

**TOWN OF PITTSFORD
TOWN BOARD
JANUARY 3, 2012**

Supervisor Carpenter called the Town Board meeting to order at 7:00 P.M. and invited everyone to stand for the Pledge of Allegiance.

ELECTED OFFICIALS SWEARING-IN CEREMONY

Approximately forty-four family members, supporters, friends and staff attended the Elected Officials Swearing-In Ceremony that began at 7:00 P.M. on January 3, 2012. Supervisor William A. Carpenter swore in newly elected Town of Pittsford officials: Councilwoman Karen W. Green, Councilman Matthew J. O'Connor, and Judge William A. Smith Jr. Judge William Smith swore-in newly re-elected Supervisor William A. Carpenter.

After the ceremony, there was a break before the Town Board Organizational Meeting began to allow those in attendance to offer their congratulations to the newly elected Town officials.

The Town Board meeting resumed at 7:12 P.M.

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, January 3, 2012 at 7:00 P.M. local time in Pittsford Town Hall.

PRESENT: Supervisor Carpenter; Councilpersons Sandra F. Zutes, Karen W. Green, Jared C. Lusk, and Matthew J. O'Connor.
ABSENT: None
ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Gregory J. Duane, Finance Director; Jessie Hollenbeck, Recreation Director; Richard T. Williams II, Town Attorney; and Patricia E. Chuhta, Town Clerk. The following staff members were also in attendance: Justice William A. Smith, Susan Donnelly, Kara Holdren, Brian Heifferon, Kelly Cline, Shelley O'Brien, and Linda Dillon.
ATTENDANCE: Forty-four members of the public were in attendance.

SUPERVISOR'S APPOINTMENTS FOR 2012

Supervisor Carpenter announced the following appointments for 2012:

Deputy Supervisor – Sandra F. Zutes
Director of Finance and Budget Director – Gregory Duane
Secretary to the Supervisor – Linda Dillon
Assistant to the Supervisor – Shelley O'Brien
Town Historian – Audrey Johnson

TOWN BOARD LIAISONS FOR 2012

Supervisor Carpenter announced Town Board liaison assignments for 2012:

Supervisor Carpenter – Leadership Committee
Councilwoman Zutes – Leadership Committee, Group Homes, DR&HP Board
Councilwoman Green – Environmental Board, Planning Board
Councilman Lusk – PYS (Pittsford Youth Services), PASFY (Pittsford Alliance for Substance Free Youth), Library Board of Trustees
Councilman O'Connor – Parks & Recreation Board, Zoning Board of Appeals

STAFF APPOINTMENTS FOR 2012-2013

A Resolution to approve staff appointments was offered by Supervisor Carpenter, seconded by Councilwoman Zutes, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following staff appointments are approved for 2012-2013:

Paul J. Schenkel	–	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Edmund Starowicz Jr.	–	Deputy Commissioner of Public Works
Richard T. Williams, II	-	Town Attorney
Patricia E. Chuhta	–	Town Clerk, Receiver of Taxes
Laurie Swetman	–	Deputy Town Clerk
Karen Ward	–	Deputy Town Clerk
Rose Ann Crispino	–	Deputy Receiver of Taxes
Jessie Hollenbeck	–	Director of Recreation

DESIGN REVIEW & HISTORIC PRESERVATION BOARD

A Resolution to appoint the members of the Design Review & Historic Preservation Board for 2012 was offered by Supervisor Carpenter, seconded by Councilwoman Green, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following persons are appointed to serve on the Design Review and Historic Preservation Board: Dirk Schneider (1 year term); Bonnie Salem (2 year term); Paul Whitbeck (3 year term); Kathleen Cristman (4 year term); John Mitchell (5 year term); Dominick Caroselli (6 year term); David Wigg (7 year term).

DESIGN REVIEW & HISTORIC PRESERVATION BOARD CHAIR APPOINTMENT FOR 2012

A Resolution to appoint the Environmental Board Chairperson and Vice-Chairperson for 2012 was offered by Supervisor Carpenter, seconded by Councilwoman Green, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Dirk Schneider is appointed Design Review & Historic Preservation Board Chair for 2012 and David Wigg is appointed Design Review & Historic Preservation Board Vice-Chair for 2012.

ENVIRONMENTAL BOARD APPOINTED FOR 2012

A Resolution to appoint the members of the Environmental Board for 2012 was offered by Councilman Lusk, seconded by Councilwoman Green, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following persons are appointed to serve on the Environmental Board for 2012: Allison Morrison, Stephen Heinzelman, Erik Anderson, Jaime Waldman PE, Kevin Morabito and Ben Christ.

ENVIRONMENTAL BOARD CHAIR, VICE CHAIR APPOINTMENTS FOR 2012

A Resolution to appoint the Environmental Board Chairperson and Vice-Chairperson for 2012 was offered by Councilman Lusk, seconded by Councilwoman Green, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Allison Morrison is re-appointed Environmental Board Chair and Stephen Heinzelman is re-appointed Vice Chair for 2012.

PARKS AND RECREATION BOARD APPOINTED FOR 2012

A Resolution to appoint the members of the Parks and Recreation Board for 2012 was offered by Councilwoman Green, seconded by Supervisor Carpenter, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following persons are appointed to serve on the Parks and Recreation Board for 2012: Leonard Freedman, Cupertino Anaya, Rick Taylor, Julie Doyle, Lisa Stein, Greg Riley, and Jared Lippman.

PARKS AND RECREATION CHAIR, VICE CHAIR APPOINTMENTS FOR 2012

A Resolution to appoint the Parks and Recreation Board Chairperson and Vice-Chairperson for 2012 was offered by Councilwoman Green, seconded by Supervisor Carpenter, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Leonard Freedman is re-appointed Parks and Recreation Chair and Cupertino Anaya is re-appointed Vice Chair for 2012.

PLANNING BOARD RE-APPOINTMENT

A Resolution to make a re-appointment to the Planning Board was offered by Councilwoman Zutes, seconded by Councilman O'Connor, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Robert Poreda is re-appointed to the Planning Board for a term that ends December 31, 2018.

PLANNING BOARD CHAIR APPOINTMENT FOR 2012

A Resolution to appoint the Planning Board Chairperson for 2012 was offered by Councilwoman Zutes, seconded by Councilman O'Connor, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Jeffrey House is re-appointed Planning Board Chair for 2012.

ZONING BOARD OF APPEALS APPOINTMENT

A Resolution to make an appointment to the Zoning Board of Appeals was offered by Supervisor Carpenter, seconded by Councilwoman Zutes, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that William Taylor and Michael Rose are re-appointed to the Zoning Board of Appeals for a term that ends December 31, 2018.

ZONING BOARD OF APPEALS CHAIR, VICE CHAIR APPOINTMENTS FOR 2012

A Resolution to appoint the Zoning Board of Appeals Chairperson and Vice-Chairperson for 2012 was offered by Supervisor Carpenter, seconded by Councilwoman Zutes, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that George Dounce is re-appointed Zoning Board of Appeals Chair and Barbara Servé is re-appointed Vice Chair for 2012.

RAYMOND F. WAGER, CPA, PC APPOINTED TOWN ACCOUNTANT FOR 2012

A Resolution to appoint the Town Accountant for 2012 was offered by Councilwoman Green, seconded by Supervisor Carpenter, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Raymond F. Wager, CPA, PC is appointed the Town of Pittsford Accountant for 2012.

MRB GROUP, PC APPOINTED TOWN ENGINEER FOR 2012

A Resolution to appoint the Town Engineers for 2012 was offered by Councilwoman Zutes, seconded by Councilman O'Connor, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the MRB Group, PC is appointed Town Engineer for 2012.

2012 SALARIES APPROVED

A Resolution to approve 2012 Employee Salaries was offered by Supervisor Carpenter, seconded by Councilman Lusk, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the salaries for the Supervisor, Councilpersons, Justices, full time and part time staff are approved as adopted in the 2012 budget.

Note: The following is the list of 2012 employee salaries:

Title	2012 Salary
ACCOUNT CLERK	\$37,958.97
ANIMAL CONTROL	\$37,698.12
ASSESSMENT CLERK	\$33,647.25
ASSESSOR	\$87,415.86
ASST TO SUPER	\$55,825.00
AUTO MECH	\$26.36
AUTO MECH	\$21.65
AUTOMOBILE MECHANIC	\$24.28
BLDG INSP	\$50,443.47
CHILD CARE	\$13.67
CLEANER	\$12.61
CLEANER	\$23.94
CLEANER-PT	\$11.23
CLK TOWN JUSTICE	\$36,540.00
CLK TOWN JUSTICE	\$41,798.00

Title	2012 Salary
CLK TOWN JUSTICE	\$32,480.00
CLK TYP	\$26,358.54
CLK TYP	\$23,347.03
CLK TYPIST	\$27,868.86
COMM OF PUBLIC WKS	\$79,232.93
COUNCILMAN	\$21,788.00
COUNCILMAN	\$21,788.00
COUNCILMAN	\$21,788.00
DATA ENTRY CASHIER	\$37,811.80
DEP BLDG INSP	\$37,206.86
DEP COMM OF DPW	\$72,211.16
DEP TOWN CLK	\$33,495.00
DIR OF FINANCE	\$95,969.00
DIR OF PERSONNEL	\$61,716.06
DIR PLAN/ZONE/DEVEL	\$72,409.09
ENG ASST	\$50,443.47
ENGINEER	\$63,844.52
FIRE MARSHAL	\$40,033.63
FOREMAN	\$27.72
FOREMAN	\$27.41
FOREMAN	\$26.66
GENERAL FOREMAN	\$31.06
GIS	\$54,931.80
GNDS EQUIP OPR	\$21.50
GNDS EQUIP OPR	\$21.50
GNDS EQUIP OPR	\$21.50
GNDS EQUIP OPR	\$21.50
GNDS EQUIP OPR	\$27.11

Title	2012 Salary
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GNDS EQUIP OPR	\$24.93
GNDS EQUIP OPR	\$16.87
LABORER	\$12.18
LABORER	\$15.86
LABORER	\$14.39
LABORER	\$16.08
LABORER	\$12.18
LABORER	\$12.18
LABORER	\$19.39
LABORER	\$14.09
LABORER	\$15.85
LABORER	\$14.39
LABORER	\$12.42
LABORER	\$12.61
LABORER	\$14.54
LABORER	25.14
LABORER	19.9
LIB.DIRECTOR	\$86,193.80
LIBRARIAN I	\$45,146.19
LIBRARIAN I	\$40,000.00
LIBRARIAN I	\$43,775.00
LIBRARIAN III	\$61,696.78
LIBRARY CLERK	\$25,500.00
LIBRIARIAN I	\$42,844.17
MEO	\$24.30
MEO	\$22.82
MEO	\$25.79
MEO	\$26.53
MEO	\$21.46

Title	2012 Salary
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MEO	\$20.10
MEO	\$25.91
MEO	\$20.10
MEO	\$25.05
MEO	\$26.53
MEO	\$24.33
MEO	\$25.91
MEO	\$24.44
MEO	\$27.56
MEO	\$22.82
MEO	\$25.53
MEO	\$24.44
MEO	\$21.47
MEO	\$27.43
MEO	\$27.43
MEO	\$20.10
MEO	\$25.07
MEO	\$20.13
PLANNING ASSISTANT	\$45,135.02
REC SUPERVISOR	\$47,287.84
REC SUPERVISOR	\$36,779.54
REC SUPERVISOR	\$34,164.90
RECEPTION/TYPIST	\$25,375.00
RECREATION DIRECTOR	\$62,000.00
RECREATION LEADER	\$28,420.00
SEC TO COMM PUBLIC WKS	\$41,663.72
SEC TO SUPER	\$48,369.83
SR ACCT CLERK	\$21.10
SR AUTO MECH	\$30.01

Title	2012 Salary
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SR LIB CLERK	\$31,610.15
SR LIB.CLERK-	\$27,933.82
SUPERVISOR	\$118,881.00
SUPT BLDG MAINT	\$62,248.94
TECHNICAL SPECIALIST	\$63,211.00
TECHNICAL SPECIALIST	\$35,000.00
TOWN CLERK	\$60,333.63
TOWN JUSTICE	\$36,788.00
TOWN JUSTICE	\$36,788.00
TOWN/PLANNING/ ZONING ATTY	\$77,658.67

2012 PETTY CASH FUNDS APPROVED

A Resolution to approve 2012 Petty Cash Funds was offered by Councilwoman Green, seconded by Councilman O'Connor, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following petty cash funds, and the custodians for those funds, are approved for 2012 as per adopted Town policy:

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$626	Library Director
Recreation Department	\$230	Recreation Director
Senior Citizens	\$ 90	Recreation Supervisor – Senior Services
Sewer Districts	\$150	Sewer District General Foreman
Town Clerk	\$650	Town Clerk
Town Justice	\$150	Court Clerk
Public Works	\$100	Commissioner of Public Works

VOUCHER APPROVAL AUTHORIZED FOR 2012

A Resolution to authorize Voucher Approval staff persons was offered by Councilwoman Zutes, seconded by Supervisor Carpenter, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following persons are authorized to approve Town vouchers during 2012: Town Supervisor, Director of Finance, Personnel Director, Assessor, Commissioner of Public Works, Secretary to Commissioner of Public Works, Town Clerk, Historian, Court Clerk, Recreation Director, Recreation Account Clerk, Deputy Commissioner of Public Works, Technology Manager, Recreation Supervisor-Senior Services, Communications Director, Animal Control Officer, and Town Attorney.

2012 HOURLY MINIMUM RATE SET

A Resolution to set the 2012 Hourly Minimum Rate was offered by Councilman Lusk, seconded by Councilwoman Zutes, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2012 hourly minimum rate for the Town of Pittsford is set at \$7.25.

2012 WORK WEEK ESTABLISHED

A Resolution to establish the 2012 Work Week was offered by Supervisor Carpenter, seconded by Councilman O'Connor, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2012 Town of Pittsford work week will be 35 hours for all departments except for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Department Laborers who will have a 40-hour work week.

2012 WORK WEEK ESTABLISHED FOR ELECTED OFFICIALS

A Resolution to establish the 2012 Work Week for Elected Officials was offered by Supervisor Carpenter, seconded by Councilman O'Connor, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the standard work week for elected officials will be 30 hours per week and they will participate in the Town's time-keeping system.

2012 PAY PERIOD SET

A Resolution to set the 2012 Pay Period was offered by Supervisor Carpenter, seconded by Councilwoman Green, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED that the 2012 pay-period for the Town of Pittsford is bi-weekly.

2012 MILEAGE REIMBURSEMENT RATE SET

A Resolution to set the 2012 Mileage Reimbursement Rate was offered by Councilwoman Zutes, seconded by Councilman O'Connor, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that effective January 1, 2012 the mileage reimbursement rate will be \$0.555 cents per mile.

2012 HEALTH INSURANCE REIMBURSEMENT RATE

A Resolution to set the 2012 Health Insurance Reimbursement Rate was offered by Councilman O'Connor, seconded by Councilwoman Green, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2012 Health Insurance Reimbursement Rate will be a maximum of \$4,000.00 per Section 5.4 of the Personnel Rules.

2012 TOWN BOARD MEETING SCHEDULE SET

A Resolution to set the 2012 Town Board Meeting Schedule was offered by Supervisor Carpenter, seconded by Councilwoman Zutes, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board will meet on the first and third Tuesday of each month at 7:00 P.M. local time in Pittsford Town Hall.

2012 MEETING REIMBURSEMENT RATE SET

A Resolution to set the 2012 Meeting Reimbursement Rate was offered by Councilwoman Zutes, seconded by Councilman Lusk, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the meeting reimbursement rate for lunch expenses is set at \$12.00 per meeting for staff persons attending Association meetings.

2012 PER DIEM MEAL REIMBURSEMENT SET

A Resolution to set the 2012 Per Diem Meal Reimbursement Rate was offered by Councilman O'Connor, seconded by Councilwoman Green, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that 2012 *per diem* rate for meal reimbursement will be \$40.00 per day for meals and incidental expenses.

2012 BANK DEPOSITORIES APPROVED

A Resolution to approve 2012 Bank Depositories was offered by Supervisor Carpenter, seconded by Councilwoman Green, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following banks are approved as depositories for Town of Pittsford funds for 2012: Bank of America, JP Morgan Chase, HSBC, M&T, Citizens Bank, Canandaigua National Bank & Trust, Key Bank, and First Niagara Bank.

2012 OFFICIAL NEWSPAPERS DESIGNATED

A Resolution to designate the 2012 Official Newspapers was offered by Councilwoman Green, seconded by Councilman O'Connor, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following newspapers are designated as official newspapers for the Town of Pittsford for 2012: The Messenger Post (*Brighton-Pittsford Post*) and *Democrat and Chronicle*.

CONFERENCE ATTENDANCE AUTHORIZED FOR TOWN EMPLOYEES

A Resolution to authorize Town Employee Conference Attendance was offered by Supervisor Carpenter, seconded by Councilman Lusk, and voted on by the members as follows: VOICE VOTE: Ayes: all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following personnel are authorized to attend the regular meetings of their professional organizations during 2012 are as follows:

- Pat Chuhta, 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
- Rose Ann Crispino, Deputy Receiver of Taxes:
 - New York State Tax Receivers and Collectors Association
 - Monroe County Town Clerks, Tax Receivers & Collectors Association
- Paul Schenkel, Commissioner of Public Works, Highway Supt., Supt. of Sewers, Parks Supt.
 - American Public Works Association – State and Local Branch
 - Monroe County Highway Superintendents Association
 - Monroe County Stormwater Coalition (MCSC)
 - GIS/SIG Regional Committee
- Ed Starowicz, Deputy Commissioner of Public Works:
 - Monroe County Highway Superintendents Association
 - PERMA – Safety Council for Western Region
- Michelle Debyah, GIS

- GIS/SIG Regional Committee
- Marty Brewster, Director of Planning, Zoning & Development
Irondequoit Creek Watershed Collaborative (IWC)
Monroe County Stormwater Coalition (MCSC)
- Rob Fromberger, Town Engineer
National Society of Professional Engineers – Monroe Chapter
American Society of Civil Engineers
American Public Works Association
- Scott Wallman, Highway Foreman
Monroe County Highway Superintendents Association
- Dave Rowe, Building Inspector
Finger Lakes Building Officials Assoc (FLBOA) or
Niagara Frontier Building Officials
Monroe County Fire Marshal Association
- Ray Barnard, Deputy Building Inspector
Finger Lakes Building Officials Association (FLBOA)
- Kelly Cline, Fire Marshal:
Monroe County Fire Marshal Association
Finger Lakes Building Officials Association (FLBOA)
- Linda Stoddard, Planning Secretary
U of R Medical Center – CPR/AED and First Aid Training/Updates
- Stephen Robson, Assessor
Monroe County Assessor's Association
NYS Assessor's Association
- Greg Duane, Finance Officer
Monroe County Town Finance Officers Association
Government Finance Officers Association – State and Local
- Julie House, Personnel Officer
Monroe County Town Finance Officers Association
- Shelley O'Brien, Communication Coordinator
Genesee Valley Professional School Communicators (GVPSA)
Public Relations Society of America (PRSA)
The Ad Council of Rochester – Local Chapter
Women in Communications – Local Chapter
- Flo Dorsey, Pittsford Seniors/Recreation Supervisor:
Genesee Valley Parks and Recreation Society (GVPRS)
- Jessie Hollenbeck; Recreation Director:
Genesee Valley Parks and Recreation Society
- Kara Holdren, Recreation Supervisor:
Genesee Valley Parks and Recreation Society
- Andrew Urckfitz, Recreation Supervisor:
Genesee Valley Parks and Recreation Society
- Josh Dillon, Recreation Leader:
Genesee Valley Parks and Recreation Society

RESOLUTIONS OF COMMENDATION: EMPLOYEE RECOGNITION AWARDS

A Resolution to approve Resolutions of Commendation in recognition of Pittsford employees being recognized for their exceptional service was offered by Supervisor Carpenter, and seconded by Councilwoman Zutes, and voted on by the members as follows: Voice Vote: Ayes, all. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Pittsford Town Board expresses their appreciation and gratitude to Brian Heifferon, Kara Holdren, Susan Donnelly, and Patricia (Kelly) Cline for their faithful and dedicated service to the Town.

Supervisor Carpenter declared a five minute recess to allow family and friends to offer congratulations and best wishes to the above recipients. The Town Board meeting resumed at 7:39 P.M.

PUBLIC COMMENTS

There were no public comments.

MINUTES OF DECEMBER 20, 2011 APPROVED

A Resolution to approve the minutes of the December 20, 2011 Town Board meeting was offered by Supervisor Carpenter, seconded by Councilman Lusk, and voted on by the members as follows: Ayes: Zutes, Green, Lusk and Carpenter. Abstain: O'Connor. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the minutes of the December 20, 2011 are approved as written.

ROLL CALL: Ayes, Lusk, O'Connor, and Carpenter. Abstain, Zutes, Green. Nays, none. Declared carried.

2012 FEE SCHEDULE APPROVED

A Resolution to approve the 2012 Fee Schedule was offered by Councilman Lusk, seconded by Supervisor Carpenter, and voted on by the members as follows: Ayes: Zutes, Green, Lusk, O'Connor and Carpenter. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approves the 2012 Fee Schedule as follows:

Town of Pittsford 2012 Fee Schedule

<i>Category/Dept</i>	<i>Description</i>	<i>Specific</i>	<i>Fee</i>	<i>Unit</i>	<i>Notes</i>	<i>Minimum Charge</i>	<i>Maximum Charge</i>
Animal Control	Dog License Local Fee	Neutered	9.00	EA	\$1 to New York State		
Animal Control	Dog License Local Fee	Un-Neutered	17.00	EA	\$3 to New York State		
Animal Control	Replacement Tag Fee		1.00	EA			
Animal Control	Dog Seizure Fee - 1st Offense		50.00	EA			
Animal Control	Dog Seizure Fee - 2nd Offense		100.00	EA			
Animal Control	Dog Seizure Fee - 3rd Offense		200.00	EA			
Code Enforcement	Building Permit - Residential Construction	New Structure, Additions, Alterations or Accessory Structures	0.15	Sq. Ft.	Applicant must pay for architectural/engineering Building Code review fees, based on actual billing, prior to issuance of Building Permit	\$25.00	
Code Enforcement	Building Permit- Commercial, Industrial & Institutional Construction	New Structures, Additions, Alterations & Accessory Structures	0.20	Sq. Ft.	Applicant must pay for architectural/engineering Building Code review fees, based on actual billing, prior to issuance of Building Permit	\$100.00	
Code Enforcement	Farm	Accessory Structures				\$25.00	
Code Enforcement	Signs		2.50	Sq. Ft.		\$25.00	
Code Enforcement	Swimming Pools	Above Ground	30.00	EA			
Code Enforcement	Swimming Pools	Inground	80.00	EA			
Code Enforcement	Swimming Pools	Commercial	110.00	EA			
Code Enforcement	Tennis Courts		30.00	EA			
Code Enforcement	Satellite Dish		110.00	EA			
Code Enforcement	Residential Demolition	House, Garage, Barn, etc.	30.00	EA			

Category/Dept	Description	Specific	Fee	Unit	Notes	Minimum Charge	Maximum Charge
Code Enforcement	Commercial, Industrial & Institutional Demolition		200.00	EA			
Code Enforcement	Certificate of Occupancy	One/Two Family	25.00	EA			
Code Enforcement	Recreation Fund Fee	if not waived by P. B.	850.00	Per unit			
Code Enforcement	Certificate of Occupancy	Multiple Family	30.00	per Unit +\$30 per bldg.			
Code Enforcement	Certificate of Occupancy	Commercial/Industrial/Institutional>2000 sq.ft.	30.00	EA			
Code Enforcement	Certificate of Occupancy	Commercial/Industrial - Each Add'l 1000 sq.ft.	11.00	EA			
Code Enforcement	Reinspection	Residential	30.00	EA			
Code Enforcement	Reinspection	All Others	60.00	EA			
Code Enforcement	Annual Plumbers License		75.00	EA			
Code Enforcement	Temporary Activities Permit		60.00	EA			
Code Enforcement	Temporary Activities Permit	Requiring Monroe County Dept. of Health Public Gathering Permit	250.00	EA			
Code Enforcement	Fire Alarm Permit	2 years	20.00	EA			
Code Enforcement	Truss Type Construction		50.00				
Code Enforcement	Public Assembly/Operating Permit		75.00				
Code Enforcement	Gas Station Operating Permit		100.00				
Code Enforcement	Hazardous Flammable/Combustible Operating Permit		75.00				
Documents	Subdivision Regulations		15.00	EA			
Documents	1986 Growth Management Plan		10.00	EA			
Documents	1995 Comprehensive Plan - Vol. 1		25.00	EA			
Documents	2009 Comprehensive Plan - Vol. 1		25.00	EA			

<i>Category/Dept</i>	<i>Description</i>	<i>Specific</i>	<i>Fee</i>	<i>Unit</i>	<i>Notes</i>	<i>Minimum Charge</i>	<i>Maximum Charge</i>
Documents	South of Thruway Comprehensive Plan	color copies	40.00	EA			
Documents	1995 Resource Inventory		10.00	EA			
Documents	1996 Open Space Protection Easement Application		50.00	EA			
Documents	Greenprint Policy		10.00	EA			
Documents	Greenprint Policy Guidebook-Design Guidelines for Community Development & Resource Protection		15.00	EA			
Documents	Hamlet Design Guidelines		5.00	EA			
Documents	Design Guidelines/Specifications		25.00	EA			
Documents	Monroe Avenue Design Guidelines(added 3/25/04)		7.00	EA			
Documents	Municipal Code Book		175.00	EA			
Documents	Replacement Copy of Code Book		75.00	EA			
Documents	Supplements to Code	cost is variable - based on printing cost	TBD				
Documents	Land Use Regulations (Zoning)		20.00	EA			
Documents	Zoning Map		8.00	EA			
Documents	Street Map		1.00	EA			
Documents	Aerial Map		15.00	EA			
General	Copies		0.25	EA			
General	Returned Check Fee		20.00	EA			
Highway	Work Permit within R.O.W.(Non-Pavement)		35.00	EA			
Highway	Work Permit within Roadway (Pavement)		75.00	EA			
Highway	Annual Maintenance Permit		800.00	EA			
Permits	Wetlands Permit		125.00	EA			
Permits	Floodplain Permit		60.00	EA			

<i>Category/Dept</i>	<i>Description</i>	<i>Specific</i>	<i>Fee</i>	<i>Unit</i>	<i>Notes</i>	<i>Minimum Charge</i>	<i>Maximum Charge</i>
Permits	Landscape Alteration Permits		30.00	EA			
Permits	Easement Encroachment		75.00	EA			
Planning	Subdivision-Major	Concept, Preliminary & Final	\$100 + \$15 per lot		\$750 to be paid at the time of application for concept and preliminary approval. Applicant must pay any additional sums based on actual billing, prior to final signature of plat.		
Planning	Subdivision-Minor	Any Step	150.00	EA	\$500 to be paid at the time of application for concept or final approval, whichever step is first. Applicant must pay any additional sums, based on actual billings, prior to final signature of plat.		
Planning	Site Plan - New+Additions>10,000 sq.ft.	Preliminary & Final	325.00	EA	\$500 to be paid at the time of application for preliminary approval. Applicant must pay any additional sums based on actual billing, prior to final signature of plat.		
Planning	Site Plan - Additions<10,000 sq. ft.	Preliminary & Final	200.00	EA	\$200 to be paid at the time of application for approval. Applicant must pay any additional sums based on actual billing prior to final signature on plat.		
Planning	Planned Unit Developments (PUD's)	Sketch Plan	325.00	EA	\$300 to be paid at the time of application for approval. Applicant must pay any additional sums based on actual billing prior to final signature on plat.		
Planning	Planned Unit Developments (PUD's)	Preliminary	325.00	EA	\$300 to be paid at the time of application for approval. Applicant must pay any additional sums based on actual billing prior to final signature on plat.		
Planning	Planned Unit Developments (PUD's)	Final	325.00	EA	\$300 to be paid at the time of application for approval. Applicant must pay any additional sums based on actual billing prior to final signature on plat.		
Planning	Subdivision Inspection Fees (not including MCWA Imp.)		3% Amt. Of Letter of Credit-Less Water Improvements				\$350.00
Planning	Resubdivision/Map Amendment		50.00	EA			
Planning	Town Engineer Review		150.00	EA			
Recreation	King's Bend Park	North Lodge-99 people	125.00	resident			
Recreation	King's Bend Park	North Lodge-99 people	250.00	non-resident			

<i>Category/Dept</i>	<i>Description</i>	<i>Specific</i>	<i>Fee</i>	<i>Unit</i>	<i>Notes</i>	<i>Minimum Charge</i>	<i>Maximum Charge</i>
Recreation	King's Bend Park	South Lodge-50 people	100.00	resident			
Recreation	King's Bend Park	South Lodge-50 people	200.00	non-resident			
Recreation	King's Bend Park	Lodge Reservation Cancellation fee	5.00	EA			
Sewer	District Extension Fee		150.00	EA		\$900.00	\$2,500.00
Sewer	Entrance Fee		100.00	EA	plus add'l charges depending upon location		
Sewer	Lateral Connection Permit		40.00	EA			
Sewer	Annual Sewer Rent	Pittsford Consolidated Sewer District	88.77	EA	old \$88.77		
Sewer	Capital Reserve Fee		10.00	EA			
Sewer	Construction Permit		30.00	EA			
Sewer	Re-Inspection Fee	Fee is at the discretion of the inspector-an additional charge will be made for extra time, at the prevailing wage plus benefits & subject to overtime rates, if applicable					
Sewer	Sewer Main Inspection Fee		350.00	EA	minimum charge or 1% of letter of credit amount		
Sewer	Conductor Inspection Charge		40.00	EA			
Sewer	Installer License Fee		75.00	EA			
Sewer	Monroe County Pure Waters Entrance Fee	Residential	300.00	EA			
Sewer	Monroe County Pure Waters Entrance Fee	Commercial	400.00	EA			
Special Districts	Lighting District		375.00	EA			
Special Districts	Park District		375.00	EA			
Town Board	Rezoning-Including Incentive Zoning Applications		600.00	EA			
Town Clerk	Going Out of Business Permit - Local Fee		75.00	non-refundable			
Town Clerk	Going Out of Business Permit - Local Fee	30-day Extension	50.00	non-refundable			
Town Clerk	Marriage Licenses		40.00	EA			
Town Clerk	Marriage Certificate	additional copies	10.00	EA			

<i>Category/Dept</i>	<i>Description</i>	<i>Specific</i>	<i>Fee</i>	<i>Unit</i>	<i>Notes</i>	<i>Minimum Charge</i>	<i>Maximum Charge</i>
Town Clerk	Peddlers Permit		200.00	EA			
Town Clerk	Fireworks Permit		75.00	EA			
Town Clerk	Seasonal Hunting Permit, Royal Coach Open Space	Resident	no charge				
Town Clerk	Seasonal Hunting Permit, Royal Coach Open Space	Non-resident	25.00	EA			
Zoning	Area Variances-Res.& Non Profit	Single	60.00	EA			
Zoning	Area Variances-Res.& Non Profit-Each Add'l	Up to 5	12.00	EA			
Zoning	Area Variances-Non Residential	Single	125.00	EA			
Zoning	Area Variances-Non Residential-Each Add'l	Up to 5	12.00	EA			
Zoning	Use Variance - Res.& Non Profit		125.00	EA			
Zoning	Use Variance - Non Residential		250.00	EA			
Zoning/Planning	Special Permit - Res. & Non Profit		60.00	EA			
Zoning/Planning	Special Permit - Non Residential		175.00	EA	In the case of telecommunications facilities, applicant must pay for review fees, based on actual billing, prior to issuance of Building Permit		
Zoning/Planning	Re-Advertisement		100.00	EA			
Zoning	Vending Permit		100.00	month			

CELL TOWER CONSULTING SERVICES AGREEMENT AUTHORIZED

A Resolution to approve a cell tower consulting services agreement was offered by Councilwoman Zutes, seconded by Councilwoman Green, and voted on by the members as follows: Ayes: Zutes, Green, Lusk, O'Connor and Carpenter. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, the Pittsford Town Board authorizes the Town Supervisor to sign the proposed two-year "Agreement for Professional Services" with William P. Johnson for technical review of cellular telephone applications at a cost of \$240.00 per hour.

INTERMUNICIPAL AGREEMENT WITH TOWN OF BRIGHTON FOR SNOW REMOVAL ON ALLENS CREEK ROAD AUTHORIZED

A Resolution to authorize the reimbursement of costs for snow removal on Allens Creek Road by the Town of Brighton was offered by Councilman Lusk, and seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Zutes, Green, Lusk, O'Connor and Carpenter. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town of Pittsford Town Board authorizes the Supervisor to execute the Snow and Ice Control Intermunicipal Agreement with the Town of Brighton for Allens Creek Road in the amount of \$6,132.04 for the period of November 1, 2011 to April 30, 2012.

GENERAL RESERVE APPROPRIATIONS AUTHORIZED

A Resolution to authorize General Reserve Appropriations was offered by Supervisor Carpenter, and seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Zutes, Green, Lusk, O'Connor and Carpenter. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that \$200,000.00 be appropriated from the Pittsford General Reserve and transferred to the General Fund to offset the cost of capital purchases scheduled for FY2012. It is **FURTHER RESOLVED**, that this Resolution is subject to Permissive Referendum.

As there was no further business, the Supervisor adjourned the meeting at 7:41 P.M.

Respectfully submitted,

Patricia E. Chuhta
Town Clerk

OFFICIAL BOARD MINUTES ARE ON FILE IN THE OFFICE OF THE TOWN CLERK