

Minutes of the Town Board for March 17, 2020

TOWN OF PITTSFORD TOWN BOARD MARCH 17, 2020

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, March 17, 2020 at 6:00 P.M. local time in Pittsford Town Hall.

PRESENT: Supervisor William A. Smith, Jr.; Councilmembers Kevin Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Spencer Bernard, Chief of Staff; Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Cheryl Fleming, Personnel Director; Linda M. Dillon, Town Clerk and Shelley O'Brien, Communications Director.

ATTENDANCE: There were no members of the public in attendance. John Schroth from Channel 12 and three (3) additional staff members also were present.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and requested that Deputy Supervisor Munzinger lead the Pledge to the Flag. The Town Clerk noted all Town Board members present.

PLANNING BOARD CHAIRMAN

John Limbeck, Chairman of the Town Planning Board, asked to address the Board. He commented favorably on the candidates who applied for appointment to the Planning Board and recommended to the Town Board the reappointment of Planning Board members Paula Liebschutz and Kevin Morabito.

PRESENTATION – VIDEO OF TOWN BOARD MEETINGS

Supervisor Smith and Joy Brown, Director of the Town's IT Department, had invited John Schroth of ERCN-TV, Channel 12, to address the meeting. The Supervisor noted that ERCN-TV has been broadcasting video of Pittsford Town Board meetings on cable access Channel 12/1303 for the past three years. In conjunction with broadcasts it has provided on-demand online streaming of Town Board meetings, available the day after each meeting.

He noted that periodically over the years the Town's IT Director and its Communications Director, Shelley O'Brien, have reviewed with ERCN-TV the logistics and costs of providing, in addition, online streaming of Town Board meetings in real time, as the meeting takes place. At the recent request of Councilmember Koshykar, Ms. Brown, Ms. O'Brien and Mr. Schroth again reviewed these logistics and costs; Mr. Schroth is here to discuss this latest review.

Mr. Schroth discussed his background and experience in media, with ERCN-TV and his background in working with the Town of Pittsford. He gave an overview of current media services regarding Town Board meetings. Analytics show that only 4-8 people watch streaming video-on-demand of Pittsford Town Board meetings each month. Half of these views are from Pittsford Town offices, which the analytics disclose based on information about the service provider and the account accessing the stream. So outside of Town Hall and Town offices, analytics show that approximately 2-4 people watch it each month.

He noted that the on-demand streaming of Board meetings in place for the last several years lets viewers watch any time that is convenient, unlike a scheduled live stream that stops and starts at a specific time and day. He noted that, in light of this factor and the analytics showing actual usage of the existing streaming video, Pittsford has always considered how much use there would actually be of real-time video streaming and balanced it with the cost and time investment it would take to properly set up live streaming video. He noted that demand could go up during a crisis like the coronavirus.

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Mr. Schroth stated that the cost of equipment for live streaming of Town Board meetings and the cost of producing it has significantly decreased. He has extensive experience with attempting live streaming using free platforms such as Facebook and YouTube. His clients who have tried them eventually had to move to professional platforms because of problems with the free services. He recommended that if Pittsford moves forward with adding real-time streaming to its existing on-demand streaming, it could be best accomplished by using Telvue. This is the current provider for the Town's on-demand streaming. ERCN has already paid for Telvue's services and therefore it is available to Pittsford through ERCN. Telvue offers the best closed-caption ability, and at the lowest price.

Mr. Schroth also noted that the Town will need to purchase a new camera within a year just to continue any video of Board meetings at all. This is because the digital tape used in the Town's current camera is no longer being made. ERCN has a supply of it, but will be unlikely to get more. He said that any new camera he would recommend would have up-to-date technology, including the technology to do live-streaming.

He then outlined for the Board the estimated cost to add live streaming of Town Board meetings to the broadcasts and on-demand streaming as follows:

- 1) New Camera - \$2,600
- 2) Accessories - \$ 450
- 3) Set Up - \$1,000
- 4) Closed Captioning - \$1,500 (annual payment to Telvue)

Total Estimated Cost: \$5,550.00

Mr. Schroth noted that this amount is substantially less than the overall cost determined when the Town has looked into live streaming previously.

Discussion followed. Supervisor Smith stated that, since the Town would soon have to buy a new camera in any event, he supports adding live-streaming as outlined by Mr. Schroth, including closed-captioning. Councilmember Townsend asked if the analytics showing viewership of the Town's existing on-demand streaming included views from all platforms, including mobile devices; Mr. Schroth will confirm that. In response to a question from Councilmember Beckford, Mr. Schroth explained that once live streaming is up and running, videos of the meetings will continue to be archived and be available on demand as they are today. Councilmember Koshykar asked whether the livestream would be available on mobile devices; Mr. Schroth answered yes, that Telvue's encoding plays well on smart phones, tablets and all devices. Mr. Schroth explained that the link directly to the live feed would be at the same location where the on-demand streaming has been available for the past several years. Town Communications Director Shelley O'Brien explained how to get to the streaming video page on the Town's website, and stated that the direct link can be posted on the different Town communications platforms, such as the eNews. Councilmember Townsend asked whether the Town's streaming video with file names using "TOP" to identify them as Town of Pittsford video can have it spelled out. Mr. Schroth explained that ERCN uses the abbreviation so that the date of the meeting appears in the list; he will look into reconfiguring file names so they can show both. Councilmember Beckford noted that ERCN serves several communities and asked whether, for example, there is a way of separating the Pittsford meetings from East Rochester meetings. Mr. Schroth explained that these are already separated, with a separate playlist tab for each. Mr. Schroth thanked Councilmember Beckford for suggesting that the Town compensate Mr. Schroth for his time in setting up the live streaming; Mr. Schroth declined, that as a Pittsford resident and homeowner he is happy to devote the time to the project if the Town goes ahead with it.

FUNDING FOR LIVE STREAMING APPROVED

Supervisor Smith recommended proceeding with live streaming as presented by Mr. Schroth. He made a motion to authorize expenditure necessary to do it, for a total not to exceed \$6,000.00. The motion was seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

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The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorizes expenditure on the following items for the purpose of live-streaming Town Board meetings, for a total amount not to exceed \$6,000.00, based on the following estimated costs:

- 1) New Camera - \$2,600
- 2) Accessories - \$ 450
- 3) Set Up - \$1,000
- 4) Closed Captioning - \$1,500 (annual payment to Telvue)

PUBLIC COMMENT

No public comments were offered regarding the Minutes of the February 25, 2020 Town Board meeting.

AMENDMENT TO THE MINUTES OF THE MARCH 3, 2020 MEETING APPROVED

Councilmember Townsend noted an Amendment to the Minutes of the March 3, 2020 meeting, to include her name on Page 5 of the draft Minutes – Section entitled 19th Amendment Commemoration, sentence 2, to read: “The next step is for Deputy Supervisor Munzinger **and Councilmember Townsend** to meet...” A Resolution to approve this amendment to the Minutes of the March 3, 2020 meeting was thereafter offered by Councilmember Townsend, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Meeting Minutes of the March 3, 2020 are amended as follows:

Page 5, Section entitled “19 Amendment Commemoration”, Sentence 2 will read:

The next step is for Deputy Supervisor Munzinger and Councilmember Townsend to meet with community volunteers and Town staff to share the ideas and plans for the event.

MINUTES OF THE MARCH 3, 2020 MEETING APPROVED AS AMENDED

Immediately thereafter, a Resolution to approve the Minutes of the March 3, 2020 meeting as amended was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Meeting Minutes of the March 3, 2020 are approved as amended.

LEGAL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Legal Matters.

COMMUNITY CHOICE AGGREGATION (CCA) AGREEMENT WITH JOULE ASSETS INC. AND ROCTRICITY LLC. APPROVED

Supervisor Smith reviewed with Town Board the Memorandum from Town Attorney Koegel, recommending that the Agreement with Joule Assets Inc. and Roctricity LLC be approved. He confirmed that the intention is for the administrator to go out to bid as soon as possible after all the agreements have been executed. There will also be at least two (2) public meetings conducted, as required. Supervisor Smith also confirmed, upon inquiry from Councilmember Townshend, that State bidding and procurement laws no longer prevent Town employees including Board members from speaking directly with principals or employees of Joule Assets or Roctricity.

Following brief discussion noting among other things that Irondequoit had also approved its contract with the administrator and that approval by Brighton was pending, Councilmember Townsend offered a motion to approve the Agreement, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

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The Resolution was declared carried as follows:

RESOLVED, that the Community Choice Aggregation Agreement among the Town, Joule Assets Inc. and Roctricity LLC, in the form attached hereto, be and hereby is approved.

PUBLIC HEARING SET FOR LOCAL LAW NO. 3 OF 2020 – AMENDING CHAPTER 8 OF THE TOWN OF PITTSFORD MUNICIPAL CODE ENTITLED “COMPUTER SYSTEM SECURITY BREACH NOTIFICATION POLICY”

Technology Director, Joy Brown, reviewed with the Town Board the proposed amendment to Chapter 8 of the Town Code entitled “Computer System Security Breach Notification Policy”. Following some brief discussion and Technology Director Brown’s plan for implementation of the amended policy, a motion to set the Public Hearing was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

WHEREAS, true and correct copies of proposed Local Law No. 3 of 2020: Amending Chapter 8 of The Town of Pittsford Municipal Code Entitled “Computer System Security Breach Notification Policy”, were delivered to each member of the Town Board; and

WHEREAS, due consideration has been given to the adoption of said proposed Local Law No. 3 of 2020, by all members of the Town Board who were present; and

WHEREAS, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 21st day of April 2020, at 6:00 p.m. at the Town Hall, 11 South Main Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 3 of 2020;

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 21st day of April, 2020, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on the question of the adoption of said proposed Local Law No. 3 of 2020; and be it further

RESOLVED, that a Notice of Hearing and a copy of said proposed Local Law 3 of 2020, or a summary thereof, be published in a newspaper previously designated as an official newspaper for publication of public notices, not less than five (5) days prior to said hearing; and be it further

RESOLVED, that the Town Clerk shall post certified copies of both this resolution and said proposed Local Law No. 3 of 2020, or a summary thereof, on the bulletin board, maintained by the Town Clerk pursuant to § 40(6) of the Town Law, for a period of not less than five (5) days prior to said public hearing.

Local Law No. 3 of 2020 as proposed:

**BE IT ENACTED BY THE
TOWN BOARD OF THE
TOWN OF PITTSFORD
NEW YORK
AS FOLLOWS:**

**LOCAL LAW NO. 3 OF 2020:
THE ADOPTION OF PROPOSED LOCAL LAW
NO. 3 OF 2020: AMENDING CHAPTER 8
OF THE TOWN OF PITTSFORD MUNICIPAL CODE**

**ENTITLED “COMPUTER SYSTEM SECURITY
BREACH NOTIFICATION POLICY”**

SEC. 1 TITLE

This Local Law shall be known as “Local Law No.3 of 2020: Amending Chapter 8 of The Town of Pittsford Municipal Code Entitled “Computer System Security Breach Notification Policy.”

SEC. 2 AMENDMENT TO EXISTING LAW

The Pittsford Town Code, Chapter 8, shall be amended to revise §§ 8-3, 8-4, and 8-8 to read, as follows:

§ 8-3. Authority.

This chapter is enacted pursuant to the New York State Constitution, New York Municipal Home Rule Law § 10, General Business Law §§ 899-aa and 899-bb, and New York State Technology Law § 208, and may be amended from time to time by Town Board resolution or local law.

§ 8-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BREACH OF SECURITY OF THE SYSTEM — unauthorized access to or acquisition of, or access to or acquisition without valid authorization, of computerized data that compromises the security, confidentiality, or integrity of private information maintained by the Town. Good faith access to, or acquisition of, private information by an employee or agent of the Town for the purposes of the employee or agent is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

In determining whether information has been accessed, or is reasonably believed to have been accessed, by an unauthorized person or a person without valid authorization, the Town may consider, among other factors, indications that the information was viewed, communicated with, used, or altered by a person without valid authorization or by an unauthorized person.

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the Town may consider the following factors, among others:

- A. Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- B. Indications that the information has been downloaded or copied; or
- C. Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

CONSUMER REPORTING AGENCY — Any person or entity which, for monetary fees, dues or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. A list of consumer reporting agencies may be obtained upon request to the State Attorney General.

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DEPARTMENT — Any board, division, committee, commission, council, department, public authority, public benefit corporation, office or other governmental entity performing a governmental or proprietary function for the Town.

PERSONAL INFORMATION — Any information concerning a natural person which, because of name, number, personal mark, or other identifier, can be used to identify that person.

PRIVATE INFORMATION —

A. Private Information means either:

(i.) Personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the combination of personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:

1. social security number;
2. driver's license number or non-driver identification card number;
3. account number, credit or debit card number, in combination with any required security code, access code, password or other information which would permit access to an individual's financial account;
4. account number, or credit or debit card number, if circumstances exist wherein such number could be used to access to an individual's financial account without additional identifying information, security code, access code, or password;
5. biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, or retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity; or

(ii.) a user name or e-mail address in combination with a password or security question and answer that would permit access to an online account.

B. "Private information" does not include publicly available information that is lawfully made available to the general public from Town records.

TOWN — The Town of Pittsford, County of Monroe.

§ 8-8. Method of notification.

The required notice must be directly provided to the affected individuals by one of the following methods:

- A. Written notice;
- B. Electronic notice, provided that the person to whom notice is required to be provided has expressly consented to receiving notice in electronic form and a log of each electronic notification is kept by the Town; and provided further that no person or business may require a person to consent to accepting notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- C. Telephone notification, provided that a log of each telephone notification is kept by the Town; or
- D. Substitute notice, if the Town demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000 or that the number of individuals to be notified exceeds

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500,000, or the Town does not have sufficient contact information. Substitute notice must include all of the following:

- (1) E-mail notice when the Town has an e-mail address for the subject persons, except if the breached information includes an e-mail address in combination with a password or security question and answer that would permit access to the online account, in which case the Town shall instead provide clear and conspicuous notice delivered to the consumer online when the consumer is connected to the online account from an internet protocol address or from an online location which the Town knows the consumer customarily uses to access the online account;
- (2) Conspicuous posting of the notice on the Town's website page, if the Town maintains one; and
- (3) Notification to major state-wide media.

SEC. 3 SEVERABILITY

If any clause, sentence, phrase, paragraph or any part of this Local Law shall for any reason be adjudicated finally by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Local law, but shall be confined in its operation and effect to the clause, sentence, phrase, paragraph or part thereof, directly involved in the controversy or action in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that the remainder of this Local Law would have been adopted had any such provision been excluded.

SEC. 4 EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State.

FINANCIAL MATTERS

PUBLIC COMMENT

No public comment was offered regarding Financial Matters.

SURPLUS INVENTORY APPROVED

A Resolution to approve the list of Surplus Inventory submitted as recommended was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following list of Surplus Inventory was approved to be removed from Town's inventory:

MARCH SURPLUS INVENTORY LIST

<u>Asset #</u>	<u>Year</u>	<u>Description</u>	<u>Department</u>	<u>Cost</u>	<u>Disposition</u>
11181	1995	Fiberglass Step Ladder	Bldg Maint	\$99.00	Junk
11250	1995	6' Fiberglass Ladder	Bldg Maint	\$92.00	Junk
11269	1996	10' Fiberglass Ladder	Bldg Maint	\$189.00	Junk
11297	2003	Vacuum Hose Kit	Bldg Maint	\$212.03	Junk
11298	1999	Leaf Blower	Bldg Maint	\$179.95	Junk

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15355	2005	Task Stool	Bldg Maint	\$212.00	Junk
16085	2006	Tool Box w/ Electrical Tools	Bldg Maint	\$201.79	Junk
16747	2012	High Back Chair	Bldg Maint	\$99.95	Junk
17236	2012	Salt Spredder	Bldg Maint	\$206.99	Junk
17260	2013	Vacuum Cleaner	Bldg Maint	\$549.99	Junk
17350	2011	Work Chair	Bldg Maint	\$255.00	Junk
17360	2012	Air Conditioner	Bldg Maint	\$279.00	Junk
17784	2014	Desk Return	Bldg Maint	\$221.33	Junk
17802	2015	Vacuum Cleaner	Bldg Maint	\$436.33	Junk
18026	2015	Shop Vac Blower	Bldg Maint	\$184.08	Junk
18038	2015	Air Conditioner	Bldg Maint	\$303.05	Junk
18040	2015	Air Conditioner	Bldg Maint	\$299.00	Junk
18041	2015	Air Conditioner	Bldg Maint	\$239.00	Junk
18150	2016	Air Conditioner	Bldg Maint	\$236.55	Junk
18151	2016	Air Conditioner	Bldg Maint	236.55	Junk
18266	2017	Mesh Chair	Bldg Maint	146.25	Junk
18296	2017	Baby Changing Station	Bldg Maint	289.00	Junk
18297	2017	Baby Changing Station	Bldg Maint	289.00	Junk
18503	2018	Vacuum	Bldg Maint	449.00	Junk
18733	2018	Shark Vacuum	Bldg Maint	102.99	Junk
18734	2018	Shark Vacuum	Bldg Maint	102.99	Junk
18735	2018	Shark Vacuum	Bldg Maint	102.99	Junk
18932	2019	Stadium File	Bldg Maint	287.00	Junk
19777	2019	Shark Vacuum	Bldg Maint	105.39	Junk
19779	2019	Shark Vacuum	Bldg Maint	105.39	Junk
16815	2010	Backpack Blower	Parks	410.00	Junk
11311	1985	Table	PSD	91.80	Junk
11312	1985	Table	PSD	91.80	Junk
13755	1998	Grinder	PSD	102.27	Junk
14205	2004	Dehumidifier	PSD	266.75	Junk
15934	2007	Mainline Sewer Camera	PSD	63,908.00	Trade-In
15962	2008	Enclosed Trailer	PSD	7,030.00	Auction
15992	2010	Flush Truck	PSD	174,006.00	Auction
13539	1998	Chain Saw	Hwy	499.95	Junk
14418	2005	Office Chair	Hwy	121.26	Junk
14420	2006	Drill	Hwy	109.95	Junk
16074	2006	Drill	Hwy	138.00	Junk
16108	2006	Lug & Lock Flip Scoket	Hwy	101.50	Junk
16423	2008	21" Torch	Hwy	364.64	Junk
16463	2009	Chain Saw	Hwy	479.00	Junk
16470	2009	Underhood Light	Hwy	100.00	Junk
16675	2009	Arm Chair	Hwy	511.30	Junk
16676	2009	Arm Chair	Hwy	511.30	Junk
16677	2009	Arm Chair	Hwy	511.30	Junk
16699	2009	Drill Bit Set	Hwy	269.00	Junk
16953	2010	Office Chair	Hwy	169.00	Junk
17160	2011	Grease Gun	Hwy	299.99	Junk
17167	2011	Grease Gun	Hwy	319.99	Junk

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17196	2012	Racheting Quick-Clamp Tool	Hwy	144.70	Junk
17200	2012	Stop / Slow Paddle Sign	Hwy	133.00	Junk
17201	2012	Stop / Slow Paddle Sign	Hwy	133.00	Junk
17924	2015	Backpack Blower	Hwy	409.96	Junk
18807	2016	Jump Booster Pack	Hwy	179.95	Junk
18808	2016	Pry Bar	Hwy	101.50	Junk
3074	1972	Low Wooden Bench	Library	240.00	Junk
13177	2000	Oak Stool	Library	152.10	Junk
13184	2000	Oak Stool	Library	152.10	Junk
13278	2005	Story Carrel	Library	8,516.10	Junk
15342	2005	Armchair	Library	165.08	Junk
15347	2005	Armchair	Library	165.08	Junk
15348	2005	Armchair	Library	165.08	Junk
15349	2005	Armchair	Library	165.08	Junk
15398	2005	Armchair	Library	275.39	Junk
15439	2005	Armchair	Library	289.42	Junk
15443	2005	Armchair	Library	289.42	Junk
15885	2008	Digital Photo Frame	Library	212.99	Junk

\$269,015.34

MARCH VOUCHERS APPROVED

A Resolution to approve the March vouchers for payment as submitted was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by the members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the March 2020 vouchers No. 146145 through No. 146435, in the amount of \$528,787.23 are approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENT

No public comments were offered regarding Operational Matters.

BID AWARDED FOR ERIE CANAL PARK AND PRESERVE

Upon request by Supervisor Smith, Commissioner Schenkel reviewed the plan for the Erie Canal Park and Preserve project, noting that there was only one bid offered for the barn reconstruction and that he recommends that we reject that bid and go out to bid at another date, explaining that some of the probable reasons for the high bid and lack of any additional bids for the barn reconstruction. He then reviewed the bids and recommended that the Town award the bid for the Elevated Boardwalk to CP Ward for \$156,500.

Following some brief discussion, Supervisor Smith made a motion to award the bid for the Erie Canal Park and Preserve Elevated Boardwalk construction to CP Ward, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board award the Erie Canal Park and Preserve Elevated Boardwalk bid for \$156,500 to CP Ward as lowest responsible bidder; and be it further

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RESOLVED, that the Town Board authorizes the Commissioner of Public Works to sign change orders up to \$7,825, or 5% of the contract cost; and be it further

RESOLVED, that the Town Board reject all bids related to the Erie Canal Park and Preserve Barn Reconstruction project.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered.

NEW HIRES AND STATUS/SALARY CHANGE APPROVED

A Resolution to approve the proposed new hires and status change and salary change for particular employees was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approves the recommended new hires for the following employees:

Name	Dept	Position	Rate	Date of Hire
Kimberly Mitchell	Maintenance	Cleaner II – FT	\$13.50	03/05/2020
Meghan Layer	Recreation	REC Assistant I – PT	\$11.80	03/19/2020

And be it further

RESOLVED, that the Town Board approves the recommended status and salary changes for the following employees:

Name	Position	Reason for Change	Rate	Effective Date
Robyn Avery	Librarian Trainee – PT	Title Change	\$19.46	03/30/2020
Melissa Desir	Librarian Trainee – PT	Title Change	\$19.46	03/30/2020
Annalisa Foster	Rec Asst III – Birthday Attendant PT	Added Position	\$13.43	03/17/2020
Mary Magguilli	Rec Asst III – Birthday Attendant PT	Added Position	\$13.43	03/17/2020
Ella Zombek	Rec Asst III – Birthday Attendant PT	Added Position	\$13.43	03/17/2020
Meghan Brooks	Rec Asst III – Birthday Attendant PT	Added Position	\$13.43	04/04/2020
Abena Tonge	Rec Asst III – Birthday Attendant PT	Added Position	\$13.43	04/04/2020

OTHER BUSINESS

Pandemic Accrual Time for Town Staff

Supervisor Smith recommended creation of a bank of Pandemic Accrual Time for Town staff, similar in nature to Sick Time and Vacation Time, given the current health emergency and the possible need for staff to be home or our public facilities, such as the Library and the Recreation Center to be closed. Discussion by the Board followed, including recommendations by Personnel Director Cheryl Fleming regarding permanent part-time and

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seasonal part-time staff. Councilmember Townsend asked if the Personnel Director would be compiling data to provide a clear idea of how many seasonal part-time hours may be affected by closings or staffers needing to be out of work because of the pandemic, because of the budget implications of providing the Pandemic Accrual Time; Ms. Fleming confirmed that this would be done.

Following the discussion, a motion was made by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Supervisor be authorized to establish a Pandemic Accrual Bank for employees of the Town of Pittsford, to be used, as necessary, during this coronavirus health emergency.

Supervisor's Update on State's Plans for the Erie Canal

Supervisor Smith gave an update following a recent meeting that he and Mayor Corby had with the Director of the Canal Corporation and members of his senior staff regarding the State's plans for the canal. The Canal Corporation representatives confirmed that water levels in the canal will not be lowered, beyond the customary seasonal lowering in winter. The Supervisor indicated that the Canal Corporation is still reviewing whether to cut off certain connections to the canal from inland waterways or to otherwise isolate certain segments of the canal from the rest of the system, in an attempt to control invasive species.

Environmental Event for April 25 – Postponed

Councilmember Townsend announced that a decision has been made by the Village and the Town to postpone the Arbor Day/Environmental Day/Frog Day event that had been planned for April 25th due to the current situation with the coronavirus. She indicated that this event is likely to be rescheduled for the fall.

PUBLIC COMMENT

Town resident Ann Slocomb submitted a comment by email, asking the Town to consider environmental impacts of decisions, asking the Town to seek state funding to support its budget and asking the Town to plan ahead for emergency situations.

EXECUTIVE SESSION

Supervisor Smith indicated that the next item of business would involve appointments to openings on Town volunteer boards. Because this is a personnel matter, he asked the Board to go into Executive Session to discuss it and thereafter made a motion to do so. It was seconded by Councilmember Townsend and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Town Board thereafter moved into Executive Session, where it discussed appointments to the Volunteer Boards.

RETURN TO REGULAR MEETING

Following the Executive Session, appointments to Town Volunteer boards were approved as follows:

Design Review and Historic Preservation Board

A motion was made by Councilmember Townsend, seconded by Councilmember Beckford, to re-appoint David Wigg to the Design Review and Historic Preservation Board, for a term beginning January 1, 2020 and ending December 31, 2025 (6 years); and to re-appoint Dirk Schneider to the Design Review and Historic Preservation Board, for a term beginning January 1, 2020 and ending December 31, 2026 (7 years). Members voted as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

Minutes of the Town Board for March 17, 2020

Planning Board

A motion was made by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, to re-appoint Paula Liebschutz to the Planning Board, for a term beginning January 1, 2020 and ending December 31, 2025 (6 years); and to re-appoint Kevin Morabito to the Planning Board, for a term beginning January 1, 2020 and ending December 31, 2026 (7 years). Members voted as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

Zoning Board of Appeals

A motion was made by Councilmember Koshykar, seconded by Councilmember Townsend, to appoint James Pergolizzi to the Zoning Board of Appeals for a term beginning January 1, 2020 and ending December 31, 2026 (7 years); and to re-appoint Michael Rose to the Zoning Board of Appeals for a term beginning January 1, 2020 and ending December 31, 2025 (6 years). Members voted as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

Parks and Recreation Board

A motion was made by Supervisor Smith, seconded by Deputy Supervisor Munzinger, to appoint Shawn Leblanc to the Parks and Recreation Board for a one-year term beginning January 1, 2020 and ending December 31, 2020; and to re-appoint Rick Taylor, Benjamin McCormick, Lisa Stein, Greg Riley, Rachel Baker August, Pamela Cooper-Vince, Ron Anderson and John Reddington to the Park, each to a one-year term beginning January 1, 2020 and ending December 31, 2020. Members voted as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

Environmental Board

A motion was made by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, to appoint Lindsay Clark to the Environmental Board for a one year term beginning January 1, 2020 and ending December 31, 2020; and to and re-appoint Stephen Heinzelman, Julie Marcellus, James Pippin, Seth O'Bryan and Hali Buckley, each for a one-year term beginning January 1, 2020 and ending December 31, 2020. Members voted as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

Assessment Review Board

A motion was made by Supervisor Smith, seconded by Councilmember Beckford, to appoint Thomas Kidera to the Assessment Review Board, to fill a vacancy in a seat whose term ends September 30, 2020; to re-appoint Patti Borshoff to the Assessment Review Board for a term beginning January 1, 2020 and ending September 30, 2023 (4 years) and to re-appoint Alan Wood to the Assessment Review Board for a term beginning January 1, 2020 and ending September 30, 2024 (5 years). Members voted as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

As there was no further business, the Supervisor adjourned the meeting at 8:05 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk