

Minutes of the Town Board for February 1, 2022

**TOWN OF PITTSFORD
TOWN BOARD
FEBRUARY 1, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, February 1, 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 Katherine B. Munzinger, Kim Taylor and Stephanie M. Townsend.

ABSENT: Councilmember Cathy Koshykar.

ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation 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 6:00 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

Supervisor Smith acknowledged the celebration of the Chinese Lunar New Year, the Year of the Tiger. He referred residents to the Town Library website for events related to it.

PUBLIC HEARING FOR LOCAL LAW #1 OF 2022: PARITIAL TAX EXEMPTION FOR VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE CORP MEMBERS

Supervisor Smith asked for public comments and hearing none, closed the public hearing. Following the brief synopsis of the proposed Local Law#1 provided by Town Attorney Koegel, Supervisor Smith made a motion to approve Local Law #1 of 2022: Partial Tax Exemption for Volunteer Firefighters and Volunteer Ambulance Corp Members, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Munzinger, Taylor, Townsend and Smith. Nays: None.

Absent: Koshykar.

MINUTES OF THE JANUARY 18, 2022 TOWN BOARD MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meeting of January 18, 2022 was offered by Councilmember Taylor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Munzinger, Taylor, Townsend and Smith. Nays: none.

Absent: Koshykar.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the January 18, 2022 Town Board meetings are approved.

LEGAL MATTERS

No public comments made.

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ADJUSTMENT OF CONSERVATION EASEMENT AT 3600 CLOVER STREET

The Town Planning Board approved an adjustment of the line separating parcels 3600 and 3590 Clover St allowing for the adjacent lots to be similar in size. This change would involve releasing a small portion of a conservation easement that covers 1.461-acres, which requires Town Board approval. If released, it would still leave 109 acres of land covered by the conservation easement, well over the 50% of open space required in this zoning district. Councilmember Munzinger commented she was happy to hear that the adjacent and neighboring properties had no concerns regarding the changes. Councilmember Taylor shared she was happy to hear the developer was maintaining the green space requirements for new developments. Councilmember Townsend asked for confirmation as to whether the land adjacent to the easement was also in a conservation easement. It was stated that the land adjacent is Mendon Ponds Park.

A Resolution that the Town Board authorize the Town Supervisor to sign the "Partial Release of Conservation Easement" on 1.461 acres at 3600 Clover Street. was moved by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Munzinger, Taylor, Townsend and Smith. Nays: none.

Absent: Koshykar.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorize the Town Supervisor to sign the "Partial Release of Conservation Easement" involving the Town's easement located on 3600 Clover Street. This resolution is subject to a permissive referendum, and the Town Clerk is directed to post and publish the required notice of such permissive referendum

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments submitted.

RESTORATION OF COST OF LIVING CUT IN 2021 BUDGET

Supervisor Smith proposed a Resolution to make whole the 11 Town Staff members whose cost of living increase was limited to 1% for 2021. All other non-elected employees received a 2% cost of living increase. Elected employees received no cost of living increase at all and are not affected by the proposal before the Board tonight. The reduction was driven by uncertainty over the effect of the pandemic on Town revenues in 2021.

This proposal would make the 11 employees whole by putting them in the position where they would be had they received the same 2% increase in 2021 as all other non-elected employees. Doing so involves two-parts: 1) Compensating each affected employee in the amount equal to what each would have received since January 1, 2021 had they received the full 2% adjustment; and 2) adjusting the base compensation for each to where it would be today, had each received the full 2% adjustment for 2021. A Resolution to approve both the budget transfers and the adjustments in compensation for the affected employees was offered by Supervisor Smith, seconded by Councilmember Taylor and voted on by members as follows: Ayes: Munzinger, Taylor, Townsend and Smith. Nays: none.

Absent: Koshykar.

The Resolution was declared carried as follows:

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RESOLVED, that the proposed amendments to the 2022 Town Budget, in the form annexed hereto, be and hereby are adopted and approved; and

That 0001.1230.1000.0001.0001 (WT – Comm. Services Salaries) be increased by \$1,939.00 and 0001.1355.1000.0001.0001 (WT – Assessor Salaries) be increased by \$2,153.00 and 0001.1420.1000.0001.0001 (WT – Attorney Salaries) be increased by \$1,820.00 and 0001.1430.1000.0001.0001 (WT – Personnel Salaries) be increased by \$1,837.00 and 0001.1490.1000.0001.0001 (WT – DPW Admin Salaries) be increased by \$2,695.00 and 0001.1680.1000.0001.0002 (WT – Technology Salaries) be increased by \$1,793.00 and 0001.7020.1000.0001.0002 (WT – Rec. Salaries) be increased by \$1,577.00 and 0002.8020.1000.0018.0001 (PT – Plan. / Zon. Salaries) be increased by \$1,632.00 and 0003.7410.1001.0001.0003 (Library – Salaries) be increased by \$1,582.00 and 0005.5110.1000.0002.0004 (Highway – Salaries) be increased by \$1,552.00. The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid.

FURTHER RESOLVED that the respective base compensation for each of the eleven employees affected by the foregoing resolution be and hereby is established and approved as the amount at which each would be compensated currently, had each received the full 2% cost of living adjustment for Fiscal Year/calendar year 2021.

SURPLUS INVENTORY APPROVED

A Resolution to approve the proposed inventory for the Town Board to declare surplus and to be removed from the Town's inventory was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Munzinger, Taylor, Townsend and Smith. Nays: none.

Absent: Koshykar.

The Resolution was declared carried as follows:

RESOLVED, that the following equipment items be declared surplus/junk and be removed from the Town's inventory.

Listing of items is on page 4 of these minutes.

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Asset #	Year	Description	Department	Cost	Disposition
15283	2005	Lounge Chair	Library	926.00	Junked
15284	2005	Lounge Chair	Library	926.00	Junked
15285	2005	Lounge Chair	Library	926.00	Junked
15286	2005	Lounge Chair	Library	926.00	Junked
15287	2005	Lounge Chair	Library	926.00	Junked
15288	2005	Lounge Chair	Library	926.00	Junked
15289	2005	Lounge Chair	Library	926.00	Junked
15290	2005	Lounge Chair	Library	926.00	Junked
15291	2005	Lounge Chair	Library	926.00	Junked
15292	2005	Lounge Chair	Library	926.00	Junked
15293	2005	Lounge Chair	Library	723.00	Junked
15294	2005	Lounge Chair	Library	723.00	Junked
15295	2005	Lounge Chair	Library	723.00	Junked
15296	2005	Lounge Chair	Library	723.00	Junked
15297	2005	Lounge Chair	Library	723.00	Junked
15298	2005	Lounge Chair	Library	723.00	Junked
15302	2005	Lounge Chair	Library	824.00	Junked
15303	2005	Lounge Chair	Library	824.00	Junked
15304	2005	Lounge Chair	Library	824.00	Junked
15305	2005	Lounge Chair	Library	824.00	Junked
15308	2005	Lounge Chair	Library	926.00	Junked
15309	2005	Lounge Chair	Library	926.00	Junked
15468	2005	Computer Table	Library	217.00	Junked
15469	2005	Computer Table	Library	217.00	Junked
15809	2005	5 Disc Changer	Library	105.00	Junked
15833	2005	Ironwood Soft Drop Cart	Library	441.00	Junked
15834	2005	Ironwood Soft Drop Cart	Library	441.00	Junked
15888	2010	People Counter	Library	161.00	Junked
15893	2011	Projector	Library	1,450.00	Junked
17815	2014	People Counter	Library	395.00	Junked
19511	2017	Digital Sign	Library	1,970.00	Junked

PERSONNEL MATTERS

PUBLIC COMMENTS

No comments made.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

Following a correction to the resolution memo adjusting the Crossing Guard rate from \$20.96 to \$20.86, 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: Munzinger, Taylor, Townsend and Smith. Nays: none.

Absent: Koshykar.

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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
Anthony Caruso	DPW	Building Inspector - FT	\$31.86	02/07/2022

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.

Name	Dept	Position	Rate	Date of Hire
Anthony Caruso	DPW	Building Inspector - FT	\$31.86	02/07/2022

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
Mary Doggett	Crossing Grd	Added Shifts-New Position	\$20.96/hr.	01/31/2022
James Papin	Crossing Grd	Added Shifts-New Position	\$20.96/hr.	01/31/2022
Brett Little	MEO	Promotion from Laborer	\$21.72/hr	02/07/2022

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

Name	Position	Reason for Change	Salary	Effective Date
Mary Doggett	Crossing Grd	Added Shifts-New Position	\$20.96/hr.	01/31/2022
James Papin	Crossing Grd	Added Shifts-New Position	\$20.96/hr.	01/31/2022
Brett Little	MEO	Promotion from Laborer	\$21.72/hr.	02/07/2022

OTHER BUSINESS

The Supervisor asked Councilmember Townsend to give an update on the Town's Climate Smart Community initiative. Following a brief review of the initiative, Councilmember Townsend shared that the Environmental Advisory Board, the Town's Climate Smart Community Committee, sees the process comprising two steps. The first being a comprehensive review of actions completed and in place. April Zurowski, Secretary to the Environmental Board is completing this review and compiling the necessary documentation to submit. Her work on this task is appreciated. Once the review is completed and submitted, the committee will then begin their work on designing a Climate Action Plan, which is similar in nature to a Comprehensive Plan. Meanwhile, the Committee is working on identifying other actions, including seeking certification as a "Tree City USA" and increasing public education efforts. Councilmember Munzinger expressed her enthusiasm for the Climate Smart initiative and urged public education on the initiative, its purpose and its components as an important part of the process.

Supervisor Smith announced board members will be receiving applications for volunteer board positions and that we will be scheduling interviews with each town Board member.

Deputy Supervisor Munzinger asked for the opinion of the Board on moving or cancelling the April 19 Town Board meeting, as it falls within Spring Break week. The Board agreed to cancel the meeting, but would review at the end of March whether Town business would require the meeting to be reinstated. .

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A Resolution to cancel the April 19, 2022 meeting was offered by Supervisor Smith, seconded by Councilmember Taylor and voted on as follows: Ayes: Munzinger, Taylor, Townsend and Smith. Nays: none.

Absent: Koshykar.

The Resolution was declared carried as follows:

Resolved, that the April 19, 2022 Town Board meeting will be canceled unless circumstances require otherwise.

PUBLIC COMMENTS

There were no public comments.

With no further business, the meeting adjourned at 6:39 p.m.

Respectfully submitted,

Renee McQuillen
Town Clerk