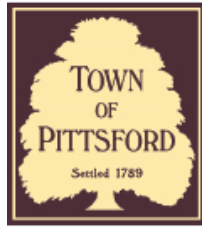


SUPERVISOR
William A. Smith, Jr.



COUNCIL MEMBERS
Kate Bohne Munzinger, Deputy Supervisor
Cathy Koshykar
Kim Taylor
Stephanie Townsend

Town Board Agenda
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Thursday, January 5, 2023 – 6:00 PM

Call to Order

Pledge of Allegiance

Minutes

Approval of Minutes of the meeting of December 29, 2022

Legal Matters

Public Comment

Adopt Disability Grievance Procedure required by Federal Law for CDBG Grants

Board Discussion: Restrictions on Short-Term Rentals (AirBnBs)

Financial Matters

Public Comment

Petty Cash, Voucher Approval, Pay Period, Work Week, Mileage Reimbursement Rate, Health Insurance, Reimbursement Rate, Meeting Reimbursement Rate, Per Diem Rate, Bank Depository, Designated Newspapers

Personnel Matters

Public Comment

Approval of Conference Attendance for 2023

Designation of Delegate/Alternate Delegate for Association of Towns Annual Meeting

Hiring Resolutions

Other Business

Public Comment

Adjournment

PUBLIC MEETINGS OF THE TOWN BOARD are IN-PERSON at TOWN HALL

Attending in Person

Per State requirements, those who are not fully vaccinated must wear a mask and stay 6 feet away from other people.

Comments:

As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf. To comment you must sign in at the sign-in desk.

Viewing from Home

1. Live

The Town Board meeting will stream live through our cable access station's streaming portal. Please use the following link:

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

You can watch on any computer, tablet, smart phone or web capable TV. If you log in before the meeting starts and see an error message, refresh your screen at 6:00pm when the board meeting starts and you can view the meeting live while it is happening.

Comments:

Comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf.

- at any time before 2:30pm on the day of the meeting (a) by email to comments@townofpittsford.org; (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30pm on the day of the meeting;

and, in addition,

- at any time ***during*** the meeting by email to comments@townofpittsford.org
- All comments submitted should include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting.

2. On-Demand Video

As always, video will be uploaded to our cable access station's streaming portal within 48 hours of the meeting. It is available on demand. You can see it here:

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

Minutes of the Town Board for December 29, 2022

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 29, 2022**

Proceedings of a special meeting of the Pittsford Town Board held on Wednesday, December 29, 2022, at 10:00 A.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 Kevin S. Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Jessie Hollenbeck, Director of Recreation; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Spencer Bernard, Chief of Staff; Suzanne Reddick, Assistant to the Supervisor.

ATTENDANCE: No additional members of the public were in attendance.

Supervisor Smith called the Town Board meeting to order at 10:00 A.M. and led everyone in the Pledge to Flag.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

GENERAL RESERVE APPROPRIATION FOR 2023 APPROVED

Following some brief discussion and clarification, a Resolution to approve the appropriation of \$350,000.00 from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the FY2023 was offered by Councilmember Townsend, 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 \$350,000.00 be appropriated from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the fiscal year 2023.

Be it further resolved that this resolution is subject to permissive referendum.

SEWER RESERVE APPROPRIATION FOR 2023 APPROVED

A resolution to approve the appropriation of \$100,000.00 from the Sewer Reserve Fund and transferred to the Sewer Fund per the 2023 Budget 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 \$100,000.00 be appropriated from the Sewer Reserve Fund and transferred to the Sewer Fund for fiscal year 2023. **Be it further resolved** that this resolution is subject to permissive referendum.

Minutes of the Town Board for December 29, 2022

Be it further resolved that this resolution is subject to permissive referendum.

DECEMBER TRANSFERS APPROVED

Following discussion about the reasoning for some of the transfers, a resolution to approve the necessary end of the year transfers 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 transfers are approved as follows:

Be it resolved that the following are approved:

That \$12,000.00 be transferred from 2.1990.4000.0001.0001 (Part Town General – Contingency) to 2.1989.2003.602.4 (Part Town General – Fleet) to cover costs.

That \$9,511.00 be transferred from 4.9060.8000.50.4 (Whole Town Highway – Medical) to 4.1989.2003.2.4 (Whole Town Highway - Fleet) to cover costs.

That \$88,000.00 be transferred from 5.9060.8000.602.4 (Part Town Highway – Medical) to 5.5110.4000.2.4 (Part Town Highway – General Operations) to cover costs.

That \$22,000.00 be transferred from 5.9010.8000.602.4 (Part Town Highway – Retirement) to 5.5110.4000.2.4 (Part Town Highway – General Operations) to cover costs.

That \$48,164.00 be transferred from 1.1989.2025.2.7 (Whole Town General – Fleet) to the Whole Town Equipment Capital Reserve.

That \$99,500.00 be transferred from 1.1990.4000.1.1 (Whole Town General – Contingency) to the Whole Town Equipment Capital Reserve.

That \$63,002.00 be transferred from 1.9950.9000.1.1 (Whole Town General – Transfer to Capital) to the Whole Town Equipment Capital Reserve.

That \$100,000.00 be transferred from 1.9060.8000.1.1 (Whole Town General – Medical) to the Whole Town Equipment Capital Reserve.

That \$700.00 be transferred from 2.1989.2003.602.4 (Part Town General – Fleet) to the Part Town Equipment Capital Reserve.

That \$20,000.00 be transferred from 2.1990.4000.1.1 (Part Town General – Contingency) to the Part Town Equipment Capital Reserve.

That \$24,800.00 be transferred from 2.9010.8000.1.1 (Part Town General – Retirement) to the Part Town Equipment Capital Reserve.

That \$5,100.00 be transferred from 2.9040.8000.1.1 (Part Town General – Workers Comp) to the Part Town Equipment Capital Reserve.

Minutes of the Town Board for December 29, 2022

That \$52,750.00 be transferred from 5.9010.8000.55.4 (Part Town Highway – Retirement) to the Part Town Equipment Capital Reserve.

That \$121,418.00 be transferred from 6.1989.2029.2.6 (Sewer – Fleet) to the Sewer Equipment Capital Reserve.

That \$111,000.00 be transferred from 6.9950.9000.0001.0006 (Sewer – Transfer to Capital) to the Sewer Equipment Capital Reserve.

DECEMBER VOUCHERS APPROVED

A resolution to approve the proposed vouchers was offered by Deputy Supervisor Munzinger, 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 December 2022 vouchers No. 159361 - 159422 in the amount of \$181,470.07 are approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF 2023 TOWN BOARD MEETING DATES

Town Board members reviewed the slate of proposed dates for 2023 Town Board meetings. At the request of Councilmember Koshykar, the Board agreed to change the meeting proposed for Thursday, January 5th to Wednesday, January 4th. Supervisor Smith then made a motion to approve the 2023 Town Board meeting dates as amended, the motion was seconded by Councilmember Townsend, 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 following 2023 Town Board Meeting Schedule as amended is approved as follows:

2023 Town Board Meeting Dates

January 4	January 17
February 7	February 21
March 7	March 21
April 4	April 18
May 2	May 16
June 6	June 20
July 6	July 18
August 1	August 15
September 5	September 19
October 3	October 17
November 6	November 21
December 6	December 19

Minutes of the Town Board for December 29, 2022

Supervisor Smith then made a motion for the board to go into executive session to discuss a real estate matter, seconded by Councilmember Townsend, and voted on as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Town Board entered executive session at 10:11 A.M.

The Town Board returned from the meeting room at 10:28 A.M. at which time Supervisor Smith made a motion to return to general session, Councilmember Townsend seconded the motion, and members voted as such: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Town Board returned from the executive session at 10:28 A.M.

Supervisor Smith then proposed two motions, each being seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The motions were declared carried as follows:

RESOLVED, that the Town Supervisor be and hereby is authorized to engage a third party professional commercial real estate appraiser to appraise fair market value of a certain parcel of real property within the Town to be used for Town purposes, for an amount not to exceed Five Thousand Dollars (\$5,000.00.)

RESOLVED, that the Town Supervisor be and hereby is authorized to make on behalf of the Town of Pittsford an offer to purchase the property at an amount not to exceed the lesser of (a) the asking price of the property or (b) the value as determined by a third party professional commercial real estate appraiser to be engaged by the Town, with the execution of any subsequent contract of sale of the property subject to further Town Board approval.

PUBLIC COMMENTS

There were no public comments.

With no further business, the meeting adjourned at 10:32 A.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

MEMORANDUM

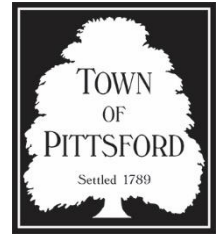
To: Town Board Members

From: Robert B. Koegel

Date: January 3, 2023

Regarding: Disability Grievance Procedure

For Meeting On: January 5, 2023



As you know, the Town applied for and received an award for NYS Community Development Block Grant (CDBG CARES Act) funding for certain Senior Center improvements projects. As part of the process for receiving the grant funds, the State Office of Community Renewal has conducted an audit of numerous and sundry documents that the Town must have on hand. One such document is a “Section 504 Grievance Procedure,” which is named after Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Submitted herewith is a proposed Town of Pittsford Section 504 Grievance Procedure for your formal adoption in connection with the Town’s intended receipt of CDGB CARES Act funding for the Senior Center improvements.

If you choose to adopt the proposed procedure, you may use the following resolution:

RESOLUTION

I move that the Town Board adopt the Grievance Procedure, pursuant to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), in the form submitted herewith.

TOWN OF PITTSFORD
SECTION 504 GRIEVANCE PROCEDURE

It is the policy of the Town of Pittsford not to discriminate on the basis of disability. The Town of Pittsford has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Section 504 Coordinator, who has been designated to coordinate the efforts of the Town of Pittsford to comply with Section 504.

Section 504 Coordinator:

Renee M. McQuillen, Clerk
Town of Pittsford
11 South Main St.
Pittsford, NY 14534
585-248-6220
rmcquillen@townofpittsford.org

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Town of Pittsford to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within sixty (60) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Town of Pittsford relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing, within 15 days of receiving the Section 504 Coordinator's decision, to:

William A. Smith, Jr., Supervisor
Town of Pittsford
11 South Main Street
Pittsford, NY 14534
585-248-6220
wsmith@townofpittsford.org

- The Town Board shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

The Town of Pittsford will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

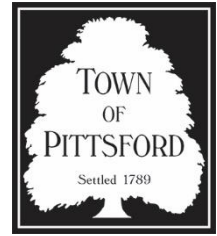
State of New York)
County of Monroe) **SS:**
Town of Pittsford)

CERTIFICATION

I, Renee M. McQuillen, Clerk of the Town of Pittsford, County of Monroe, State of New York, DO HEREBY CERTIFY, that the attached is a true and exact copy of the Section 504 Grievance Procedure duly passed by the Pittsford Town Board meeting held on January 5, 2023.

Renee M. McQuillen, Town Clerk
Pittsford, NY

MEMORANDUM



To: Town Board Members

From: Brian Luke

Date: December 28, 2022

Regarding: Financial Authorizations for 2023

For Meeting On: January 5, 2023

Authorizations

Petty Cash Funds (in accordance with adopted policy)

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$500.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Seniors
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk/Tax Receiver	\$650.00	Town Clerk/Tax Receiver
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

Voucher Approval - the following people are 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, Communication Director, and Town Attorney

Pay Period - bi-weekly

Work Week – will be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Departments, 35 hours for all other Departments.

Mileage Reimbursement Rate - will be the IRS rate for 2023 (\$0.655 per mile)

Health Insurance Reimbursement Rate – will be a maximum of \$4,000 per section 5.4 of the Personnel Rules

Meeting Schedule – Regular Town Board meetings will be scheduled for the 1st and 3rd Tuesday of each month at 6:00 PM at Town Hall, subject to the meeting calendar adopted by the Town Board for 2023 and rescheduling from time to time.

Meeting Reimbursement - Staff members attending Association meetings will be reimbursed up to \$15.00 per meeting for lunch expenses

Per Diem Rate – will be the higher of \$40.00 per day, or the applicable Federal per diem rate

Bank Depository - The following banks are approved as depositories for Town funds in 2023;

J.P. Morgan Chase, M&T, Canandaigua National Bank, and NY Class Local Government Investment Pool

Designated Newspapers - the Daily Record is designated as the official Town newspaper for 2023, with additional alternative newspaper the Rochester Business Journal.

MEMORANDUM

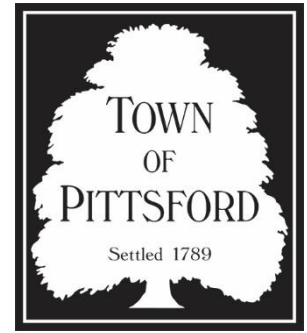
To: Town Board

CC:

From: Cheryl Fleming, Personnel Director

Date: January 3, 2023

Regarding: Conference Attendance Authorizations for 2023



FOR MEETING ON: January 5, 2023

The Town provides for and encourages continuing professional education for members of its staff. Based on advice and requests of the various department heads, the following Resolution is proposed. These proposed authorizations are substantially similar to the approvals made for this purpose last year and in recent years.

RESOLVED, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during 2023:

Conference Attendance Authorized - the following personnel are authorized to attend the regular meetings of their professional organizations:

Renee McQuillen, Town Clerk & Receiver of Taxes
Monroe County Town Clerks, Tax Receivers & Collectors Association
New York State Town Clerks Association
New York State Association of Tax Receivers & Collectors
New York State Association of Local Government Records Officer

Karen Ward, Deputy Tax Receiver
New York State Tax Receivers and Collectors Association
Monroe County Town Clerks, Tax Receivers & Collectors Association

Laura Beeley, Deputy Town Clerk
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

Bill Zink/Future Building Inspector
Finger Lakes Building Officials Assoc. (FLBOA) or
Niagara Frontier Building Officials
Monroe County Fire Marshal Association

Salvatore Tantalo, Fire Marshal
Monroe County Fire Marshal Association
Finger Lakes Building Officials Association (FLBOA)

Town Supervisor, Town Attorney, one Board Member
New York State Association of Towns

Stephen Robson, Assessor
Monroe County Assessors' Association
NYS Department of Tax & Finance – Office of Real Property Services
NYS Assessors Association

Brian Luke, Finance Officer
Monroe County Town Finance Officers Association
Government Finance Officers Association – State and Local
FLMHIT Meetings

Cheryl Fleming, Personnel Director
Monroe County Town Finance Officers Association
FLMHIT Meetings
Monroe County HR Meetings
PERMA Annual Conference – Spring/Fall Seminars
SHRM Conference

Shelley O'Brien, Communication Director
Causewave Community Partners (formerly Ad Council of Rochester)
Public Relations Society of America
Association for Women in Communications
National Association of Government Communicators

Angel Martinez, Director of Information Services
Rochester Security Summit

Jessie Hollenbeck
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Alison Burchett
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Katelyn Disbrow
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society
FLMHIT Wellness Committee

Kathleen Laskey

Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Anthony Brott

Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Amanda Poulin

Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Additional Conference Approvals

Judge John Bernacki

Monroe County Magistrates Association
New York State Magistrates Association

Judge Michael Ansaldi

Monroe County Magistrates Association
New York State Magistrates Association

Vi Memmott

Monroe County Clerks Association
New York State Clerks Association

MEMORANDUM

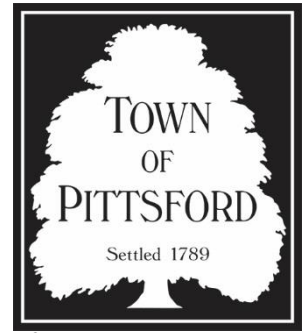
To: Town Board

CC:

From: Renee McQuillen, Town Clerk

Date: January 3, 2023

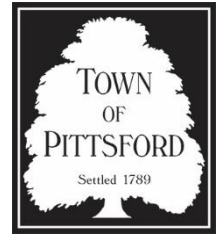
Regarding: Designation of Delegate/Alternate Delegate for Association of Towns Annual Business Meeting in 2023



The Association of Towns of the State of New York requires that the Town designate a delegate and an alternate delegate to vote at their Annual Business Meeting on February 22, 2023. Therefore, the following Resolution is proposed:

RESOLVED, that Supervisor 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 22, 2023 and that Town Board Member Stephanie Townsend be designated as the alternate delegate for the Town of Pittsford.

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: January 3, 2023

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: January 5, 2023

1. The following employee(s) are recommended as a new hire, subject to successful completion of drug and background checks, based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Colleen Carberry	Library	Circulation Aide	\$15.98	01/05/2023
Adam Ranney	Recreation	REC ASST PT	\$15.98	01/06/2023

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Colleen Carberry	Library	Circulation Aide	\$15.98	01/05/2023
Adam Ranney	Recreation	REC ASST PT	\$15.98	01/06/2023