

Minutes of the Town Board for February 7, 2023

**TOWN OF PITTSFORD
TOWN BOARD
FEBRUARY 7, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, February 7, 2023, 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:

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; Spencer Bernard, Chief of Staff; Jessie Hollenbeck, Recreation Director.

ATTENDANCE: Six 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. Free tax preparation for seniors is available by appointment at the Senior Center from February 3 to March 31. Residents can call the Senior Center for an appointment.
2. The Recreation Department will hold its annual Sweetheart Dance this Friday, February 10, at the Spiegel Center.
3. The Senior Center is hosting a Valentine's Day lunch and program next Tuesday, February 14.
4. The State Canal Corporation advises that the Erie Canal will be filled to the same level as last year.

MINUTES OF THE JANUARY 17 MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meeting of January 17, 2023, 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 January 17, 2023, Town Board meeting are approved.

CDBG GRANT FOR SENIOR CENTER IMPROVEMENTS PROJECT UPDATE

Supervisor Smith explained the purpose of the public hearing and after declaring it open, asked if any member of the public wished to comment. Hearing no response, the Supervisor then declared the hearing closed. Members of the Town Board then inquired about the types of activities planned for the pavilion if it will require a reservation and when the anticipated opening is.

LEGAL MATTERS

PUBLIC COMMENT

No comments were submitted.

Minutes of the Town Board for February 7, 2023

SET PUBLIC HEARING ON NORTHSIDE FIRE PROTECTION DISTRICT AGREEMENT

Following a brief discussion of this agreement, Supervisor Smith made a motion to set a Public Hearing at the Town Board meeting to be held on February 28, 2023, 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 passed as follows:

RESOLVED, that a Public Hearing be set for February 28, 2023, at 6:00 pm, local time, to consider approval of the proposed "Northside Fire Protection District Agreement" with the Town/Village of East Rochester.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL FOR THE CLOSING OF CAPITAL ACCOUNT FOR NYSERDA GRANT

The Town has completed the projects funded by this grant. Consequently, our auditor requires that the project account be closed, with funds remaining transferred to the General Fund. Councilmember Townsend inquired if the funds might be moved to a fund earmarked for environmental projects, since that was the purpose of the original grant. Finance Director Luke noted that the account balance represents the amount the Town loaned to the project in anticipation of receiving the grant funds; therefore the transfer amounts to the Town paying itself back. Councilmember Taylor made a motion to close the Capital Account established for the NYSERDA grant project and allowing the Director of Finance to make budget entries as appropriate, second by, Deputy Supervisor Munzinger with members voting as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Capital Account established for NYSERDA funds to install the electric vehicle charging station and solar panels be closed, and the remaining funds be transferred to the General Fund.

Be it **FURTHER RESOLVED** that the Director of Finance is authorized to make the appropriate budget entries.

APPROVAL OF BUDGET TRANSFERS

Councilmember Taylor made the motion to approve the proposed budget transfers, 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 passed as follows:

Be it resolved that the following are approved:

That \$49,100.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.3 (General Fund – Library Improvements) to purchase roof top unit for Library per 2023 budget.

That \$ 9,000.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to the Turf Maintenance Capital Reserve Fund per the contract agreement with Pittsford Central School District.

Minutes of the Town Board for February 7, 2023

RECREATIONAL MATTERS

PUBLIC COMMENTS

No comments were made.

2023 COMMUNITY EVENTS SCHEDULE APPROVED

Recreation Director, Jessie Hollenbeck shared the proposed schedule of events for 2023, including an extended summer concert series schedule, the childrens' concert series at the Spiegel Center and the addition of an additional family outdoor movie. In addition, there is the possibility of a PGA event jointly hosted by the Town, Village and Chamber of Commerce. Deputy Supervisor Munzinger made a motion to approve the proposed 2023 Community Events Schedule, Councilmember Taylor seconded, and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Town Board approve the proposed 2023 Community Events schedule.

APPOVAL OF THE SPRING 2023 RECREATION PROGRAMS

Director Hollenbeck reviewed the listing of new and returning programs proposed for the upcoming spring session. He observed that the spring schedule includes registration for summer camp programs and reminded residents that available places for summer camp typically are reserved quickly. Board members thanked the recreation staff for their work in offering new programs of interest to Town residents. Councilmember Townsend moved that the Town Board approve the Recreation Department's 2023 Spring programs and authorize the Town Supervisor to sign instructor contracts as required, Councilmember Taylor seconded, and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Town Board approve the Recreation Department's 2023 Spring programs and authorize the Town Supervisor to sign instructor contracts as required.

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: 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
Emily Vaughan	Library	Library Page PT	\$14.20	02/09/2023
Victoria Froula	Recreation	Student Helper PT	\$14.20	02/13/2023

This is subject to completion of the proper reviews and background checks for these candidates,

The following employees were recommended for a status change or for a salary adjustment due to change in status.

Minutes of the Town Board for February 7, 2023

Name	Position	Reason for Change	Rate	Effective Date
April Zurowski	PI & Zo Administrator	Promotion	\$29.40	01/30/2023
Julie Donnelly	REC ASST	Rehire – PT Seniors	\$15.98	02/06/2023
Emily Vaughn	Library Aide	Additional Position	\$15.98	02/09/2023
Zachary Condello	MEO III	Promotion	\$23.21	02/13/2023
Zachary Valletta	MEO III	Promotion	\$23.21	02/13/2023
Bryan Dahar	Sewer Spec I	Promotion	\$29.74	02/13/2023
Anthony VanScott	Sewer Spec I	Promotion	\$29.74	02/13/2023
Matthew Schneider	Sewer Inspector	Promotion	\$28.00	02/13/2023
Jacob Waters	Sewer Spec II	Promotion	\$26.28	02/13/2023
Kevin Smith	Sewer Spec III	Promotion	\$23.21	02/13/2023

On motion by Supervisor Smith, seconded by Deputy Supervisor Munzinger, the following resolution passed, with all members voting Aye:

RESOLVED, that the Town Board approves the appointment for the following employee(s):

Name	Dept	Position	Rate	Date of Hire
Emily Vaughan	Library	Library Page PT	\$14.20	02/09/2023
Victoria Froula	Recreation	Student Helper PT	\$14.20	02/13/2023

Name	Position	Reason for Change	Rate	Effective Date
April Zurowski	PI & Zo Administrator	Promotion	\$29.40	01/30/2023
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Matthew Schneider	Sewer Inspector	Promotion	\$28.00	02/13/2023
Jacob Waters	Sewer Spec II	Promotion	\$26.28	02/13/2023
Kevin Smith	Sewer Spec III	Promotion	\$23.21	02/13/2023

OTHER BUSINESS

Councilmember Koshykar asked for a discussion about a community swimming pool, noting concern among some residents over the School District’s proposed closing of its pool at Barker Road Middle School. Deputy Supervisor Munzinger and Supervisor Smith noted the Town had explored adding a pool when options for a community center went through the public review and vetting process that took place through 2015 and 2016. Estimates for building a pool with a new community center or adding a pool to the existing community center were deemed by the public and the Town Board to be cost prohibitive, in addition to anticipated maintenance costs. The public’s approval of the proposed renovation of the Spiegel Center without a pool was ratified in the public referendum on funding for the proposed project that passed by approximately 2 to 1. Councilmember Taylor observed that the School District has included in its proposed capital project funding to renovate its pool at Mendon High School. Recreation Director Hollenbeck noted that by 2020 competition among the Town, the YMCA, the JCC and various country clubs for lifeguards had made it impossible for the town to hire enough lifeguards to continue its aquatics program, which used a school pool. Councilmember Koshykar asked if it would be possible to see recreation aquatic program registration numbers going back to a few years prior to the pandemic.

Minutes of the Town Board for February 7, 2023

Councilmember Townsend mentioned Jackie Ebner of the Environmental Board has completed an inventory of greenhouse gas emissions by Town facilities and properties and can report at the next meeting. Ms. Ebner would provide the Board with documents prior to the presentation. Councilmember Townsend also mentioned that the Environmental Board recently discussed a new state program for local governments to purchase green products and services. By amending language in its the procurement process, the Town could obtain services and products with a lower environmental impact. The Town Attorney and staff will investigate this program further.

PUBLIC COMMENTS

Jake Oukes and Christine Hawker offered comments.

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 6:37 P.M.

The Town Board returned from the executive session at 6:52 P.M and the general meeting resumed.

Supervisor Smith proposed a motion, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Town Board authorizes the Supervisor to execute and deliver an offer to purchase certain real property for Town purposes under the terms and conditions of a Purchase and sale contract presented to the Town Board during an Executive Session of the Board at its regular meeting held on February 7, 2023, which Contract is subject to further Town Board approval should the offer be accepted; and the Supervisor be and hereby is authorized to execute and deliver a Town check to the property's listing agent in the amount of \$10,000 as a deposit upon the purchase price, in accordance with the terms of the Contract.

With no further business, the meeting adjourned at 6:53 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk