TOWN BOARD AGENDA
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Tuesday, January 4, 2022 – 6:00 PM

Call to Order

Pledge of Allegiance

Oaths of Office
Kim Taylor, Town Councilmember
John Bernacki, Town Justice
Stephanie Townsend, Town Councilmember
William A. Smith, Jr., Town Supervisor

Minutes
Approval of Minutes of Meetings of December 21, 2021 and December 29, 2021

Biennial Staff Appointments for 2022-2023
Public Comment
Appointments by Supervisor: Deputy Supervisor, Director of Finance and Budget Director, Assistant to Supervisor, Town Historian.

Appointments by Resolution: Town Clerk and Receiver of Taxes, Town Attorney, Commissioner of Public Works et al., Director of Recreation, Deputy Clerk (2), Deputy Receiver of Taxes, Deputy Commissioner of Public Works, Marriage Officiant, Deputy Town Historian.

Legal Matters
Public Comment
Adopt 2022 Town Board Meeting Schedule

Financial Matters
Public Comment
Petty Cash, Voucher Approval, Pay Period, Work Week, Mileage Reimbursement Rate, Health Insurance Reimbursement Rate, Meeting Reimbursement Rate, Per Diem Rate, Bank Depository, Designated Newspapers

Personnel Matters
Public Comment
Approval of Conference Attendance for 2022
Designation of Delegate/Alternate Delegate for Association of Towns Annual Meeting
Holidays for 2022
Hiring Resolution

Other Business
Public Comment
Adjournment
Attending in Person
Per State requirements, those who are not fully vaccinated must wear a mask and stay 6 feet away from other people.

Comments:
As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident’s behalf. To comment you must sign in at the sign-in desk.

Viewing from Home
1. Live

The Town Board meeting will stream live through our cable access station's streaming portal. Please use the following link:

https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApvUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true

You can watch on any computer, tablet, smart phone or web capable TV. If you log in before the meeting starts and see an error message, refresh your screen at 6:00pm when the board meeting starts and you can view the meeting live while it is happening.

Comments:
Comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident’s behalf.

- at any time before 2:30pm on the day of the meeting (a) by email to comments@townofpittsford.org; (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30pm on the day of the meeting;

and, in addition,

- at any time during the meeting by email to comments@townofpittsford.org

- All comments submitted should include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting.

2. On-Demand Video

As always, video will be uploaded to our cable access station’s streaming portal within 48 hours of the meeting. It is available on demand. You can see it here:

https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApvUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true
Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, December 21, 2021 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 Kevin S. Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O’Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor.

ATTENDANCE: Five members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 6:02 P.M. and invited Councilmember Kevin Beckford to lead all in the Pledge to Flag.

SUPERVISORS ANNOUNCEMENTS
1. The Town’s application for a Community Development Block Grant totaling $206,299 has been approved in full by the State. The funds are for senior programming, for building a pavilion at the Spiegel Center and for the new Senior Center bus.
2. Last Saturday the Town distributed COVID-19 test kits to Town residents at Pittsford-Mendon High School. Following the distribution 3,400 Covid-19 test kits remain. The Town will continue to distribute these to residents.

MINUTES OF THE DECEMBER 8 TOWN BOARD MEETING APPROVED
A Resolution to approve the Minutes of the Town Board meeting of December 8, 2021 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 the Minutes of the December 8, 2021 Town Board meeting are approved.

LEGAL MATTERS
No public comments made.

2022 ELDERBERRY EXPRESS AGREEMENT
This agreement is a renewal of the Town’s annual Agreement with Elderberry Express, Inc., who provides senior citizen transportation services for residents of the Town.

A Resolution to authorize the Town Supervisor to sign the proposed 2022 Agreement with Elderberry Express 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 Town Supervisor be authorized to enter into and sign the proposed 2022 Agreement with Elderberry Express.

PITTSFORD YOUTH SERVICES AGREEMENT APPROVED
After acknowledging the increase in funding to $64,660.00, as provided in the Town Budget for 2022, and expressing the appreciation of Pittsford Youth Services, a Resolution to approve the annual Pittsford Youth Services Agreement was offered by Deputy Supervisor Munzinger, 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 Town Supervisor be authorized to enter into and sign the proposed Agreement with Pittsford Youth Services for calendar year 2022.

2022 MRB GROUP ENGINEERING AGREEMENT
The Towns Agreement with MRB Group Engineering, Architecture and Surveying, D.P.C. provides consultant engineering services to the Town, for review of Planning Board applications for site plans and subdivisions. This year’s agreement shows increases in some hourly rates, decreases in others and two with no change. A Resolution to approve the Short Form Agreement between the Town and MRB Group was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger 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 Town Supervisor be authorized to sign the proposed “Short Form of Agreement between Owner and Engineer for Professional Services” with MRB Group, P.C., for consulting engineering services.

2022 SWBR CONSULTING AGREEMENT
The agreement between the Town and SWBR Consulting is a renewal of an annual agreement that began in 2012. This agreement is for Code Enforcement review of non-residential building plans submitted to the Town for compliance with Uniform Fire Prevention and Building Code. In line with the Town’s other engineering agreements for 2022 there are some rate changes. The Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with SWBR and authorize the Town Supervisor to sign the Agreement was offered by Councilperson Townsend, seconded by Councilperson 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 the Town Supervisor be authorized to sign the proposed Agreement for Code Compliance and Engineering Services with SWBR for consulting engineering services.

2022 PITTSFORD COMPLIANCE AND ENGINEERING SERVICES WITH TY LIN
The agreement between the Town and TYLIN is a renewal of an annual agreement that began in 2012. This agreement is for Code Enforcement review of non-residential building plans submitted to the Town for compliance with Uniform Fire Prevention and Building Code. In line with the Towns other engineering agreements for 2022 there were some rate changes and are in line with the Towns other agreements. The Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorize the Town Supervisor to sign the Agreement was offered by Deputy Supervisor Munzinger, seconded by Councilperson 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 Town Supervisor be authorized to sign the proposed Agreement for Code Compliance and Engineering Services with TYLI for consulting engineering services.

SET SPECIAL YEAR END TOWN BOARD MEETING
In order to close out the Town’s financial records for 2021 fiscal year, the Director of Finance is requesting a special board meeting before the end of the year to approve vouchers and any fund transfers that might be necessary. After brief discussion it was agreed to meet on Wednesday, December 29 at 4:00 p.m. at Town Hall. A Resolution to set a Year-End Financial Special Meeting of the Town Board for December 29, 2021 at 4:00 p.m. for the purpose of approving vouchers and any budgetary transfers necessary to be recorded in the fiscal year 2021, was made by Supervisor Smith, seconded by Deputy Supervisor Munzinger and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

FINANCIAL MATTERS

PUBLIC COMMENTS
No comments were submitted.

DECEMBER TRANSFERS APPROVED
A Resolution to approve the necessary end of the year transfers was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, 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 transfers are approved as follows:

That $11,250 be transferred from 1.1989.2002.1.1 (WT – Office Equipment Replacement Schedule) to 1.9950.9000.1.1 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Office Equipment Capital Reserve.

That $1,306 be transferred from 1.1989.2029.0001.0001 (WT – Fleet Replacement) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That $70,200 be transferred from 1.1990.4000.0001.0001 (WT – Contingency) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That $55,000 be transferred from 1.9030.8000.0000.0000 (WT – Social Security) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That $15,000 be transferred from 1.9040.8000.0000.0000 (WT – Workers Comp) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That $183,000 be transferred from 1.9060.8000.0000.0000 (WT – Medical Insurance) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.
That $118,978 be transferred from 1.9950.9000.0001.0001 (WT – Transfer to Capital) to the Whole Town Equipment Capital Reserve.

That $7,002 be transferred from 4.1989.2003.0002.0004 (DA – Fleet Replacement) to 4.9950.9000.0001.0004 (DA – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That $100,000 be transferred from 1.9010.8000.0000.0000 (WT – State Retirement) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the General Reserve.

That $4,500 be transferred from 2.1990.4000.0001.0001 (PT – Contingency) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That $5,000 be transferred from 2.9010.8000.0000.0000 (PT – State Retirement) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That $5,000 be transferred from 2.9040.8000.0000.0000 (PT – Workers Comp) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That $35,000 be transferred from 5.9010.8000.0000.0000 (DB – State Retirement) to 5.9950.9000.0000.0000 (DB – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That $31,000 be transferred from 5.9040.8000.0000.0000 (DB – Workers Comp) to 5.9950.9000.0000.0000 (DB – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That $500 be transferred from 6.1989.2002.1.6 (Sewer – Office Equipment Replacement Schedule) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Office Equipment Capital Reserve.

That $351 be transferred from 6.1989.2029.2.6 (Sewer – Fleet Replacement) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Equipment Capital Reserve.

That $110,273 be transferred from 6.9950.9000.0001.0006 (Sewer – Transfer to Capital) to the Sewer Equipment Capital Reserve.

**DECEMBER VOUCHERS APPROVED**

A resolution to approve the proposed vouchers 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 the December 2021 vouchers No. 153927 – 154339 in the amount of $786,214.83 are approved for payment.
OPERATIONAL MATTERS
PUBLIC COMMENTS
No comments were offered.

AGREEMENT WITH TOWN OF BRIGHTON FOR SNOW AND ICE CONTROL ON ALLENS CREEK ROAD APPROVED
A Resolution to approve the Agreement with the Town of Brighton for the Snow and Ice Control on Allens Creek Road was offered by Councilmember Townsend, seconded by Supervisor Smith, 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 Town Board accepts the recommendation of the Commissioner of Public Works and authorizes the Town Supervisor to execute the Snow and Ice Control Intermunicipal Agreement with the Town of Brighton for Allens Creek Road in the amount of $5,831.58 for the 2021-2022 winter season.

SET BID DATE FOR RESURFACING OF THORNELL FARM PARK TENNIS COURTS
Commissioner Schenkel explained to board members that resurfacing project proposed is regular maintenance, was last completed in 2016 and is budgeted for 2022. A Resolution was offered by Councilmember Townsend, 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 the Town Board sets a bid opening date for 11:00 AM on February 8, 2022, for the Resurfacing of the Thornell Farm Park Tennis Courts.

PERSONNEL MATTERS
PUBLIC COMMENTS
No comments were made.

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

The following employee(s) is recommended for a status change and/or salary change due to a change in status.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason for Change</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spencer Drake</td>
<td>Laborer</td>
<td>Seasonal to RFT</td>
<td>$18.35/hr</td>
<td>12/28/2021</td>
</tr>
<tr>
<td>James Papin</td>
<td>Crossing Guard</td>
<td>Added Shifts- Replacement</td>
<td>$20.96/hr</td>
<td>01/10/2022</td>
</tr>
</tbody>
</table>

Should the Board approve the above recommendation and personnel adjustment, the following resolution is being proposed, RESOLVED, that the Town Board approves the appointment for the following employee(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason for Change</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>James Papin</td>
<td>Crossing Guard</td>
<td>Added Shifts- Replacement</td>
<td>$20.96/hr</td>
<td>01/10/2022</td>
</tr>
</tbody>
</table>
SETTING FRIDAY DECEMBER 31 AS TOWN HOLIDAY
Supervisor Smith noted that the 2021 Town Holiday schedule had omitted a holiday for New Year’s Day, which falls on a Saturday. He proposed adding Friday, December 31 for observance of the day, and made a motion to do so. This was seconded by Deputy Supervisor Munzinger and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:
RESOLVED, to add Friday, December 31, 2021 to the 2021 Town Holiday schedule.

OTHER BUSINESS
Supervisor Smith shared with the Board current information about pricing of electricity from 100% renewable sources, compared to today’s RG&E rate and to the RG&E benchmark included in the Town’s contract with its Community Choice Aggregation Administrator. As of this date, electricity from 100% renewable sources is 14% higher than today’s RG&E rate and 22% above the RG&E benchmark required to be met before proceeding with a CCA program. Board discussion followed. Documentation of this data distributed to the Town Board at the meeting will be appended to the minutes of the meeting.

Supervisor Smith noted that this meeting marks the last regular Town Board meeting for Councilmember Kevin Beckford, whose term expires at the end of the year. The Supervisor thanked Councilmember Beckford for his service on the Board, wished him well, and noted the proclamation of commendation signed by all Board members. Councilmember Beckford reflected on his tenure on the Board and offered his best wishes for the Town’s future.

PUBLIC COMMENTS
There were no public comments.

With no further business, the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Renee McQuillen
Town Clerk
Electricity Cost Comparison Summary  
12/21/2021

Most Recent Bid – Bids opened June 4, 2021

<table>
<thead>
<tr>
<th>RG&amp;E Benchmark May 2021</th>
<th>100% Renewable Residential</th>
<th>100% Renewable Commercial</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.0453/kwh</td>
<td>$0.058</td>
<td>$0.0495</td>
<td>+28%</td>
</tr>
<tr>
<td>$0.0453/kwh</td>
<td>$0.058</td>
<td>$0.05877</td>
<td>+30%</td>
</tr>
</tbody>
</table>

Currently – 12/21/2021 (Renewable Costs from Brookfield Trading; RG&E Benchmark at 12/21/2021)

<table>
<thead>
<tr>
<th></th>
<th>100% Renewable Residential</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG&amp;E Current*</td>
<td>$0.0487</td>
<td>+21%</td>
</tr>
<tr>
<td>RG&amp;E Today Only</td>
<td>$0.0518</td>
<td>+14%</td>
</tr>
<tr>
<td>RG&amp;E Benchmark at 12/21/21</td>
<td>$0.0484</td>
<td>+22%</td>
</tr>
</tbody>
</table>

* Prior 30 day average
Pricing History for RG&E Supply Service

RG&E SC1 - Residential
Change Service Classification

<table>
<thead>
<tr>
<th>Date</th>
<th>RG&amp;E Supply Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/21/2021</td>
<td>0.0517774</td>
</tr>
</tbody>
</table>

Supply Charge: The charges shown beginning Jan 1, 2010 reflect the daily forecasted market price with true-up (which you will be billed if you have RG&E Supply Service) and are not a guarantee of future market prices. Future prices may be higher or lower than these numbers.

Prior to Jan 1, 2010 the supply price you paid was a fixed supply price (if you were on the Fixed Price Option) or a variable price based on daily market prices (if you were on the Variable Price Option).

Prices shown prior to and including 12/31/2009 represent the variable price that was in effect on the date shown.

ESCO pricing information is not provided to RG&E. Please contact ESCOs directly for their pricing.
Pricing for RG&E Supply Service

RG&E SC1 - Residential
Change Service Classification

The following charges apply to RG&E delivery customers regardless of supply provider and reflect current pricing.

<table>
<thead>
<tr>
<th>Customer Charge</th>
<th>$21.70</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Charge (per kwh)</td>
<td>$0.049770</td>
</tr>
<tr>
<td>Transition Charge (per kwh)</td>
<td>Link to Statement</td>
</tr>
<tr>
<td>System Benefits Charge (per kwh)</td>
<td>Link to Statement</td>
</tr>
<tr>
<td>Renewable Portfolio Standard (per kwh)</td>
<td>Link to Statement</td>
</tr>
<tr>
<td>Temporary State Assessment (per kwh)</td>
<td>Link to Statement</td>
</tr>
<tr>
<td>Tax on Delivery Charge</td>
<td>Link to Statement</td>
</tr>
</tbody>
</table>

The following charges apply to RG&E Supply Service and can be used to compare to ESCO offers. Contact an ESCO for their pricing offers.

<table>
<thead>
<tr>
<th>Bill Issuance Charge (per bill)</th>
<th>$0.93</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchant Function Charge</td>
<td>Link to Statement</td>
</tr>
<tr>
<td>Supply Charge</td>
<td>$0.0486807</td>
</tr>
<tr>
<td>(Price displayed reflects a prior 30 day average)</td>
<td></td>
</tr>
<tr>
<td>Tax on Supply Charge</td>
<td>Link to Statement</td>
</tr>
</tbody>
</table>

Customers receiving electricity supply from an ESCO whose ESCO charges appear on their RG&E bill will receive an administrative purchase of receivables (POR) charge of $.000552 per kwh. This charge will expire on August 31, 2011. Please note: Local sales taxes may apply to some districts and are not included in the price estimates above.
Proceedings of a special financial meeting of the Pittsford Town Board held on Wednesday, December 29, 2021 at 4:00 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 Kevin S. Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Jessie Hollenbeck, Director of Recreation; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Spencer Bernard, Chief of Staff

ATTENDANCE: One additional staff member and one member of the public attended.

Supervisor Smith called the Town Board meeting to order at 4:05 P.M. and led everyone in the Pledge to Flag.

FINANCIAL MATTERS

PUBLIC COMMENTS
No comments were submitted.

DECEMBER TRANSFERS APPROVED
A Resolution to approve the necessary end of the year transfers was offered by Supervisor Smith, 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 the transfers are approved as follows:

That $28,690 be transferred from 1.1989.2001.3.2 (WT – I.T. Replacement Schedule) to 1.9950.9000.1.1 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Office Equipment Capital Reserve.

RESOLVED, that $450,000.00 be appropriated from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the fiscal year 2022. Be it further resolved, that this resolution is subject to permissive referendum.

DECEMBER VOUCHERS APPROVED
A resolution to approve the proposed vouchers was offered by Deputy Supervisor Munzinger, 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 December 2021 vouchers No. 154340 – 154442 in the amount of $103,377.45 are approved for payment.

OTHER BUSINESS
Supervisor Smith announced in recognition of Councilmember Beckford’s last meeting, as a member of the Town Board, he and fellow board members were presenting Councilmember Beckford with a signed proclamation in recognition of his service.

PUBLIC COMMENTS
There were no public comments.

With no further business, the meeting adjourned at 4:08 p.m.

Respectfully submitted,

Renee McQuillen
Town Clerk
This is to advise the Board of the Supervisor’s appointments.

Deputy Supervisor

Katherine Bohne Munzinger

Staff

Director of Finance & Budget Director
Brian Luke

Assistant to Supervisor
Suzanne Reddick

Town Historian
Audrey Johnson

Liaisons to Volunteer Boards

Cathy Koshykar

- Pittsford Youth Services
- Design Review & Historic Preservation Board

Kate Munzinger

- Zoning Board of Appeals
- Planning Board

Stephanie Townsend

- Environmental
- Assessment Review Board

Kim Taylor

- Parks and Recreation Advisory Board
- Library Board of Trustees

Bill Smith

- Leadership
- Chamber of Commerce
VOLUNTEER BOARDS and PYS MEETING SCHEDULE 2022

DESIGN REVIEW & HISTORIC PRESERVATION BOARD
2nd & 4th Thursday; Lower Level of Town Hall 6:00 PM
January dates: 13th and 27th

ENVIRONMENTAL BOARD
1st Monday; Town Hall Second Floor Conference Room 7:00 PM
January date: 3rd

PARKS & RECREATION BOARD
2nd Thursday; Spiegel Community Center Room 207 6:30 PM
January date: 13th

PITTSFORD COMMUNITY LIBRARY BOARD
2nd Wednesday; Library, 24 State Street, Fisher Meeting Room 6:00 PM
January date: 12th

PITTSFORD YOUTH SERVICES
2nd Tuesday; Spiegel Community Center Room 206 6:30 PM
January date: 11th

PLANNING BOARD
2nd & 4th Monday; Lower Level of Town Hall 6:30 PM
January dates: 10th and 24th

ZONING BOARD OF APPEALS
3rd Monday; Lower Level of Town Hall 7:00 PM
January date: 17th
MEMORANDUM

To: Town Board
From: W. A. Smith
Date: December 29, 2021
Re: Biennial Staff Appointments

Pittsford residents are fortunate to have in leading positions of responsibility in Town government people whose distinguished performance has earned them the respect of their peers throughout the region and the gratitude of our residents. Most are Civil Service positions. Some positions including department heads and their deputies are subject to biennial appointment. I recommend that the Town Board approve the appointments specified in the following resolution.

RESOLVED, that each of the following be and hereby is appointed to the office set forth opposite his or her name for the biennial period covering calendar years 2022 and 2023:

- Renee McQuillen  Town Clerk and Receiver of Taxes
- Robert Koegel  Town Attorney
- Paul Schenkel  Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
- Jessie Hollenbeck  Director of Recreation
- Laura Beeley  Deputy Town Clerk
- Hayes Wallman  Deputy Town Clerk
- Karen Ward  Deputy Receiver of Taxes
- James Gagnier  Deputy Commission of Public Works
- William A. Smith, Jr.  Marriage Officiant
- Vicki Profitt  Deputy Town Historian
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>January 18</td>
</tr>
<tr>
<td>February 1</td>
<td>February 15</td>
</tr>
<tr>
<td>March 1</td>
<td>March 15</td>
</tr>
<tr>
<td>April 5</td>
<td>April 19</td>
</tr>
<tr>
<td>May 3</td>
<td>May 17</td>
</tr>
<tr>
<td>June 7</td>
<td>June 21</td>
</tr>
<tr>
<td>July 5</td>
<td>July 19</td>
</tr>
<tr>
<td>August 2</td>
<td>August 16</td>
</tr>
<tr>
<td>September 6</td>
<td>September 20</td>
</tr>
<tr>
<td>October 6</td>
<td>October 18</td>
</tr>
<tr>
<td>November 1</td>
<td>November 15</td>
</tr>
<tr>
<td>December 7</td>
<td>December 20</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: Town Board Members
From: Renee McQuillen, Town Clerk
Date: December 30, 2021
Regarding: Designation of Official Newspapers
For Meeting On: January 4, 2022

New York State Town law requires the Town to designate annually a newspaper or newspapers as the official newspapers for publication of legal notices by the Town. In years past this paper was the Brighton Pittsford Messenger Post. Due to the closing of this paper in October of 2021 the Town will now be utilizing The Daily Record for all legal notice postings. Alternate papers will be the Rochester Business Journal and the Mendon Honeoye Falls Lima Sentinel.

I do not recommend using the Democrat and Chronicle as it has become too expensive compared to the other daily newspaper options, The Daily Record and the Rochester Business Journal.

For this purpose, adoption by the Town Board of the following resolution would be in order. Each newspaper listed has been designated as an official newspaper for the Town for the upcoming year.

RESOLVED, that The Daily Record be and hereby is designated as the official Town newspaper for 2022 with the alternatives to be the Rochester Business Journal and the Mendon Honeoye Falls Lima Sentinel.
MEMORANDUM

To: Town Board Members

From: Brian Luke

Date: December 29, 2021

Regarding: Financial Authorizations for 2022

For Meeting On: January 4, 2022

It is necessary each year to adopt certain authorizations related to financial management of the Town. Therefore, the following Resolution is proposed:

RESOLVED, that the Town Board hereby authorizes and approves the following provisions for the year 2022:

Petty Cash Funds (in accordance with adopted policy)

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>$500.00</td>
<td>Library Director</td>
</tr>
<tr>
<td>Recreation Department</td>
<td>$230.00</td>
<td>Recreation Director</td>
</tr>
<tr>
<td>Senior Citizens</td>
<td>$  90.00</td>
<td>Recreation Supervisor – Senior Services</td>
</tr>
<tr>
<td>Sewer Districts</td>
<td>$150.00</td>
<td>Sewer District General Foreman</td>
</tr>
<tr>
<td>Town Clerk/Tax Receiver</td>
<td>$650.00</td>
<td>Town Clerk/Tax Receiver</td>
</tr>
<tr>
<td>Town Justice</td>
<td>$150.00</td>
<td>Court Clerk</td>
</tr>
<tr>
<td>Public Works</td>
<td>$100.00</td>
<td>Commissioner of Public Works</td>
</tr>
</tbody>
</table>

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, Communication Director, Animal Control Officer and Town Attorney

Pay Period - will be bi-weekly

Work Week – The Work Week for the year 2022 shall be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Departments, 35 hours for all other Departments.

Mileage Reimbursement Rate - will be $0.585 per mile for the year 2022.

Health Insurance Reimbursement Rate – will be a maximum of $4,000 per section 5.4 of the Personnel Rules

Meeting Schedule – Regular Town Board meetings will be scheduled for the 1st and 3rd Tuesday of each month at 6:00 PM at Town Hall, subject to the meeting calendar adopted by the Town Board for 2022 and rescheduling time and place from time to time.

Meeting Reimbursement - Staff members attending Association meetings will be reimbursed up to $15.00 per meeting for lunch expenses

Per Diem Rate - the 2022 per diem rate for meals and incidental expenses shall be the higher of $40.00 per day, or the applicable federal per diem rate.
Bank Depository - The following banks are approved as depositories for Town funds in 2022:

- J.P. Morgan Chase
- M&T
- Canandaigua National Bank
- NY Class Local Government Investment Pool

Designated Newspapers - the Daily Record is designated as official Town newspaper for 2022, with additional newspapers:

- The Rochester Business Journal
- The Mendon Honeoye Falls Lima Sentinel
MEMORANDUM

To: Town Board
CC: 
From: Cheryl Fleming, Personnel Director
Date: December 30, 2021
Regarding: Conference Attendance Authorizations for 2022

FOR MEETING ON: January 4, 2022

The Town provides for and encourages continuing professional education for members of its staff. Based on advice and requests of the various department heads, the following Resolution is proposed. These proposed authorizations are substantially similar to the approvals made for this purpose last year and in recent years.

RESOLVED, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during 2022:

Conference Attendance Authorized - the following personnel are authorized to attend the regular meetings of their professional organizations:

Renee McQuillen, 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

Karen Ward
  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

Bill Zink/Future Building Inspector
Finger Lakes Building Officials Assoc. (FLBOA) or Niagara Frontier Building Officials
Monroe County Fire Marshal Association

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

Town Supervisor, Town Attorney, one Board Member
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

Brian Luke, 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
PERMA Annual Conference – Spring/Fall Seminars
SHRM Conference

Shelley O’Brien, Communication Director
Causewave Community Partners (formerly Ad Council of Rochester)
Public Relations Society of America
Association for Women in Communications
National Association of Government Communicators

Jessie Hollenbeck
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Alison Burchett
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Katelyn Disbrow
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society
FLMHIT Wellness Committee

Casandra Schrom
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society
MEMORANDUM

To: Town Board  
CC:  
From: Renee McQuillan, Town Clerk  
Date: December 30, 2022  
Regarding: Designation of Delegate/Alternate Delegate for Association of Towns Annual Business Meeting in 2022

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, 2022. 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, 2022 and that Town Board Member Stephanie Townsend be designated as the alternate delegate for the Town of Pittsford.
MEMORANDUM

To: Town Board
From: Cheryl Fleming
Date: December 21, 2021
Regarding: 2022 Holiday Schedule
For Meeting On: January 4, 2022

Ladies and Gentlemen:

Attached is the proposed schedule of holidays beginning in the 2022 calendar year. This schedule conforms to the Federal and bank holiday schedules. The proposed list for permanent part-time staff is also enclosed.

I would like to request approval for the 2022 holiday schedule shown attached.

The following resolution would be in order:

Resolved, that the proposed Schedule of Holidays for 2022, in the form presented to the Board, be and hereby is approved.
2022 Schedule of Holidays
(Full-time employees)

* Floating Holidays are taken with department head approval. Floating holidays highlighted above * cannot be taken until the holiday has occurred. Floating holidays do not carry over. Town offices remain open on these days.
# 2022 Schedule of Holidays
## (Part-time employees)

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Friday</td>
<td>Friday, April 15th</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 30th</td>
</tr>
<tr>
<td>Juneteenth observed</td>
<td>Monday, June 20th</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Monday, July 4th</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 5th</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday, October 10th</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 24th</td>
</tr>
<tr>
<td>Day After Thanksgiving</td>
<td>Friday, November 25th</td>
</tr>
<tr>
<td>Christmas Eve Day observed</td>
<td>Friday, December 23rd</td>
</tr>
<tr>
<td>Christmas Day observed</td>
<td>Monday, December 26th</td>
</tr>
</tbody>
</table>

There are 10 holidays when all town departments are closed.
MEMORANDUM

To: Pittsford Town Board
From: Cheryl Fleming, Personnel Director
Date: December 28, 2021
Regarding: Recommendations for Hiring/Personnel Adjustments
For Meeting On: January 4, 2022

1. 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Position</th>
<th>Rate</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elsa Guenther</td>
<td>Court</td>
<td>Clerk to Town Justice</td>
<td>$35.71</td>
<td>01/10/2022</td>
</tr>
</tbody>
</table>

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

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<td>$35.71</td>
<td>01/10/2022</td>
</tr>
</tbody>
</table>

2. The following employee is recommended for a status change and/or salary change due to a change in status.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason for Change</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voirrey Moulton</td>
<td>Crossing Grd Laborer</td>
<td>Added Shifts – Replacement</td>
<td>$20.96/hr</td>
<td>01/10/2022</td>
</tr>
<tr>
<td>Kevin Smith</td>
<td>Laborer</td>
<td>Seasonal to RFT</td>
<td>$18.35/hr</td>
<td>12/30/2021</td>
</tr>
</tbody>
</table>

Should the Board approve the above recommendation and personnel adjustment, the following resolution is being proposed, RESOLVED, that the Town Board approves the appointment for the following employee(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason for Change</th>
<th>Salary</th>
<th>Effective Date</th>
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