

Minutes of the Town Board for April 7, 2020

TOWN OF PITTSFORD TOWN BOARD APRIL 7, 2020

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, April 7, 2020 at 6:00 P.M. local time. The meeting took place with Board members participating remotely using Zoom.

PRESENT: Supervisor William A. Smith, Jr.; Councilmembers Kevin Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Cheryl Fleming, Personnel Director; Greg Duane, Finance Director; Robert Koegel, Town Attorney; and Linda M. Dillon, Town Clerk.

ATTENDANCE: There were no members of the public in attendance.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and led members in the Pledge of Allegiance. The Town Clerk called the roll and noted all Town Board members present.

SUPERVISOR'S ANNOUNCEMENTS

1. **Social Distancing:** Supervisor Smith noted that our Town Parks and Trails remain open, but reminded the public of the importance in maintaining physical distance while visiting or walking the trails. Town staff will be monitoring these areas to ensure the safety of our public.
2. **End of May Events:** It is undecided at this time whether the end of May events, the Paddle and Pour Festival and the Memorial Day Parade, will proceed or be canceled.
3. **Public Hearing on Local Law No. 3 of 2020 postponed:** The Public Hearing on Local Law 3 of 2020 – Amending Chapter 8 of the Town of Pittsford Municipal Code Entitled “Computer System Security Breach Notification Policy” originally scheduled for public hearing for April 21, 2020, will be postponed until a future date wherein the public will be able to attend.

MINUTES

PUBLIC COMMENT

No public comments were offered regarding the Minutes of the March 17 Town Board meeting.

MINUTES OF THE MARCH 17, 2020 MEETING APPROVED

A Resolution to approve the Minutes of the March 17, 2020 meeting was offered by Supervisor Smith, 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 Meeting Minutes of the March 17, 2020 are approved.

FINANCIAL MATTERS

PUBLIC COMMENT

No public comments were offered regarding any Agenda item under Financial Matters.

BUDGET TRANSFERS APPROVED

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Following an inquiry and confirmation by the Finance Director that the floor scrubber was being purchased for use in the Spiegel Center, a Resolution to approve the budget transfers was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, 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 \$42,400 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.3 (Bldg. Capital Improvements – Library) to paint and carpet the Library 2nd floor, and tile the staff lounge per the FY2020 budget; and be it further

RESOLVED, that \$6,400.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2000.10.2 (Bldg. Capital – SCC) to purchase a floor scrubber per the FY2020 budget.

PERSONNEL MATTERS

PUBLIC COMMENT

No public comments were offered regarding any Agenda item under Personnel Matters.

HIRING AND STATUS CHANGE RECOMMENDATIONS APPROVED

Supervisor Smith moved the following resolutions:

RESOLVED, that the Town Board approves the recommended re-hires for the following employees:

| Name | Dept | Position | Rate | Date of Hire |
|---------------|-------------|-----------------------------|-------------|---------------------|
| Peter Ciarico | Parks | Seasonal Gardener (Re-hire) | \$15.00 | 04/20/2020 |
| John Keegan | Parks | Seasonal Laborer (Re-hire) | \$13.75 | 04/20/2020 |
| Brett Wilby | Parks | Seasonal Laborer (Re-hire) | \$14.25 | 04/20/2020 |

And be it further

RESOLVED, that the Town Board approves the recommended status and salary changes for the following employee:

| Name | Position | Reason for Change | Rate | Effective Date |
|---------------|-----------------|--------------------------|-------------|-----------------------|
| Allyson Bilow | Office Clerk IV | Perm CS Appointment | 15.39 | 03/20/2020 |

The motion was seconded by Deputy Supervisor Munzinger, and voted on as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

OTHER BUSINESS

STEPPED-UP ROAD WORK

Supervisor Smith indicated that despite the current COVID-19 situation, the Town can't neglect necessary services and items of business that can continue. One of these is road and residential street repaving and repair. In consultation with the Commissioner of Public Works, he has stepped up this work in light of the substantially lower volume of traffic at present and because the decrease in the price of petroleum means that the Town can take advantage of the lower price of asphalt. The additional and stepped-up work has already begun. The Highway Department has already completed repairs to the parking lots behind the Library and Town Hall and will proceed with resurfacing. It will proceed with other additional road repaving as the weather permits. Councilmember Townsend asked the Commissioner of Public Works to provide the Board with the schedule of roadwork for this year.

SOCIAL DISTANCING AT TOWN PARKS

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Supervisor Smith reported that he has recently designated several staff members to be Park Wardens, to patrol our parks and disburse any groups or gatherings in violation of the Governor's Executive Orders. This was because of persistent violations of the physical distancing requirements in our Parks in recent weeks. The Supervisor encouraged everyone to adhere to the Governor's Executive Orders for social distancing. He underscored the seriousness of the situation, noting that the County has ordered refrigerated trucks to serve as temporary morgues, to be prepared if it needs them. Social distancing must be taken seriously. He noted that the Town will be posting signs at the entrance to Town trails reminding people to observe the physical distancing requirements which apply to Town trails as well as everywhere else.

UPDATE ON DRAFT OF RE-ZONING

Councilmember Townsend asked about the status of work by the working group formed to draft revisions to the zoning code for the area currently subject to moratorium. She wants the Town Board to be able to review the draft before it is formally proposed for public hearing. Councilmember Beckford, a member of the working group along with Deputy Supervisor Munzinger, reported that there have been several meetings and the most recent draft submitted to the committee by Doug DeRue looked very good. Town Attorney Robert Koegel reported that all the comments offered throughout the meetings have been taken into account. He will be preparing the proposed draft for review by the Town Board. Supervisor Smith noted that it had been his expectation from the beginning that the draft to come out of the working group would go to Town Board members for review before a final draft was proposed for Public Hearing and adoption.

COMMUNITY CHOICE AGGREGATION (CCA) UPDATE

Supervisor Smith reported that Pittsford and Irondequoit have signed the Agreement with Joule Assets and Rocricity to serve as CCA Administrator. Town Attorney Koegel reported that he was notified today that Brighton has now also signed the agreement. Joule has sent the attorneys for all three towns a draft form of contract with an electricity supplier. This would be used as the contract with whatever electricity supplier is ultimately selected by competitive bid. Attorneys for the three towns will discuss it in an upcoming conference call. Councilmember Koshykar noted the need to have a way to hold the two public meetings on CCA required before the Towns can move forward. The Board discussed ways of holding online meetings for this purpose. Supervisor Smith indicated that we will consult with Rocricity to arrange the meetings. Councilmember Beckford asked how the Pittsford and Irondequoit agreements with Joule/Rocricity may differ from the version signed by Brighton. Attorney Koegel responded that Brighton did not include Rocricity as a party to its agreement. This, he continued, will not affect Pittsford's agreement at all. Supervisor Smith noted that, with Pittsford's agreement with Joule/Rocricity now in place, the description of the rights and duties of the parties to it are also in place. They can't be changed by a contract entered into by another town.

STATUS OF TOWN, STAFF AND SERVICES DUE TO CORONAVIRUS

Councilmember Koshykar inquired about the Town staff and how they are doing through this current situation. Supervisor Smith indicated that essential Town services are moving forward and staff is being monitored on a day-to-day basis. He indicated that, under the terms of the Board's approval at the previous meeting for a pandemic accrual bank, he has extended the bank to cover an additional two weeks, making it four weeks altogether. Employees working remotely are reporting in. Councilmember Beckford asked about what services we may not be able to provide at this time. Supervisor Smith began by noting that the Clerk's office is not issuing Marriage Licenses at this time. Commissioner Schenkel indicated that the building department has suspended all indoor inspections and is doing essential work inspections as needed. Town Clerk Dillon indicated that the County had extended the due date for paying Town and County taxes until April 30, but there has been no decision at this point on any extension beyond April. The County has reduced to 3% (as opposed to 4.5%) the interest on the 4th tax installment payment. The Town has so notified by mail those residents using the installment plan. Supervisor Smith confirmed that the Town will see reduced sales tax revenue this year, as well as reduced mortgage tax revenue and no revenue from Recreation programs that have been cancelled.

Supervisor Smith added that since the beginning of this pandemic, a significant amount of time has been devoted to efforts to treat our employees well and fairly throughout this difficult time. We initiated this by providing the pandemic accrual time for four weeks. The Town Administration is researching the new government programs coming available to be able to take advantage of any benefits that can benefit our Town employees.

In response to an inquiry from Councilmember Koshykar the Supervisor confirmed that the staff members acting as Park Wardens have been given appropriate instruction for their own safety and the safety of others in performing their duties in all respects, including observation of COVID-19 protocols. They have been instructed to

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monitor and enforce from their vehicles and should contact the Sheriff or our Code Enforcement staff to disperse groups if a verbal warning to disperse, from a distance, is ignored.

Councilmember Munzinger thanked all essential staff who have been working so hard during this pandemic. The Supervisor and all the Board members echoed these sentiments as well.

PUBLIC COMMENT

No public comments were offered regarding any general matters.

As there was no further business, the Supervisor adjourned the meeting at 6:30 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk