

**Town of Richmond
Special Meeting
Tuesday, June 11, 2019 7:00 pm
8690 Main Street, Honeoye, NY 14471**

**Supervisor Caroline Sauers
Councilman Stephen Barnhoorn
Councilman Daryl Marshall
Councilman David Violas
Councilwoman Amy Linehan**

21 Residents and Guests.

Supervisor Sauers opened the meeting by inviting Scout Taylor Van Dewark to lead the pledge of allegiance.

**Jon Hinman
MRB Group**

- Presented two resolutions necessary for applying for grant fund to replace culverts.

**Town of Richmond
Town Board Resolution
06 2019 50**

**Consolidated Funding Application
Resolution of Support & Authorization for the Town of Richmond
2019 New York State Consolidated Funding Application,
Non-Agricultural Nonpoint Source Abatement Planning Grant**

WHEREAS, Town of Richmond, Ontario County, supports the submission of a 2019 Consolidated Funding Application (CFA) on behalf of the Town, for the Non-Agricultural Nonpoint Source Planning Grant program under the Culvert Repair and Replacement category to conduct an overall study of several culverts in the Town that are undersized and failing; and

WHEREAS, the New York State Department of Environmental Conservation (DEC) provides a competitive statewide grant program to assist in the initial planning of non-agricultural nonpoint source water quality improvement projects; and

WHEREAS, The Town of Richmond considers this project a priority, as several culverts in the Town are failing, undersized and becoming unstable through erosion, negatively affecting water quality in the area; and

WHEREAS, if funding is received it will allow the Town of Richmond to prepare a planning report that will explore cost effective solutions to replace failing culverts causing erosion and water quality issues, as well as enable the Town to seek further financing for construction through the Water Quality Improvement Program to continue the advancement of the water quality improvements;

NOW THEREFORE BE IT RESOLVED, the Town Board, on behalf of the Town, identifies Supervisor Caroline Sauers as the authorized representative for the project, able to execute necessary documents relative to and as required for this application; and

BE IT FURTHER RESOLVED, the Town Board does hereby accept that they shall provide at least a 10% match of the total of any grant funding awarded as a local match in the form of in-kind services or cash contributions hereby appropriated and obligated from the Town of Richmond General Fund; and

BE IT FURTHER RESOLVED, that the Town of Richmond, recognizes and fully supports the submission of the CFA for a Non-Agricultural Nonpoint Source Planning Grant for overall improvements to failing culverts in the Town.

Councilman Stephen Barnhoorn motioned to adopt the resolution.
Supervisor Caroline Sauers 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman Daryl Marshall	Aye
Councilwoman Amy Linehan	Aye
Councilman Dave Violas	Aye
Supervisor Caroline Sauers	Aye

**TOWN OF RICHMOND
06 2019 51
NON-AGRICULTURAL NONPOINT SOURCE PLANNING GRANT**

SEQR RESOLUTION - TYPE II ACTION

WHEREAS, the Town of Richmond Town Board, (hereinafter referred to as Town Board) is completing an application through the New York State Consolidated Funding Application (CFA) under New York State Department of Environmental Conservation (DEC), for the preparation of an engineering planning report; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Town Board does hereby classify the above referenced Action to be a Type II Action under 6 N.Y.C.R.R. Section 617.5 [c] [27] of the State Environmental Quality Review (SEQR) Regulations; and

BE IT FURTHER RESOLVED THAT, Type II Actions are not subject to further review under Part 617 of the SEQR Regulations; and

BE IT FINALLY RESOLVED THAT, the Town Board in making this classification has satisfied the procedural requirements under SEQR and directs this Resolution to be placed in the file on this Action.

Councilman Stephen Barnhoorn motioned to adopt the resolution.

Supervisor Caroline Sauers 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman Daryl Marshall	Aye
Councilwoman Amy Linehan	Aye
Councilman Dave Violas	Aye
Supervisor Caroline Sauers	Aye

- Allens Hill Road Culvert Replacement Project
 - The bump that remained at project completion has been removed. Immediately after repair, the Supervisor, Highway Superintendent, and some Board members were notified. The drove through the site and agreed it was satisfactorily repaired.

Privilege of the Floor

Scout Taylor Van Dewark

Troop 521

- Presented a proposal to construct a mountain bike skills course at Sandy Bottom Park that he would like to complete for his Eagle Scout project. The project would:
 - Use leftover timber from the logging operation at the park as well as pressure treated lumber.
 - Benefit kids, teens, and adults in the community by enabling them to better their biking skills.
 - Use components similar to the only other such park in the area located at Dryer Road in Victor, NY.
 - Have minimal impact to the existing landscape because all features would rest on top of the ground.
 - Provide a plaque at the beginning of the trail with safety instructions and labeled features for specific skill levels.

- Provide features like small ramps and bridges, a balance board path, a teeter totter, and a roller coaster.
- Discussion followed. Signage and insurance requirements are being explored.
- Taylor would design and build the course. Maintenance needs to be designated.
- Next steps:
 - Details are needed from the insurance company.
 - The site must be approved taking into consideration access by the Richmond Fire Department Emergency Services.
 - Is a NYSDEC permit required?
 - Determining the cost.
 - Determining a maintenance plan.
 - Determining safety features and requirements.
 - Determining signage.
- Discussion continued regarding the parks Committee's involvement, using area biking groups as a resource, the location of the course, DEC permit possible delays, and the Board's agreement that the project is a good idea.

William Granger, Jr.

East Lake Road

- Registered a complaint with the Board regarding tar and stones becoming lodged in his truck tires due to a tarring operation on East Lake Road authorized by the Highway Department. The resident believes his tires will have to be replaced.
- Discussion followed.

Councilman Barnhoorn motioned to recess the Town Board Meeting to allow the members to go outside to the parking lot and look at the resident's tires.

Councilman Marshall 2nd.

All in favor.

7:46 pm

Councilman Marshall motioned to reconvene the Town Board Meeting.

Councilman Barnhoorn 2nd.

All in favor.

7:52 pm

Councilman Barnhoorn motioned to approve the minutes from **May 14, 2019** and **May 21, 2019**.

Councilwoman Linehan 2nd.

All in favor.

Councilman Barnhoorn motioned to accept the Supervisor's Report dated **June 6, 2019**.
 Councilman Violas 2nd.
 All in favor.

Councilman Barnhoorn motioned to approve **Abstract 06 2019**.
 Councilman Marshall 2nd.

Councilman Marshall questioned the sales tax charges on the Spectrum bill. These charges will be investigated.

Voucher 1267 for Meadowview Tree Farm was also questioned. The approved amount was \$5216.40. The charged amount was \$5384.79. Voucher 1267 will be amended to \$5216.40 which changes the grand total to \$326,117.89.

All in favor.

Code	Voucher #s	Fund	Prepays	Unpays	Totals	Adjusted Totals
A	1216-1267	GENERAL	\$ 9,187.99	\$ 21,959.67	\$ 31,147.66	\$ 30,979.27
DA	2081-2107	HIGHWAY	\$ 3,806.44	\$ 103,623.72	\$ 107,430.16	\$ 107,430.16
SL	4005	STREET LIGHT DISTRICT		\$ 480.72	\$ 480.72	\$ 480.72
SW	3007	HONEOYE WATER DISTRICT	\$ 1,296.43		\$ 1,296.43	\$ 1,296.43
SW1	3007	SHETLER RD WATER DISTRICT	\$ 68.23		\$ 68.23	\$ 68.23
SW2		EAST LAKE RD WATER DISTRICT		\$ 42,611.87	\$ 42,611.87	\$ 42,611.87
SW3		ASHLEY/WHITE WATER DISTRICT			\$ -	\$ -
H4		SHETLER RD WD EXT #1 CP			\$ -	\$ -
H5		ABBEY RD DEEP CULVERT			\$ -	\$ -
H6		SHETLER RD WD EXT #2 CP			\$ -	\$ -
H7		PINEWOOD, CURTIS, CANANDICE RDS			\$ -	\$ -
H8	8003-8007	ALLENS HILL CULVERT PROJECT	\$ 131,642.45	\$ 11,608.76	\$ 143,251.21	\$ 143,251.21
ES		SOLID WASTE MANAGEMENT			\$ -	\$ -
SF		RICHMOND FIRE DISTRICT			\$ -	\$ -
			\$ 146,001.54	\$ 180,284.74	\$ 326,286.28	\$ 326,117.89

Planning Board

Chairwoman Michelle Hodgeman

- Scott Gillen shared his sketch plan for 8333 Briggs Street.
- A new cat boarding business is coming to Briarcliffe Square.
- Businessman Pete Edwards introduced himself to the Planning Board.
- The new Site Plan Review Checklist approved by the Planning Board was presented to the Board. Discussion followed.

Councilman Marshall motioned to approve the new Site Plan Review Checklist.

Councilman Barnhoorn 2nd.

Discussion ensued regarding the pre-application meeting that will take place. Code Officer Shumway does not see the need for his attendance at those meetings. Discussion continued.

All in favor.

Zoning Board of Appeals

(Excerpts from minutes of the May 23, 2019 meeting)

- Public Hearing – Eric Dowsland – 5268 Cottage Cove – Tax Map #150.17-1-10.00, in the B (Residential) District requesting an Area Variance for relief of the required 50-foot setback from the shoreline to construct a 10x24 foot deck off the back of the house. Approved.

Two decisions from 4/16/2019 closed Public Hearing:

- Area Variance – Doug Rogers – 5237 County Road 36 – Tax Map #149.15-1-25.000 for 30-35 feet of relief from the required 50-foot setback from the shoreline to install two new deck platforms. Approved.
- Area Variance – Doug Rogers – 5237 County Road 36 – Tax Map #149.15-1-25.000 for 1.4 feet of relief of the required 5-foot setback on the west side of the property line. Approved.
- Conceptual Review – Scott Gillen – 8833 Briggs Street – Tax Map #135.00-2-20.200 seeking a Special Use Permit for “Woodsedge Retreat” to operate special events.

Lake Quality

Honeoye Lake Watershed Task Force

Chairman Terry Gronwall

- Monday 6/3, water clarity was excellent at 13.2 feet. No visible algae present.
 - An unusually large amount of Curly Leaf Pond Weed lake-wide is growing to the water’s surface already, causing some recreational lake usage issues.
 - Ontario County Planning Department is getting requests for shoreline weed fragment pick-up and harvesting already.
 - OCPD has put out a Request for Proposals for the shoreline pick-up barge project.

Code Review Committee

Councilman Barnhoorn

- A draft driveway entrance local law was presented to Highway Superintendent Thomas E. his input.
- A final draft of the amendments to the wastewater treatment local law was presented to the Board. The changes come after a previous board this board found discrepancies in the code. The changes bring clarity.

Parks and Recreation Committee

Chairwoman Elizabeth Yockel

- On June 1st at the National Trails Day event, 37 people attended and 700 trees were planted at Sandy Bottom Park.
- Councilman Violas questioned the wording on the “Beach Closed” signs. Discussion followed.
- October 26th is the next park event. The event will include a fall festival, a pumpkin trail, and Halloween activities.
- June 1st will be an annual event.
- Karyn Herman will be submitting documents for the Trees for Tribes Grant by July 1st.
 - 737 trees were planted over 3 events held on May 4th, May 11th, and June 1st.
 - 282.5 volunteer hours were donated including participation by children.
 - 200-300 more stems are needed from this 2 year grant.
 - The cost of year two is \$200.
 - The Town could campaign to become Arbor Day members.
 - Other related expenditures are part of the grant. It is hoped that the turnaround from the state in processing the Town’s reimbursement from the grant will be quick.
 - As a grant writer, Karyn Herman has offered her services to the last two administrators. Supervisor Sauers engaged Karyn’s services to allow the Town to take advantage of grant opportunities.
 - Karyn Herman recognized Supervisor Caroline Sauers for her day to day work for the parks, for the perfect selection of trees, and her diligence in the planting. She presented Supervisor Sauers with a Tree of Life plaque in appreciation of her work. Councilwoman Linehan thanked Karyn for all of her hard work.

Comprehensive Plan Committee

Councilwoman Linehan

- The committee is currently focusing on creating a Business Survey.
- They will be meeting with Highway Superintendent Fleig for insights into the transportation component.
- They are also looking into types of housing that would attract young families.
- Agritourism was the topic of a recent meeting in Geneva covering various aspects:
 - Farm to Table
 - Event Planning
 - Cottage Industries
- They would like a representative from the Cornell Cooperative Extension to come and address the committee regarding Agritourism.

**Recreation Department
Director Holly Stoddard**

- Ongoing Activities
 - Swim lessons
 - Aerobics
 - Men’s and Women’s Softball Leagues
 - Pavilion Rentals
 - Beach Set-up Day June 15th
- Upcoming Activities
 - Summer Recreation Program

**Town of Richmond
Town Board Resolution
06 2019 52**

**AUTHORIZATION TO EXECUTE INTERMUNICIPAL AGREEMENT WITH THE TOWN OF CANADICE –
SUMMER RECREATION PROGRAM (TOWN OF RICHMOND)**

WHEREAS, an Intermunicipal Agreement with the Town of Canadice to participate and support the Town of Richmond Summer Recreation Program has been presented; and

WHEREAS, the Town of Richmond agrees to offer the residents of Canadice the opportunity to participate and support the Richmond Summer Recreation Program; and

NOW THEREFORE, BE IT RESOLVED, that this Town Board of the Town of Richmond gives authorization for the execution of said agreement by the required Town Officials; and

BE IT FURTHER RESOLVED, that the Clerk of this Board send a certified copy of this resolution to the Town Clerk of Canadice, along with the executed copy of the agreement and retain a copy of said agreement in the official records.

Councilman Stephen Barnhoorn motioned to adopt the resolution.

Councilman Daryl Marshall 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman Daryl Marshall	Aye
Councilwoman Amy Linehan	Aye
Councilman Dave Violas	Aye
Supervisor Caroline Sauers	Aye

**Town of Richmond
Town Board Resolution
06 2019 53**

**AUTHORIZATION TO EXECUTE INTERMUNICIPAL AGREEMENT WITH THE TOWN OF BRISTOL –
SUMMER RECREATION PROGRAM (TOWN OF RICHMOND)**

WHEREAS, an Intermunicipal Agreement with the Town of Bristol to participate and support the Town of Richmond Summer Recreation Program has been presented; and

WHEREAS, the Town of Richmond agrees to offer the residents of Bristol the opportunity to participate and support the Richmond Summer Recreation Program; and

NOW THEREFORE, BE IT RESOLVED, that this Town Board of the Town of Richmond gives authorization for the execution of said agreement by the required Town Officials; and

BE IT FURTHER RESOLVED, that the Clerk of this Board send a certified copy of this resolution to the Town Clerk of Bristol, along with the executed copy of the agreement and retain a copy of said agreement in the official records.

Councilman Stephen Barnhoorn motioned to adopt the resolution.

Councilman Daryl Marshall 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman Daryl Marshall	Aye
Councilwoman Amy Linehan	Aye
Councilman Dave Violas	Aye
Supervisor Caroline Sauers	Aye

- Discussion followed regarding the swim program at the Bristol 4-H Camp which was a success. 80 children participated and parents reacted positively to the program being held in a pool. Director Tim Davis was excellent to work with.
- Discussion then turned to signage at Sandy Bottom Beach and wording alternatives that would satisfy the NYS DOH as well as the Town's insurance company.
- Discussion continued regarding Independence Week activities and restrooms at Sandy Bottom Park, security cameras, opening Sandy Bottom earlier in the season, and keeping the park open later in the season.

Buildings and Grounds

Groundskeeper Scott Harris

- Pertaining to an earlier topic, Groundskeeper Harris will look at the current Beach Closed signs and do some research.
- Some tree maintenance needs to be done at Pitts Cemetery. He will address this on Thursday.
- The Well House parking lot needs weeds removal. He will get a price for having it sprayed.
- The pavilion roof will be finished before Saturday.
- Should the Sandy Bottom Pavilion be opened earlier if the weather is good?

Code Enforcement

Code Officer Spencer Shumway

- **OUTSTANDING PERMITS:** At the end of May, there were ten outstanding permits thirty months old or older. One of these permits is over the three year limit. All were notified.
- **FIRE AND SAFETY INSPECTIONS:** Seven letters were sent out for Fire and Safety inspections in May. Four inspections were scheduled, of which three passed inspection. More are being scheduled.
- **FEES COLLECTED:** There were twenty four building permits issued in May. A total of \$1,586.30 in fees was collected by the Building and Zoning Department for these permits. Project estimates for these permits came to \$419,925.
- **CERTIFICATES OF OCCUPANCY OR COMPLIANCE:** Ten permits were completed and issued certificates in May.
- **VIOLATIONS OR COMPLAINTS:** There were five violation letters issued in May. One had been corrected
- **REQUEST FOR INTERPRETATIONS:** In May, there were no new requests.

Councilman Marshall motioned to waive the fee for a roofing permit for the roof being replaced on the pavilion at Sandy Bottom Park.

Councilman Barnhoorn 2nd.

All in favor.

- There is an issue with campsite on vacant property on the lake which is being rented out to visitors. There are a portable toilets and a sink that is not connected to any system. Discussion ensued. Some other vacant properties in the town have campsites. Discussion continues.
- Code Officer Shumway would like to know when a Deputy Code Officer could be hired.
- Property maintenance issues are a problem, unmowed yards, garbage piling up, etc. Code Officer Shumway has sent an Order to Remedy on several properties that have not yet complied.
- Discussion followed regarding the pre-application meeting and who should be participating.

Town Clerk Linda A. Grace

- Revenues and disbursements for March, 2019 were \$2680.50.
- The monthly copying cost has increased substantially with the addition of multiple new committees. A proposal for a new Konica Minolta copier and lease program that includes unlimited color and black and white copies was presented.

Councilman Violas motioned to enter into a new lease with Konica Minolta for a new copier under the "One Rate" plan which includes all toners, service, and unlimited Black and White, and color copies at the monthly rate of \$344.57, and to authorize the Supervisor or the Town Clerk to execute the lease.

Councilman Marshall 2nd.

All in favor.

Assessor Report

(Assessor Lisa Bennett)

May 2019

- Returned phone messages and emails on various topics.
- Processed and filed mandated mobile home report.
- Processed and filed STAR Report.
- Exemption Charge Backs were mailed to property owners with an explanation of the notice.
- Tentative roll was filed; NOTICES WERE POSTED AND PLACED IN THE Messenger and the Town website.
- Sat with the Assessment Roll during the mandatory hours. Held informal hearings for 3 weeks, 90 Assessor's stipulations. Total of 147 complaints heard.
- Notices were mailed with the results from the BOAR.

Supervisor Caroline Sauers

Updates

- Independence Week – Councilwoman Linehan
 - The barbecue at the Legion celebrates the 100th anniversary of the Legion.
 - Live music will include Hank Rand and Keith Rotach.
 - There will be a 50/50 raffle.
 - Cost of the barbecue is \$10 which includes salt potatoes and beans.
 - The Parade will start at Church Street and go to the gazebo.
 - Classic cars will continue to the school.
 - 16 groups have floats in the parade.
 - Friday night at the gazebo will be Paulsen, Baker, and Chaapel.
 - Balloonmania will be at the Legion Riders event on July 6th.
 - The art contest information was distributed through the school.

New Business

- The Mill Creek Project is just about completed. Ontario County Soil and Water Conservation District is looking to stabilize the bank portion of the project with the Town's pledged support of \$9200. The bank cut-back requires hydro-seed to stabilize the bank. It is OCSWCD's recommendation for the Town to use the County Hydro Seed Program with Seedway LLC on the county bid. The tabulated cost for materials is \$1089.64 which is not covered under current grant funding and is part if the Town's portion of stabilizing the bank.

Councilman Barnhoorn motioned to pay Seedway, LLC \$1089.64 for hydro-seeding the Mill Creek Bank Stabilization Project.

Councilwoman Linehan 2nd.

All in favor.

- The June 25, 2019 Town Board Workshop is cancelled due to the Republican Primary Election.

**Town of Richmond
Town Board Resolution
06 2019 54
RECOGNIZING RITA KENDZIOR ON HER MANY YEARS OF SERVICE
TO THE TOWN OF RICHMOND**

WHEREAS, Rita Kendzior is an outstanding person who has contributed so much to the smooth operations of town government in the Town of Richmond; and

WHEREAS, Rita has retired effective on June 1, 2019 after 28 years of faithful and conscientious service; and

WHEREAS, Rita has served the Town of Richmond in a number of important capacities, including, but limited to:

- Deputy Town Clerk, Deputy Registrar, and Water Bill Collector, from January 2, 1991 through December 31, 2007.
- Town Constable, from January 11, 2000 through December 31, 2010.
- Court Clerk for Town Justices Lewis Levesque and Glenn Schreiber, from January 11, 2000 through December 31, 2013.
- Assessor Clerk, from January 10, 2006 to June 1, 2019.
- Secretary for the Board of Assessment Review.
- Secretary for the Town Planning Board, from September 25, 1991 through August 23, 2018.

WHEREAS, for 28 years, Rita’s devotion and love of our community and its people has had a positive effect on the efficiency and morale of her co-workers; and now, therefore, be it

RESOLVED, that this Board on behalf of the citizens of the Town of Richmond, expresses its appreciation to Rita Kendzior for her dedicated service to the Town; and, be it further

RESOLVED, that this Board extends its best wishes to Rita Kendzior and hopes that future years bring continued good health and contentment; and, be it further

RESOLVED, that this Resolution be entered as part of the permanent records of the Proceedings of the Town Board and be retained in its book of minutes forever; and, be it further

RESOLVED, that the Town Clerk send a certified copy of this resolution to Rita Kendzior.

Councilman Stephen Barnhoorn motioned to adopt the resolution.
Councilman Daryl Marshall 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman Daryl Marshall	Aye
Councilwoman Amy Linehan	Aye
Councilman Dave Violas	Aye
Supervisor Caroline Sauers	Aye

**Town of Richmond
Town Board Resolution
06 2019 55**

RESOLUTION OF SYMPATHY: DONALD E. "MIKE" BOYD (1942-2019)

WHEREAS, this Town Board was deeply saddened to learn of the death of Donald E. "Mike" Boyd; and
WHEREAS, Mike served this Town and its residents as Town Assessor from January 1, 1971 to December 31, 1973; and

WHEREAS, Mike is fondly remembered for passionately advocating for equitable assessment practices; and

WHEREAS, the Town of Richmond wishes to pay its respects to the memory of this fine citizen and public servant; now, therefore, be it

RESOLVED, that the Town Board of the Town of Richmond extends its sympathy to the family of Mr. Boyd; and, be it further

RESOLVED, that this Resolution be entered as part of the permanent records of the proceedings of the Town and be retained in its book of minutes forever; and, be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to his bereaved wife, Mrs. Wanda Boyd, and family.

Councilman Stephen Barnhoorn motioned to adopt the resolution.

Councilman Daryl Marshall 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman Daryl Marshall	Aye
Councilwoman Amy Linehan	Aye
Councilman Dave Violas	Aye
Supervisor Caroline Sauers	Aye

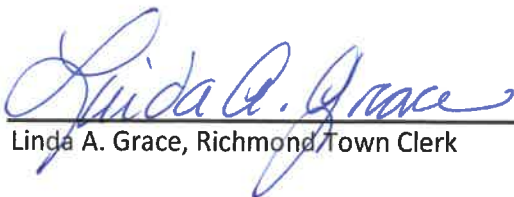
Councilman Barnhoorn motioned to adjourn the Regular Town Board Meeting.

Supervisor Sauers 2nd.

All in favor.

10:04 pm

Respectfully submitted,


Linda A. Grace, Richmond Town Clerk


July 6, 2019