

Minutes of the Town Board for May 3, 2022

**TOWN OF PITTSFORD
TOWN BOARD
May 3, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, May 3, 2022 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 Cathy Koshykar, Katherine B. Munzinger, Kim Taylor and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Paul Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director, Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor; Spencer Bernard, Chief of Staff; James Gagnier, Assistant Commissioner of Public Works; Jim Peterson, General Foreman –Sewer Department.

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

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

1. The Town will be hosting its annual free rabies vaccination clinic on Thursday, May 12.
2. This Saturday, May 14th, the Rotary Club of Pittsford is hosting their annual "Bike Drop" at Pittsford Mendon High School from 9:00 A.M. to 2:00 P.M. Residents can drop off bikes and parts, in any condition, which will be donated to R Community Bikes, who will rehab the bikes and donate them to needy adults and children. Additionally, the Pittsford Robotics Club will be hosting a metal recycling drive on Saturday at Pittsford Mendon High School.
3. Supervisor Smith shared a reminder that roadwork season has begun and for all drivers to be cautious in construction zones.

PRESENTATION BY GENERAL FOREMAN OF SEWERS

General Foreman of Sewers, Jim Peterson, presented for Town Board members proposed sewer infrastructure projects for 2022. Mr. Peterson began with a proposal for relining the sewer pipes in the Alpine neighborhood, which service 90 residential homes. Originally constructed in the late 1950's, the 4,632' of clay pipe has begun to deteriorate. Photos of offset pipe joints and root penetration showed the impact of the deterioration. The recommendation to line the sewers with a fiberglass liner will extend the life of these pipes for an additional 50 years. The relining project is anticipated to take about 2-3 weeks while causing minimal disruption to the neighborhood. The projected cost for this project is \$270,000, which is approximately one-tenth of the cost to excavate and replace these pipes. Replacement of the 20-year-old generator for the Reitz Parkway Pump Station at the cost of \$33,000 was deferred due to the pandemic. As it ages, the generator is presenting reliability and maintenance issues. The generator is crucial in keeping sewers online during power outages for a large number of households. The Lehigh Pump Station already services 450 homes south of Lehigh Station Road and the addition of the 191 proposed homes in the new Bridleridge Subdivision makes an upgrade to the station necessary. The replacement pump will be consistent with other pump stations in the Town streamlining repairs and parts. It will be outfitted with a S.C.A.D.A (Supervisory Control and Data Acquisition) monitor allowing employees to check station alarms offsite via cameras reducing the need

Minutes of the Town Board for May 3, 2022

for onsite responses. The project estimate to complete these upgrades is \$128,000. An additional \$29,000 was requested for the purchase of a backup pumps, allowing for quicker repairs, and control panel upgrades for the S.C.A.D.A system. Building repairs totaling \$33,000 and a replacement septic tank for the Mile Post School House completed the presentation. The total amount requested for sewer projects is \$498,000.

Board members expressed their appreciation for a well thought out presentation to understand infrastructure and department needs. Mr. Peterson answered questions from both the board and members of the public. Board members requested Mr. Peterson follow up with an estimated cost to update all of the Town's pump stations with S.C.A.D.A monitors.

Supervisor Smith made a motion to approve the transfer of \$498,000 in ARPA funding for the initiatives presented this evening in the Sewer Department proposal, it was seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following be approved:

That 0006.8120.4411.0001.0006 be increased by \$270,000.00; that 0006.8120.2006.0002.0061 be increased by 33,000.00; that 0006.8120.2006.0002.0070 be increased by \$128,000.00; that 0006.8120.2007.0002.0006 be increased by \$13,000.00; that 0006.8120.2026.0002.0006 be increased by \$6,000.00; that 0006.8120.2007.0002.0006 be increased by \$14,000.00; that 0006.8120.2006.0002.0063 be increased by \$29,000.00; and that 0001.2620.4118.0010.0008 be increased by \$5,000.00. The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$498,000.00. The funds are to be spent as presented in the Sewer Department ARPA proposal. The Finance Director is authorized to amend the budget as necessary to facilitate the expenditure of these funds.

MINUTES OF THE APRIL 5, 2022 TOWN BOARD MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meeting of April 5, 2022, was offered by Councilmember Taylor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the April 5, 2022 Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

There were no public comments.

INTERMUNICIPAL AGREEMENT WITH EAST ROCHESTER FOR ROOSEVELT RD.

As the municipal border between East Rochester and the Town of Pittsford, Roosevelt Road has been scheduled for a road repaving and improvement project. While the road itself is located entirely within the Town of East Rochester, the homes on the west side of the road are all within Pittsford. The Pittsford DPW is requesting the roadwork correct drainage issues that affect the Town Rodney B. Janes Park and residents on the Pittsford side of the road. To assist with this request, it was proposed that the Town contribute \$126,000; \$50,000 for drainage repairs and \$76,000 worth of services for stone and trucking. A Resolution to authorize the Town Supervisor to execute the proposed "Release of Sewer Easement" was made by Councilmember Townsend, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

Minutes of the Town Board for May 3, 2022

The Resolution was declared carried as follows:

RESOLVED, that the Town of Pittsford enter into an intermunicipal agreement with the Town/Village of East Rochester to contribute to the cost of repairing and improving Roosevelt Road, and that the Supervisor is authorized enter into and execute such an agreement in substantial conformance with the terms of the proposed written agreement submitted herewith.

FINANCIAL MATTERS

PUBLIC COMMENTS

There were no public comments.

PRESENTATION OF ANNUAL AUDIT BY BONADIO & COMPANY

Randal Shepard, a representative from Bonadio and Company, presented a summary review of the Town's Annual Audit to the Town Board. Following his presentation and reviewing the highlights of the Audit Report, he answered questions from the Town Board. (Complete report is on file in the Town Clerk's office).

MAY TRANSFERS APPROVED

A Resolution to approve the May transfers was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following transfers be approved as follows:

That \$126,000.00 be appropriated from the Highway Improvement Capital Reserve Fund and transferred to the Part Town Highway Fund as detailed in the Intermunicipal Agreement with the Town/Village of East Rochester. Be it further resolved, that this resolution is subject to a 30 day permissive referendum.

That 5.5112.2010.55.4 (PT Hwy – CHIPS Road Rehab) be increased by \$194,241.00. The source of the funds will be New York State Consolidated Highway Improvement Program (CHIPS) revenue.

That \$8,000.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.3 (Bldg. Capital Improvements – Library) for carpet install, tile install, and painting at the Library per the 2022 budget.

That \$2,000.00 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.7510.4600.1.1 (WT – Historian Contractual) for Erie Canal Bicentennial celebration.

That 1.7110.4003.10.22 (WT – Parks Maintenance) be increased by \$1,000.00. The source of the funds is a grant from the New York State Urban Forestry Council.

That \$4,298.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.4118.10.7 (WT – Building Repairs Parks Garage) for overhead doors at the Parks Garage.

That line item 4.1989.2003.2.4 (Fleet Schedule – WT Highway Equipment) be increased by \$519,937.00, and item 1.1989.2029.1.1 (Fleet Schedule – WT Admin) be increased by \$8,787.00 and that item 1.1989.2025.2.7 (Fleet Schedule – Parks) be increased by \$88,502.00 and that the source of these funds will be an appropriation from the Whole Town Equipment Capital Reserve. Be it further resolved that this resolution is subject to permissive referendum.

Minutes of the Town Board for May 3, 2022

That line item 2.1989.2003.602.4 (Fleet Schedule – PT Yard Debris) be increased by \$30,300.00 and that the source of these funds will be an appropriation from the Part Town Equipment Capital Reserve. Be it further resolved that this resolution is subject to permissive referendum.

That line item 6.1989.2029.2.6 (Fleet Schedule – Sewer) be increased by \$55,233.00 and that the source of these funds will be an appropriation from the Sewer Equipment Capital Reserve. Be it further resolved that this resolution is subject to permissive referendum.

MAY VOUCHERS APPROVED

A resolution to approve the proposed May vouchers was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the May vouchers No. 155724 - 156057 for \$ \$487,862.94 are approved for payment.

MAY SURPLUS APPROVED

A Resolution to approve the items designated for surplus was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following list of equipment be declared surplus and be removed from the Town's inventory.

Asset #	Year	Description	Department	Cost	Disposition
17307	2012	PLOW # 458	Highway	10,000.00	Auction
17306	2012	6 WHEEL CAB & CHASSIS #458	Highway	84,084.00	Auction
17308	2012	WING PLOW # 458	Highway	10,000.00	Auction
17309	2012	STAINLESS STEEL SALT SPEADER # 458	Highway	20,000.00	Auction
17313	2012	STAINLESS STEEL SALTER # 463	Highway	20,000.00	Auction
18973	2017	TORO ZERO TURN MOWER WITH BAGGER	Parks	10,309.68	Auction
12570	1994	RYAN WALKBEHIND AERIFIER	Parks	1,830.00	Auction
12875	2002	TROYBILT ROTO TILLER	Parks	2,450.00	Auction
12984	1991	GIANT-BLO LEAF BLOWER	Parks	595.00	Auction
16184	2006	BILLY GOAT VACUUM W/HOSE	Parks	1,598.00	Auction

OPERATIONAL MATTERS

PUBLIC COMMENTS

There were no public comments.

PITTSFORD LITTLE LEAGUE VENDING PERMIT FOR HABECKER BASEBALL FIELDS AUTHORIZED

A Resolution to authorize a Food Vending Permit to Pittsford Little League was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that based on the recommendation of the Commissioner of Public Works, Town Board approves the proposed Food Vending Permit to Pittsford Little League to operate a vending unit on the

Minutes of the Town Board for May 3, 2022

Town owned Habecker Baseball Fields located at 34 East Street, from April 30, 2022 through October 31, 2022 and that the Town Supervisor is authorized to sign the permit.

SETTING A PUBLIC HEARING FOR SEWER DISTRICT EXTENSION PSD-81

Supervisor Smith proposed a resolution to set a Public Hearing June 7, 2022 at 6:00 P.M. for the proposed Sewer Extension PSD-81 to the Pittsford Consolidated Sewer District, seconded by Councilmember Townsend, and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that a Public Hearing be set for June 7, 2022 at 6:00 P.M., local time, to consider the approval of the proposed "Sewer District Extension PSD-81" to the Pittsford Consolidated Sewer District", as set forth in the written Order.

PERSONNEL MATTERS

PUBLIC COMMENTS

There were no public comments.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

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

The following employee(s) are recommended as a new hire based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Scarlett Webb	Recreation	Recreation Assistant PT	\$16.75	04/11/2022
Amy Vitkus	Parks	Seasonal Laborer	\$14.50	05/02/2022
Michael LaMartina	Parks	Seasonal Laborer	\$14.50	05/02/2022
Nolan Lusk	Highway	Seasonal Laborer	\$14.00	05/18/2022
Andre Gilberston	Recreation	Recreation Assistant PT	\$15.00	05/18/2022

All the proper reviews and background checks have been completed for these candidate(s) and have received appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Scarlett Webb	Recreation	Recreation Assistant PT	\$16.75	04/11/2022
Amy Vitkus	Parks	Seasonal Laborer	\$14.50	05/02/2022
Michael LaMartina	Parks	Seasonal Laborer	\$14.50	05/02/2022
Nolan Lusk	Highway	Seasonal Laborer	\$14.00	05/18/2022
Andre Gilberston	Recreation	Recreation Assistant PT	\$15.00	05/18/2022

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

Name	Position	Reason for Change	Salary	Effective Date
Brian Perry	Seasonal	Parks-Additional Position	\$14.50	04/08/2022
Tyler Love	Highway	Seasonal Rehire	\$14.25	05/09/2022
Drew Diekmann	Parks	Seasonal Rehire	\$14.50	05/16/2022

Should the Board approve the above recommendation and personnel adjustments, the following resolution is proposed. **RESOLVED**, that the Town Board approve the appointment for the following employee(s):

Minutes of the Town Board for May 3, 2022

Name	Position	Reason for Change	Salary	Effective Date
Brian Perry	Seasonal	Parks-Additional Position	\$14.50	04/08/2022
Tyler Love	Highway	Seasonal Rehire	\$14.25	05/09/2022
Drew Diekmann	Parks	Seasonal Rehire	\$14.50	05/16/2022

STAFF TRAINING

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS SCHOOL

A resolution to approve sending Renee McQuillen to attend the New York Association of Local Government Records Officers School on June 12-14 in Albany, NY was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Clerk be and hereby is authorized to attend the New York Association of Local Government Records Officers School in Albany, New York, from June 12-14, in Albany, NY at a cost of \$619.60.

DEPARTMENT OF PUBLIC WORKS TREE CLIMBING TRAINING

A resolution to approve sending Mike Murphy of the Park Department to tree climbing training offered by ArborMaster in Ashford, CT from July 11-13 was offered by Councilmember Townsend, seconded Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, Resolved, that the Town Board approves sending Parks Department employee Mike Murphy to Ashford, CT to attend tree climbing training from July 11-13, 2022, including travel, room, and board.

OTHER BUSINESS

Councilmember Koshykar asked if the Town had received requests from any organization other than Pittsford Youth Services for funding through ARPA. The Supervisor noted that unless he had overlooked something, he was unaware of any other similar requests. He noted that he had scheduled a meeting with the Executive Director of Pittsford Youth Services to discuss its request. Councilmember Koshykar had asked previously in the meeting about whether the Town had explored options for a new site for the Town Court, to avoid the rent payment for the current court premises at 3750 Monroe Ave. The Supervisor explained that this has been a priority for a number of years. Specifically he noted that the Town would have used for Town Court the building it had purchased for a temporary recreation center at the corner of Marsh Road and Palmyra Road. However the State Office of Court Administration's requirements for the physical configuration of a town court building rendered this choice impractical. That other properties that had become available since presented the same problem. He noted that the Town is tracking several potential opportunities for acquiring properties for a court that may be about to go on the market, but that these were not yet listed for sale, nor were the owners entertaining private offers. He continued that, if and when it became possible to make an offer on any of these properties, he would schedule an executive session for the Board to discuss these potential opportunities. Councilmember Koshykar stated that notwithstanding this early status she would appreciate hearing about these properties. Supervisor Smith agreed to schedule an executive session at the Boards first meeting in June for this purpose.

Minutes of the Town Board for May 3, 2022

PUBLIC COMMENT

Board members heard comments from Stephen Kremer and James Johnson.

As there was no further business, the Supervisor adjourned the meeting at 7:12 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk