

Minutes of the Town Board for January 2, 2019

**TOWN OF PITTSFORD
TOWN BOARD
JANUARY 2, 2019
ORGANIZATIONAL SESSION**

Proceedings of a regular meeting of the Pittsford Town Board held on Wednesday, January 2, 2019 at 6:00 P.M. local time in Pittsford Town Hall.

PRESENT: Supervisor William A. Smith, Jr.; Councilpersons Kevin S. Beckford, Katherine B. Munzinger, Matthew J. O'Connor and Stephanie M. Townsend.

ABSENT: There were no Town Board members absent.

ALSO PRESENT: Staff Members: Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Gregory J. Duane, Finance Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, and Suzanne Reddick, Assistant to Supervisor.

ATTENDANCE: There were sixteen (16) members of the public in attendance. There were also three (3) additional staff members and an interpreter present.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. The Town Clerk noted board members present and Supervisor Smith invited Deputy Supervisor Munzinger to lead in the Pledge to Flag.

AMENDMENT TO THE TOWN BOARD MEETING SCHEDULE APPROVED

The Board considered a proposal to modify the previously approved 2019 Town Board Meeting Schedule, as the proposed February 19 meeting date, to accommodate the annual meeting of the New York Association of Towns in February.

Public Comment

The Supervisor opened the floor for any member of the public to comment on the proposed Resolution. None were offered.

Thereafter, a Resolution to approve the 2019 Town Board Meeting Schedule as amended was offered by Deputy Supervisor Munzinger, seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2019 Town Board Meeting Schedule be approved and published as amended.

SUPERVISOR'S APPOINTMENTS FOR 2019

Supervisor Smith announced the following appointments for 2019:

Deputy Supervisor	- Katherine Bohne Munzinger
Director of Finance and Budget Director	- Gregory Duane
Assistant to the Supervisor	- Suzanne Reddick
Town Historian	- Audrey Johnson

TOWN BOARD LIAISONS FOR 2019

Supervisor Smith announced the following Town Board liaison assignments for 2019:

Councilman Kevin S. Beckford	Environmental Board; Pittsford Youth Services
Deputy Supervisor Katherine Bohne Munzinger	Planning Board; Parks and Recreation Board

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Councilman Matthew J. O'Connor	Leadership Committee; Library Board of Trustees; Assessment Review Board
Councilwoman Stephanie M. Townsend	Design Review and Historic Preservation Board; Zoning Board of Appeals
Supervisor William A. Smith	Leadership Committee

Supervisor Smith stated the following staff appointments and approvals to be considered by the Town Board, indicating that a vote on all of the proposed staff appointments would be taken immediately thereafter, subject to discussion and amendment, if any, as follows:

Linda Dillon	Town Clerk and Receiver of Taxes
Robert Koegel	Town Attorney
Paul Schenkel	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Cheryl Fleming	Director of Personnel
Laura Beeley	Deputy Town Clerk
Karen Ward	Deputy Town Clerk
Rose Ann Crispino	Deputy Receiver of Taxes
James Gagnier	Deputy Commissioner of Public Works

Public Comment

The Supervisor opened the floor for any member of the public to comment on the proposed Resolution. None were offered.

A Resolution to approve the proposed 2019 staff appointments was offered by Deputy Supervisor Munzinger, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the following staff appointments be approved as follows:

Linda Dillon	Town Clerk and Receiver of Taxes
Robert Koegel	Town Attorney
Paul Schenkel	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Cheryl Fleming	Director of Personnel
Laura Beeley	Deputy Town Clerk
Karen Ward	Deputy Town Clerk
Rose Ann Crispino	Deputy Receiver of Taxes
James Gagnier	Deputy Commissioner of Public Works

Thereafter, a Resolution to approve additional appointments proposed for 2019 for the Town Accountant, the Town Engineer and Marriage Officer was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

BE IT RESOLVED, that the following appointments for the Town Accountant, the Town Engineer and Marriage Officer are approved as follows:

TOWN ACCOUNTANT APPOINTED FOR 2019

Bonadio & Company is appointed Town Accountant for 2019.

MRB GROUP, PC APPOINTED TOWN ENGINEER FOR 2019

MRB Group, PC is appointed Town Engineer for 2019.

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MARRIAGE OFFICER APPOINTED FOR 2019

Town Supervisor William A. Smith, Jr. is appointed as a Marriage Officer for a term of one year, expiring on December 31, 2019.

VOLUNTEER BOARD APPOINTMENTS:

Supervisor Smith indicated that appointments will be made following interviews with Town Board members for the volunteer board positions and that the work of the boards continues inasmuch as, by law, incumbents remain in office until their successors have been appointed.

**FINANCIAL MATTERS
TOWN BOARD AUTHORIZATIONS**

Public Comment

The Supervisor asked if any member of the public would like to comment on the proposed Authorizations as outlined in Financial Matters on the Agenda. None were offered.

PETTY CASH FUNDS AUTHORIZATIONS APPROVED

In accordance with the adopted Town policy, the Supervisor read the list of authorizations for the Petty Cash Funds for the various Town departments. Thereafter, a Resolution to approve the authorizations for the Petty Cash Funds was offered by Supervisor Smith, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

A Resolution was declared carried as follows:

RESOLVED, that Petty Cash Funds be established and are approved in accordance with the adopted policy as follows:

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$694.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Senior Services
Sewer Districts	\$100.00	Sewer District General Foreman
Town Clerk	\$650.00	Town Clerk
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

VOUCHER APPROVAL AUTHORIZATIONS APPROVED

Councilwoman Townsend offered a Resolution to approve the proposed staff members to be authorized to approve vouchers, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the following people be authorized to approve vouchers:

Town Supervisor, Deputy Supervisor, Town Clerk, Director of Finance, Personnel Director, Assessor, Commissioner of Public Works, Library Director, Secretary to Commissioner of Public Works, Historian, Court Clerk, Recreation Director, Recreation Account Clerk, Deputy Commissioner of Public Works, Technology Manager, Recreation Supervisor-Senior Services, Communications Director, Animal Control Officer, and Town Attorney.

HOURLY MINIMUM RATE APPROVED

Supervisor Smith offered a Resolution to approve the hourly minimum wage rate as \$11.10, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the hourly minimum wage rate be set at \$11.10.

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WAGES AND SALARIES APPROVED

A Resolution to approved the proposed wages and salaries for all employed positions as provided in the approved 2019 Budget was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the salaries for all employed positions be approved as provided in the 2019 budget are ratified and confirmed.

WORK WEEK ESTABLISHED AND APPROVED

Deputy Supervisor Munzinger offered a Resolution to establish and approve the 2019 work week, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the workweek is established as 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Laborers; all other departments will be at 35 hours.

PAY PERIOD APPROVED

Councilwoman Townsend offered a Resolution to approve the pay period to be bi-weekly, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the pay period is bi-weekly.

Public Comment

The Supervisor asked if any member of the public would like to comment on the proposed Authorizations numbered 7 – 13, as outlined in this portion of Financial Matters on the Agenda. None were offered.

Supervisor Smith indicated proposed approvals by the Town Board for the following authorizations numbered 7 through 13 and to be considered under one vote on all of the proposed items, to be taken immediately thereafter, subject to discussion and amendment. Having read and reviewed all of the items listed, and following some Town Board discussion regarding the designated newspapers, a Resolution to approve them was offered by Supervisor Smith, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The following Resolutions were declared carried as follows:

RESOLVED, that the mileage reimbursement rate is set at \$0.58 per mile for the year 2019; and be it further

RESOLVED, that the Health Insurance Reimburse Rate is set at a maximum of \$4,000 per section 5.4 of the Personnel Rules; and be it further

RESOLVED, that the regular Town Board meetings will be scheduled for the 1st and 3rd Tuesday of each month at 6:00 PM, with exceptions as noted in the tentative schedule and as subject to rescheduling from time to time; and be it further

RESOLVED, that the staff members attending Association meetings will be reimbursed up to \$12.00 per meeting for lunch expenses; and be it further

RESOLVED, that the 2019 per diem rate for meal reimbursement be at \$40.00 per day for meals and incidental expenses; and be it further

RESOLVED, that the following banks are approved as depositories for Town funds in 2019: J.P. Morgan Chase, M&T, Canandaigua National and Key Bank; and be it further

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RESOLVED, that the Brighton-Pittsford Post is designated as the official Town newspaper for 2019, with additional newspapers of the Mendon-Honeoye Falls-Lima Sentinel and the Democrat & Chronicle; and be it further

RESOLVED, that the following personnel are authorized to attend the regular meetings of their professional organizations as follows:

- Linda Dillon, Town Clerk & Receiver of Taxes
 - Monroe County Town Clerks, Tax Receivers & Collectors Association
 - New York State Town Clerk's Association
 - New York State Association of Tax Receivers & Collectors
- Rose Ann Crispino
 - New York State Tax Receivers and Collectors Association
 - Monroe County Town Clerks, Tax Receivers & Collectors Association
- Paul Schenkel
 - American Public Works Association – State and Local Branch
 - Monroe County Highway Superintendents Association
 - GIS/SIG Regional Committee
 - Monroe County Stormwater Coalition
- James Gagnier
 - Monroe County Highway Superintendents Association
 - PERMA – Safety Council for Western Region
 - Irondequoit Creek Watershed Collaborative (IWC)
 - Monroe County Stormwater Coalition (MCSC)
- Michelle Debyah
 - GIS/SIG Regional Committee
 - NYS GIS Association
- Rob Fromberger, Town Engineer
 - National Society of Professional Engineers – Monroe Chapter
 - American Society of Civil Engineers
 - American Public Works Association
- Scott Wallman
 - Monroe County Highway Superintendents Association
- Mark Lenzi, Building Inspector
 - Finger Lakes Building Officials Assoc (FLBOA) or
 - Niagara Frontier Building Officials
 - Monroe County Fire Marshal Association
- Allen Reitz, Deputy Building Inspector
 - Finger Lakes Building Officials Association (FLBOA)
- Kelly Cline, Fire Marshal
 - Monroe County Fire Marshal Association
 - Finger Lakes Building Officials Association (FLBOA)
- Town Supervisor, Deputy Supervisor and Town Attorney
 - New York State Association of Towns
- Stephen Robson, Assessor
 - Monroe County Assessor's Association
 - NYS Department of Tax & Finance - Office of Real Property Services
 - NYS Assessors Association
- Greg Duane, Finance Officer
 - Monroe County Town Finance Officer's Association
 - Government Finance Officer's Association – State and Local
 - FLMHIT meetings
- Cheryl Fleming, Personnel Director
 - Monroe County Town Finance Officers Association
 - FLMHIT Meetings
 - Monroe County HR Meetings
- Shelley O'Brien, Communication Coordinator

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Ad Council of Rochester
Public Relations Society of America
Association of Women in Communications

- Jessie Hollenbeck
Genesee Valley Parks and Recreation Society
- Alison Burchett
Genesee Valley Parks and Recreation Society
- Katelyn Disbrow
Genesee Valley Parks and Recreation Society
- Brett Wilby
Genesee Valley Parks and Recreation Society
FLMHIT Wellness Committee

PERSONNEL

HIRING RECOMMENDATIONS APPROVED

Councilman O'Connor confirmed that he audited the records for the proposed hire, noting that all the documents were in order. Thereafter, a Resolution to approve the proposed hiring was offered by Councilman O'Connor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approve the following person for employment and confirm as the date of hire as indicated hereto:

Name	Department	Position	Rate	Date of Hire
Laura Marra	REC	Rec Asst 3 PT	\$12.30/hr.	01/02/2019

ASSOCIATION OF TOWNS DELEGATES DESIGNATED

A Resolution to designate Supervisor Smith as the delegate and Town Attorney Robert Koegel as the alternate delegate to represent the Town of Pittsford at the Association of Towns Annual Business Meeting was offered by Deputy Supervisor Munzinger, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Supervisor Bill Smith be designated as the delegate to represent and vote on behalf of the Town of Pittsford at the Annual Business Meeting of the Association of Towns on February 20, 2019 and that Town Attorney, Robert Koegel, be designated the alternate delegate to represent the Town of Pittsford.

OTHER BUSINESS

Supervisor Smith offered the following updates as additional business:

- The redraft of a proposed Demolition Law is forthcoming, to be presented at a future Town Board meeting and following the appropriate notice and public hearing for Town Board consideration.
- Hunting Discussions: The Town Board is awaiting additional information to consider future possible action regarding hunting in Pittsford.
- A Pest Management report is being completed by the Commissioner of Public Works and the Parks Foreman and the Town Board anticipates reviewing their report in the near future.
- Reminder: A Comprehensive Plan Update - Public Workshop is set for January 28 at 6PM at the Pittsford Station 2 Firehouse, 465 Mendon Road, to review and accept comments on the final draft of the plan. The Supervisor urged residents to attend.

PUBLIC COMMENTS

The following Public Comments were offered:

- 1) Mary Moore commented on the pesticide Merit, an additive to fertilizer that the Town uses, noting that it is known to be bad for bees.

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- 2) Barbara Baer commented on the importance of public participation in the Comprehensive Plan Update. Supervisor Smith noted the public workshops already held, which were well attended, and the forthcoming workshop, noting the means by which the Town had sought to encourage public turnout for each, including a direct mailing to every home in Pittsford for each public workshop, announcements on the Town Website, the e-News, the Town Facebook page, press releases and posters in the Library, the Community Center and Town Hall and the dedicated website devoted exclusively to the Comprehensive Plan update.
- 3) Parks Foreman Jessica Neal addressed the Town Board to correct a misrepresentation of the Town's use of pesticides made by a resident at the December 18th Town Board meeting, involving the product Brushmaster. Foreman Neal noted that the Town has never used this product on athletic fields. At the specific request of the School District, the Town used a small amount, on a single occasion only, to control an extreme problem with poison ivy along the parking lot of Thornell Farm Park, adjacent to the stairs leading up to Mendon High School. This was done after the School District received several complaints about the poison ivy. This is the only time the Town has used Brushmaster. She explained that it is an effective treatment for poison ivy, which is resistant to other herbicides. The only alternative would be to put the health and welfare of Town staff in jeopardy by physically pulling the vines and risking exposure to the poison ivy. In addition, poison ivy is nearly impossible to eradicate by pulling. Foreman Neal noted that Cornell Cooperative Extension has concurred with the Town's use of pesticides and its practices regarding their use. She noted the minimal amount of pesticides used and the safe application practices, including timing of applications only when fields will not be used for twenty-four hours thereafter. Foreman Neal explained that pesticides are used only as a last resort. In those instances the only pesticides used are those approved for use by the New York State Department of Environmental Conservation and are applied following all laws and safety regulations required by the New York State Department of Environmental Conservation and in accordance with directions and cautions on the product label.

As there was no further business, the Supervisor adjourned the meeting at 6:43 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk

OFFICIAL BOARD MINUTES ARE ON FILE IN THE OFFICE OF THE TOWN CLERK