

## Minutes of the Town Board for March 19, 2019

### TOWN OF PITTSFORD TOWN BOARD MARCH 19, 2019

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, March 19, 2019 at 6:00 P.M. local time in Town Hall, Lower Level Meeting Room.

PRESENT: Supervisor William A. Smith, Jr.; Councilpersons Kevin Beckford, Katherine B. Munzinger, Matthew J. O'Connor and Stephanie Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Jessie Hollenbeck, Recreation Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, Suzanne Reddick, Assistant to Supervisor and Shelley O'Brien, Communications Director.

ATTENDANCE: There were thirteen (13) members of the public in attendance, as well as five (5) additional staff member(s) and an interpreter.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. Thereafter, the Town Clerk noted all members present and the Supervisor invited Deputy Supervisor Munzinger to lead all in the Pledge to the Flag.

#### **SUPERVISOR'S ANNOUNCEMENTS**

- 1) Supervisor Smith announced and congratulated the Pittsford Mendon Girls Basketball Team on their achievement of State Champions this past weekend.
- 2) Additionally, he congratulated and recognized the Pittsford Mendon Boys Basketball Team, who also competed for the State Championship, being defeated by only 4 points in the last seconds of the game.
- 3) Supervisor Smith indicated his support of the proposal of resident Linda Weinstein who spoke at last month's meeting, recommending that the Town Board support of the Energy Innovation and Carbon Dividend Act of 2019, currently under consideration by Congress.

#### **MEETING MINUTES OF MARCH 5, 2019 AMENDED**

Councilwoman Townsend requested that the Minutes be amended on page 7, in the first paragraph under Discussion: Proposed Demolition Review Law, to indicate that Deputy Supervisor and Councilwoman Munzinger's suggestion is consistent with advice rendered to the Town Board by the Design Review and Historic Preservation Board. The amendment would read as follows, reflecting the addition of the second sentence:

*Deputy Supervisor Munzinger began the discussion by suggesting that the Design Review and Historic Preservation Board could have reviewing authority over all proposed residential demolitions, while the Planning Board could have authority over all other demolitions, including any demolitions of existing structures called for in any subdivision or site plan applications subject to the review of the Planning Board. This is consistent with advice rendered to the Town Board previously by the Design Review and Historic Preservation Board. She suggested that the Planning Board could furnish comments to the Design Review Board for any demolitions subject to decision by the Design Review Board, and that the Design Review Board could provide such review and advice to the Planning Board for demolitions subject to the Planning Board's decision.*

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Thereafter, a motion to amend the March 5, 2019 Minutes accordingly was offered by Councilwoman Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

### **MEETING MINUTES OF MARCH 5, 2019 APPROVED AS AMENDED**

A Resolution to approve the Meeting Minutes of the March 5, 2019, as amended, was offered by Councilman O'Connor, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Meeting Minutes of the March 5, 2019 are approved as amended.

### **FINANCIAL MATTERS**

#### **INVESTMENT POLICY REVIEWED**

Finance Director Duane reviewed with Town Board members the proposed Investment Policy, noting that there are no changes from last year. Thereafter, a Resolution to approve the Investment Policy was offered by Councilwoman Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that upon review of the Investment Policy by the Town Board, it has been determined that no changes are recommended at this time.

#### **PROCUREMENT POLICY APPROVED**

Councilman Beckford asked the Finance Director about the Town's solicitation and consideration of bids from minority-owned and women-owned businesses. Finance Director Greg Duane indicated that the Town continues to encourage bids from such businesses. He noted that in 2013, the Town adopted a local law permitting bid awards on the basis of "best value" as defined in the State's General Municipal Law. Finance Director Duane noted that in 2018, the Town awarded contracts amounting to \$1.6 million to minority-owned and women-owned businesses, who in each case were the lowest responsible bidders. Councilman Beckford recommended a "dashboard"-formatted quarterly report on the Town's activity with regard to soliciting and/or awarding of bids to MWBE's. Finance Director Duane noted limitations in being able to do this accurately. For instance, not all certified MWBEs advertise that fact. This can make it difficult to learn whether they have MWBE status or not. However, he will research the practicalities of doing such reports.

Councilwoman Townsend indicated that she is prepared to move forward with accepting the Procurement Policy this year, and recommended that the Town explore the possibility of adding more specifics relating to awarding contracts for services, and relating to rating practices, in the policy for next year, referencing the Town of Irondequoit's Procurement Policy.

Following the discussion, a Resolution to approve the Procurement Policy was offered by Deputy Supervisor Munzinger, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that upon review of the Procurement Policy by the Town Board, it has been determined that no changes are recommended at this time.

#### **BUDGET TRANSFERS APPROVED**

A Resolution to approve the proposed Budget Transfers were offered by Deputy Supervisor Munzinger, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

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The Resolution was declared carried as follows:

**RESOLVED**, that the following budget transfers are approved:

That \$3,941.00 be transferred from 107.1990.2000 (SCC Capital Project – Contingency) to 107.1620.2051 (SCC Capital Project – Electric) for Change Order E-6, electrical changes.

That \$8,000.00 be transferred from 1.9950.9000.1.1 (WT-Transfer to Capital) to 1.2620.2007.10.1 (Bldg. Maintenance – Building Improvements) to replace 2 HVAC units in the Town Hall.

### **SURPLUS INVENTORY APPROVED**

A Resolution to approve the list of Surplus Inventory submitted as recommended was offered by Councilwoman Townsend, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the following list of Surplus Inventory was approved to be removed from Town's inventory:

<u>Asset #</u>	<u>Year</u>	<u>Description</u>	<u>Department</u>	<u>Cost</u>	<u>Disposition</u>
10572	1984	Office Desk JVC Double Deck	Bldg Maint	\$837.00	Junk
11272	1996	Recorder	Bldg Maint	\$299.00	Junk
15945	2007	Salt Spreader	Bldg Maint	\$385.00	Junk
17655	2013	Vacuum Cleaner	Bldg Maint	\$175.19	Junk
17699	2013	Vacuum Cleaner	Bldg Maint	\$399.99	Junk
12898	2002	Conference Chair	Park	\$194.00	Junk
12899	2002	Conference Chair	Park	\$194.00	Junk
15900	2005	Craftsman Floor Jack	Park	\$100.00	Junk
10636	1989	Oak Table	Lib	\$450.00	Junk
15206	2005	Gears Wall Game Wires & Beads Wall	Lib	\$265.00	Junk
15207	2005	Game SONY Stereo	Lib	\$265.00	Junk
15815	2005	Cassette Deck	Lib	\$105.00	Junk
15818	2005	Yamaha AV Receiver	Lib	\$425.00	Junk
15823	2005	Microphone Mixer	Lib	\$351.00	Junk
15824	2005	DVD/VHS Deck	Lib	\$135.00	Junk
17337	2013	Lapel Microphone	Lib	\$378.35	Junk
12008	1988	5 Chrome Metal Chairs	PSD	\$280.00	Junk
13627	1985	Grease Dispenser	PSD	\$100.00	Junk
15328	2005	Blue Ottoman	PSD	\$287.00	Junk
15329	2005	Blue Ottoman	PSD	\$287.00	Junk
11152	1989	Automatic Level	Hwy	\$676.00	Junk
14102	2004	Chair	Hwy	\$227.38	Junk
14317	2004	Radio	Hwy	\$482.96	Junk
14332	2005	Radio	Hwy	\$655.50	Junk

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16704	2009	Leaf Blower	Hwy	\$391.00	Junk
17216	2012	Radio	Hwy	\$550.00	Junk

**\$8,895.37**

**MARCH VOUCHERS APPROVED**

Upon inquiry by Councilman O'Connor, and explanation and clarification by Town Clerk Dillon regarding the use and monthly expenditure for Iron Mountain, the Town's record storage vendor, a Resolution to approve the March 2019 vouchers was moved by Councilman O'Connor, seconded by Deputy Supervisor Munzinger, and voted on by the members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the March 2019 vouchers No. 140723 through No. 141101, in the amount of \$392,435.83 are approved for payment.

**OPERATIONAL MATTERS**

**PUBLIC COMMENTS**

Mary Moore asked whether the recommended bid for Contracted Grounds Maintenance was made on the basis of the bidder using organic means of weed and pest control rather than non-organic means. Commissioner Schenkel stated that this is correct. Commissioner Schenkel and Parks Foreman Neal confirmed that the contract involves mowing nearly entirely and that very little of the contract involves the need for application of weed control products. Ms. Moore commended the Town for this approach.

**2019 RABIES CLINIC APPROVED – MAY 9, 2019**

A Resolution to approve the Town of Pittsford to host the Monroe County Department of Health free rabies clinic was offered by Councilwoman Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town of Pittsford will host the Monroe County Department of Health, Town of Pittsford free rabies clinic for dogs, cats and ferrets on Thursday, May 9, 2019 from 4:30 p.m. to 7:30 p.m. at the Town Highway Garage, located at 60 Golf Avenue in the Town of Pittsford.

**BID FOR CONTRACTED GROUNDS MAINTENANCE AWARDED**

As presented to the Board by Commissioner Schenkel bids for Contracted Grounds Maintenance were received and publically opened on January 24, 2019. The following were the bid results:

Plant Concepts	\$ 74,993.00
Westside Professional Landscape	\$112,722.00
Town and Country Enterprises	\$122,304.35

The Parks Foreman, Jessica Neal, and Commissioner Schenkel recommend that the Board accept the lowest bid, from Plant Concepts.

Thereafter, a Resolution to award the bid for Contracted Grounds Maintenance to Plant Concepts was offered by Supervisor Smith, seconded by Councilwoman Townsend, and voted on by members as follows: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board accepts the bid for \$74,993 from Plant Concepts as the lowest responsible bidder.

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### PERSONNEL MATTERS

#### HIRING RECOMMENDATIONS APPROVED

Supervisor Smith confirmed that he audited the records for the proposed new hires, noting that all the documents were in order. Thereafter, a Resolution to approve the proposed new hires was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approve the following persons for employment as new hires and confirm as the date of hire as indicated hereto:

Name	Department	Position	Rate	Date of Hire
Austin Smith	Recreation-Aquatics	Rec Asst – PT	\$12.00	03/11/2019
William Jabs	Recreation-Bus Driver	Rec Asst – PT	\$13.00	03/21/2019
Ann Parker	Recreation-Seniors	Rec Asst – PT	\$13.50	04/02/2019

### STAFF TRAINING

#### NEW YORK STATE LOCAL RETIREMENT SYSTEM SEMINAR APPROVED

A Resolution to approve Cheryl Fleming and Gregory Duane to attend the New York State Local Retirement System Seminar on April 12 in Albion, NY was offered by Councilwoman Townsend, seconded by Councilman Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approves Gregory Duane and Cheryl Fleming to attend the free NYSLRS Seminar on April 12, 2019 in Albion, NY.

#### PERMA ANNUAL CONFERENCE APPROVED

A Resolution to approve Personnel Director, Cheryl Fleming, to attend the annual PERMA Conference in Lake George, NY on May 23-24, hosted by the Town's Worker's Compensation carrier, was offered by Supervisor Smith, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approves Personnel Director, Cheryl Fleming, to attend the Annual PERMA Conference on May 23-24, 2019 in Lake George, NY.

#### 2019 ENGINEERING SYMPOSIUM ATTENDANCE APPROVED

A Resolution to approve Town Engineer, Robert Fromberger and Town Engineering Assistant, Melissa Multer, to attend the 2019 Engineering Symposium in Rochester, NY, on April 23, 2019, was offered by Deputy Supervisor Munzinger, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approves Town Engineer, Robert Fromberger, and Town Engineering Assistant, Melissa Multer, to attend the 2019 Engineering Symposium in Rochester, NY on April 23rd at a cost of \$140.00 per person.

#### NYSDEC EROSION AND SEDIMENT CONTROL TRAINING

A Resolution to approve Engineering Assistant, Melissa Multer, Sewer Department staff Jim Peterson and Matt Schneider, and Parks Department Foreman, Jessica Neal, to attend the free NYS DEC Erosion and Sediment

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Control seminar was offered by Councilwoman Townsend, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that Engineering Assistant, Melissa Multer, Sewer Department staff Jim Peterson and Craig Schneider, and Parks Department Foreman, Jessica Neal, be approved to attend the free NYSDE Erosion and Sediment Control seminar being held on March 20, 2019 at the Town of Webster Liberty Lodge at Finn Park.

### **OTHER BUSINESS**

Councilwoman Townsend presented a draft of a Resolution for Town Board to review, stating support for the Energy Innovation and Carbon Dividend Act of 2019, a legislative proposal mentioned by Supervisor Smith at the beginning of the meeting for Town Board endorsement. Supervisor Smith reiterated his support and his understanding of the full Board's support for endorsing the Act, and stated that the Board should proceed as it did in endorsing Carbon Fee and Dividend legislation previously, whether that was by resolution or by letter, and could act by the April 2nd Town Board meeting.

Councilwoman Townsend also requested consideration be given to budgeting for implementation of the Town's updated Integrated Pest Management Plan as recommended by Parks Foreman Jessica Neal. The Supervisor noted that proceeding with the Plan necessarily requires budgeting for its recommendations and agreed that a budgeting proposal be presented for funding the additional equipment and materials called for in the revised Plan, which Parks Foreman Neal discussed briefly. She agreed to work with Public Works Commissioner Schenkel to prepare a budget resolution for the Board.

Deputy Supervisor Munzinger announced that this Thursday, March 21st is Down Syndrome Awareness Day called "Rock Your Socks Day" and would like to encourage the Town Board members to participate with her in showing their support by wearing crazy socks, which is a symbol on that day of support for those with Down Syndrome. To assist Town Board members, Deputy Supervisor Munzinger presented each of them with a pair of socks appropriate to the occasion, to wear on March 21st. They all indicated support and willingness to wear the socks in support of Down Syndrome Awareness Day.

Councilwoman Townsend announced that she will be helping to host an Earth Day event on April 27th and will provide further details in the weeks ahead.

### **PUBLIC COMMENT**

The following people offered comments to the Board:

- 1) Bill Beach – Long-time resident and President of the Pittsford Mustangs Soccer League: Mr. Beach emphasized that he was at the recent presentation by Parks Foreman Neal on Integrated Pest Management Plan, which was very well done and he wanted to commend the Town, and especially the Parks and Recreation Departments, on their work with the field maintenance, scheduling and working with the various organizations. He reported that in the over 40 years with the Pittsford Mustangs, he has never had an issue with regard to pesticides, or a complaint from parents or players about pesticides, nor has he been made aware of any illness or concerns that have arisen due to pesticide use on any of the Town-owned lands or fields.
- 2) Geri Miner – Thanked the Town for their continued efforts and planning regarding the CCA (Community Choice Aggregation) initiative. She encouraged the Town to consider selecting an administrator who will invest in renewable energy from here in New York. Supervisor Smith noted that the bids for administration services will be due by April 5th and the Towns (Brighton, Pittsford and Irondequoit) and Village (Pittsford) will review and evaluate the proposals following their receipt.
- 3) Mary Moore encouraged the Town Recreation Department to schedule soccer programs, for youth ages 2-5 and 5-7 years old, for fields other than Great Embankment Park and Thornell Farm Park.
- 4) Jessica Neal, Town Parks Department Foreman, spoke, noted that the Town's revised Integrated Pest Management Plan, prepared in conjunction with Cornell Cooperative Extension and New York State Integrated Pest Management, through its recommended practices for other fields, limits the need for conventional grub control methods to Great Embankment Park. She reiterated that throughout its maintenance of Town parks and land, the Parks Department will continue in its long-standing practice of using the safest responsible means and methods in controlling damaging weeds and pests, based on

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advice and guidance of trained experts such as those consulted in the updating of the Integrated Pest Management Plan..

### **EXECUTIVE SESSION**

Having no further public business to discuss, Supervisor Smith indicated that it was necessary to adjourn to Executive Session for two (2) particular forms of business: personnel matters and a real estate matter. Thereafter, a motion was made by Councilman Beckford, seconded by Deputy Supervisor Munzinger, to move to Executive Session. The members voted as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Town Board then adjourned to Executive Session at approximately 6:45 p.m.

After discussion in Executive Session, a motion was made by Councilman O'Connor, seconded by Councilwoman Townsend, to appoint Pamela Cooper-Vince to the Parks and Recreation Advisory Board and James Pippin to the Environmental Board. The members voted as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that Pamela Cooper-Vince be appointed as a volunteer member of the Parks and Recreation Advisory Board, and that James Pippin be appointed as a volunteer member of the Environmental Board. The terms of office are annual appointments that will expire on December 31, 2019.

The real estate matter was discussed and no action was taken regarding this matter. Thereafter, a motion to come out of Executive Session was made by Deputy Supervisor Munzinger, seconded by Councilman Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

As there was no further business, the Supervisor adjourned the meeting at 7:25 P.M.

Respectfully submitted,

Linda M. Dillon  
Town Clerk