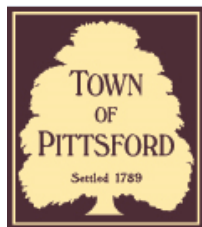


**SUPERVISOR**  
William A. Smith, Jr.



**COUNCIL MEMBERS**  
Kate Bohne Munzinger, Deputy  
Supervisor  
Kevin Beckford  
Matthew J. O'Connor  
Stephanie Townsend

**TOWN BOARD AGENDA**  
**ORGANIZATIONAL MEETING**

**Wednesday, January 2, 2019 – 6:00 pm**

**Town Hall – 11 S. Main Street, Pittsford – Lower Level**

**Call to Order**

**Annual Resolutions as follows:**

- 1. Amendment of Town Board Meeting Schedule**  
Public Comment
- 2. Supervisor Appointments**  
Public Comment
- 3. Town Board Appointments**  
Public Comment
- 4. Financial Matters**  
Public Comment  
Salaries and Wages  
Petty Cash  
Voucher Approval  
Hourly Minimum Rate  
Work Week  
Pay Period  
Mileage Reimbursement  
Health Insurance Reimbursement  
Meeting Reimbursement  
Per Diem Rate  
Bank Depository
- 5. Other Authorizations**  
Public Comment  
Official Newspapers  
Authorization of Educational and Conference Attendance

**Personnel Matters**

- Public Comment
- Hiring Resolution

**Other Business**

- Public Comment
- Designation of Delegates – Association of Towns Meeting

**Public Comment**

**Adjournment**

## 2019 Town Board Meeting Schedule

January 2

January 15

February 5

February 21

March 5

March 19

April 2

April 16

May 7

May 21

June 4

June 18

July 2

July 16

August 6

August 20

September 3

September 17

October 1

October 15

November 4

November 19

December 4

December 17



- 2. Town Accountant                      Bonadio & Company
  
- 3. Town Engineer                        MRB Group, PC
  
- 4. Marriage Officer                      William Smith  
    Supervisor  
    (1-year term)

**Volunteer Board Positions**

Appointments to be made following interviews with Town Board members. By law, incumbents remain in office until their successors have been appointed.

**Authorizations**

- 1. Petty Cash Funds (in accordance with adopted policy)

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$694.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Senior Services
Sewer Districts	\$100.00	Sewer District General Foreman
Town Clerk	\$650.00	Town Clerk
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

- 2. 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, Communications Director, Animal Control Officer and Town Attorney

- 3. Hourly Minimum Rate - the hourly minimum wage rate shall be \$11.10.
  
- 4. Wages and Salaries - wages and salaries for all employed positions as provided in the budget for 2019 are ratified and confirmed.
  
- 5. Work Week Established - 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Laborers; 35 hours for all other Departments.
  
- 6. Pay Period - will be bi-weekly

7. Mileage Reimbursement Rate - will be \$0.58 per mile for the year 2019.
8. Health Insurance Reimbursement Rate – will be a maximum of \$4,000 per section 5.4 of the Personnel Rules
9. Meeting Schedule – Regular Town Board meetings will be scheduled for the 1st and 3rd Tuesday of each month at 6:00 PM with exceptions notes in the schedule adopted and subject to rescheduling from time to time.
10. Meeting Reimbursement - Staff members attending Association meetings will be reimbursed up to \$12.00 per meeting for lunch expenses
11. Per Diem Rate - the 2019 per diem rate for meal reimbursement at \$40.00 per day for meals and Incidental expenses.
12. Bank Depository - The following banks are approved as depositories for Town funds in 2019;  
  
J.P. Morgan Chase, M&T, Canandaigua National and Key Bank
13. Designated Newspapers - the Brighton-Pittsford Post is designated as official Town newspaper for 2019, with additional newspapers the Mendon-Honeoye Falls-Lima Sentinel and the Democrat & Chronicle.
14. Conference Attendance Authorized - the following personnel are authorized to attend the regular meetings of their professional organizations:

Linda Dillon, 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  
 New York State Tax Receivers and Collectors Association  
 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

Mark Lenzi, Building Inspector

Finger Lakes Building Officials Assoc (FLBOA) or  
Niagara Frontier Building Officials  
Monroe County Fire Marshal Association

Allen Reitz, Deputy Building Inspector

Finger Lakes Building Officials Association (FLBOA)

Kelly Cline

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

Town Supervisor, Deputy Supervisor and Town Attorney

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

Greg Duane, 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

Shelley O'Brien, Communication Coordinator  
Ad Council of Rochester  
Public Relations Society of America  
Association for Women in Communications

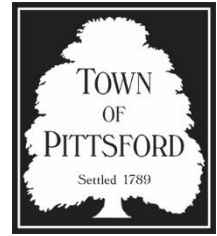
Jessie Hollenbeck  
Genesee Valley Parks and Recreation Society

Alison Burchett  
Genesee Valley Parks and Recreation Society

Katelyn Disbrow  
Genesee Valley Parks and Recreation Society

Brett Wilby  
Genesee Valley Parks and Recreation Society  
FLMHIT Wellness Committee

# MEMORANDUM



**To:** Pittsford Town Board

**From:** Cheryl Fleming, Acting Personnel Director

**Date:** December 27, 2018

**Regarding:** Recommendations for Hiring/Personnel Adjustments

**For Meeting On:** January 2, 2019

1. The following employee is recommended as a new hire based on the recommendation of the Functional Coordinator(s) for this area:

<b>Name</b>	<b>Department</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Laura Marra	REC	Rec Asst 3 PT	\$12.30	01/02/2019

All the proper reviews and background checks have been completed for this candidate and has received appropriate sign off by the Town Board representative.

<b>Name</b>	<b>Department</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Laura Marra	REC	Rec Asst 3 PT	\$12.30	01/02/2019

**In the event the Town Board determines that the proposed action should be taken, I move that the subject Employee(s) be approved for the date of hire as indicated.**



# MEMORANDUM

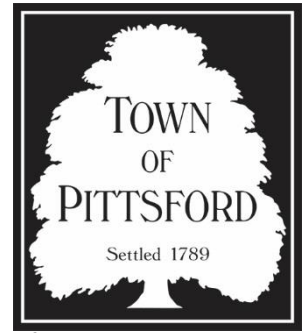
**To:** Town Board

**CC:**

**From:** Linda M. Dillon, Town Clerk

**Date:** January 2, 2019

**Regarding:** Designation of Delegate/Alternate Delegate for Association of Towns Annual Business Meeting in 2019



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 20, 2019. Typically, the Town Supervisor and Town Attorney are designated for these purposes. 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 20, 2019 and that Town Attorney Robert Koegel be designated as the alternate delegate for the Town of Pittsford.