. Irondequoit also has the highest obesity rate of any suburb in the county. To assist these families, we began new programs to prevent or reduce the numbers of households facing a lifelong disease due to improper nutrition. We are including more FRESH produce (from our amazing garden) for our clients to choose from.

Many of the children we serve do not have access to fresh produce with the exception of what they receive in school. Those items are usually limited to apples, oranges and bananas. We wanted children to be able to sample fruit other than bananas and vegetables other than iceberg lettuce, so we began to purchase more fresh produce than we had in years past and we increased our assistance to the community garden that directly benefits the ICC. Because of the generosity of previous CDBG committees, we have received prior funding and we have been able to introduce a much larger variety of fresh produce to all of our clients. It is our hope to be able to continue with this program and be able to continue to allow residents in our community have more access to healthier food.

In addition, we also have a Recipe of the Month where we incorporate a produce item into a recipe of 5 ingredients or less. This also shows our clients how this produce can be used because many of us don't know about a product unless we introduced to it. Plus, if you have limited funds, chances are you will not purchase something that may look odd and that you have never experienced before.

Finally, we would also use this grant funding to assist us in purchasing food for our Weekend Backpack Program. We are increasing the program from 8 elementary schools to include snacks and emergency food at the high schools as well. This program provides food for children who are qualified through their free lunch program or have told their teachers, counselors or coaches that there is no food in the house. We provide food for 2 breakfasts, 2 lunches, 1 milk, 1 juice, and 3 healthy snacks for that child. We are currently averaging 185 backpacks per week during the school year. We often hear from parents who say that sometimes the food their child receives from us means the difference of actually having meals for that weekend. We hear from parents who, prior to participating in our program, often went without food so that their children could eat.

3. Location and Address of Proposed Activity:

4275 Culver Road Rochester, NY 14622

4. Amount of CDBG Funds Requested for this Activity: \$\$ 22,000

5. What situation, demonstrated need, or problem will this activity correct and how?

We will continue to serve Irondequoit residents who are struggling with hunger and food insecurity.

We will continue to offer healthy food choices through our client choice model, through our weekend backpack program and through our Recipe of the Month which utilizes a "new" vegetable or something they might not be familiar with. All of our recipes are healthy and 5 ingredients or less.

Our annual appeal provides the money for us to purchase basic food, toiletries, and other taxable items such as toilet paper, shampoo and soap; items that cannot be purchased with food stamps. Our fundraiser also helps provide funds for our annual Back to School program, (which provides school supplies and in some cases new backpacks) and our very popular, holiday baskets.

As previously stated, because of the CDBG funding we have been able to continue to

purchase fresh and frozen produce, lean protein, low fat dairy products and healthier whole grain items. Because of the CDBG grant, we have been able to increase the number of schools who participate in our Weekend Backpack Program from 4 schools to 7 to 8 and in addition, we include 2 high schools with emergency food. We provide, on average, 185 backpacks a week throughout the school year. this includes food for 2 breakfasts, 2 lunches, 1 juice, 1 milk and up to 3 snacks. In addition to the weekend food, we provide snacks to the same schools the first week of every month. This program alone costs about \$24,000 per year.

6. Number of activity beneficiaries:

From January through December of last year we provided food for almost 78,645 meals. We provided food for 5,936 backpacks up from 2,236 backpacks in 2018. This equals food for 23,744 meals, 23,744 drinks and 17,800 snacks! Food for over 169 Thanksgiving meals. Food for over 200 Holiday Christmas meals, and we served over 435 meals though additional holiday breaks. We continued our Special Santa program which provides new clothes and toys through an adoption program. This year was for over 300 children. We also provide stockings for every senior citizen, disabled adult or adult who lives alone.

7. Are the majority of activity beneficiaries low / moderate income persons? Yes X No

	Yes	No
Elderly	<u> X </u>	<u> </u>
Handicapped	<u> X </u>	<u> </u>

8. Describe any environmental concerns associated with the proposed activity:

n/a

9. How will this activity be implemented?

- A. Competitive Bid
- B. Requests for Proposals
- C. Force-Account
- D. Other (describe) X

Purchases will be implemented through ICC's Director and Board of Directors. Purchases are also made from local growers, local grocery stores and from produce accessible through our own garden.

10. What will your department or organization contribute to this activity?

- A. Capital \$ X
- B. Administration \$ X
- C. Engineering / Planning \$ X
- D. Other (describe) \$ X

Total amount leveraged \$ _ our annual budget is about \$100,000 and we are requesting \$20,000 from this grant

11. When will the proposed activity begin and when will it be completed?

Starting Date: 10/01/20- 10/01/2021
Completion Date:

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

From January 2018 through January 2019 we provided food for about 125 households per month. Our largest increase that continues to climb is from our seniors and adults with disabilities; more than 70% of our heads of households are adults with disabilities. Items are purchased weekly and copies of receipts will be provided. There will also be a monthly accounting report that show the number of people benefiting from this program and what percentage of the poverty rate they fall under. Also, included as required by federal law, will be the race of the head of household.

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by: *Debbie Evans* Title: *Executive Director*

Date: 2 /17/ ___ / 2020 ___

USE THIS FOR PUBLIC WORKS PROJECTS OR STUDIES, ETC.

ESTIMATED BUDGET

ITEM	CDBG FUNDS	APPLICANT'S FUNDS	OTHER FUNDS	TOTAL COST
Engineering/ Architectural Services	\$	\$	\$	\$
Construction	\$	\$	\$	\$

Other (please list)	\$	\$	\$	\$
<hr/>				
Total	\$	\$	\$	\$
<hr/>				

If project involves improvements to sidewalks, sewers, water lines, etc., please provide
 Total either Linear Footage: _____ or Square Footage: _____

Will the proposed project be partially funded by another government program or funding source?
 If so, please describe:

**** Be sure to include funds leveraged by other sources in the above budget. Also, if you have a budget from another funding source, please attach it to this proposal.**

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2020 through JULY 31, 2021
APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline is Thursday, March 5, 2020. Funding (cash flow) for proposed activities will probably not be available until October, 2020.

The CDBG program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons.

Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. **Name of Proposed Activity:** Expanding the existing sidewalk on premises 563 Titus Avenue.
Name of Sponsor Organization: Helping Irondequoit Plan for Progress (HIPP), in conjunction with the Town of Irondequoit.

2. **Description of Proposed Activity:** Creating a standard concrete sidewalk with an western and eastern handicapped ramp, meeting up with the existing asphalt pavement @ Hudson/Titus Mobil and 545 Titus Ave. parking lot.

3. **Location and Address of Proposed Activity:** 563 Titus Avenue, along the northern elevation of this building.
We understand that Titus Avenue is a dedicated County road. It is for this reason that Monroe County Department of Transportation (MCDOT) was included in the Cooper/Titus/Hudson Master Plan, which MCDOT approved.

4. **Amount of CDBG Funds Requested for this Activity:** \$ 20,000.00

5. **What situation, demonstrated need, or problem will this activity correct and how?**
The build out of the sidewalk will provide an improved traveling experience for pedestrians of all ages and abilities, as well as bicyclists. From a public safety standpoint, especially during the winter months, creating a flush sidewalk will enable the Town's sidewalk plows to properly clear built up snow (as the attached photo shows), as this portion of Titus Avenue is on a designated school route. This will also provide safer access to the small businesses located in the 563 building, as well as in the adjacent 545 building.

6. Number of activity beneficiaries: 23,811 (Zip Code 14617. Population based on the year 2000 Census data.

7. Are the majority of activity beneficiaries low / moderate income persons? Yes x No
Elderly Yes No x (while an exact number can not be assigned,
Handicapped Yes No x there may be an increased number of people
with handicaps accessing this area in the
coming years. Revised Census numbers due in 2021.

8. Describe any environmental concerns associated with the proposed activity:
There are no environmental concerns with this project.

9. How will this activity be implemented?

A. Competitive Bid X
B. Requests for Proposals
C. Force-Account
D. Other (describe)

10. What will your department or organization contribute to this activity?

A. Capital \$
B. Administration \$ 5,000
C. Engineering / (Planning) \$ 5,000
D. Other (describe) \$

Total amount leveraged \$ 10,000

(At a professional fee for services rate of \$50/hour x 200 hours of donated time.)

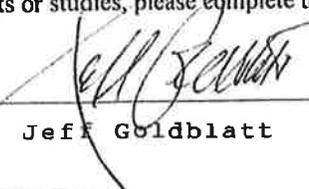
11. When will the proposed activity begin and when will it be completed?

Starting Date: Completion Date:
October 2020 April 2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success? Timely implementation will be ensured by continual in person monitoring of the site from the date construction begins until all assigned work is completed. We expect the Irondequoit Commissioner of Public Works, along with HIPP, will monitor construction progress and agreed upon milestones. If found eligible, MCDOT will be kept informed of this project's progress.

* For Public Works projects or studies, please complete the attached Estimated Budget form.

Proposal Submitted by:


Jeff Goldblatt

Title: Co-Chairperson, Helping Irondequoit Plan for Progress (HIPP)

Date: 3 / 5 / 2020

USE THIS FOR PUBLIC WORKS PROJECTS OR STUDIES, ETC.

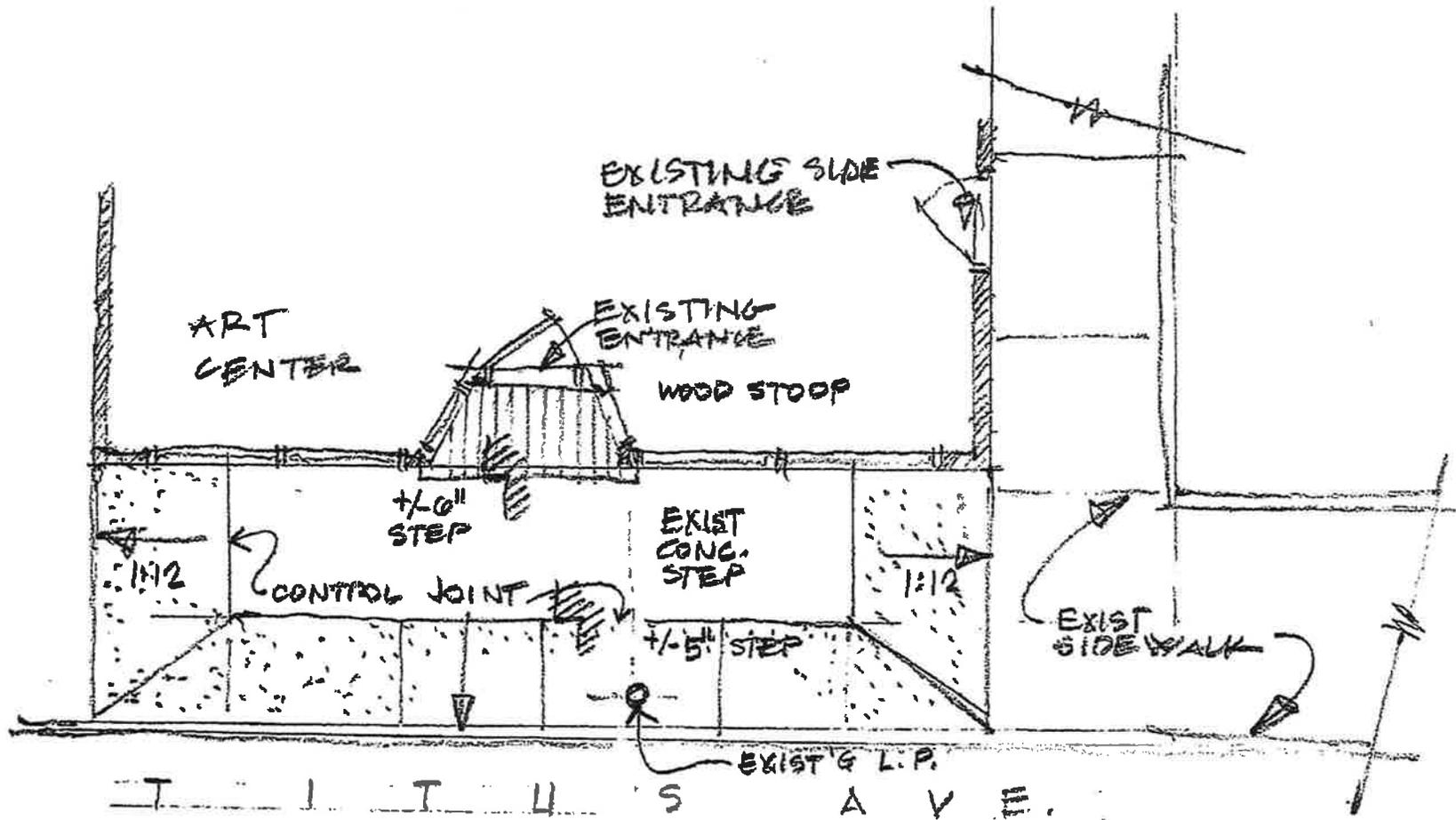
ESTIMATED BUDGET

ITEM	CDBG FUNDS	APPLICANT'S FUNDS	OTHER FUNDS	TOTAL COST
Engineering/ Architectural Services	\$	\$	\$	\$
Construction	\$ 20,000	\$	\$	\$
Other (please list)	\$	\$	\$	\$
Total	\$ 20,000	\$	\$	\$

If project involves improvements to sidewalks, sewers, water lines, etc., please provide
 Total either Linear Footage: TBA or Square Footage: _____

Will the proposed project be partially funded by another government program or funding source?
 If so, please describe:

** Be sure to include funds leveraged by other sources in the above budget. Also, if you have a budget from another funding source, please attach it to this proposal.

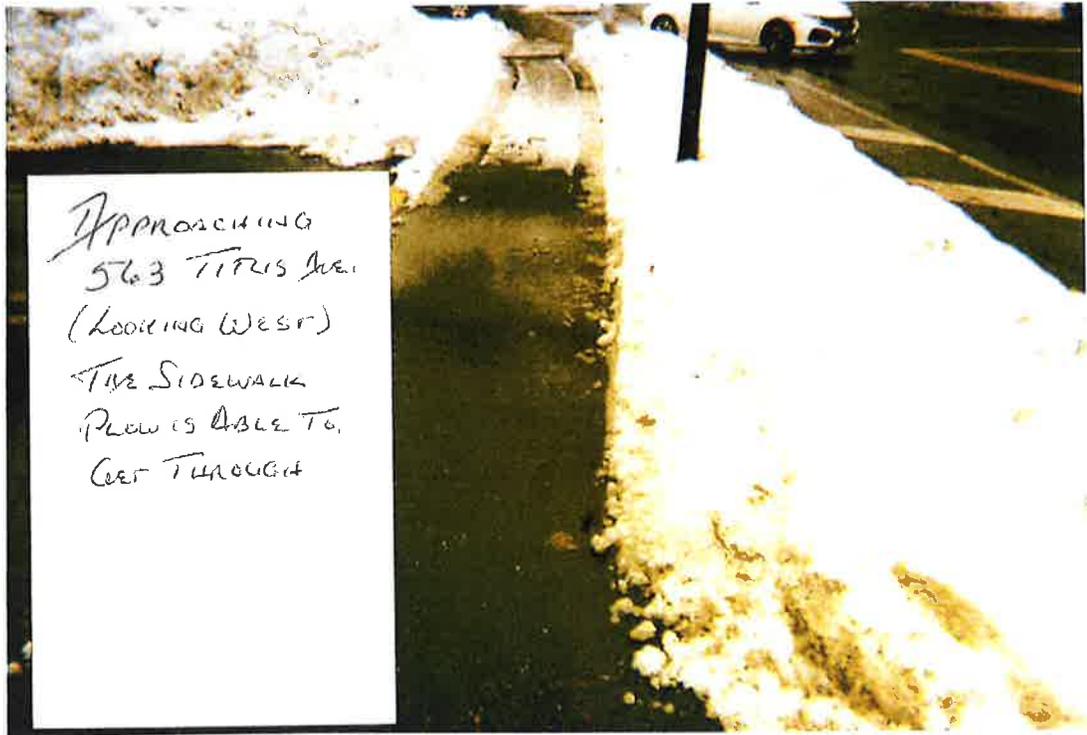


PROPOSED SIDEWALK IMPROVEMENTS

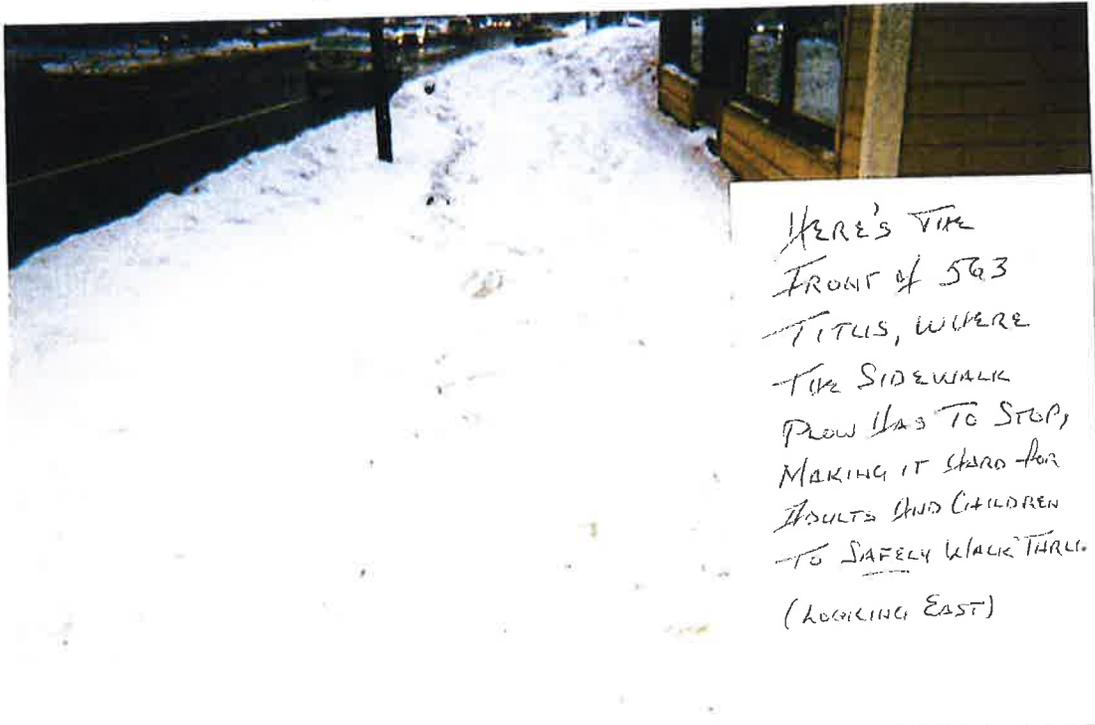
NOT TO SCALE

NOV. 29, 2019 © ARCHITECTURA

HELPING IRONDEQUOIT PLAN FOR PROGRESS



APPROACHING
563 TITUS DR.
(LOOKING WEST)
THE SIDEWALK
PLOW IS ABLE TO
GET THROUGH



HERE'S THE
FRONT OF 563
TITUS, WHERE
THE SIDEWALK
PLOW HAS TO STOP,
MAKING IT HARD FOR
ADULTS AND CHILDREN
TO SAFELY WALK THERE.
(LOOKING EAST)

**IRONDEQUOIT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR AUGUST 1, 2020 through JULY 31, 2021
APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline is Thursday, March 5, 2020. Funding (cash flow) for proposed activities will probably not be available until October, 2020.

The CDBG program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, **principally for low and moderate income persons.**

Send your application to: Comptroller
Town of Irondequoit
1280 Titus Ave.
Rochester, NY 14617
dmarsh@irondequoit.org

1. Name of Proposed Activity:

CDBG Program Administration for 2020-2021

Name of Sponsor Organization: Town of Irondequoit

2. Description of Proposed Activity:

HUD allows costs of direct administration of the CDBG to be charged to the grant. These costs include 25% of the salaries and fringe benefits of two (2) Comptroller's Office staff and 10% of a third staff member, allowances for various Comptroller's Office expenses (office supplies, copies, legal notices, telephone, etc.), contract cost for the CDBG consultant (LaBella Associates), and a general program contingent allowance.

3. Location and Address of Proposed Activity:

Town Hall

4. Amount of CDBG Funds Requested for this Activity: \$ 94,300

5. What situation, demonstrated need, or problem will this activity correct and how?

Necessary and allowable costs in administering the annual CDBG Program

6. Number of activity beneficiaries:

The entire Town of Irondequoit benefits from the annual grant funding.

7. Are the majority of activity beneficiaries low / moderate income persons? Yes ___ No ___

	Yes	No	
Elderly	___	___	
Handicapped	___	___	N/A

8. Describe any environmental concerns associated with the proposed activity:

None

9. How will this activity be implemented? N/A

- A. Competitive Bid _____
- B. Requests for Proposals _____
- C. Force-Account _____
- D. Other (describe) _____

10. What will your department or organization contribute to this activity?

- A. Capital \$ _____
- B. Administration \$ _____
- C. Engineering / Planning \$ _____
- D. Other (describe) \$ _____

Total amount leveraged \$ _____

11. When will the proposed activity begin and when will it be completed?

Starting Date: 8/1/2020 Completion Date: 7/31/2021

12. How will you ensure the timely implementation of this activity, and what criteria will be used to judge the activity's success?

Staff and other costs are charged to the grant and drawn down monthly as they are incurred.

Proposal Submitted by: Diana Marsh

Title: Comptroller

Date: 3/5/2020

**EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING
A RESOLUTION AUTHORIZING THE SCHEDULING A PUBLIC HEARING
PERTAINING TO AMENDING THE CITIZEN PARTICIPATION PLAN AS
REQUIRED FOR IRONDEQUOIT'S COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM (CDBG)**

At a regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020 at 7:00 P.M. local time there were:

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Perticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP	Attorney to the Town
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WHEREAS, the Town of Irondequoit is a Community Development Block Grant (CDBG) entitlement community and, as such, receives an annual block grant from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, participation in the CDBG program requires the Town to prepare and implement a Citizen Participation Plan; and

WHEREAS, the Town's needs to modify its existing Citizen Participation Plan to make the Advisory Committee role optional;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board schedules a public hearing at the regular meeting of May 19, 2020 at 7:35 pm in the matter of amending the Citizen Participation Plan for the Town of Irondequoit Community Development Block Grant Program.

This resolution shall take effect immediately upon its adoption.

Seconded by Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	voting_____
Town Board Member	Freeman	voting_____
Town Board Member	Perticone	voting_____
Town Board Member	Romeo	voting_____
Town Supervisor	Seeley	voting_____

CITIZEN PARTICIPATION PLAN FOR THE TOWN OF IRONDEQUOIT

As the recipient of a formula-based annual grant through the Community Development Block Grant (CDBG) Entitlement Program, the town of Irondequoit has established policies and procedures designed to encourage and facilitate citizen participation in its Community Development Block Grant program. These policies and procedures are separate from and in addition to the citizen participation program that Monroe County administers for the County Consortium. The citizen participation plan developed by Irondequoit reflects the demographic, geographic, and economic characteristics of this suburban community.

Availability of Information and Records to the Public - Unlike the central city that it borders, the town's low-income, minority and elderly residents are not concentrated in easily identifiable geographical areas; rather, they are scattered throughout the community. Further, these groups tend not to be organized or represented by local organizations, thus making direct contact impractical. Given these circumstances, the town has determined that the most effective outreach strategy for encouraging the participation of these groups is through the use of town and local publications, including town newsletters and local newspapers, and the Town's website. Information contained in the local newspaper and on the Town's website includes: proposed CDBG Action Plans, program amendment descriptions, legal notices for public hearings and informational meetings, and articles concerning new or modified block grant funded activities and housing programs serving lower-income residents.

The town supplements its outreach activities through the dissemination of information on individual programs at locations frequented by lower-income residents, including the elderly. For example, eligibility information and application materials for the town's home rehabilitation grant programs are provided not only at the town hall and library, but also at the Town's senior recreation center. Services designed specifically to benefit senior citizens are provided through town departments that come into direct contact with the elderly on a regular basis. And the town has used its local access television channel and website as another means for dispensing information relating to the block grant program.

Review/Approval of Action Plans - In the Town of Irondequoit, responsibility for advising the Town Board regarding the town's annual Community Development Action Plan ~~has been~~ may be vested in an advisory committee comprised of elected officials, town department heads, and local residents, with staffing provided by town personnel. (Starting with the 2004 program year, the inclusion of at least two citizen members on the advisory committee became town policy.) The advisory committee submits its recommendation for the Preliminary Action Plan in April to the town board, which has the ultimate authority for approving and sending the town's finalized Action Plan to HUD.

Citizen participation in the development of the town's Action Plan is encouraged throughout the process. A public notice will be placed in the town's local newspaper inviting residents, community groups, and not-for-profit organizations to submit their proposals for the expenditure of block grant funds. To facilitate such submittals, the notices include the names of town officials who are available to answer residents' questions, and, if requested, to meet with them. Further, residents are given the opportunity to present their proposals directly to the advisory committee, at one of their meetings. Supplementing the assistance provided by town staff is a proposal package, which, in addition to including an application form, contains detailed information about the block grant program, such as national objectives, project eligibility requirements, and local needs and priorities. The town will continue its practice of using direct mail and/or e-mail to send out proposal packages at the beginning of the Action Plan development process.

Town of Irondequoit CDBG Citizen Participation Plan – Proposed 2018 Amendment

to those individuals and groups who have expressed an interest in participating in the program. Upon completion of the Preliminary Action Plan, the town publishes a description of its program activities and fund allocations, in order to provide the public with the information they will need to review and comment upon the contents of the plan. The plan descriptions, which appear in the town's local newspaper, are published approximately one month prior to the town board public hearing. This provides residents with adequate time in which to prepare their comments and questions. More detailed plan descriptions are made available for viewing at the town hall during normal working hours for members of the public desiring additional program information.

Public Hearings - The Irondequoit town board holds two public hearings to provide town residents with the opportunity to hear and comment upon the Town's CDBG program. As part of the annual approval process for its Community Development Action Plans, the town holds a public hearing to offer an opportunity for town residents to hear and comment upon the upcoming year's Action Plan, including proposed activities and fund allocations. Comments made at this hearing, as well as written comments received separately, are then taken into consideration when the town finalizes the Action Plan for submittal to HUD in mid-June for that agency's review and approval.

The town board public hearing on the Action Plan, which is usually held in mid-May, includes an informational presentation made by town staff or its CDBG consultant. Included in the presentation are descriptions of the proposed activities that constitute the town's Action Plan, the allocation of block grant funds among the proposed activities, and an analysis of funding by project type.

A town board public hearing conducted in January or February provides town residents with the opportunity to comment on the activities funded through the Town's CDBG program, including the performance of sub-recipients and contractors, and to suggest additional needs or activities to be considered for funding in future years. Suggestions made at this hearing are considered when the Town invites proposals for CDBG funds.

The public hearings are held in Irondequoit's town board meeting room, which is accessible and equipped to accommodate the special needs of persons with disabilities. The town also televises the public hearings on its local access cable station.

Public Notice - The town of Irondequoit adheres to the public notice requirements outlined in the CDBG regulations. To facilitate public comment, notices of public hearings are provided at least ten days in advance, through publication in the town's local newspaper. Notices will include a statement that reasonable accommodations will be made for non-English speaking persons or persons with disabilities that necessitate assistance, provided that adequate advance notice is given to the Town.

The notice of the public hearing which includes summaries of the town's Preliminary Action Plan is usually published in April or early May. The notice of the public hearing to solicit comments about program performance and future needs is usually published in January or early February. When required by Federal regulations, Findings of No Significant Impact on the Environmental are published by the town at least 15 days prior to submitting them to HUD.

The public is also given the opportunity to review the town's Consolidated Annual Performance and Evaluation Reports (CAPER), which are usually prepared in October. This is done through the

Town of Irondequoit CDBG Citizen Participation Plan – Proposed 2018 Amendment

publication of a public notice in the town's local newspaper, which notifies residents of the CAPER's availability for public review. The CAPER is also available for review on the Town's website. Citizens are given 15 days in which to comment and are encouraged to obtain a summary of the CAPER or view it in its entirety on the town's website or at the town hall.

Program Amendments - Irondequoit will formally amend its Strategic Plan and/or annual Action Plan when a program change is deemed to constitute a "substantial" plan modification. Such modifications include significant changes to the purpose, scope, location, or beneficiaries of an activity. The formal amendment process will also be followed by the town when a new activity not previously described in an Action Plan is proposed or to modify or add a goal to the 5-year Strategic Plan. As part of its formal amendment process, the town publishes a legal notice in the local newspaper at least ten days prior to holding a public hearing. The public hearing is held to provide town residents with the opportunity to hear and comment upon proposed changes to the previous or current Action Plan. The town will consider any comments or views of citizens received either in writing or at the public hearings, prior to implementing program amendments. Upon completion of the amendment process, the town will notify HUD that an amendment has been made, including documentation of the publication of a public hearing legal notice.

Technical Assistance - The staff of the town will provide technical assistance, upon request, to residents, local community groups, and not-for-profit organizations wishing to participate in the town's block grant programs. Such assistance will be made available throughout the program year, and, depending upon the nature of the inquiry, will be provided through telephone conversations, written correspondence, meetings, or a combination of all three. In addition, when appropriate, access will be provided to the town's sub-recipients and contractors.

County Consolidated Plan - The Town of Irondequoit is a members of Monroe County's HOME Program Consortium and coordinates in the submittal of the Consolidated Plan and annual Action Plans. In addition, Monroe County's Consolidated Plan contains information that is relevant to the town. This is especially true for the parts of the Consolidated Plan that deal with the Housing Market Analysis, Non-Homeless Special Needs, and the HOME and HOPWA programs. Monroe County follows its own Citizen Participation Plan, which includes public hearings held at various locations. The County's Consolidated Plan is available on the County's website and hard copies are made available to the town for distribution to interested residents.

**EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING
A RESOLUTION AUTHORIZING ATTENDANCE TO THE NEW YORK STATE
MAGISTRATE ANNUAL CONFERENCE**

At the regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April 2020, at 7:00 P.M. local time; there were:

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Perticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP	Attorney for the Town
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Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, authorization is requested for attendance of two (2) Town Justices to the 111th New York State Magistrates Association Annual Conference; and

WHEREAS, the conference will be held September 13th through September 16th, 2020 at the Marriott Syracuse Downtown; and

WHEREAS, funding for this expense not to exceed \$2,300 is available in account 001-1110-4100.

NOW THEREFORE BE IT RESOLVED, that the Town Board authorizes the attendance of Town Justice Joseph T. Genier and Town Justice Patrick K. Russi to the 111th New York State Magistrates Association Annual Conference for a cost not to exceed \$2,300.

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	voting	_____
Town Board Member	Perticone	voting	_____
Town Board Member	Romeo	voting	_____
Town Board Member	Freeman	voting	_____
Town Supervisor	Seeley	voting	_____

**EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING
A RESOLUTION AUTHORIZING GRANT APPLICATION FROM THE JUSTICE
COURT ASSISTANCE PROGRAM**

At the regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April 2020, at 7:00 P.M. local time; there were:

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Perticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP	Attorney for the Town
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Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, the Irondequoit Town Court is located in the Town of Irondequoit; and

WHEREAS, the Irondequoit Town Court intends to request grant funding and/or supplies from the 2020/2021 Justice Court Assistance Program; and

WHEREAS, the Justice Court Assistance Program Grants require no cost-share or financial contribution from the Town of Irondequoit; and

WHEREAS, the Justice Court Assistance Program application requires a resolution of the Town Board authorizing the application.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the application to be submitted to the Justice Court Assistance Program by the Irondequoit Town Court for funding and/or supplies for an amount not to exceed \$30,000.

AND FURTHER BE IT RESOLVED, that any goods or services will be used only in accordance with the rules and regulations governing the Justice Court Assistance Program and that any goods and/or services purchased with JCAP funds will be obtained in accordance with acceptable procurement practices established by the governing municipality and that no funds awarded pursuant to this application shall be used to compensate justices or non-judicial staff or to reduce or otherwise supplant funding provided by the Town of Irondequoit to its Justice Court.

This resolution shall take effect immediately upon adoption.

Seconded by the Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	voting	_____
Town Board Member	Perticone	voting	_____
Town Board Member	Romeo	voting	_____
Town Board Member	Freeman	voting	_____
Town Supervisor	Seeley	voting	_____

**EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING
A RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2020 OPERATING
BUDGET OF THE JUSTICE COURT TO ACCEPT A GRANT FROM NEW YORK
STATE IN THE AMOUNT OF \$10,243 FOR TRAFFIC SAFETY BOLLARDS AND
CONCRETE REPAIR FOR THE TOWN COURT**

At a regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April 2020 at 7:00 pm; there were

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Perticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP	Attorney for the Town
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Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, the Justice Court has received a grant in the amount of \$10,243 from the State of New York Justice Court Assistance Program (JCAP) for the purpose of making certain improvements to the exterior of the Irondequoit Public Safety Building; and

WHEREAS, this grant was not anticipated in the original 2020 budget and therefore requires an amendment to the 2020 budget for the Justice Court; and

WHEREAS, the Town Board determines that the improvements are Type II action pursuant to 6 NYCRR § 617.5(c)(1) (maintenance or repair involving no substantial changes in an existing structure or facility) and (2) (replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part) and therefore no further review is needed pursuant to the New York State Environmental Quality Review Act (6 NYCRR § 617.5(a)).

NOW, THEREFORE BE IT RESOLVED, that the 2020 operating budget of the Justice Court is amended by appropriating \$10,243.00 as revenue to account 310-0310-3089-1110 and \$10,243.00 to the Capital Expense Account 310-1621-2011-1110.

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	voting	_____
Town Board Member	Perticone	voting	_____
Town Board Member	Romeo	voting	_____
Town Board Member	Freeman	voting	_____
Town Supervisor	Seeley	voting	_____

EXTRACT OF MINUTES OF MEETING OF TOWN BOARD AUTHORIZING THE ACTING CHIEF OF POLICE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES AND THE IRONDEQUOIT POLICE DEPARTMENT REGARDING THE E-TRACE INTERNET BASED FIREARM TRACING APPLICATION

At a regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April 2020 at 7:00 P.M. local time; there were

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Peticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP

Attorney for the Town

Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) would like to extend their on-going commitment to the law enforcement community by providing participating agencies with a paperless firearm trace submission system and trace analysis module that is readily accessible through a connection to the World Wide Web; and

WHEREAS, this application, known as eTrace, provides the necessary utilities for submitting, retrieving, storing and querying firearms trace related information relative to our jurisdiction; and

WHEREAS, the firearms tracing process is a valuable service offered by ATF to the global law enforcement community. Information acquired through the firearm tracing process can be utilized to solve individual cases, to maximize the investigative information available for use in identifying potential illegal firearms traffickers, and to supplement the analysis of crime gun trends and trafficking patterns; and

WHEREAS, law enforcement agencies that make a commitment to comprehensive crime gun tracing will be provided with an information platform for developing the best investigative strategies for the reduction of firearms-related crime and violence; and

WHEREAS, ATF has made a concerted effort to leverage existing information technology to better assist law enforcement agencies in the investigation of illicit firearms trafficking as well as the interdiction of firearm sources to juveniles, youth offenders and other prohibited persons; and

WHEREAS, the ATF and Irondequoit Police Department wish to enter into a Memorandum of Understanding (MOU) to formalize a partnership between them and participating agencies with regard to policy and procedures relative to the access and utilization of eTrace services.

NOW THEREFORE BE IT RESOLVED, that the Town Board accepts the MOU between the Irondequoit Police Department and the ATF;

AND BE IT FURTHER RESOLVED, that the Town Board authorizes the Acting Chief of Police to sign the MOU between the Irondequoit Police Department and the ATF.

This resolution shall take effect immediately upon its adoption.

Seconded by Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	voting	_____
Town Board Member	Perticone	voting	_____
Town Board Member	Romeo	voting	_____
Town Board Member	Freeman	voting	_____
Town Supervisor	Seeley	voting	_____



BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES



**MEMORANDUM OF UNDERSTANDING REGARDING THE
eTRACE INTERNET BASED FIREARM TRACING APPLICATION**

**Memorandum of Understanding
between the
Irondequoit Police Department
and the
Bureau of Alcohol, Tobacco, Firearms and Explosives**

Article I. Purpose and Authority

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) would like to extend their ongoing commitment to the law enforcement community by providing participating agencies with a paperless firearm trace submission system and trace analysis module that is readily accessible through a connection to the World Wide Web (Internet). This application, known as eTrace, provides the necessary utilities for submitting, retrieving, storing and querying firearms trace related information relative to your jurisdiction. The firearms tracing process is a valuable service offered by ATF to the global law enforcement community. Information acquired through the firearm tracing process can be utilized to solve individual cases, to maximize the investigative information available for use in identifying potential illegal firearms traffickers, and to supplement the analysis of crime gun trends and trafficking patterns.

Law Enforcement agencies that make a commitment to comprehensive crime gun tracing will be provided with an information platform for developing the best investigative strategies for the reduction of firearms-related crime and violence. ATF has made a concerted effort to leverage existing information technology to better assist law enforcement agencies in the investigation of illicit firearms trafficking as well as the interdiction of firearm sources to juveniles, youth offenders and other prohibited persons. This Memorandum of Understanding (MOU) is intended to formalize a partnership between the participating agencies with regard to policy and procedures relative to the access and utilization of eTrace services.

The parties enter into this MOU pursuant to 31 U.S.C. § 6305; the E-Government Act of 2002, Public Law No. 107-347; and the Government Paperwork Elimination Act of 1998 (GPEA), Public Law No. 105-277.

Article II. Background

ATF is a law enforcement organization within the United States Department of Justice with unique responsibilities dedicated to reducing violent crime and protecting the public. ATF enforces the Federal laws and regulations relating to alcohol, tobacco, firearms, explosives and arson by working directly and in cooperation with others to:

- Suppress and prevent crime and violence through enforcement, regulation, and community outreach
- Support and assist federal, state, local, and international law enforcement.



BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES



MEMORANDUM OF UNDERSTANDING REGARDING THE eTRACE INTERNET BASED FIREARM TRACING APPLICATION

- Provide innovative training programs in support of criminal and regulatory enforcement functions
- Ensure fair and proper revenue collection. Provide fair and effective industry regulation

ATF recognizes the role that firearms play in violent crimes and pursues an integrated enforcement and regulatory strategy. Investigative priorities focus on armed violent offenders and career criminals, narcotics traffickers, narco-terrorists, violent gangs, and domestic and international arms traffickers. Sections 924(c) and (e) of Title 18 of the United States Code provide mandatory and enhanced sentencing guidelines for armed career criminals and narcotics traffickers as well as other dangerous armed criminals.

As part of ATF's unique enforcement powers the Congress of the United States has provided ATF with two federal sentencing laws that mandate minimum mandatory sentences for defendants convicted of offenses relating to the possession of a firearm in violation of the Gun Control Act of 1968. Under Title 18, United States Code, Section 924(c), defendants convicted of possessing a firearm during the commission of an offense defined as a federal crime of violence or a drug trafficking crime shall receive an additional 5 years imprisonment added to the punishment for the original offense. Under Title 18, United States Code, Section 924(e), a defendant convicted of illegally possessing a firearm in violation of Section 922(g) who has three previous convictions for an offense defined as a violent felony or as a serious drug trafficking offense shall be imprisoned not less than 15 years.

ATF uses these statutes to target, investigate and recommend prosecution of these offenders to reduce the level of violent crime and enhance public safety. ATF also strives to increase State and local awareness of available Federal prosecution under these statutes. For more information about the use of these statutes please contact your local ATF office.

Article III. Scope

The purpose of this MOU is to establish an interagency agreement governing the access and utilization of eTrace. In addition, the MOU will designate a primary and alternate point of contact within your agency. The agency point of contact will be charged with ensuring adherence to the MOU between the Bureau and the client agency users. The MOU will require the designated agency point of contact to identify individuals from their respective agency who will require system access, to periodically validate the list of users, and to notify the National Tracing Center (NTC) immediately in the event that it becomes necessary to revoke or suspend a user's account.

Article IV. Interagency Communications

The participating law enforcement entity and the Bureau of Alcohol, Tobacco, Firearms and Explosives agree that a principal point of contact within each organization shall coordinate all communications and tasks under this MOU. The designated points of contact (POC) shall be as



BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES



**MEMORANDUM OF UNDERSTANDING REGARDING THE
eTRACE INTERNET BASED FIREARM TRACING APPLICATION**

follows:

ATF Field Division Name: New York Field Division

Address: 32 Old Slip, Suite 3500
New York, New York 10005

	Designated ATF Contact	Alternate ATF Contact
Name:	James Liscinsky	Thomas Petito
Title:	Group Supervisor, Crime Gun Intelligence Center	Intelligence Research Specialist, Crime Gun Intelligence Center
Phone #:	(646) 335-9070	(646) 335-9070

Participating Law

Enforcement Agency Name: _____ Irondequoit Police Department NY0270200

Agency Address: 1300 Titus Ave
Rochester NY 14617

	Designated Law Enforcement Agency Primary POC	Designated Law Enforcement Agency Alternate POC
Name:	Alan Laird	Jessica Franco
Title:	Acting Chief of Police	Lieutenant
Phone #:	585-336-6000 ext 2211	585-336-6000 ext 2453
Email Address:	alaird@irondequoit.org	jfranco@irondequoit.org
Date of Birth:	02/06/1975	01/10/1984
Signature:		
Date:		

Article V. Responsibilities and Procedures

In becoming an approved user of the eTrace application, the involved parties hereby acknowledge and accept the following responsibilities and procedures:

A. Responsibilities of the participating Law Enforcement Agency

The Participating Law Enforcement Agency shall:



BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES



**MEMORANDUM OF UNDERSTANDING REGARDING THE
eTRACE INTERNET BASED FIREARM TRACING APPLICATION**

1. Appoint a primary and alternate point of contact within your agency. The above appointed individuals will be responsible for providing and maintaining a list of all personnel within your department that will require access to eTrace.
2. The designated POC(s) within your agency will be responsible for signing as the Designated Law Enforcement Agency Primary Point of Contact and Alternate Point of Contact on page 3 of this MOU.
3. The designated POC(s) will immediately notify the ATF National Tracing Center via eTrace in the event that an individual's eTrace account need to be suspended or revoked for any number of reasons, to include (but not limited to): employee transfer, retirement, or release from employment.
4. Once this MOU and relative attachments have been completed and signed by all involved parties, the original copies should either be mailed to the ATF National Tracing Center at the following address, or scanned and emailed to eTraceAdmin@atf.gov:

Bureau of Alcohol, Tobacco, Firearms and Explosives
National Tracing Center Division
244 Needy Road
Martinsburg, WV 25401
Attn: eTrace Customer Service Group

Phone: (800) 788-7133, ext. 01540
eMail: eTraceAdmin@atf.gov

B. Responsibilities of the Bureau of Alcohol, Tobacco, Firearms and Explosives:

The appointed ATF Field Division representatives shall:

1. Coordinate all communications and tasks listed under this MOU and serve as a liaison between the participating law enforcement agency and the National Tracing Center Division.

The ATF National Tracing Center (NTC) shall:

1. Upon receipt of this signed MOU, send an e-mail which will provide detailed instructions on the process of requesting and receiving an eTrace user account.
2. Review all applications for eTrace access in a timely manner and facilitate the provisioning of accounts to include relative user identifiers and passwords. Once accounts are activated, each individual user will receive an e-mail containing their



BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES



**MEMORANDUM OF UNDERSTANDING REGARDING THE
eTRACE INTERNET BASED FIREARM TRACING APPLICATION**

account information.

3. Upon receipt of a request for account revocation, the NTC will immediately deactivate the said user account.

Article VI. Conditions

- Both ATF and the participating law enforcement agency acknowledge their understanding that the eTrace application is intended “FOR OFFICIAL LAW ENFORCEMENT USE ONLY”. The federal government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sections 1001 and 1030.
- The participating agency acknowledges that it will continue to submit traces to ATF through the New York State Police (“NYSP”) NYSPIN/GGUN system in accordance with New York Executive Law § 230 and applicable regulations. ATF will code all such traces with a unique identifier applicable only to the participating agency so that trace results can be retrieved and viewed by the participating agency through eTrace. Further, ATF may proactively transmit trace information to the NYSP, or alternatively, statewide firearms trace information may be made available to the NYSP through eTrace.
- The parties acknowledge that the eTrace application will only be accessed and utilized from your official duty station and/or alternate task force locations. However, under isolated and stringent circumstances eTrace can be accessed from an alternate location, specifically in furtherance of Law Enforcement activities.
- The parties agree that premature disclosure of certain firearms trace information can reasonably be expected to interfere with pending or prospective law enforcement proceedings. This law enforcement sensitive information includes data that can link a traced firearm to: the location of a crime; the Federal firearms licensee; retail purchaser or possessor of a traced firearm; or to firearms trafficking patterns involving a traced firearm. It is agreed that the law enforcement sensitive firearms trace information generated pursuant to this agreement shall not be disclosed to a third party without the consent of both parties of this agreement, subject to State and Federal law. The parties agree to notify all other parties to the MOU prior to the release of any sensitive firearms trace information to a third party under State or Federal law, except with respect to the agreed upon disclosures contained in paragraph two of this section. The parties acknowledge that trace data may only be utilized for law enforcement purposes. Through Public Law 112-55, 125 STAT. 552 (November 18, 2011), Congress enacted restrictions regarding the further dissemination of firearm trace data outside of law enforcement. The participating law



BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES



**MEMORANDUM OF UNDERSTANDING REGARDING THE
eTRACE INTERNET BASED FIREARM TRACING APPLICATION**

enforcement agency and any contractors working on their behalf must adhere by these disclosure restrictions. ATF recommends that these restrictions are discussed with the participating law enforcement agency's legal counsel prior to any data-sharing.

- **IT IS FURTHER AGREED THAT PRIOR TO THE INITIATION OF ANY INDEPENDENT FIREARMS TRAFFICKING INVESTIGATIONS BY THE PARTICIPATING LAW ENFORCEMENT AGENCY (BASED ON FIREARM TRACING DATA OBTAINED VIA ETRACE), THE INTELLIGENCE GROUP AT THE ABOVE REFERENCED ATF FIELD DIVISION WILL BE CONTACTED. This critical step will not only allow for the further collaboration of valuable investigative information, but will also assist in ensuring the effectiveness and overall safety of investigating officers.**
- It is understood that any report or trace result generated through the use of eTrace does not constitute a fulfillment of the Interstate Nexus requirement in any Federal, State or Administrative legal process or litigation. That expert testimony or Interstate Nexus determination is made through trained experts who must be contacted at the local ATF Field Office or Field Division Directorate.
- The parties agree that a 'crime gun' is defined as "any firearm that is illegally possessed, used in a crime, or suspected by law enforcement officials of having been used in a crime" under State or Federal law. The term "firearm" shall have the meaning provided in 18 U.S.C. § 921(a)(3). Accordingly, rifles, shotguns, frames and receivers, and inoperable firearms are included within the potential scope of crime guns to be traced.
- The parties agree that the ATF, National Tracing Center will be designated as the central recipient of all information entered into the eTrace application relative to crime gun recoveries. The participating law enforcement agency agrees to make every effort to provide complete and accurate firearm trace-related information to include: recovery location, possessor information and associated individuals. Law Enforcement agencies that make a commitment to comprehensive crime gun tracing will be provided an information platform for developing the best local investigative strategies for their community in the reduction of firearm related crime and violence.

Article VII. Conclusion

It is the intent of the signatories that this MOU ensures coordination, cooperation and the mutual conduct of enforcement and research activities relative to the eTrace application. The result of this mutual cooperation and coordination will be the successful prosecution of illegal firearm crimes in State and Federal jurisdictions as well as the development of an accurate picture of the illegal firearms market and the inception of new strategies to effectively interrupt this market and impact the rate of firearm related violence.



BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES



**MEMORANDUM OF UNDERSTANDING REGARDING THE
eTRACE INTERNET BASED FIREARM TRACING APPLICATION**

This MOU is effective upon the date of the last signature by the authorized representative of the parties and shall remain in effect for an unspecified time period, wherein the authorized point of contact maintains that position within the participating agency, unless terminated earlier in writing by either party. Amendments to this MOU are effective upon the date of the last signature on the Amendment, by the authorized representative of the parties. This MOU may be amended or modified only by written agreement. Parties to this MOU may terminate their participation at any time upon written notification of their intent to withdraw to all other parties in the MOU. Termination of the MOU by either party will result in the revocation of all eTrace accounts established under this agreement.

In witness whereof, the parties have hereunto executed this MOU.

Signature	Date
(Chief Law Enforcement Official)	
Alan Laird	
Name	
Acting Chief of Police	
Title	
Irondequoit Police Department	
Agency/Department	

Signature	Date
John B. Devito	
Name	
Special Agent in Charge	
Title	
New York Field Division	
ATF Field Division	

EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ACCEPTING A GIFT OF WHITE PINE SAPLINGS

At the regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020, at 7:00 P.M. local time; there were:

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Perticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP	Attorney for the Town
----------------------------	-----------------------

Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, Earth Day and Arbor Day will occur later this week on April 22nd, and April 24th respectively; and

WHEREAS, in honor of Earth Day and Arbor Day; Bartlett Tree Experts has offered to donate fifty (50) white pine saplings with an estimated value of \$200 to the Town of Irondequoit Department of Public Works. These saplings will be planted at the new Public Works facility; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Irondequoit formally accepts the donation of fifty (50) white pine saplings with an estimated value of \$200.00 from Bartlett Tree Experts to be planted at the public works facility.

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	voting	_____
Town Board Member	Perticone	voting	_____
Town Board Member	Romeo	voting	_____
Town Board Member	Freeman	voting	_____
Town Supervisor	Seeley	voting	_____

EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING A RESOLUTION AUTHORIZING THE LEASE OF A MAIL MACHINE TO BE USED BY THE DEPARTMENTS OF PUBLIC WORKS

At the regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020 at 7:00 P.M. local time; there were:

PRESENT:

- | | |
|----------------------------|-----------------------|
| David Seeley | Town Supervisor |
| Patrina Freeman | Town Board Member |
| John Perticone | Town Board Member |
| Kimie Romeo | Town Board Member |
| Peter Wehner | Town Board Member |
| Harter Secrest & Emery LLP | Attorney for the Town |

Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, the Department of Public Works (“Department”) desires to lease a mail machine to improve efficiencies within the Department; and

WHEREAS, pursuant to Chapter 51 of the Irondequoit Town Code, the Department has obtained three (3) quotes from vendors to provide a lease for the mail machine and service thereof; and

WHEREAS, the lowest responsible quote is by Lineage; and

WHEREAS, the quote was for a lease term of sixty-three (63) months at a monthly fee of \$80.90 for the first twelve (12) months which includes monthly maintenance, professional installation with training, a 5-pound scale, and postal rate updates; and

WHEREAS, funds are available in account #'s 001.1490.4225; 031.8120.4225, and 038.81470.4225.

NOW, THEREFORE BE IT RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with Lineage for the lease and service of a mail machine, in such form as to be approved by the Attorney for the Town.

AND, THEREFORE BE IT FURTHER RESOLVED, that the Town Board approves a purchase order in the amount of \$970.80 with Lineage for the first year of the lease.

AND, THEREFORE BE IT FURTHER RESOLVED, that the Town Board authorizes the Town Supervisor to execute any and all documents related to this purchase.

This resolution shall take effect immediately upon its adoption.

Seconded by Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	Voting _____
Town Board Member	Perticone	Voting _____
Town Board Member	Romeo	Voting _____
Town Board Member	Freeman	Voting _____
Town Supervisor	Seeley	Voting _____

EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING A RESOLUTION PURSUANT TO NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT REGARDING SEA BREEZE WASTEWATER PUMP STATION IMPROVEMENTS

At the regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020 at 7:00 P.M. local time; there were:

PRESENT:

- | | |
|--------------------------------|---------------------------|
| David Seeley | Town Supervisor |
| Patrina Freeman | Town Board Member |
| John Perticone | Town Board Member |
| Kimie Romeo | Town Board Member |
| Peter Wehner | Town Board Member |
|
Harter Secrest & Emery LLP |
Attorney for the Town |

Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, the Town of Irondequoit has received a grant for various improvement projects from New York State as part of the Lake Ontario Resiliency and Economic Development Initiative (REDI) due to recent years of extremely high water levels on Lake Ontario; and

WHEREAS, the existing submersible Flygt pumps at the Sea Breeze Wastewater Pump Station lack the capacity to handle the increased flow of water cause by the increased water levels of Lake Ontario; and

WHEREAS, the Department of Public Works desires to replace the existing submersible Flygt pumps at the Sea Breeze Wastewater Pump Station with new, higher capacity Flygt submersible pumps to increase the capacity of pumping by approximately 250 gallons per minutes, and to make anticipated modifications to existing electrical devises and corresponding pump control upgrades (the “Project”); and

WHEREAS, the Department of Public Works desires to have this work contracted out with a firm that is able to perform such work, and will be following the necessary process to have a public bid in the best interest of the Town; and

WHEREAS, the Town Board has reviewed the scope of the Project and has further received and considered the advice of architects, engineers, and environmental specials, LaBella Associates, with respect to classification of the action in accordance with the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Town Board determines that pursuant to 6 NYCRR part 617.5 (c) (2), the Project qualifies as a Type II Action as one for the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site.

NOW, THEREFORE BE IT RESOLVED, that the Town Board determines that the Project is a Type II action and does not have a significant impact on the environment and is not subject to review under SEQRA;

AND BE IT FURTHER RESOLVED, that no further action is required by the Town Board with regard to SEQRA for this Type II Action.

This resolution shall take effect immediately upon its adoption.

Seconded by Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	Voting _____
Town Board Member	Perticone	Voting _____
Town Board Member	Romeo	Voting _____
Town Board Member	Freeman	Voting _____
Town Supervisor	Seeley	Voting _____

MEMORANDUM

TO: Mr. Robert Kiley, Commissioner of Public Works, Town of Irondequoit

FROM: Ms. Alexandra Vitulano, Environmental Analyst, LaBella Associates, DPC

DATE: April 2, 2020

SUBJECT: SEQRA & SHPO Review for Town of Irondequoit REDI Project - Sea Breeze Wastewater Pump Station (WWPS)

Based on the Scope of Work as outlined below it was determined that the Town of Irondequoit Sea Breeze Wastewater Pump Station REDI Project, which consists of primarily replacement in-kind of two submersible pumps, is a Type II action, and thus exempt, under State Environmental Quality Review Act (SEQRA).

The Sea Breeze Wastewater Pump Station (WWPS) is located between Sea Breeze Drive and Culver Road within the Town of Irondequoit (see attached USGS site location map). With water levels in Lake Ontario rising, the surrounding water table has also risen, resulting in increased infiltration and inflow into nearby sewer systems. Based on the preliminary engineering report for Sea Breeze WWPS, it was determined that the existing pumps lack the capacity to pump the increased flows, which introduces the risk of overflows at upstream manholes and in residents' homes.

The proposed project includes replacement of two existing Flygt submersible pumps with new, higher capacity Flygt submersible pumps. The new pumps are expected to fit within the existing submersible pump station and increase the total capacity of the pump station by approximately 250 gallons per minute (gpm). It is anticipated that the replacement pumps will also require a modification to the existing electrical devices and corresponding pump control improvements.

Given the limited magnitude of the scope, it is our recommendation that the project be classified as a Type II action under SEQRA. Type II actions are exempt from environmental review under SEQRA. The action meets the Type II criteria indicated in 6 NYCRR 617.5(c) which reads as follows:

“(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in section 617.4 of this Part .”

While the project is considered exempt from SEQRA, a submittal was been made for the project to the State Historic Preservation Office (SHPO) in order to comply with the State Historic Preservation Act. See the attached SHPO 'No Effect' letter.



 Site Location



Scale:



Figure 1: Site Location Map

Town of Irondequoit REDI Project
Sea Breeze Wastewater
Pump Station Improvements
Monroe County, New York





**Parks, Recreation,
and Historic Preservation**

ANDREW M. CUOMO
Governor

ERIK KULLESEID
Commissioner

April 01, 2020

Alexandra Vitulano
Environmental Analyst
LaBella Associates DPC
300 State Street, Suite 201
Rochester, NY 14614

Re: ESDC
Town of Irondequoit REDI Project – Sea Breeze Wastewater Pump Station Replacement
Project
4807 Culver Rd, Irondequoit, Monroe County, NY
20PR02220

Dear Alexandra Vitulano:

Thank you for requesting the comments of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the project in accordance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York Parks, Recreation and Historic Preservation Law). These comments are those of the OPRHP and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act (New York Environmental Conservation Law Article 8) and its implementing regulations (6 NYCRR Part 617).

Based upon this review, it is the opinion of OPRHP that no properties, including archaeological and/or historic resources, listed in or eligible for the New York State and National Registers of Historic Places will be impacted by this project.

If further correspondence is required regarding this project, please be sure to refer to the OPRHP Project Review (PR) number noted above.

Sincerely,

R. Daniel Mackay

Deputy Commissioner for Historic Preservation
Division for Historic Preservation

EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING A RESOLUTION PURSUANT TO THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT REGARDING POINT PLEASANT WASTEWATER PUMP STATION IMPROVEMENTS

At the regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020 at 7:00 P.M. local time; there were:

PRESENT:

- | | |
|--------------------------------|---------------------------|
| David Seeley | Town Supervisor |
| Patrina Freeman | Town Board Member |
| John Perticone | Town Board Member |
| Kimie Romeo | Town Board Member |
| Peter Wehner | Town Board Member |
|
Harter Secrest & Emery LLP |
Attorney for the Town |

Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, the Town of Irondequoit has received a grant for various improvement projects from New York State as part of the Lake Ontario Resiliency and Economic Development Initiative (REDI) due to recent years of extremely high water levels on Lake Ontario; and

WHEREAS, the existing submersible Flygt pumps at the Point Pleasant Pump Station (PPPS) lack the capacity to handle the increased flow of water caused by the rising water levels of Lake Ontario; and

WHEREAS, the Department of Public Works desires to replace the existing submersible Flygt pumps at the PPPS with new, higher capacity Flygt submersible pumps to increase the pumping capacity to 400 gallons per minutes, and to make anticipated modifications to electrical devices and corresponding pump control upgrades (the “Project”); and

WHEREAS, the Department of Public Works desires to have this work contracted out with a firm that is able to perform such work, and will be following the necessary process to have a public bid in the best interest of the town; and

WHEREAS, the Town Board has reviewed the scope of the Project and has further received and considered the advice of architects, engineers, and environmental specialists, LaBella Associates, with respect to classification of the action in accordance with the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Town Board determines that pursuant to 6 NYCRR part 617.5 (c) (2), the Project qualifies as a Type II Action as one for the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site.

NOW, THEREFORE BE IT RESOLVED, that the Town Board determines that the Project is a Type II Action and does not have a significant impact on the environment and is not subject to review under SEQRA;

AND BE IT FURTHER RESOLVED, that no further action is required by the Town Board with regard to SEQRA for this Type II Action.

This resolution shall take effect immediately upon its adoption.

Seconded by Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	Voting _____
Town Board Member	Perticone	Voting _____
Town Board Member	Romeo	Voting _____
Town Board Member	Freeman	Voting _____
Town Supervisor	Seeley	Voting _____

MEMORANDUM

TO: Mr. Robert Kiley, Commissioner of Public Works, Town of Irondequoit

FROM: Ms. Alexandra Vitulano, Environmental Analyst, LaBella Associates, DPC

DATE: April 3, 2020

SUBJECT: SEQRA & SHPO Review for Town of Irondequoit REDI Project – Point Pleasant Wastewater Pump Station (WWPS)

Based on the Scope of Work as outlined below it was determined that the Town of Irondequoit Point Pleasant Wastewater Pump Station (WWPS) REDI Project, which consists of primarily replacement in-kind of two submersible pumps, is a Type II action, and thus exempt, under State Environmental Quality Review Act (SEQRA).

The Point Pleasant WWPS is located along Schnackel Drive on the western shore of Irondequoit Bay within the Town of Irondequoit (see attached USGS site location map). With water levels in Lake Ontario rising, the surrounding water table has also risen, resulting in increased infiltration and inflow into nearby sewer systems. According to the preliminary engineering report for Point Pleasant WWPS, currently the WWPS includes two Flygt pumps within an influent wet well with parallel discharges and an additional Flygt pump on each discharge line, located within an adjacent dry well. It was determined that the existing pumps lack the capacity to pump the increased flows, which introduces the risk of overflows at upstream manholes and in residents' homes.

The proposed project includes replacement of the existing submersible Flygt pumps with new, higher capacity Flygt pumps that eliminate the need for the dry well pumps and increase overall pump station capacity by nearly 400 gallons per minute (gpm). The new pumps are expected to fit within the existing pump station. It is anticipated that the replacement pumps will also require a modification to the existing electrical devices and corresponding pump control upgrades.

Given the limited magnitude of the scope, it is our recommendation that the project be classified as a Type II action under SEQRA. Type II actions are exempt from environmental review under SEQRA. The action meets the Type II criteria indicated in 6 NYCRR 617.5(c) which reads as follows:

“(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in section 617.4 of this Part .”

While the project is considered exempt from SEQRA, a submittal has been made for the project to the State Historic Preservation Office (SHPO) in order to comply with the State Historic Preservation Act. We will keep you posted on what we hear from SHPO.

EXTRACT OF TOWN BOARD MEETING MINUTES ADOPTING A RESOLUTION AUTHORIZING THE RENEWAL OF CONTRACT FOR PURCHASE OF VARIOUS NON-ALCOHOLIC BEVERAGES FOR THE MCAVOY PARK SPORTS COMPLEX

At a regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020 at 7:00 p.m. local time, there were

PRESENT:

David Seeley	Town Supervisor
Patrina Freeman	Town Board Member
John Perticone	Town Board Member
Kimie Romeo	Town Board Member
Peter Wehner	Town Board Member

Harter Secrest & Emery LLP	Attorney for the Town
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Town Board Member _____ offered the following resolution and moved for its adoption:

WHEREAS, the current contract with Wright Beverages for the purchase of various non-alcoholic beverages to sell at the McAvoy Park Sports Complex was for (1) year, with the option for the Town to extend the contract annually for up to two (2) additional one (1) year terms in the amounts set forth on **Exhibit A**; and

WHEREAS, the Town Board determines it is in the best interest of the Town to extend the services for the purchase of various non-alcoholic beverages to sell at the McAvoy Park Sports Complex through May 11, 2021; and

WHEREAS, funds have been appropriated for this purpose in Account # 001.7140.4545.0000.7147.

NOW, THEREFORE BE IT RESOLVED, that the Town Board approves the extension of the Wright Beverages contract for the amounts set forth on **Exhibit A** and authorizes the Supervisor to execute any and all necessary documents to enter into an extension with Wright Beverages in such form approved by the Attorney for the Town.

This resolution shall take effect immediately upon its adoption.

Seconded by Town Board member ____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	voting	_____
Town Board Member	Perticone	voting	_____
Town Board Member	Romeo	voting	_____
Town Board Member	Freeman	voting	_____
Town Supervisor	Seeley	voting	_____

Exhibit A

Product	Size	Price/Case	NYS Deposit
RC Cola	20 oz	\$18.00	\$1.20
Seven - Up	20 oz	\$18.00	\$1.20
Sunkist	20 oz	\$18.00	\$1.20
A&W Root Beer	20 oz.	\$18.00	\$1.20
Snap 2.0 Springwater	1/2 Liter	\$8.50	\$1.20
Snapple	16 oz	\$18.00	



Town of Irondequoit
Department of Recreation
154 Pinegrove Avenue
Rochester, NY 14617
(585) 336-6070

March 9, 2020

Rob Prince
Wright Beverages
3165 Brighton Henrietta Townline Road
Rochester, NY 14623

Re: Renewal of Bid for Purchase of Various Non-Alcoholic Beverages for McAvoy Park
Concession Stand- BID #2018-3, Town of Irondequoit

Dear Rob:

In reference to the above service, we are seeking to renew the proposal for one additional one year term, May 11, 2020 – May 11, 2021. The extension will be for the same price as the award for the first year (May 9, 2018-May 9, 2019).

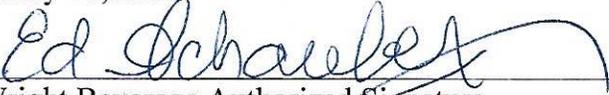
If you are in agreement, please sign and return one copy of this letter. I would appreciate your response by March 23, 2020

Thank you very much for your cooperation. If you have any questions, please contact me at 336-7267.

Best Regards,

Katrina Hall
Recreation Supervisor

The undersigned agrees to renew BID # 2018-3 for one additional one-year term – May 11, 2020 – May 10, 2021


Wright Beverage Authorized Signature _____ Date 3/13/2020

Ed Schaubert NA Specialist
Print Name of Wright Beverage Representative & Title

David Seeley, Town of Irondequoit Supervisor & Date

EXTRACT OF MINUTES OF MEETING OF THE TOWN BOARD ADOPTING A RESOLUTION AUTHORIZING THE SUPERVISOR TO ENTER INTO VARIOUS CONTRACTS WITH VENDORS FOR THE TOWN’S 2020 FARMERS’ MARKET AND GAZEBO CONCERT SERIES

At a regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 21st day of April, 2020, at 7:00 P.M. local time; there were:

PRESENT:

- | | |
|-----------------|-------------------|
| David Seeley | Town Supervisor |
| Patrina Freeman | Town Board Member |
| John Perticone | Town Board Member |
| Kimie Romeo | Town Board Member |
| Peter Wehner | Town Board Member |

Harter Secrest & Emery LLP Attorney for the Town

Town Board Member _____ offered the following resolution and moved its adoption:

WHEREAS, Town Board Resolution No. 2019-248 authorized the Supervisor to enter into agreements for 2020 Special Events with final approval and/or ratification by the Town Board; and

WHEREAS, pursuant to that resolution the Town of Irondequoit’s 2020 Farmers’ Market and Gazebo Concert Series will occur between May 28 and September 3, 2020; and

WHEREAS, it was necessary for the Town of Irondequoit to contract with vendors providing entertainment services pursuant to Addendum “A”, which is attached hereto and made a part hereof; and

WHEREAS, these vendors are paid for with funds from the Special Events budget in account 246.0246.4122.

NOW THEREFORE BE IT RESOLVED, that the Town Board approves the agreements listed in Addendum “A”, for the Town of Irondequoit’s 2020 Farmers’ Market and Gazebo Concert Series.

AND BE IT FURTHER RESOLVED, that the Town Board grants authority to the Town Supervisor to execute any and all documents related to these agreements in a format approved by the Attorney for the Town.

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member _____ and duly put to vote, which resulted as follows:

- | | | | |
|-------------------|-----------|--------|-------|
| Town Board Member | Wehner | voting | _____ |
| Town Board Member | Perticone | voting | _____ |
| Town Board Member | Romeo | voting | _____ |
| Town Board Member | Freeman | voting | _____ |
| Town Supervisor | Seeley | voting | _____ |

**Farmers' Market and Gazebo Concert Series
ADDENDUM "A"**

VENDOR/ENTERTAINER	SERVICE PROVIDED	VENDOR COMPENSATION
Don Newcomb Band	Musical Entertainment - Gazebo Series	\$200.00
Mitty and the Followers	Musical Entertainment - Gazebo Series	\$250.00
Irondequoit Concert Band	Musical Entertainment - Gazebo Series	\$250.00
Music With Terry	Musical Entertainment – Gazebo Series	\$125.00
Bad Grampas	Musical Entertainment - Farmers' Market	\$300.00
Dake/Irondequoit High School Jazz Bands	Musical Entertainment - Farmers' Market	\$0
Gone Fishin'	Musical Entertainment - Farmers' Market	\$275.00
Rock n' Blues All Stars	Musical Entertainment - Farmers' Market	\$300.00
Standard Time	Musical Entertainment - Farmers' Market	\$165.00
Irondequoit Concert Band	Musical Entertainment - Farmers' Market	\$250.00
8 Days a Week	Musical Entertainment - Farmers' Market	\$275.00
Big Mike and the Motivators	Musical Entertainment - Farmers' Market	\$300.00
The PhatKats	Musical Entertainment - Farmers' Market	\$300.00
It's My Party	Musical Entertainment - Farmers' Market	\$350.00
Franklin Mint	Musical Entertainment - Farmers' Market	\$250.00
The FOG	Musical Entertainment - Farmers' Market	\$300.00
Mario and the Alrights	Musical Entertainment - Farmers' Market	\$300.00
Rock-It-Science	Musical Entertainment - Farmers' Market	\$350.00
Michael Sherman Music/Two Tone Jazz Trio	Musical Entertainment – Farmers' Market	\$175.00

WHEREAS, the Town Board has determined that it is in the best interests of the Town, in light of the ongoing public health emergency created by the COVID-19 pandemic, to acknowledge and authorize the Town Assessor, in her discretion, to utilize the authority conferred by Executive Order 202.22.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board acknowledges and authorizes that the Town Assessor may, in her discretion, utilize the procedures set forth in Executive Order 202.22 and file the tentative and final assessment rolls of the Town up to 30 days later than otherwise allowable.

AND, THEREFORE, BE IT FURTHER RESOLVED, that the Town Board further authorizes the Town Assessor, in her discretion, to set a date for hearing assessment complaints that is at least 21 days after the filing of the tentative roll, to provide notice of the filing of the tentative roll to be published solely online so long as the date for hearing complaints is prominently displayed, to suspend in-person inspection of the tentative roll, and to direct the Board of Assessment Review to hear complaints remotely by conference call or similar service, provided that complainants can present their complaints through such service and the public has the ability to view or listen to such proceeding.

AND, THEREFORE, BE IT FURTHER RESOLVED, that the Town Board authorizes the Town Assessor to take whatever steps are reasonably necessary to exercise the authority conferred by Executive Order 202.22, as acknowledged and authorized by this resolution.

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member _____ and duly put to vote, which resulted as follows:

Town Board Member	Wehner	voting	_____
Town Board Member	Perticone	voting	_____
Town Board Member	Freeman	voting	_____
Town Board Member	Romeo	voting	_____
Town Supervisor	Seeley	voting	_____