

Minutes of the Town Board for March 21, 2023

**TOWN OF PITTSFORD
TOWN BOARD
MARCH 21, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, March 21, 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, Kim Taylor and Stephanie M. Townsend.

ABSENT:

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; Spencer Bernard, Chief of Staff; Jessie Hollenbeck, Recreation Director, Hayes Wallman, Deputy Town Clerk.

ATTENDANCE: Fourteen 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 showed off his colorful socks in support of the "Rock your Socks" recognition of World Downs Syndrome Day.

MINUTES OF THE MARCH 7 MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meeting of March 7, 2023, was offered by Councilmember Townsend, 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 March 7, 2023, Town Board meeting are approved.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were made.

FEBRUARY SURPLUS APPROVED

Upon review, a resolution to approve the surplus inventory listed was made by Councilmember Taylor, 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 attached list of equipment be declared surplus and removed from the Town's inventory.

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Asset #	Year	Description	Department	Cost	Disposition
11579	1989	Computer Work Station With Hutch	Planning	\$ 1,105.00	Junked
18715	2019	Bobcat T590 #361-5	Parks	\$ 46,248.92	Trade
13910	2001	Echo Chain Saw 698152	Highway	\$ 160.00	Scrap
14404	2006	Desk 30 x 66 A3066LK	Highway	\$ 218.00	Junked
13902	2001	Southbend Gas Stove	Highway	\$ 995.00	Scrap
17220	2011	Stihl Cutoff Saw 172788546	Highway	\$ 705.00	Scrap
17519	2013	Wacker Jumping Jack Tamper 20159969	Highway	\$ 2,550.00	Scrap
17708	2013	Titan Line Sprayer	Highway	\$ 3,750.00	Auction
17916	2015	Tenco 10 Foot Salter 12747	Highway	\$ 2,200.00	Scrap
11820	1985	Larochelle Snow Plow Wing	Highway	\$ 1,433.00	Scrap
20280	2020	Radio & Antenna #477	Highway	\$ 742.00	Junked

FEBRUARY VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers 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 February vouchers from numbers 160243 - 160519, totaling \$517,134.80 were approved for payment.

BUDGET AMENDMENT AND TRANSFER APPROVED

Following review of the proposed amendment and transfer, Supervisor Smith made a motion to approve the amendment and transfer, 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:

Be it resolved that the following are approved:

Amendment:

That 1.7550.4025.11.2 (Celebrations – PGA Tour Event) be increased by \$3,000 for a sponsorship from Canandaigua National Bank.

Transfer:

That \$8,225 be transferred from 1.1990.4000.1.1 (Contingency) to 1.7550.4025.11.2 (Celebrations – PGA Tour Event).

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were made.

FARM LEASES OF TOWN OWNED LANDS AUTHORIZED

Supervisor Smith reviewed the proposal to approve renewing Farm Leases on Town-owned land and adding an additional lease, furthering the intent of the Town’s policies of encouraging agriculture in Pittsford and keeping these lands under cultivation.

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Councilmember Townsend made a motion authorizing the Supervisor to be able to sign the farm leases, Deputy Supervisor Munzinger seconded, and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, Resolved, that the Supervisor be and hereby is authorized to execute leases with the following farmers for the land designated next to the name of each, upon receipt of certificates of insurance, from January 1, 2023, through December 31, 2025, in the amount of \$25.00 per acre, per year:

Robert Lehman	12.5 acres in the Autumn Ridge Subdivision 57.5 acres on the Royal Coach Property
Larry Knickerbocker	8.0 acres on Knickerbocker Road 15.0 acres on Laureldale Drive
Marc Kreiger	7.0 acres on Tobey Road 26.0 acres in the Isaac Gordon Nature Park 19.0 acres Heather Heights
Jared Brush	18.0 acres on Hedgewood Lane
Sal Imburgia	6.8 acres on Clover Street (Bridleridge Farms)

APPROVAL OF 2023 FOOD VENDING PERMIT FOR HARLADAY HOTS

A Resolution to authorize issuing a Food Vending Permit to Harladay Hots was offered by Councilmember Taylor, seconded by Deputy Supervisor Munzinger, and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that Town Board approves the proposed Food Vending Permit to Harladay Hots, Inc., for a vending unit located at 10 N. Main St., from May 1st to October 31st. 2023, seven days a week from 10:00 a.m. – 3:00 p.m. and that the Town Supervisor is authorized to issue the Permit.

APPROVAL OF 2023 FOOD VENDING PERMIT FOR PITTSFORD LITTLE LEAGUE

A Resolution to authorize issuing a Food Vending Permit to Pittsford Little League was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that Town Board approves the proposed Food Vending Permit to Pittsford Little League, for a vending unit located at 34 East St., from April 1st to October 31st. 2023, 5:30PM – 8:30PM, Monday – Friday and 8:00AM to 8:00PM, Saturday – Sunday and that the Town Supervisor is authorized to issue the Permit.

INTERMUNICIPAL AGREEMENT WITH MONROE COUNTY FOR THE REPLACEMENT OF STONE ROAD CULVERTS

Supervisor Smith explained that, this summer, Monroe County will replace two deteriorated culverts under Stone Road. In anticipation of a proposed mixed-use trail along Stone Road as outlined in the Town/Village Active Transportation Plan, the installation of such a trail would require ten feet added to each culvert. The County is willing to lengthen the new culverts to accommodate a future mixed-use trail if the Town pays for the additional length. It is proposed to use ARPA funds to cover the costs.

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Councilmember Townsend made a motion to authorize the Supervisor to execute the Intermunicipal Agreement with Monroe County for replacement of two culverts on Stone Road, Councilmember Taylor seconded, and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Town Supervisor be and hereby is authorized to execute the Intermunicipal Agreement with the County of Monroe in the form attached, for the replacement of two culverts on Stone Road culverts that include Town-funded accommodations for a future mixed-use trail.

APPROVAL OF ARPA AMENDMENT AND TRANSFER FOR STONE ROAD CULVERTS

Following the approval of the Intermunicipal Agreement for the Stone Road Culvert work, Supervisor Smith made a motion to transfer the necessary funds and to authorize the Finance Director to amend the budget as necessary, Deputy Supervisor Munzinger seconded the motion, and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

Be it resolved that the following is approved:

That 5.5112.2009.55.40 (Highway – Sidewalks) be increased by \$145,000.00 for the Stone Road Culvert project.

The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$145,000.00. The Finance Director is authorized to amend the budget as necessary to facilitate the expenditure of these funds.

SETTING OF BID DATE FOR CONTRACTED REFUSE DISTRICT SERVICES

Supervisor Smith spoke about the competitive bidding process, that the lowest responsible bidder is awarded the contract. He proposed to table setting the bid date until the board has time to review the bid specifications, board members were in agreement, and the Supervisor made the motion to table the discussion until the bid specifications are complete and board members can review, Councilmember Townsend seconded; and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the setting of a bid date for Contracted Refuse District Services be tabled until the bid specifications are complete and Town Board members can review and discuss at a future meeting.

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 Deputy Supervisor Munzinger, seconded by Councilmember Taylor, 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:

Name	Dept	Position	Rate	Date of Hire
Rory Bailey Shea	Recreation	Rec Assistant	\$14.20	03/20/2023

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Jennifer Morrow Seniors Rec Assistant \$15.98 04/03/2023

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 for Change	Rate	Effective Date
Gavin Vaillancourt	Laborer Seasonal-Parks	Transfer from REC	\$18.60	04/03/2023

The Resolution was declared passed as follows:

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

Name	Dept	Position	Rate	Date of Hire
Rory Bailey Shea	Recreation	Rec Assistant	\$14.20	03/20/2023
Jennifer Morrow	Seniors	Rec Assistant	\$15.98	04/03/2023

Name	Dept	Reason for Change	Rate	Effective Date
Gavin Vaillancourt	Laborer Seasonal-Parks	Transfer from REC	\$18.60	04/03/2023

OTHER BUSINESS

Supervisor Smith spoke about an upcoming private group event at the Community Center which his office has fielded numerous calls about. Board members each offered their views, and all acknowledged the need for respectfulness.

The Supervisor also told board members that the part of the Governor's housing proposal that would override municipal zoning, discussed at the last meeting, has been omitted from the budget bills in the State Assembly and State Senate, although it could reappear during budget negotiations.

PUBLIC COMMENTS

Marty Martina shared a comment.

With no further business, the meeting adjourned at 6:47 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk