

Minutes of the Pittsford Town Board for August 8, 2023

**TOWN OF PITTSFORD
TOWN BOARD
AUGUST 8, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, August 8, 2023, 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 Cathy Koshykar, Katherine B. Munzinger, Stephanie Townsend.

ABSENT: Councilmember Kim Taylor.

ALSO PRESENT: Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Angel Martinez, Director of IT; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Five members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 6:02 P.M. and invited all to join in the Pledge to Flag.

SUPERVISOR'S ANNOUNCEMENTS

Sign up for the Town's Food Scrap Recycling program with Monroe County starts tomorrow, August 9, through the Town website.

The new Pittsford Pollinator Pathway Challenge encourages residents to plant pollinator friendly plants in their yards. Residents can get a checklist on the Town website. Residents who plant at least ten plants from the checklist turn in the checklist at Town Hall will receive a metal yard sign stating that they are participants.

The Supervisor spoke to the Environmental Board about moving forward with a Climate Action Plan. The Board will discuss this at its next meeting.

MINUTES OF THE JULY 18, 2023, MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of July 18, 2023, was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend, and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the July 18, 2023, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

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APPROVAL OF INTERMUNICIPAL AGREEMENT WITH MONROE COUNTY FOR FOOD SCRAP RECYCLING PROGRAM

Following clarification that the term of the agreement shall be for one year, the Supervisor made a motion to approve the Intermunicipal Agreement and to allow the Supervisor to sign the agreement, the motion was seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend, and Smith. Nays: none. Absent: Taylor.

The motion was declared carried as follows:

RESOLVED, that the Town Supervisor be and hereby is authorized to execute the intermunicipal agreement with Monroe County for the Food Scraps Recycling Pilot Project in substantially the form annexed hereto.

APPROVAL OF AGREEMENT WITH STATE DOT FOR SIDEWALK GRANT

Councilmember Townsend inquired about scheduling for this project. Commissioner Schenkel described the anticipated schedule:

Late 2023 – Preliminary design and development complete

Late 2023 – Public Hearings to be held

Mid 2024 – Final design completed

Late 2024 – Project Bid

End of 2025 – Construction complete

Councilmember Townsend made a motion authorizing the Supervisor to execute the agreement and for the creation and funding of a capital project account for the project, seconded by Deputy Supervisor Munzinger and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend, and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be and hereby is authorized to execute the Federal Aid Local Project Agreement for project PIN# 4761.37, in the form annexed hereto; and

FURTHER RESOLVED, that the Finance Director be and hereby is authorized to create the Mendon / Thornell Roads Sidewalk Capital Project; and

FURTHER RESOLVED, that the Finance Director be and hereby is authorized to fund this Capital Project with \$675,000 from the General Fund, and is authorized to undertake all necessary budget amendments and transfers associated with the funding of this Capital Project.

SET PUBLIC HEARING ON JUNK VEHICLE VIOLATIONS

Board members reviewed the details of a proposal to allow Town Code Enforcement to remedy junk vehicle violations at a property in the Town. The Supervisor offered a motion to schedule a public hearing for September 5, 2023, for the purpose of determining if the vehicles on the site are in violation of Town Code Chapter 148. This was seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend, and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board schedule a public hearing for its regularly-scheduled September 5, 2023 meeting to determine whether the subject vehicles are unregistered in violation of Town Code Chapter 148; and I further move to direct the Director of Code Enforcement to forthwith serve upon Mr. Lemcke written notice of the public hearing in substantial compliance with the form submitted herewith.

FINANCE MATTERS

PUBLIC COMMENTS

No comments were submitted.

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APPOINT DEPUTY TAX RECEIVER AT CANANDAIGUA NATIONAL BANK FOR 2023-2024 TAX COLLECTION

Councilmember Townsend moved the resolution to permit Canandaigua National Bank and Trust to continue to collect taxes on the Town's behalf and deposit them directly into the Town's Tax Account, by appointing Jessica Bullen, Service Manager at the Pittsford Branch of Canandaigua National Bank and Trust, as a Deputy Receiver of Taxes. Deputy Supervisor Munzinger seconded. Members voted as follows: Ayes: Koshykar, Munzinger, Townsend, and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that Jessica Bullen, Service Manager at the Pittsford Branch of Canandaigua National Bank and Trust is appointed Deputy Receiver of Taxes for the Town of Pittsford for 2023-2024 and is authorized to collect the 2023-2024 School Taxes and the 2023 Town and County Taxes during the interest-free collection periods.

BUDGET AMENDMENT APPROVED

A resolution to approve the budget amendment was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend, and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

Be it resolved that the following is approved:

That \$22,200.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.1 (General Fund – Town Hall Improvements) for solar roof ventilation fans, roof shingle repairs, replacement of two heat pumps, and replacement of drinking fountain per 2023 budget.

That \$18,000.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.19 (General Fund – Kings Bend Park Improvements) for window replacement project per 2023 budget.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF REGISTRATION FOR STATE SIDEWALK GRANT PAYMENT TRACKING PROGRAM

As a condition for receiving the grant awarded by the New York State Department of Transportation, Transportation Alternatives Program (TAP) for the Mendon Road sidewalk, a certified resolution is necessary to obtain a login to the Equitable Business Opportunities (EBO) payment tracking program. The EBO program monitors the payments made to Disadvantaged Business Enterprises (DBE). Deputy Supervisor Munzinger motioned that the Commissioner of Public Works be authorized to register for an EBO system login, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, the Town Board authorizes the Commissioner of Public Works to register for an EBO system login in support of TAP Project – PIN #4761.37.

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APPROVAL OF AGREEMENTS WITH FOXPOINTE CYBERSECURITY SERVICES

Director of the Information Technology Department, Angel Martinez, answered Board questions about these contracts. Supervisor Smith moved to approve of the agreements with FoxPointe Cybersecurity Services. Deputy Supervisor Munzinger seconded the motion, and it was voted on by board members as follows: Ayes: Koshykar, Munzinger, Townsend, and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

Resolved, that the Town Board authorizes the Town to enter into two letter agreements, each dated July 13, 2023, for cybersecurity services with FoxPointe Solutions, LLC, under the terms of the letters submitted herewith; and it is further

Resolved, that the Director of Information Services, Angel Martinez, is authorized to sign the two agreements with FoxPointe Solutions, LLC on behalf of the Town.

RECREATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF VENDOR CONTRACT FOR AMUSEMENT RIDES

Supervisor Smith moved to approve a contract with Hammerl Amusements for amusement rides at the Food Truck and Music Fest and authorize the Town Supervisor to sign the contract, seconded by Deputy Supervisor Smith and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

Resolved, that the Town Board authorizes the Town Supervisor to sign a contract Hammerl Amusements for a fee not to exceed \$9,900 for the 2023 Food Truck and Music Fest.

AUTHORIZATION FOR FALL 2023 RECREATION PROGRAMS

Deputy Supervisor Munzinger made a motion to approve the Fall 2022 schedule of recreation programs and authorize the Town Supervisor to sign instructor contracts, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

Resolved, that the Town Board approve the Recreation Department's 2023 fall programs and authorize the Town Supervisor to sign instructor contracts as required.

OTHER BUSINESS

The Town Attorney, Robert Koegel, advised board members of the recent DEC classification change for 3750 Monroe Avenue, a property with historic use as an industrial site. There is no testing of conditions at the site that indicate hazards or health risks to people in the building or on the grounds. The recent DEC notice states that the site cleanup previously to be undertaken by the property owner under DEC's Brownfield Clean-up Program will now be done by the DEC under the State Superfund Program. There have been no changes in conditions at the site or in the nature of the proposed cleanup. The State has taken on cleanup responsibility from the owner over a dispute between them about financial responsibility for any future remediation measures, if needed, following the planned cleanup. The owner has challenged this requirement in court. Councilmember Koshykar noted that school starts next month and asked for extra attention to speeding and other traffic hazards near schools. Supervisor Smith noted he has been in touch with the Sheriff's office to request a presence of deputies near schools in the weeks when school resumes and has also discussed with the Department of Public Works deployment of the speed trailer and speed indicator signs during that time, to make conditions

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safer for students as they travel to and from school each day, noting that extra arrangements along these lines have become a regular part of the Town's preparation for the first weeks of school.

PUBLIC COMMENT

Katie Kosinski and Nicole Ross offered comments.

With no further business, the meeting adjourned at 6:42 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk