

Minutes of the Pittsford Town Board for August 15, 2023

**TOWN OF PITTSFORD  
TOWN BOARD  
AUGUST 15, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, August 15, 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, Stephanie Townsend and Kim Taylor.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Laura Beeley, Deputy Town Clerk; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

**ATTENDANCE:** 3 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 advised there will be no executive session tonight. Concert for Kids is August 16, 2023 featuring John Dady and John Ryan at Spiegel Community Center Field. The Pittsford Fire Department Band is playing this Friday, August 18 at 6:30PM at Carpenter Park at Port of Pittsford.

**MINUTES OF THE AUGUST 8, 2023 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of August 8, 2023, was offered by Deputy Supervisor Munzinger, 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 Minutes of the August 8, 2023, Town Board meeting are approved.

**FINANCIAL MATTERS**

**PUBLIC COMMENTS**

No comments were submitted.

**AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) IN TOWN PARKS**

Deputy Supervisor Munzinger discussed her proposal to provide Automated External Defibrillators (AEDs) in Town Parks. She made a motion to fund this proposal, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

**Be it resolved that the following is approved:**

That 1.7110.4137.2.7110 (Parks – Safety Supplies) be increased by \$8,000.00 for AEDs at Farm View Park, Great Embankment Park, Thornell Farm Park, and Hopkins Park.

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The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$8,000.00. The Finance Director is authorized to amend the budget and make transfers as necessary to facilitate the expenditure of these funds.

The Resolution was declared carried as follows:

**RESOLVED**, the ARPA Amendment & Transfer for AEDs at Town Parks, are approved.

### AUGUST VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Supervisor Smith, 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 **July vouchers from numbers 162196 - 162612, totaling \$ 1,390,260.88** were approved for payment.

### PERSONNEL MATTERS

#### PUBLIC COMMENTS

No comments were submitted.

#### HIRING/PERSONNEL ADJUSTMENTS APPROVED

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

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:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Sarah Pollard	REC	CC Supv-REC Asst	\$15.98	08/10/2023
Luke Mascitti	HWY	Laborer-Seasonal	\$18.10	08/14/2023
Jason Urso	Maintenance	Cleaner-FT	\$18.10	08/21/2023
Holly Jennings	Communications	Office Clerk Asst-PT	\$23.21	08/21/2023

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>
Sarah Pollard	REC	CC Supv-REC Asst	\$15.98	08/10/2023
Luke Mascitti	HWY	Laborer-Seasonal	\$18.10	08/14/2023
Jason Urso	Maintenance	Cleaner-FT	\$18.10	08/21/2023
Holly Jennings	Communications	Office Clerk Asst-PT	\$23.21	08/21/2023

The Resolution was declared passed as follows:

**RESOLVED**, that the Town Board approves the appointment for the following employee(s):

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Sarah Pollard	REC	CC Supv-REC Asst	\$15.98	08/10/2023
Luke Mascitti	HWY	Laborer-Seasonal	\$18.10	08/14/2023
Jason Urso	Maintenance	Cleaner-FT	\$18.10	08/21/2023
Holly Jennings	Communications	Office Clerk Asst-PT	\$23.21	08/21/2023

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### **OTHER BUSINESS**

Supervisor Smith discussed that he met recently with the Town's Environmental Board to kick off work on a Climate Action Plan for Pittsford. He noted that he has consulted with the Genesee-Finger Lakes Regional Planning Council about its role, which will be to draft the plan. Referring to the recent workshop in which he participated for Monroe County's climate action planning process, he noted that the County plan will have specific recommendations that towns can undertake individually and will offer direction for grant funding. The workshop helped illustrate how far ahead Pittsford is in this area. Pittsford has already accomplished and implemented a substantial number of the goals that are required to be included in a Climate Action Plan per State requirements. The Environmental Board will review the County's draft Climate Action Plan expected to be released next month, and building on that will communicate to the Regional Planning Council further suggestions in the County plan appropriate for Pittsford and additional suggestions.

Councilmember Townsend noted the valuable expertise on the Environmental Board that will contribute to framing the Town's Climate Action Plan and to pursuing grant funding bases on the Town's CAP.

Councilmember Taylor encouraged residents who are interested to sign up for Pittsford's new Food Scrap Recycling program. There are 169 residents who have signed up to participate so far.

Councilmember Munzinger reminded the Board about traffic safety concerns that become especially acute when school resumes, as it will do in a few weeks. She recommended that the Highway Department station its speed trailer and the pole-mounted speed monitors on the main roadways by each school. She also asked Commissioner Schenkel about estimated arrival of the second speed trailer the town recently purchased. The Commissioner advised that he expects delivery shortly.

Councilmember Townsend thanked the Sherriff's department for stepping up speeding enforcement, an effort that's been clearly visible in the presence of more patrol cars on roads in the Town.

Supervisor Smith referred to cameras mounted on poles that have appeared in some residential neighborhoods. These have been placed by the State Department of Transportation to monitor traffic volume on roads feeding into state roads in the Town. It is a new technology that supplements the traditional traffic counting equipment that uses hoses spanning the roadway.

### **PUBLIC COMMENT**

Deborah Bellisario offered a comment.

With no further business, the meeting adjourned at 6:20 P.M.

Respectfully submitted,

Laura Beeley  
Deputy Town Clerk