

Minutes of the Town Board for November 4, 2020

**TOWN OF PITTSFORD
TOWN BOARD
NOVEMBER 4, 2020**

Proceedings of a regular meeting of the Pittsford Town Board held on Wednesday, November 4, 2020 at 6:00 P.M. local time at the Pittsford Community Library, Fisher Meeting Room, 24 State Street.

PRESENT: Supervisor William A. Smith, Jr.; Kevin Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Spencer Bernard, Chief of Staff; Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, Suzanne Reddick, Assistant to Supervisor, and Shelley O'Brien, Communications Director.

ATTENDANCE: There were eleven (11) members of the public in attendance, two (2) additional staff member(s) and an ASL interpreter.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M., inviting Councilmember Koshykar to lead in the Pledge to the Flag. The Town Clerk noted all Town Board members present. Supervisor Smith indicated that the ASL interpreter is present and available and that the meeting is being recorded and will be available to view within 24-48 hours hereafter with closed-captioning.

TOWN ATTORNEY KOEGEL – CELL PHONE PROTOCOL DURING MEETINGS

Town Attorney Koegel reminded the Board of the previously discussed protocol regarding the use of cell phones by Town Board members during a meeting.

PUBLIC HEARING

SEWER EXTENSION SWBC NO. 51 – REEVES ROAD

Supervisor Smith opened the public hearing on Sewer Extension SWBC No. 51. No members of the public offered comments. Thereafter, the Supervisor closed the public hearing.

SEWER EXTENSION SWBC NO. 51 – REEVES ROAD APPROVED

Attorney Koegel noted that there is an amended Petition that will be placed on file, noting 90% approval, not 72%, as originally filed. Thereafter, a motion to approve the sewer extension 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:

In the Matter of Extension SWBC No. 51 (Reeves Road Sewer District)
To the PITTSFORD SEWER DISTRICT

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Tax Account Nos.		191.01-1-50	470 Reeves Rd
191.01-1-42	430 Reeves Rd	191.01-1-33	471 Reeves Rd
191.01-1-41	435 Reeves Rd	191.01-1-32	475 Reeves Rd
191.01-1-43	440 Reeves Rd	191.01-1-31	479 Reeves Rd
191.01-1-40	441 Reeves Rd	191.01-1-30	483 Reeves Rd
191.01-1-44	446 Reeves Rd	191.01-1-29	487 Reeves Rd
191.01-1-39	447 Reeves Rd	191.01-1-28	491 Reeves Rd
191.01-1-45	450 Reeves Rd	191.01-1-27	495 Reeves Rd
191.01-1-38	451 Reeves Rd	191.01-1-26	499 Reeves Rd
191.01-1-46	454 Reeves Rd	191.01-1-25	503 Reeves Rd
191.01-1-37	455 Reeves Rd	191.01-1-24	507 Reeves Rd
191.01-1-47	458 Reeves Rd	191.01-1-23	511 Reeves Rd
191.01-1-36	459 Reeves Rd	191.01-1-20	513 Reeves Rd
191.01-1-48	462 Reeves Rd	191.01-1-22	515 Reeves Rd
191.01-1-35	463 Reeves Rd	191.01-1-21	519 Reeves Rd
191.01-1-49	466 Reeves Rd	191.01-1-51	3539 Clover Street
191.01-1-34	467 Reeves Rd	191.01-1-52	3550 Clover Street

WHEREAS, a Petition having been duly presented to the Town Board of the Town of Pittsford, Monroe County, New York, together with the necessary maps and information which requests an Extension to the Pittsford Sewer District, to be known as "Extension SWBC No. 51 (Reeves Road Sewer District)"; and

WHEREAS, the aforesaid Petition represents greater than 50% of the assessed value of properties in the proposed district extension, as affirmed in the Town Assessor's Certificate submitted herewith; and

WHEREAS, an Order was duly adopted by the Town Board on the 6th day of October, 2020 for the hearing of all persons interested in the matter to be held on the 4th day of November, 2020, at 6:00 o'clock P.M., Local Time, at the Pittsford Town Library, 24 State Street, Town of Pittsford, New York; and

WHEREAS, due proof of publication and posting of the said Order has been duly filed with the Clerk of the said Town Board; and

WHEREAS, the hearing required by the said Order has been duly held, and it appears from the said Petition that the proposed Extension to the District does not require any expenditure of public monies for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

WHEREAS, this project is a portion of a Type I action pursuant to regulations promulgated under the New York State Environmental Quality Review Act ("SEQRA") at 6 NYCRR § 617.4, a thorough review of possible impacts was completed by the Planning Board as part of the concept subdivision review, and the Planning Board as lead agency issued a negative declaration on December 11, 2017; and

WHEREAS, the permission of the Comptroller of the State of New York is not required for the Extension to the District;

NOW, ON MOTION duly made and seconded, it is unanimously

RESOLVED AND ORDERED, that

- (a) The Petition is signed and acknowledged or approved as required by law and is otherwise sufficient;
- (b) All the properties within the Extension to the District are benefited thereby;
- (c) All the properties benefited are included within the limits of the Extension to the District;
- (d) The expenses of maintenance of the Extension to the District are to be paid by the property owners annually on a benefit basis; and
- (e) It is in the public interest to grant in whole the relief sought; and it is further

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RESOLVED AND ORDERED, that Extension "SWBC No. 51 (Reeves Road Sewer District)" to the Pittsford Sewer District, be and the same hereby is, created, and that the boundaries of the Extension, as hereby created, are as set forth in map "Exhibit 1" annexed hereto; and it is further

RESOLVED AND ORDERED, that all improvements to the sewer system required for the Extension will be constructed or caused to be constructed by the Petitioners, at the expense of the Petitioners; and it is further

RESOLVED AND ORDERED, that the Town Clerk is hereby directed to record in the Monroe County Clerk's Office and file with the New York State Office of Audit and Control certified copies of the within Resolution and Order, as required by law.

SUPERVISOR'S BUDGET PRESENTATION

Supervisor Smith gave a complete presentation of the proposed Budget for 2021. In summary, the Supervisor explained the budget by identifying two (2) significant numbers – **100 and 36**.

The 2021 proposed Budget preserves and carries forward, with improvements, **100%** of the level of Town services for our residents. The number **36** represents the dollar amount increase that our residents will see in their Town property taxes for an average household in Pittsford valued at \$295,900.

See Minutes of October 20, 2020 for detailed Budget Presentation.

In summary, the Supervisor noted that his 2021 proposed budget will exceed the Tax Cap, which is at a rate of 1.56%. However, he noted that some factors that count as part of the tax levy number include special districts, such as the added refuse districts. Other districts which are included would be Northside Fire Protection, Pittsford Volunteer Ambulance, Sewer Districts, Lighting Districts, Park Districts and Bond Payments. This is where the rate will exceed the tax cap, when you include these special districts when factoring the actual rate.

BUDGET PUBLIC HEARING CONTINUED FROM OCTOBER 20, 2020 MEETING

The Board agreed to modify the Rules of Procedure for the Budget Hearing, increasing the time limit for public comments to four (4) minutes.

The following members of the public offered comments: Catherine Doyle, Barbara Baer, Dave Mowry, Norman Yung, Mike Stephens and Jeff Luellen. Comments submitted in writing were read by the Town Clerk from the following members of the public: Sara Varhus, Michael Simson, Tharaha Thavakumar, Anne Geer, Linda Miller, Sadie Szrama, Mark Harrington, Annalise Johnson-Smith, Ann Slocumb, Lee Fox, Kendra Evans and Diane Molinari.

Following all public comments, the Town Board discussed the Budget proposal in more detail. Recreation Director, Jessie Hollenbeck and Commissioner of Public Works, Paul Schenkel, both spoke regarding their respective budgets.

Thereafter the Supervisor indicated that he would hold the hearings on the Budget and the Tax Cap open at this time.

RECESS

The Supervisor called for a brief recess at approximately 9:00 PM.

MEETING RESUMED

The meeting was called back to order at approximately 9:05 PM.

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MINUTES OF THE OCTOBER 6, 2020 MEETING REVIEWED

The Town Clerk submitted a Memorandum explaining her review of the October 6 recording of meeting and her recommendations for proposed edits to the Minutes. Deputy Supervisor Munzinger offered a motion to approve the Minutes of the October 6 meeting, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Munzinger and Smith. Nays: Beckford, Koshykar and Townsend.

Town Attorney Koegel noted that the Minutes will stand as written by the Town Clerk, as Town Board approval is not required.

**FINANCIAL MATTERS
PUBLIC COMMENTS**

No comments were offered regarding Financial Matters.

SURPLUS INVENTORY APPROVED

Following brief discussion regarding surplus inventory listed, Supervisor Smith offered a motion to approved the Surplus Inventory as proposed, 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 following list of equipment be declared surplus/junk and be removed from the Town's inventory:

Asset #	Year	Description	Department	Cost	Disposition
15455	2005	Slat back chair	Library	\$284.00	Junked
15464	2005	Slat back chair	Library	\$284.00	Junked
15853	1990	Wooden shelving	Library	\$600.00	Junked
15350	2005	Slat back chair	Library	\$275.00	Junked
15383	2005	Slat back chair	Library	\$275.00	Junked
15384	2005	Slat back chair	Library	\$275.00	Junked
15385	2005	Slat back chair	Library	\$275.00	Junked
15394	2005	Slat back chair	Library	\$275.00	Junked
15430	2005	Slat back chair	Library	\$289.00	Junked
15432	2005	Slat back chair	Library	\$289.00	Junked
15436	2005	Slat back chair	Library	\$289.00	Junked
15441	2005	Slat back chair	Library	\$289.00	Junked
15442	2005	Slat back chair	Library	\$289.00	Junked

TOTAL: \$3,988.00

BUDGET TRANSFERS APPROVED

Supervisor Smith offered a motion to approve the transfers, 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 following budget transfers are approved as follows:

- That \$15,000.00 be transferred from 4.1989.2003.2.4 (Hwy WT – Equipment Replacement) to 4.5130.4106.53.4 (Hwy WT – Machinery Parts).
- That \$14,880.00 be transferred from 1.1990.4000.1.1 (Contingency – Whole Town) to 1.1680.4404.3.1 (IT Consultants/Network – Whole Town).

OPERATIONAL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Operational Matters.

BOARD DISCUSSIONS

Biannual Reports on Hiring:

The Town Board discussed Biannual Reports on Hiring, as outlined in a recommendation by Councilmember Townsend, submitted to the Board for consideration at the October 20th meeting. Personnel Director Fleming proposed that Councilmember Townsend's recommendations with regard to reporting be made at the same time as the reporting requirements of the EEO-4 form, which is done every other year. Councilmember Townsend clarified that she is asking for a bi-annual (twice a year) reporting. Councilmember Beckford requested that the reporting be done quarterly, if it is possible and feasible. The capabilities will be explored before a decision is rendered on when the reporting will occur, either bi-annually or quarterly.

Contracting Policies and Procedures:

Councilmember Townsend requested a review of the Town code with regard to contracting policies and procedures. Town Attorney Koegel explained and confirmed that, after his full research on this topic, he has concluded that our Town Code is as full and correct as possible in complying with best value. He confirmed that the Town Code does, in fact, ensure, apply and incorporate the definition of the use of "best value" in purchasing and bids for contracts for goods and professional services for \$20,000 or more as outlined under General Municipal Law Section 103 and as written by 163 of the State Finance Law. Commissioner Schenkel confirmed that the vast majority of purchases for public works are using existing State, County, Co-ops and Piggyback contracts.

WEBSITE CONTRACTS WITH CATALOG AND COMMERCE SOLUTIONS, LLC

APPROVED

The Board considered and briefly discussed the resolution submitted by the Technology Director and Communication Director for contracts with Catalog and Commerce Solutions, LLC d/b/a Discover eGOV for the purposes of completing website improvements and updates. Thereafter, Supervisor Smith offered a motion to approve the contracts, 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 Board authorize the Supervisor to sign a contract with Catalog & Commerce Solutions, LLC d/b/a Discover eGOV for the purposes of completing website improvements and updates for a cost not to exceed \$14,880.00; and be it further

RESOLVED, that the Town Board authorize the Supervisor to sign a 5-year contract with Catalog & Commerce Solutions, LLC d/b/a Discover eGOV for the purposes of ongoing website management and hosting services.

RECREATIONAL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Recreational Matters.

WINTER 2021 RECREATION PROGRAMS APPROVED

A Resolution to approve the Winter 2021 Recreation Programs 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.

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The Resolution was declared carried as follows:

RESOLVED, that the Town Board approves the Recreation Department's 2021 Winter Programs and thereby authorizes the Town Supervisor to sign instructor contracts as required.

OTHER BUSINESS

Councilmember Koshykar distributed a Memorandum to members for their review and requested that it be an agenda item at a future meeting to discuss. The Memo included the following items to discuss: Social Media Use and Rules of Procedure for Meetings of the Town Board.

Members discussed the possibility of an extended time for public comments.

PUBLIC COMMENTS

The following members of the public offered written comments that were read by the Town Clerk: Sadie Szrama, Victoria Love, Analise Johnson, Mary Moore and Jon Sussman.

As there was no further business, the Supervisor adjourned the meeting at 10:10 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk