

Minutes of the Town Board for December 21, 2021

**TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 21, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, December 21, 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: Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor.

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 Councilmember Kevin Beckford to lead all in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

1. The Town's application for a Community Development Block Grant totaling \$206,299 has been approved in full by the State. The funds are for senior programming, for building a pavilion at the Spiegel Center and for the new Senior Center bus.
2. Last Saturday the Town distributed COVID-19 test kits to Town residents at Pittsford-Mendon High School. Following the distribution 3,400 Covid-19 test kits remain. The Town will continue to distribute these to residents.

MINUTES OF THE DECEMBER 8 TOWN BOARD MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meeting of December 8, 2021 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 December 8, 2021 Town Board meeting are approved.

LEGAL MATTERS

No public comments made.

2022 ELDERBERRY EXPRESS AGREEMENT

This agreement is a renewal of the Town's annual Agreement with Elderberry Express, Inc., who provides senior citizen transportation services for residents of the Town.

A Resolution to authorize the Town Supervisor to sign the proposed 2022 Agreement with Elderberry Express 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 the Town Supervisor be authorized to enter into and sign the proposed 2022 Agreement with Elderberry Express.

PITTSFORD YOUTH SERVICES AGREEMENT APPROVED

After acknowledging the increase in funding to \$64,660.00, as provided in the Town Budget for 2022, and expressing the appreciation of Pittsford Youth Services, a Resolution to approve the annual Pittsford Youth Services Agreement 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 Supervisor be authorized to enter into and sign the proposed Agreement with Pittsford Youth Services for calendar year 2022.

2022 MRB GROUP ENGINEERING AGREEMENT

The Towns Agreement with MRB Group Engineering, Architecture and Surveying, D.P.C. provides consultant engineering services to the Town, for review of Planning Board applications for site plans and subdivisions. This year's agreement shows increases in some hourly rates, decreases in others and two with no change. A Resolution to approve the Short Form Agreement between the Town and MRB Group 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 Town Supervisor be authorized to sign the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C., for consulting engineering services.

2022 SWBR CONSULTING AGREEMENT

The agreement between the Town and SWBR Consulting is a renewal of an annual agreement that began in 2012. This agreement is for Code Enforcement review of non-residential building plans submitted to the Town for compliance with Uniform Fire Prevention and Building Code. In line with the Town's other engineering agreements for 2022 there are some rate changes. The Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with SWBR and authorize the Town Supervisor to sign the Agreement was offered by Councilperson Townsend, seconded by Councilperson 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 Town Supervisor be authorized to sign the proposed Agreement for Code Compliance and Engineering Services with SWBR for consulting engineering services.

2022 PITTSFORD COMPLIANCE AND ENGINEERING SERVICES WITH TY LIN

The agreement between the Town and TYLIN is a renewal of an annual agreement that began in 2012. This agreement is for Code Enforcement review of non-residential building plans submitted to the Town for compliance with Uniform Fire Prevention and Building Code. In line with the Towns other engineering agreements for 2022 there were some rate changes and are in line with the Towns other agreements. The Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorize the Town Supervisor to sign the Agreement was offered by Deputy Supervisor Munzinger, seconded by Councilperson 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 Supervisor be authorized to sign the proposed Agreement for Code Compliance and Engineering Services with TYLI for consulting engineering services.

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SET SPECIAL YEAR END TOWN BOARD MEETING

In order to close out the Town's financial records for 2021 fiscal year, the Director of Finance is requesting a special board meeting before the end of the year to approve vouchers and any fund transfers that might be necessary. After brief discussion it was agreed to meet on Wednesday, December 29 at 4:00 p.m. at Town Hall. A Resolution to set a Year-End Financial Special Meeting of the Town Board for December 29, 2021 at 4:00 p.m. for the purpose of approving vouchers and any budgetary transfers necessary to be recorded in the fiscal year 2021, was made by Supervisor Smith, seconded by Deputy Supervisor Munzinger and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

DECEMBER TRANSFERS APPROVED

A Resolution to approve the necessary end of the year transfers 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 transfers are approved as follows:

That \$11,250 be transferred from 1.1989.2002.1.1 (WT – Office Equipment Replacement Schedule) to 1.9950.9000.1.1 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Office Equipment Capital Reserve.

That \$1,306 be transferred from 1.1989.2029.0001.0001 (WT – Fleet Replacement) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$70,200 be transferred from 1.1990.4000.0001.0001 (WT – Contingency) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$55,000 be transferred from 1.9030.8000.0000.0000 (WT – Social Security) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$15,000 be transferred from 1.9040.8000.0000.0000 (WT – Workers Comp) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$183,000 be transferred from 1.9060.8000.0000.0000 (WT – Medical Insurance) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$118,978 be transferred from 1.9950.9000.0001.0001 (WT – Transfer to Capital) to the Whole Town Equipment Capital Reserve.

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That \$7,002 be transferred from 4.1989.2003.0002.0004 (DA – Fleet Replacement) to 4.9950.9000.0001.0004 (DA – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$100,000 be transferred from 1.9010.8000.0000.0000 (WT – State Retirement) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the General Reserve.

That \$4,500 be transferred from 2.1990.4000.0001.0001 (PT – Contingency) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$5,000 be transferred from 2.9010.8000.0000.0000 (PT – State Retirement) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$5,000 be transferred from 2.9040.8000.0000.0000 (PT – Workers Comp) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$35,000 be transferred from 5.9010.8000.0000.0000 (DB – State Retirement) to 5.9950.9000.0000.0000 (DB – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$31,000 be transferred from 5.9040.8000.0000.0000 (DB – Workers Comp) to 5.9950.9000.0000.0000 (DB – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$500 be transferred from 6.1989.2002.1.6 (Sewer – Office Equipment Replacement Schedule) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Office Equipment Capital Reserve.

That \$351 be transferred from 6.1989.2029.2.6 (Sewer – Fleet Replacement) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Equipment Capital Reserve.

That \$110,273 be transferred from 6.9950.9000.0001.0006 (Sewer – Transfer to Capital) to the Sewer Equipment Capital Reserve.

DECEMBER VOUCHERS APPROVED

A resolution to approve the proposed vouchers 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 December 2021 vouchers No. 153927 – 154339 in the amount of \$786,214.83 are approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were offered.

AGREEMENT WITH TOWN OF BRIGHTON FOR SNOW AND ICE CONTROL ON ALLENS CREEK ROAD APPROVED

A Resolution to approve the Agreement with the Town of Brighton for the Snow and Ice Control on Allens Creek Road was 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 Town Board accepts the recommendation of the Commissioner of Public Works and authorizes the Town Supervisor to execute the Snow and Ice Control Intermunicipal Agreement with the Town of Brighton for Allens Creek Road in the amount of \$5,831.58 for the 2021-2021 winter season.

SET BID DATE FOR RESURFACING OF THORNELL FARM PARK TENNIS COURTS

Commissioner Schenkel explained to board members that resurfacing project proposed is regular maintenance, was last completed in 2016 and is budgeted for 2022. A Resolution was offered by Councilmember Townsend, 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 Town Board sets a bid opening date for 11:00 AM on February 8, 2022, for the Resurfacing of the Thornell Farm Park Tennis Courts.

PERSONNEL MATTERS

PUBLIC COMMENTS

No comments were made.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval 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 following employee(s) is recommended for a status change and/or salary change due to a change in status.

Name	Position	Reason for Change	Salary	Effective Date
Spencer Drake	Laborer	Seasonal to RFT	\$18.35/hr	12/28/2021
James Papin	Crossing Guard	Added Shifts- Replacement	\$20.96/hr	1/10/22

Should the Board approve the above recommendation and personnel adjustment, the following resolution is being proposed, **RESOLVED**, that the Town Board approves the appointment for the following employee(s):

Name	Position	Reason for Change	Salary	Effective Date
Spencer Drake	Laborer	Seasonal to RFT	\$18.35/hr	12/28/2021
James Papin	Crossing Guard	Added Shifts- Replacement	\$20.96/hr	01/10/2022

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SETTING FRIDAY DECEMBER 31 AS TOWN HOLIDAY

Supervisor Smith noted that the 2021 Town Holiday schedule had omitted a holiday for New Year's Day, which falls on a Saturday. He proposed adding Friday, December 31 for observance of the day, and made a motion to do so. This 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:

RESOLVED, to add Friday, December 31, 2021 to the 2021 Town Holiday schedule.

OTHER BUSINESS

Supervisor Smith shared with the Board current information about pricing of electricity from 100% renewable sources, compared to today's RG&E rate and to the RG&E benchmark included in the Town's contract with its Community Choice Aggregation Administrator. As of this date, electricity from 100% renewable sources is 14% higher than today's RG&E rate and 22% above the RG&E benchmark required to be met before proceeding with a CCA program. Board discussion followed. Documentation of this data distributed to the Town Board at the meeting will be appended to the minutes of the meeting.

Supervisor Smith noted that this meeting marks the last regular Town Board meeting for Councilmember Kevin Beckford, whose term expires at the end of the year. The Supervisor thanked Councilmember Beckford for his service on the Board, wished him well, and noted the proclamation of commendation signed by all Board members. Councilmember Beckford reflected on his tenure on the Board and offered his best wishes for the Town's future.

PUBLIC COMMENTS

There were no public comments.

With no further business, the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Renee McQuillen
Town Clerk