

Minutes of the Town Board for June 15, 2021

TOWN OF PITTSFORD TOWN BOARD JUNE 15, 2021

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, June 15, 2021 at 6:00 P.M. local time in the Lower Level Meeting Room of Town Hall, 11 South Main Street, in person.

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

ABSENT: None.

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

ATTENDANCE: There were no members of the public in attendance.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and invited all to join in the Pledge to Flag. The Town Clerk noted all Board members present.

SUPERVISOR'S ANNOUNCEMENTS

1. Supervisor Smith congratulated all Pittsford high school seniors on their graduation and encouraged all to participate in the many activities and events planned for this summer.
2. Supervisor Smith noted the Governor's message that the State has reached a 70% vaccination rate and therefore substantially all Covid restrictions are lifted. The Supervisor congratulated Pittsford residents for having one of the highest vaccination rates in the State -- 86.3% for everyone over the age of 12.

MINUTES OF THE MAY 18 TOWN BOARD MEETING APPROVED

Councilmember Koshykar noted objection to a provision in the minutes. Deputy Supervisor Munzinger offered a motion to approve the Minutes of the Town Board Meeting of May 18, 2021 of the Town Board, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Munzinger, Townsend and Smith. Nays: Beckford and Koshykar.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the May 18, 2021 Town Board meeting are approved as written.

MINUTES OF THE JUNE 1 TOWN BOARD MEETING APPROVED AS AMENDED

Town Clerk Dillon noted a typographical error in the draft minutes. Thereafter, a Resolution to approve the Minutes of the Town Board Meeting of June 1, 2021 as amended to correct the typo was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, 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 Minutes of the June 1, 2021 Town Board meeting are approved as amended.

RULES OF PROCEDURE FOR COMMENTS REVIEWED

Supervisor Smith reviewed the procedural rules for offering comments to the Board and how they can be submitted to the Board during the meeting.

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LEGAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Legal Matters.

PUBLIC HEARING SET FOR 3-6 POLE LIGHTING DISTRICT, EXTENSION #6 CHATHAM WOODS SUBDIVISION SECTIONS A, C, D, E AND F

Supervisor Smith reviewed the background of the proposal by the Chatham Woods Homeowners Association and by Chatham Woods residents for a lighting district, to provide lights at entrances to the subdivision. Commissioner Schenkel answered questions to the Board regarding the proposal.

Thereafter, a motion was offered by Councilmember Townsend to set a Public Hearing for the proposed 3-6 Pole Lighting District, Extension #6 Chatham Woods Subdivision Sections A, C, D, E and F. The motion was 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:

WHEREAS, Petitions, signed by the required percentage of owners of taxable real property situated in the proposed "3-6 Pole Lighting District, Extension No. 6 Chatham Woods Subdivision Sections A,C,D,E and F," have been presented to the Town Board of Pittsford, Monroe County, New York, for the proposed creation of the aforesaid Lighting District to be located in the Chatham Woods Section A,C,D,E, and F Subdivision, the said proposed District being located in general terms on the streets of Bishops Court, Brewster Lane, Caversham Woods, Chelsea Park, Devonwood Lane, Featherstone Court, Glenmore Circle, Hadley Court and Old Kings Lane, situated between Calkins Road and Stone Road, comprising of 264 parcels, all as is more particularly set forth in the Petitions and map as described herein; and

WHEREAS, no public monies are proposed to be expended for the creation of the Refuse District; and

WHEREAS, the anticipated Lighting District Fees to be paid annually by the owner of each home within the District, is in the amount of \$12.68;

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that a public hearing be held before the Town Board of the Town of Pittsford, at the Town of Pittsford Town Hall, on the 20th day of July, 2021 at 6:00 o'clock P.M., Local Time, to consider the said Petitions and to hear all persons interested therein, and for such other and further action on the part of the Town Board with relation to the said Petitions as may be required by law or proper in the premises; and it is further

RESOLVED AND ORDERED, that a copy of the within Order be duly published in the Brighton-Pittsford Post, which paper is designated as the official paper for such publication, and a copy of the said Order be posted on the bulletin board of the Town Clerk of the Town of Pittsford, New York, maintained pursuant to Section 30 of the Town Law, not less than ten (10) nor more than twenty (20) days prior to the date of the said hearing.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Financial Matters.

JUNE VOUCHERS APPROVED

Following discussion and amendment of the proposed vouchers, a Resolution to approve the proposed vouchers for June was offered 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:

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RESOLVED, that the June 2021 vouchers No. 151430 through 151792, in the amount of \$634,924.65 are approved for payment.

BUDGET AMENDMENT APPROVED

A Resolution to approve the proposed Budget Amendment was offered by Supervisor Smith, 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 1.7270.4000.11.21 (WT-Concert Events) be increased by \$500.00. The source of the funds is a grant in the amount of \$500.00 from the Erie Canalway Heritage Fund. The funds will be used for the Town's Summer Concert Series.

ADDITIONAL FINANCIAL DISCUSSION

Councilmember Townsend posed a few questions about the expense report and asked about revenues from Recreation Department programs. Finance Director Brian Luke responded that the trend gives us confidence for recreation revenues for this year, as well as sales tax revenues. He noted that sales tax to the town for the first quarter were up \$15,533 compared to the first quarter in 2020. The Finance Director also answered questions about funds expected to come from ARPA (the American Rescue Plan Act). Councilmember Townsend referred Board members to guidance on the website of the NYS Association of Towns, about what ARPA funds may be used for, by way of preparing for conversations with the Town auditors about using the funds when they are granted.

PERSONNEL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Personnel Matters.

HIRING RESOLUTION APPROVED

A Resolution to approve the proposed recommendations for new hires and status changes 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 personnel be and hereby are approved for the date of hire as recommended:

Name	Dept	Position	Rate	Date of Hire
Rachel Wittels	Rec	Rec Asst 3 – PT	\$16.11	06/21/2021
Morgan Pink	Rec	Rec Asst 3 – PT	\$14.15	06/21/2021
Matthew Taylor	Rec	Rec Asst 2 – PT	\$13.20	06/21/2021
Molly Heinzelman	Rec	Rec Asst 1 – PT	\$12.50	06/21/2021

And, be it further

RESOLVED, that the following personnel be approved for the status and/or salary change as indicated below:

Name	Position	Reason for Change	Salary	Effective Date
Thomas Rinaldo	Swr Specialist	Promotion	\$20.89/hr	06/21/2021
Chris Downey	Rec – Asst 3	Additional Rate	\$14.40/hr	06/21/2021
Meghan Layer	Rec – Asst 2	Additional Rate	\$13.20/hr	06/21/2021

OTHER BUSINESS

Councilmember Townsend indicated that New York State has announced grant opportunities for municipalities, with up to \$2 million in aggregate available for conservation efforts to protect farm and agricultural lands; that this may be an opportunity for the Town to add to its preserved open space.

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Councilmember Townsend also announced that June is Elder Abuse Awareness Month and noted that we are very fortunate in this area to have Lifespan, which exists to assist with many challenges for seniors, including Elder Abuse.

Councilmember Koshykar requested an update on work that has been done by the Grant consultant – asking for information on grants applied for and plans for additional grant applications. She asked about the status of the recent Community Choice Aggregation (CCA) bid. Supervisor Smith updated the Board, noting that the most recent round of bids were unsuccessful in meeting Pittsford's requirements, with the lowest bid for electricity from renewable sources exceeding the current utility rate by about \$.01 per kilowatt hour, about 25% higher than the current rate. Councilmember Koshykar asked about using Zoom for Town Board meetings in addition to the Town's live streaming of the in-person meetings. Councilmember Koshykar asked about the review of the Town's Ethics Code. Councilmember Townsend noted that a re-draft is underway and the Board Committee will review it as a next step.

PUBLIC COMMENTS

Comments were offered by Jeff Luellen and Annalise Johnson-Smith.

EXECUTIVE SESSION FOR APPOINTMENTS TO EQUITY ADVISORY COMMITTEE

For the purpose of considering appointments to the Equity Advisory Committee, Supervisor Smith moved to go into Executive Session. The motion was seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

RESOLVED, that the Town Board enter into Executive Session, adjourning to the 1st Floor Conference Room, to consider appointments to the Equity Advisory Committee.

EXECUTIVE SESSION CONCLUDED AT 7:30 P.M.

APPOINTMENTS TO EQUITY ADVISORY COMMITTEE

Councilmember Townsend offered a motion to appoint the community members for the Equity Advisory Committee as follows: Nita Singh, Rubiena Duarte, John Delate and Radhika Ramesh. Supervisor Smith seconded the motion, and the Board voted as follows: Ayes: Munzinger, Townsend and Smith. Nays: Beckford and Koshykar.

The Resolution was declared carried as follows:

RESOLVED, that the following community members be and hereby are appointed to the Town's Equity Advisory Committee: Nita Singh, Rubiena Duarte, John Delate and Radhika Ramesh.

Supervisor Smith then moved to appoint the staff members to the Equity Advisory Committee as follows: Spencer Bernard, Chief of Staff; Cheryl Fleming, Personnel Director; and Shelley O'Brien, Communications Director. The motion was 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 staff members be and hereby are appointed to the Town's Equity Advisory Committee: Spencer Bernard, Chief of Staff; Cheryl Fleming, Personnel Director; and Shelley O'Brien, Communications Director.

Councilmember Townsend then moved to appoint Councilmember Beckford and Deputy Supervisor Munzinger, as the Town Board representatives for the Equity Advisory Committee. Supervisor Smith seconded, with the vote as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

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The Resolution was declared carried as follows:

RESOLVED, that Councilmember Beckford and Deputy Supervisor Munzinger be and hereby are appointed to the Equity Advisory Committee.

With no further business, the meeting adjourned at 7:34 p.m.

Respectfully submitted,

Linda M. Dillon, RMC
Town Clerk