

Minutes of the Town Board for January 17, 2023

**TOWN OF PITTSFORD  
TOWN BOARD  
JANUARY 17, 2023**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, January 17, 2023, 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, Kim Taylor and Stephanie M. Townsend.

**ABSENT:**

**ALSO PRESENT:** Staff Members: Paul J. Schenkel, Commissioner of Public Works; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O'Brien, Communications Director.

**ATTENDANCE:** Thirty-four members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 6:02 P.M. and invited all to join in the Pledge to Flag.

**MINUTES OF THE DECEMBER 20 MEETING APPROVED**

A Resolution to approve the Minutes of the Town Board meeting of December 20, 2022, 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 Minutes of the December 20, 2022, Town Board meetings are approved.

**MINUTES OF THE JANUARY 5 MEETING APPROVED**

Town Clerk McQuillen noted a correction under Personnel Matters, Designation of Delegate/Alternate Delegate for Association of Towns Annual Meeting, to show that Councilmember Townsend seconded that motion. Thereupon a Resolution to approve the Minutes of the Town Board meeting of January 5, 2023, as amended, was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Munzinger, Taylor, Townsend, and Smith. Nays: none. Abstain: Koshykar.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the January 5, 2023, Town Board meetings are approved.

Councilmember Townsend asked for short term rentals to be referred to as such in minutes and not as Airbnb's to alleviate confusion about the topic being discussed.

**LEGAL MATTERS**

There were no comments made.

**PUBLIC HEARING SET FOR COMMUNITY DEVELOPMENT BLOCK GRANT AND APPOINTMENT OF FAIR HOUSING OFFICER**

Supervisor Smith and Town Attorney Koegel explained two additional requirements of the Community Development Block Grant funding process for which Pittsford was awarded the grant for Senior Center improvement projects. Each recipient of federal funds must host two public hearings on the grants, one during the application process, which was completed by the Town in 2022 and another during the

## Minutes of the Town Board for January 17, 2023

implementation of the funds. In addition, the grant requires the Town to formally designate a Fair Housing Officer as a condition of receiving funding. Supervisor Smith moved to set a public hearing for February 7, 2023 at 6:00 pm at the Pittsford Town Hall to hear public comments on the Town's community development needs, and to appoint the Town's Director of Planning, Zoning and Development as the Town's Fair Housing Officer. Deputy Supervisor Munzinger seconded, and board members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the form of resolution attached hereto, for the purpose of setting a public hearing on February 7, 2023, at 6:00 pm at the Pittsford Town Hall to hear public comments on the Town's community development needs, be and hereby is approved; and

**FURTHER RESOLVED**, that the Director of Planning, Zoning and Development be and hereby is appointed as the Town's Fair Housing Officer.

### FINANCIAL MATTERS

#### PUBLIC COMMENTS

No comments were submitted.

#### JANUARY VOUCHERS APPROVED

Board members acknowledge review of the voucher proposed for payment and a resolution to approve the proposed vouchers 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 January vouchers from numbers 159423 - 159666, in the amount of \$895,250.96 were approved for payment.

#### JANUARY SURPLUS APPROVED

Upon review, a resolution to approve the surplus inventory listed was made by Councilmember Townsend, 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 attached list of equipment be declared surplus and removed from the Town's inventory.

Asset #	Year	Description	Department	Cost	Disposition
11352	1985	Hon lateral legal file	Sewer	\$ 244.00	Junked
19508	2013	46" LED Monitor	Library	\$ 888.00	Junked

### PERSONNEL MATTERS

#### PUBLIC COMMENTS

No comments were made.

#### HIRING/PERSONNEL ADJUSTMENTS APPROVED

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 Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

## Minutes of the Town Board for January 17, 2023

The following employee(s) are recommended as a new hire based on the recommendation of the Functional Coordinator(s) for these areas:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Audrey Kaufman	Recreation	REC ASST PT	\$14.20	01/18/2023
Raleigh LeVan	Recreation	REC ASST PT	\$14.20	01/18/2023

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Audrey Kaufman	Recreation	REC ASST PT	\$14.20	01/18/2023
Raleigh LeVan	Recreation	REC ASST PT	\$14.20	01/18/2023

### **OTHER BUSINESS**

Councilmember Townsend asked if a code or regulation exists that limits the time a garbage can may be left out. The Town Attorney responded that there is no such code provision. Referring to a sign at a shop in Pittsford Plaza, Councilmember Townsend inquired whether shop signage is allowed to mention that it offers THC for sale. The Town Attorney responded that sale of THC is not permitted and the Code Enforcement Officer will investigate. Councilmember Townsend also asked about complaints over an AirBnB in the Wilshire neighborhood. The Town Attorney responded that the Code Enforcement Officer shut down the filming of a movie at the site. The Town also notified the owner's attorney that this was not permitted. He noted that there have been additional complaints by neighbors of the property about noise, lights at night and the parking of multiple vehicles. Upon investigation, the Code Enforcement Officer did not witness code violations. In response to the Councilmember's further inquiry, he noted that the property's owner lives out of town and employs a property manager for the AirBnB.

Councilmember Taylor proposed amending the meeting meal reimbursement language approved at the last meeting. The Board approved a \$25 meal reimbursable rate; however, the federal reimbursement rate is \$17. Following discussion, the Board determined to match the federal rate. Accordingly, Councilmember Taylor made a motion that staff members attending Association meetings will be reimbursed the higher of \$17.00 per meeting for lunch expenses, or the applicable Federal per diem rate. Deputy Supervisor Munzinger seconded and the Board voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, Staff members attending Association meetings will be reimbursed the higher of \$17.00 per meeting for lunch expenses, or the applicable Federal per diem rate.

### **PUBLIC COMMENTS**

There were no public comments.

With no further business, the meeting adjourned at 6:22 p.m.

Respectfully submitted,

Renee McQuillen  
Town Clerk