

Minutes of the Pittsford Town Board for October 3, 2023

**TOWN OF PITTSFORD
TOWN BOARD
OCTOBER 3, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, October 3, 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 and Kim Taylor.

ABSENT: None.

ALSO PRESENT: Staff Members: Brian Luke, Director of Finance; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; 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 6:00 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

Supervisor Smith acknowledged the recent death of Delores DeCoste, Director of the Senior Center. Deputy Supervisor Munzinger spoke in memory of Delores.

MINUTES OF THE SEPTEMBER 19 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of September 19, 2023, was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the September 19, 2023, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

RELEASE OF RIGHT OF FIRST REFUSAL FOR 167 WILLARD ROAD

Supervisor Smith explained the conservation easement on this property stipulates that if the property is offered for sale, the seller must first offer it to the Town. Upon review the Town has decided not to purchase the property and is releasing its right to it through this action.

The Supervisor noted that releasing the right of first refusal to purchase does not in any way affect the conservation easement, which remains in its entirety on the property. Following brief discussion, the Supervisor then made a motion to release the Town's right of first refusal for the property located at 167 Willard Road, the motion was seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

Minutes of the Pittsford Town Board for October 3, 2023

RESOLVED, that the Town Board release its right of first refusal to purchase the property for sale at 167 Willard Road under the terms of the offer provided to the Town by the sellers.

FINANCE MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF JCAP GRANT APPLICATION

Supervisor Smith explained the Town Court has asked for the Board’s approval to apply for a Justice Court Assistance Program (JCAP) grant. The court has applied for these grants in the past. Funds would pay for an intercom system at the front entrance and for window film to secure office windows. A Resolution to authorize the Town Court to proceed with their application for the Justice Court Assistance Program grant was offered by Councilmember Townsend and seconded by Councilmember Taylor and was voted on as follows by board members: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, the Pittsford Town Court has requested authorization from the Pittsford Town Board to apply for grant funding from the Justice Court Assistance Program (“JCAP”) during the upcoming grant cycle to pay to obtain an intercom system for the Court’s front door entrance as well as window film to secure office windows; and

WHEREAS, the Town Board wishes to accommodate and support the Town Court’s application for the JCAP grant which the Town Court seeks; and

WHEREAS, it was the decision of the Town Board that it should authorize the Town Court to apply for the JCAP grant.

NOW, on a motion duly made and seconded, it was

RESOLVED, that The Board of the Town of Pittsford authorizes the Pittsford Town Court to apply for a JCAP grant in the 2023-24 grant cycle up to \$9,626.99.

EQUIPMENT SURPLUS APPROVAL

A resolution to approve the surplus items was offered by _____, seconded by _____, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

Be it resolved that the attached list of equipment be declared surplus and be removed from the Town’s inventory.

Asset #	Year	Description	Department	Cost	Disposition
20154	2019	Dual Laser Thermometer	Sewer	\$ 131.91	Disposed
17272	2014	Hammer Drill 18V	Sewer	\$ 229.00	Disposed
18791	2016	Stihl Chainsaw 16"	Sewer	\$ 434.00	Auction
15935	2007	Cut-off Saw	Sewer	\$ 775.00	Auction
13790	1999	CH&E 4" Trash Pump on Trailer	Sewer	\$ 8,949.00	Auction
13794	1999	Natural Gas Generator 80 KW	Sewer	\$ 17,995.00	Auction

Minutes of the Pittsford Town Board for October 3, 2023

PERSONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Town Board approves the appointment for the following employee(s):

The following employee(s) are recommended as a new hire based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Nicholas Brand	REC	Afterschool Counselor	\$14.20	10/04/2023
Meaghan Otero	REC	Afterschool Counselor	\$14.20	10/04/2023
Carnell Jones	Court	Security y	\$30.00	10/05/2023

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

The following employee(s) is recommended for a status change and/or salary change due to a change in status.

Name	Position	Reason	Rate	Effective Date
Hayes Wallman	Real Property Appraiser Trainee	Replacement	\$29.00	10/09/2023

OTHER BUSINESS

Councilmember Townsend shared the Environmental Board has organized subgroups for its work in connection with helping to prepare the Town’s Climate Action Plan (CAP). It has formed a separate subgroup for each of the following categories: water, transportation, municipal facilities, renewable energy, and waste and recycling. Each group will review existing policies and recommend actions to include the CAP. The Environmental Board plans to seek public response and comment to its recommendations once complete.

Councilmember Taylor congratulated Pittsford’s newest Eagle Scouts, Kyle Moore and Teddy Capana!

PUBLIC COMMENT

Jo Emerson offered a comment.

With no further business, the meeting adjourned at 6:16 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk