

## Minutes of the Town Board for March 1, 2022

### **DRAFT TOWN OF PITTSFORD TOWN BOARD March 1, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, February 15, 2022 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, Kim Taylor and Stephanie M. Townsend.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Brian Luke, Finance Director; Renee McQuillen, Town Clerk; Cheri Fleming, Personnel Director; Jessie Hollenbeck, Recreation Director, Amanda Madigan, Library Director, Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor; Spencer Bernard, Chief of Staff.

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

Supervisor Smith called the Town Board meeting to order at 6:01 P.M. and invited all to join in the Pledge to Flag.

#### **SUPERVISORS ANNOUCEMENTS**

1. The response by RG&E following a meeting between its CEO and the Supervisor, and the response of the NYS Public Service Commission to the letter from the Town Board has yielded positive results. Crews have been in the area trimming trees near power lines and removing abandoned (double) poles. This necessary dialogue is proving beneficial.
2. Today is the first day of National Women's Month. The Town will have exhibits relevant to this observation at the library this month.
3. We stand with people around the world in support of the people of Ukraine.

#### **PRESENTATION BY LIBRARY DIRECTOR: LIBRARY IMPROVEMENTS**

Library Director Amanda Madigan presented initiatives and improvements the library would like to pursue. These include a pilot program for the removal of fines for all children's and young adult titles borrowed from our library. The program is well received in communities already following this model. Eliminating fees will remove a barrier of access, which often affects patrons that are more vulnerable. Additional projects requested include; adding a self-checkout kiosk to the second floor; Mondopad Interactive Touch Screen Displays with stands for the Learning Center and Fisher Meeting Room; updates to the eCommons and Learning Center to better accommodate technology and social spacing needs; a diversity audit of PCL's collection, and building maintenance projects deferred due to COVID-19 (replacement of window glaze, one HVAC unit, Fisher Room blinds, Fisher Room doors, and fire alarm panel, installation of clear gel in 2<sup>nd</sup> floor atrium and repairs to roof membrane). To finance these projects the Town would be able to use federal funds received pursuant to the American Rescue Plan Act (ARPA) funds the Town received.

Following questions and discussion among board members, Supervisor Smith proposed considering at this point the item listed under "Financial Matters" for a budget transfer of \$170,000 that would fund the library's requests. After additional discussion concerning procedural matters, the funding of the requested Library improvements was moved by Deputy Supervisor Munzinger, with a seconding from Councilmember Taylor and voted on as follows: Ayes, Munzinger, Taylor, Townsend and Smith. Nays: Koshykar.

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The resolution is declared carried as follows:

RESOLVED, that \$170,000.00 be transferred from 1.9901.9000.1.1 (WT – Interfund Transfer) to the Library Fund 3.3.5031 (Library – Interfund Transfer) and that these funds then be expended from the Library Fund expense accounts as described in the Library’s proposal to the Board. The Finance Director is authorized to amend the budget as necessary to facilitate the expenditure of these funds. The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid.

**MINUTES OF THE FEBRUARY 15, 2022 TOWN BOARD MEETING APPROVED**

A Resolution to approve the Minutes of the Town Board meetings of February 15, 2022 was offered 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 carried as follows:

RESOLVED, that the Minutes of the February 15, 2022 Town Board meeting are approved.

**FINANCIAL MATTERS**

**PUBLIC COMMENTS**

There were no public comments.

**SURPLUS APPROVED**

A Resolution to approve the items to be surplused 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 following list of equipment be declared surplus and be removed from the Town’s inventory.

Asset #	Year	Description	Department	Cost	Disposition
17268	2014	Ford E350 Van Veh #221-1	Sewer	29,988.00	Auction

**RECREATIONAL MATTERS**

**PUBLIC COMMENTS**

There were no public comments.

**2022 COMMUNITY EVENTS AND SUMMER CONCERT SERIES BAND CONTRACTS**

Recreation Director Jessie Hollenbeck presented the proposed 2022 Community Events and Summer Concert Series Band Contracts to the Town Board for their consideration and approval. Following comments, a Resolution to approve the 2022 Band Contracts and authorize the Supervisor to sign them 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 Town Board approve the Recreation Department 2022 Community Events and Summer Concert Series Band Contracts and authorizes the Supervisor to sign said contracts.

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**PERSONNEL MATTERS**

**PUBLIC COMMENTS**

There were no public comments.

**CONFORMING PERSONNEL RULES TO NEW CANNABIS LEGISLATION**

Supervisor Smith moved, seconded by Councilmember Townsend, to amend the Town’s Employee Handbook and Personnel Rules regarding drug testing to conform with new State law following the legalization of marijuana for persons over the age of 21. Members voted on the motion as follows: Ayes: Koshykar, Munzinger, Taylor Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approves the updated employee policy to the Town’s Employee Handbook and Personnel Rules.

**HIRING/PERSONNEL ADJUSTMENTS APPROVED**

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

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Katherine Vicks	Recreation	Rec Asst – PT	\$13.20	03/02/2022
Sarah Ngo	Library	Librarian I - FT	\$24.52	03/08/2022

All the proper reviews and background checks have been completed for these candidate(s) and have received appropriate sign off by the Town Board representative.

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Katherine Vicks	Recreation	Rec Asst – PT	\$13.20	03/02/2022
Sarah Ngo	Library	Librarian I - FT	\$24.52	03/08/2022

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Owen Dillman	MEO III	Promotional Rate Change	\$21.73	03/03/2022
Zachary Condello	Laborer	CDL – Class B Salary Adj	\$20.08	03/03/2022

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Owen Dillman	MEO III	Promotional Rate Change	\$21.73	03/03/2022
Zachary Condello	Laborer	CDL – Class B Salary Adj	\$20.08	03/03/2022

**OTHER BUSINESS**

Councilmember Koshykar conveyed an inquiry from the Design Review Board on the status of adding to the Town’s website a list of designated historic structures in the Town. Supervisor Smith noted he discuss this with staff. Councilmember Koshykar also asked for thoughts and prayers for the people of Ukraine.

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### **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**

Board members returned from Executive Session at 7:30pm, and appointments to Town Volunteer boards were approved as follows:

#### **Assessment Review Board**

Supervisor Smith made a motion, seconded by Deputy Supervisor Munzinger, to re-appoint Brian Scudder to the Assessment Review Board for a 5-year term beginning October 1, 2021 and ending September 30, 2026. Members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

#### **Design Review and Historic Preservation Board**

A motion was made by Supervisor Smith, seconded by Councilmember Townsend, to appoint Jim Vekasy to fill a vacancy on the Design Review and Historic Preservation Board, for a term beginning January 1, 2022 and ending December 31, 2024 (2 years); and to re-appoint Paul Whitbeck to the Design Review and Historic Preservation Board, for a term beginning January 1, 2022 and ending December 31, 2029 (7 years). Members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

#### **Environmental Board**

A motion was offered by Supervisor Smith, seconded by Councilmember Taylor, to appoint Caroline Klimmer to the Environmental Board, for a one year term beginning January 1, 2022 and ending December 31, 2022; and to and re-appoint Stephen Heinzelman, Julie Marcellus, James Pippin, Jackie Ebner, Lindsay Clark and Hali Buckley, each for a one-year term beginning January 1, 2022 and ending December 31, 2022. Members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

#### **Parks and Recreation Board**

A motion was made by Supervisor Smith, seconded by Councilmember Townsend, to appoint Christyn Musso-Albanese, Jeff Koegel, Karen McCready and Steve Denaker to the Parks and Recreation Board for a one-year term each beginning January 1, 2022 and ending December 31, 2022; and to re-appoint Rick Taylor, Benjamin McCormick, Lisa Stein, Greg Riley, Rachel Baker August, Pamela Cooper-Vince, and John Reddington to the Parks and Recreation Board, each to a one-year term beginning January 1, 2022 and ending December 31, 2022. Members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

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### **Planning Board**

It was moved by Supervisor Smith, seconded by Councilmember Taylor, to appoint Paul Alguire to the Planning Board, for a term beginning January 1, 2022 and ending December 31, 2029 (7 years). Members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

### **Zoning Board of Appeals**

Supervisor Smith, seconded by Councilmember Townsend, made a motion to appoint Jennifer Powers-Iacobucci to the Zoning Board of Appeals for a term beginning January 1, 2022 and ending December 31, 2029 (7 years). Members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

Supervisor Smith, seconded by Councilmember Townsend, made a motion to re-appoint George Dounce to the Zoning Board of Appeals for a term beginning January 1, 2022 and ending December 31, 2029 (7 years). Members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none

As there was no further business, the Supervisor adjourned the meeting at 7:34 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk