

Minutes of the Town Board for August 2, 2022

**TOWN OF PITTSFORD
TOWN BOARD
AUGUST 2, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, August 2, 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, and Stephanie M. Townsend.

ABSENT: Councilmember Kim Taylor.

ALSO PRESENT: Staff Members: Paul Schenkel, Commissioner of Public Works; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor; Spencer Bernard, Chief of Staff.

ATTENDANCE: One member 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.

Immediately following the Pledge to the Flag, Supervisor Smith asked for a moment of silence in honor of former Town Justice Robert Shaddock, who recently passed away.

SUPERVISORS ANNOUCEMENTS

1. The Town's Rabies Clinic is rescheduled for Thursday, August 11, from 4:30 P.M.-7:30 P.M. at the Highway Garage; 60 Golf Ave. Immunizations will be available for dogs, cats and ferrets.
2. The Town's Concerts for Kids series continues tomorrow night with Paulsen & Baker, 6:30 P.M. behind the Spiegel Community Center.
3. Friday evening at 6:30 P.M. will be the next summer concert in Carpenter Park at the Port of Pittsford; this week's performer is the Debbie Kendrick Project.
4. In commemoration of the 200th anniversary of the Erie Canal reaching Pittsford, our Town Historian has planned events throughout the month of August. You can google "Canal 200 Pittsford" for the schedule.

PUBLIC HEARING FOR THE COVENTRY RIDGE LIGHTING DISTRICT EXTENSION

Supervisor Smith opened the Public Hearing and asked if any members of the public wished to comment. The Town Clerk read an emailed comment from Cory Pettinella. Hearing no further comments, Supervisor Smith closed the Public Hearing. Councilmember Townsend made a motion to approve the Resolution and Order to create the Coventry Ridge Lighting District, seconded by Deputy Supervisor Munzinger and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

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 the Extension of the above Lighting District; and

WHEREAS, the Commissioner of Public Works has submitted a Certificate, in writing, verifying that the aforesaid Petition was signed by the required percentage of owners within the proposed District; and

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WHEREAS, an Order was duly adopted by the Town Board on the 19th day of July, 2022, for the hearing of all persons interested in the matter to be held on the 2nd day of August, 2022, at 6:00 o'clock P.M., Local Time, at the Town Hall, 11 South Main Street, Town of Pittsford, New York; and

WHEREAS, due proof of publication and posting of the said Notice 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 creation of the Extension does not require any expenditure of money 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, the permission of the Comptroller of the State of New York is not required for the creation of the District;

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that

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

RESOLVED AND ORDERED, that "Extension No. 12 "Coventry Ridge Subdivision Sections 1, 2, 3 & 4", be and the same hereby is created, as part of the "Pittsford Consolidated Lighting District 1-2 Pole" and that the boundaries of the said Extension, as hereby created, are as depicted on a map in "Schedule B" annexed hereto.

MINUTES OF THE JULY 19, 2022 TOWN BOARD MEETING APPROVED

A Resolution to approve the Minutes of the July 19, 2022 Town Board meeting was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the July 19, 2022 Town Board meeting are approved.

FINANCIAL MATTERS

PUBLIC COMMENTS

There were no public comments.

AUTHORIZATION FOR THE CREATION AND FUNDING OF COPPER BEECH PARK 2 CAPITAL PROJECT

Supervisor Smith recalled that the Board discussed this topic at its July 19 meeting and the proposal tonight is to create and fund the account for the new park. Deputy Supervisor Munzinger made a motion to authorize the Finance Director to create the Copper Beech 2 Capital Project, to fund it and complete any amendments or transfers necessary, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

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The Resolution was declared carried as follows:

RESOLVED, that the Finance Director is authorized to create the Copper Beech 2 Capital Project.

FURTHER RESOLVED, that the Finance Director is authorized to fund this Capital Project with American Rescue Plan Act (ARPA) Federal Aid totaling \$275,000.

FURTHER RESOLVED, that the Finance Director is authorized to do all necessary budget amendments and transfers associated with the funding of this Capital Project.

OPERATIONAL MATTERS

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF ANIMAL SHELTERING SERVICES CONTRACT WITH HOWLYWOOD, INC.

The Supervisor mentioned the problem facing the Animal Control departments of all the Monroe County towns as various animal sheltering facilities have withdrawn from that business. Discussion of Councilmember Koshykar's questions about adding certain provisions to the contract were resolved by the Board agreeing to approve the contract in the form presented, so that the Town can shelter animals if it becomes necessary in the weeks immediately ahead, but to ask Howlywood, Inc. to agree to additional insurance and indemnification provisions in a revised contract. The Supervisor noted that Board materials are distributed to Town Board members the Friday before each Board meeting, among other reasons so that members can suggest such revisions in time for them to be included for approval at the Board meeting and therefore avoiding delay in approvals that are needed. Thereupon a Resolution to approve the contract as presented and to authorize the Supervisor to sign it was moved by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approve the proposed agreement with Howlywood, Inc. for sheltering services and authorizes the Town Supervisor to sign the agreement.

REREATION MATTERS

PUBLIC COMMENTS

There were no public comments.

APPROVAL FALL 2022 RECREATION PROGRAMS

Deputy Supervisor Munzinger made a motion to approve the Fall 2022 schedule of recreation programs and authorize the Town Supervisor to sign instructor contracts, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approve the Recreation Department's 2022 fall programs and authorize the Town Supervisor to sign instructor contracts as needed.

AUTHORIZATION OF TEMPORARY ACCESS LICENSES FOR 2022 PITTSFORD FOOD TRUCK AND MUSIC FEST

Recreation Director Jessie Hollenbeck, in response to a question from Councilmember Koshykar, shared that he anticipated a need of 3-4 Temporary Access Licenses; they are for the use of parking lots during the event. Deputy Supervisor Munzinger offered a resolution to authorize the Town Supervisor to sign temporary access licenses as needed, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

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The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorizes the Town Supervisor to sign temporary access licenses in regards to the Pittsford Food Truck and Music Fest.

APPROVAL OF AMUSEMENT RIDE CONTRACT FOR 2022 PITTSFORD FOOD TRUCK AND MUSIC FEST

Deputy Supervisor Munzinger proposed a resolution to approve the contract with Hammerl Amusements for amusement rides at the Food Truck and Music Fest and authorize the Town Supervisor to sign the contract, seconded by Supervisor Smith and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorizes the Town Supervisor to sign a contract with Hammerl Amusements for a fee not to exceed \$9,400 for the 2022 Food Truck and Music Fest.

PERSONNEL MATTERS

PUBLIC COMMENTS

There were no public comments.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

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

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
Mike Arena	Parks	Laborer – Seasonal	\$14.00	08/01/2022
John Cleary	Highway	Laborer - FT	\$18.35	08/01/2022
Brett Custer	Sewer	Laborer – Seasonal	\$14.00	08/01/2022
Alla Levi	Library	Substitute Librarian	\$22.25	08/02/2022
Audrey Kennelly	Recreation	Rec Asst – CC Supervisor	\$15.00	08/19/2022

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.

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Alla Levi	Library	Substitute Librarian	\$22.25	08/02/2022
Audrey Kennelly	Recreation	Rec Asst – CC Supervisor	\$15.00	08/19/2022

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
Angel Martinez	Interim Dir of IT	Replacing Retiree	\$41.21	08/08/2022

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):

Name	Position	Reason for Change	Salary	Effective Date
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Angel Martinez Interim Dir of IT Replacing Retiree \$41.21 08/08/2022

AUTHORIZATION FOR ATTENDANCE AT ROCHESTER SECURITY SUMMIT

Councilmember Townsend motioned to authorize attendance at the Rochester Security Summit for Angel Martinez on October 12&13, seconded by Deputy Supervisor Munzinger, and voted on as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor

The Resolution was declared carried as follows:

RESOLVED, that Angel Martinez is hereby authorized to attend the Rochester Security Summit in Rochester, NY from October 12-13 at a cost of \$250.00.

OTHER BUSINESS

Supervisor Smith noted his conversations with the Town's consultants on the progress of revising the Zoning Code. He reminded all Board members that their next meeting to review proposed Zoning Code revisions will be on Wednesday, August 10 at 4:00 P.M. in the basement meeting room at Town Hall. It will involve review of proposed additions and changes to additional regulations governing the uses in the new code section reviewed and provisionally approved at the previous meeting.

Councilmember Townsend shared updates from the Environmental Board, including questions about the status of the tree ordinance, an update on the wetland protection meeting and town wide composting initiative. Supervisor Smith advised on each as follows.

As to the tree ordinance, Supervisor Smith answered that revisions to the proposed tree ordinance suggested by the Environmental Advisory Board had been incorporated into a revised draft and it was his understanding that that board was still discussing the revised draft. Councilmember Townsend indicated she would look into the status of the revised ordinance with the Environmental Advisory Board.

As to the wetland protection meeting, the Supervisor noted that he had attended it and reacted favorably to recommendations made by the presenter, Andy Smith, Senior Environmental Scientist at Stantec Engineering. These, he said, appeared practical and inexpensive and would help in maintaining the integrity of the Town's Erie Canal Nature Preserve. The Supervisor noted that he had contacted Andy Smith to meet with him, for the purpose of detailing his proposals and scheduling them, for review by Parks Department Foreman Jess Neal.

As to composting, the Supervisor noted a lack of significant public demand to justify a town-wide composting program to be run by the Town. The Supervisor referred to the Town's long-standing working relationship with Impact Earth. Using Impact Earth, the Town currently composts all food waste items from our Senior Center community programs and all Town festivals. In addition, he noted that Impact Earth offers home composting services to residents. Councilmember Townsend suggested adding composting services to bid specifications for the next contract for Refuse Districts. Commissioner Schenkel indicated he would look into it.

PUBLIC COMMENT

Supervisor Smith asked for any comments from residents. With none offered in person or by email, the Supervisor adjourned the meeting at 6:28 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk