

Minutes of the Town Board for July 20, 2021

**TOWN OF PITTSFORD  
TOWN BOARD  
JULY 20, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, July 20, 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; Linda M. Dillon, Town Clerk; Communications Director; Shelley O'Brien and Spencer Bernard, Chief of Staff.

**ATTENDANCE:** There were four additional staff members, twelve members of the public and an interpreter in attendance.

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

**SUPERVISOR'S ANNOUNCEMENTS**

1. Food Truck and Music Fest – September 18: Noon – 9PM. This will be held in conjunction with the Pittsford Youth Services Duck Drop, as well as the Pittsford Crew's Rowing Exhibition that weekend.
2. Speed reminder – Supervisor Smith reported that he has been receiving numerous calls speeding drivers in residential neighborhoods. He reminded the public to please be respectful and observe speed limits.
3. Pittsford's American Legion's post will celebrate its Centennial on Saturday July 24 at the American Legion Post 899 – 21 North Main Street, from 9:30 AM – 4:00 PM. All community members are welcome.

**PUBLIC HEARING – 3 – 6 POLE LIGHTING DISTRICT, EXTENSION #6, CHATHAM WOODS SUBDIVISION**

Supervisor Smith reviewed the proposed new Lighting District, Extension No. 6 for the Chatham Woods Subdivision, and, thereafter opened the Public Hearing.

**PUBLIC COMMENTS**

The following members of the public offered comments:

Kathleen Sigler, Sean Smith, Howard Bussey, Michael Laird and Kathy Nye. Kathy Nye also read comments in support from Pittsford Fire Chief, Pittsford Ambulance and the Crossing Guard for the Chatham Woods Subdivision.

Asking for further public comments and seeing none, Supervisor Smith closed the Public Hearing.

**EXTENSION NO. 6 TO THE PITTSFORD CONSOLIDATED LIGHTING DISTRICT 3-6 POLES, TO BE KNOWN AS "CHATHAM WOODS SUBDIVISION SECTIONS A,C,D,E AND F" APPROVED**

Following some brief discussion, Supervisor Smith offered a Resolution to approve the proposed 3 – 6 Pole Lighting District, Extension No.6 for the Chatham Woods Subdivision, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

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The Resolution was declared carried as follows:

WHEREAS, a Petition having been duly presented to the Town Board of the Town of Pittsford, Monroe County, New York, together with the necessary maps and information which requests the Extension of the above Lighting District; and

WHEREAS, the Commissioner of Public Works has submitted a Certificate, in writing, verifying that the aforesaid Petition was signed by the required percentage of owners within the proposed District; and

WHEREAS, an Order was duly adopted by the Town Board on the 15<sup>th</sup> day of June, 2021, for the hearing of all persons interested in the matter to be held on the 20<sup>th</sup> day of July, 2021, at 6:00 o'clock P.M., Local Time, at the Town Hall, 11 South Main Street, Town of Pittsford, New York; and

WHEREAS, due proof of publication and posting of the said Notice has been duly filed with the Clerk of the said Town Board; and

WHEREAS, the hearing required by the said Order has been duly held, and it appears from the said Petition that the creation of the Extension does not require any expenditure of money for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

WHEREAS, the permission of the Comptroller of the State of New York is not required for the creation of the District;

NOW, ON MOTION duly made and seconded, it is

### **RESOLVED AND ORDERED**, that

- (a) The Petition is signed and acknowledged or approved as required by law and is otherwise sufficient;
- (b) All the property and property owners within the Extension are benefited thereby;
- (c) All the property and property owners benefited are included within the limits of the Extension;
- (d) The expenses of the entire District, including the within Extension, are to be paid by the property owners of the District, annually, on a benefit basis; and
- (e) It is in the public interest to grant in whole the relief sought; and it is further

**RESOLVED AND ORDERED**, that "Extension No. 6 "Chatham Woods Subdivision Sections A,C,D,E,and F", be and the same hereby is created, as part of the "Pittsford Consolidated Lighting District 3-6 Poles" and that the boundaries of the said Extension, as hereby created, are as set forth in "Exhibit A" annexed hereto, and as further set forth on the map annexed hereto as "Exhibit B".

## **MINUTES OF THE JULY 6 TOWN BOARD MEETING APPROVED**

A Resolution to approve the Minutes of the Town Board Meeting of July 6, 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 July 6, 2021 Town Board meeting are approved.

## **FINANCIAL MATTERS**

### **PUBLIC COMMENTS**

No comments were offered regarding Financial Matters.

Supervisor Smith noted that he would like to take the item entitled "Brown & Brown Consulting Services: Town of Pittsford Insurance Review" an item under Financial Matters out of order, as the first item of business under Financial Matters.

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Having no objection, the Supervisor introduced Andre Valente, Account Executive for Brown & Brown, to review for the Board the proposal for the Town's Renewal of Insurance. A brief presentation with a question/answer dialogue with the Board followed.

### **BROWN & BROWN CONSULTING SERVICES: TOWN OF PITTSFORD INSURANCE REVIEW/APPROVAL**

Following Mr. Valente's review and presentation, a Resolution to approve the recommendation from Brown & Brown for the 2021-2022 insurance coverages for the Town of Pittsford 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 accept the renewal of the 2021-2022 insurance coverages, as recommended by Brown & Brown insurance consultants for the Town of Pittsford.

### **INSURANCE COVERAGE/TAX BONDING FOR 2021-2022 FOR TOWN CLERK AND RECEIVER OF TAXES APPROVED**

A Resolution to authorize insurance coverage for the 2021-2022 Tax Collections was offered by Councilmember Townsend seconded by Deputy Supervisor Munzinger, and voted on by the members as follows: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board hereby guarantees the surety, form and amount of the official undertaking for the faithful performance of the duties of Town Clerk and Receiver of Taxes, as follows:

#### **Section 1.**

Type of undertaking: Insurance coverage for Town Clerk and Receiver of Taxes

Amount: \$100,000.00 per employee Public Employee Dishonesty Coverage with additional indemnity of \$200,000.00, including Faithful Performance of Duty, for the Receiver of Taxes.

#### **Section 2.**

A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law §25.

### **APPOINTMENT OF DEPUTY RECEIVER OF TAXES APPROVED AS AMENDED**

A Resolution to permit Canandaigua National Bank and Trust to continue to be able to collect taxes on the Town's behalf and deposit them directly into the Town's Tax Account, by appointing Sunitha Desai, Assistant Service Manager at the Pittsford Branch of Canandaigua National Bank and Trust, as Deputy Receiver of Taxes. Supervisor Smith moved the resolution and Councilmember Townsend seconded. Members voted as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that Sunitha Desai, Assistant Service Manager at the Pittsford Branch of Canandaigua National Bank and Trust is appointed Deputy Receiver of Taxes for the Town of Pittsford for 2021-2022 and is authorized to collect the 2021-2022 School Taxes and the 2022 Town and County Taxes during the interest-free collection periods.

### **CORONAVIRUS RELIEF FUNDS CONSULTING SERVICES APPROVED**

Finance Director, Brian Luke, reviewed the revisions made and approved by the Town Attorney, to the proposed Coronavirus Relief Funds Consulting Services contract by Bonadio & Co., LLP. Thereafter, Deputy Supervisor

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Munzinger offered a Resolution to approved the proposed contract, 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 Supervisor is authorized to sign an agreement with Bonadio & Co., LLP for Coronavirus Relief Funds consulting services.

### **BUDGET TRANSFERS APPROVED**

A Resolution to approved the proposed Budget 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 proposed Budget transfers are approved:

- That \$5,000 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.1320.4403.1.1 (WT – Auditors) to cover ARPA consulting fees.
- That \$1,900 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.1 (Bldg. Capital Improvements – Town Hall) for replacement heat pump.
- That \$800 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.3 (Bldg. Capital Improvements – Library) for Library lighting per the 2021 budget.

### **JULY VOUCHERS APPROVED**

Following brief discussion regarding specific vouchers, a Resolution to approve the vouchers for July 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 July 2021 vouchers No. 151793 through 152253, in the amount of \$804,720.19 are approved for payment.

### **OPERATIONAL MATTERS**

#### **Public Comment**

No comments were offered regarding Operational Matters.

### **ERIE CANAL NATURE PRESERVE PHASE II GRANT APPLICATION APPROVED**

As discussed at the previous meeting, a resolution to authorize and approve the Erie Canal Nature Preserve Phase II Grant Application was offered 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 Resolution was declared carried as follows:

WHEREAS, the Town of Pittsford seeks grant funding to advance phase two of the Erie Canal Nature preserve project to reconstruct a local historic barn for public use

WHEREAS, the Town intends to apply for an amount to pay 75% or \$468,750 of the construction and supply costs associated with a Local Water Front Revitalization project

WHEREAS, the Pittsford Town Board hereby commits matching funds in an amount not to exceed 25% or \$156,250 of the total projects cost

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**RESOLVED**, to authorize a Consolidated Funding Application (CFA) for funding to proceed with phase two of the Town of Pittsford's Erie Canal Nature Preserve project in an amount not to exceed \$625,000.

Be it further

**RESOLVED**, that J. O'Connell and Associates, Inc., the Town's grant consultants, be authorized and directed to complete the necessary application, forms, etc. to be submitted to the New York Department of State Local Water Front Revitalization for the purpose of securing these funds, and be it further

**RESOLVED**, that the Supervisor hereby is authorized and directed to execute all documents pertaining to the application and acquisition of said funding.

### **PERSONNEL MATTERS**

#### **PUBLIC COMMENTS**

No comments were offered regarding Personnel Matters.

### **HIRING/PERSONNEL ADJUSTMENTS APPROVED**

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval 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 following employees are approved as new hires based on the recommendation of the Functional Coordinators for these areas:

| <b>Name</b>     | <b>Dept</b> | <b>Position</b>        | <b>Rate</b> | <b>Date of Hire</b> |
|-----------------|-------------|------------------------|-------------|---------------------|
| Shane Leonard   | Hwy         | Laborer – Seasonal     | \$13.00     | 07/26/2021          |
| Lucy Zombeck    | REC         | Rec Assistant – RPT    | \$12.50     | 07/26/2021          |
| Adrian Pereyra  | Lbry        | Children's Clerk - RPT | \$16.46     | 07/26/2021          |
| Megan Pyykkonen | Lbry        | Children's Clerk - RPT | \$16.46     | 07/26/2021          |
| Jack Wallace    | Hwy         | Laborer – Seasonal     | \$13.00     | 08/02/2021          |

### **PROCLAMATION**

Supervisor Smith noted that tonight is Town Clerk Linda Dillon's final Town Board meeting as a Town Clerk and that a Proclamation has been signed by all members of the Town Board in recognition of the Town Clerk's impending retirement in August.

### **OTHER BUSINESS**

Councilmember Townsend gave the Board an update on the bipartisan Board Committee's work in reviewing the Town's Ethics Code. Councilmember Koshykar inquired about demolition of abandoned structures on Mitchell Road. Paul Schenkel and Kelly Cline responded that these will be demolished and that in the meantime the Town has taken steps to secure the property to avoid risk to public safety. Councilmember Koshykar asked for a written summary of the annual budgeting process and the most current record of pesticide use by the Town; Commissioner Schenkel noted that his department could provide the most recent report filed with the State Department of Environmental Conservation. Deputy Supervisor Munzinger noted the Annual Picnic for the Pittsford Seniors program held today at Kings Bend Park and thanked all staff members and volunteers who made it happen.

#### **PUBLIC COMMENT**

Tharaha Thavakumar and Kendra Evans commented.

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With no further business, the meeting adjourned at 7:16 p.m.

Respectfully submitted,

Linda M. Dillon, RMC  
Town Clerk