

Minutes of the Town Board for December 29, 2022

**TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 29, 2022**

Proceedings of a special meeting of the Pittsford Town Board held on Wednesday, December 29, 2022, at 10:00 A.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; Suzanne Reddick, Assistant to the Supervisor.

ATTENDANCE: No additional members of the public were in attendance.

Supervisor Smith called the Town Board meeting to order at 10:00 A.M. and led everyone in the Pledge to Flag.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

GENERAL RESERVE APPROPRIATION FOR 2023 APPROVED

Following some brief discussion and clarification, a Resolution to approve the appropriation of \$350,000.00 from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the FY2023 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 \$350,000.00 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 2023.

Be it further resolved that this resolution is subject to permissive referendum.

SEWER RESERVE APPROPRIATION FOR 2023 APPROVED

A resolution to approve the appropriation of \$100,000.00 from the Sewer Reserve Fund and transferred to the Sewer Fund per the 2023 Budget 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 \$100,000.00 be appropriated from the Sewer Reserve Fund and transferred to the Sewer Fund for fiscal year 2023. **Be it further resolved** that this resolution is subject to permissive referendum.

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Be it further resolved that this resolution is subject to permissive referendum.

DECEMBER TRANSFERS APPROVED

Following discussion about the reasoning for some of the transfers, a resolution to approve the necessary end of the year transfers 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 transfers are approved as follows:

Be it resolved that the following are approved:

That \$12,000.00 be transferred from 2.1990.4000.0001.0001 (Part Town General – Contingency) to 2.1989.2003.602.4 (Part Town General – Fleet) to cover costs.

That \$9,511.00 be transferred from 4.9060.8000.50.4 (Whole Town Highway – Medical) to 4.1989.2003.2.4 (Whole Town Highway - Fleet) to cover costs.

That \$88,000.00 be transferred from 5.9060.8000.602.4 (Part Town Highway – Medical) to 5.5110.4000.2.4 (Part Town Highway – General Operations) to cover costs.

That \$22,000.00 be transferred from 5.9010.8000.602.4 (Part Town Highway – Retirement) to 5.5110.4000.2.4 (Part Town Highway – General Operations) to cover costs.

That \$48,164.00 be transferred from 1.1989.2025.2.7 (Whole Town General – Fleet) to the Whole Town Equipment Capital Reserve.

That \$99,500.00 be transferred from 1.1990.4000.1.1 (Whole Town General – Contingency) to the Whole Town Equipment Capital Reserve.

That \$63,002.00 be transferred from 1.9950.9000.1.1 (Whole Town General – Transfer to Capital) to the Whole Town Equipment Capital Reserve.

That \$100,000.00 be transferred from 1.9060.8000.1.1 (Whole Town General – Medical) to the Whole Town Equipment Capital Reserve.

That \$700.00 be transferred from 2.1989.2003.602.4 (Part Town General – Fleet) to the Part Town Equipment Capital Reserve.

That \$20,000.00 be transferred from 2.1990.4000.1.1 (Part Town General – Contingency) to the Part Town Equipment Capital Reserve.

That \$24,800.00 be transferred from 2.9010.8000.1.1 (Part Town General – Retirement) to the Part Town Equipment Capital Reserve.

That \$5,100.00 be transferred from 2.9040.8000.1.1 (Part Town General – Workers Comp) to the Part Town Equipment Capital Reserve.

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That \$52,750.00 be transferred from 5.9010.8000.55.4 (Part Town Highway – Retirement) to the Part Town Equipment Capital Reserve.

That \$121,418.00 be transferred from 6.1989.2029.2.6 (Sewer – Fleet) to the Sewer Equipment Capital Reserve.

That \$111,000.00 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 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 2022 vouchers No. 159361 - 159422 in the amount of \$181,470.07 are approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF 2023 TOWN BOARD MEETING DATES

Town Board members reviewed the slate of proposed dates for 2023 Town Board meetings. At the request of Councilmember Koshykar, the Board agreed to change the meeting proposed for Thursday, January 5th to Wednesday, January 4th. Supervisor Smith then made a motion to approve the 2023 Town Board meeting dates as amended, the motion 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 2023 Town Board Meeting Schedule as amended is approved as follows:

2023 Town Board Meeting Dates

January 4	January 17
February 7	February 21
March 7	March 21
April 4	April 18
May 2	May 16
June 6	June 20
July 6	July 18
August 1	August 15
September 5	September 19
October 3	October 17
November 6	November 21
December 6	December 19

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Supervisor Smith then made a motion for the board to go into executive session to discuss a real estate matter, seconded by Councilmember Townsend, and voted on as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Town Board entered executive session at 10:11 A.M.

The Town Board returned from the meeting room at 10:28 A.M. at which time Supervisor Smith made a motion to return to general session, Councilmember Townsend seconded the motion, and members voted as such: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Town Board returned from the executive session at 10:28 A.M.

Supervisor Smith then proposed two motions, each being seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The motions were declared carried as follows:

RESOLVED, that the Town Supervisor be and hereby is authorized to engage a third party professional commercial real estate appraiser to appraise fair market value of a certain parcel of real property within the Town to be used for Town purposes, for an amount not to exceed Five Thousand Dollars (\$5,000.00.)

RESOLVED, that the Town Supervisor be and hereby is authorized to make on behalf of the Town of Pittsford an offer to purchase the property at an amount not to exceed the lesser of (a) the asking price of the property or (b) the value as determined by a third party professional commercial real estate appraiser to be engaged by the Town, with the execution of any subsequent contract of sale of the property subject to further Town Board approval.

PUBLIC COMMENTS

There were no public comments.

With no further business, the meeting adjourned at 10:32 A.M.

Respectfully submitted,

Renee McQuillen
Town Clerk