

Minutes of the Town Board for May 2, 2023

**TOWN OF PITTSFORD  
TOWN BOARD  
MAY 2, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, May 2, 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: Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O'Brien, Communications Director; Hayes Wallman, Deputy Town Clerk; Doug DeRue, Director of Planning and Zoning.

**ATTENDANCE:** Eighteen 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**

- Due to poor weather, Bike to School Day has been moved from tomorrow to Friday. Please use caution driving along the route to Jefferson Road Elementary.
- The Town of Pittsford annual Rabies Clinic will be held next Thursday, May 11 from 4:30 P.M. to 7:00 P.M. at the Highway Department Garage.
- May is Asian-Pacific Islander month; 1 in 10 residents of Pittsford can trace their heritage to this region and its rich culture and history.
- Staff members expect to shortly complete their work on reviewing the next section of the Zoning Code for update; once completed an update meeting will be scheduled.
- There are many events scheduled around Town in the coming weeks including Historic Pittsford's presentation on major tournaments at Oak Hill, the Town's PGA Family Night and Concert, Paddle and Pour and the Memorial Day Parade.

**PRESENTATION OF ANNUAL AUDIT BY THE BONADIO GROUP**

Randy Shepard of The Bonadio Group reviewed the findings of the 2022 fiscal year audit. He noted the Town continues to have strong internal controls and a sound financial status. In addition to the standard audit, there was a separate audit of ARPA expenditures due based on the total amount of funds expended.

**PRESENTATION BY FRIENDLY SENIOR LIVING**

Jerry Goldman, attorney for Friendly Senior Living; Glen Cooper, President, and CEO of Friendly Senior Living; and Andrew Burns of Passero Associates presented to the board a proposed revision of Friendly Living's original plan, approved in 2018, for the Barn Bazaar property at Clover and Jefferson. This would require Town Board approving a change to the PUD where the property is sited. The revised proposal maintains the same square footage and outward appearance previously approved but would increase the number of units from 115 to 191 and the parking spaces from 158 to 312. In addition, the project no longer would be restricted to people 55 and older. Town Board members asked whether infrastructure would support the increased number of apartments. Friendly Senior Living responded that this would be evaluated in a revised environmental review. Friendly Senior Living will hold a public information meeting for homeowners in the vicinity of the proposed project on Thursday,

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May 11 at the Spiegel Community Center. Councilmembers Townsend and Koshykar asked whether any portion of the proposed apartments would represent affordable housing. Friendly indicated that it expected to submit an application to the Town in the weeks following the neighborhood meeting.

### **OPERATIONAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

Supervisor Smith took Operational Matters out of order due to a staff scheduling issue.

### **ADOPTION OF THE MONROE COUNTY HAZARDOUS MITIGATION PLAN**

Commissioner of Public Works Schenkel explained that the plan has been updated since originally approved in 2017 and now needs to be readopted. The Resolution was moved by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**WHEREAS**, the Town Board of the Town of Pittsford recognizes the threat that natural and non-natural hazards pose to people and property within Pittsford; and

**WHEREAS**, the Town of Pittsford has prepared a multi-hazard mitigation plan, hereby known as the Monroe County Hazard Mitigation Plan 2023 Update in accordance with the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Monroe County Hazard Mitigation Plan 2023 Update identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Town of Pittsford from the impacts of future hazards and disasters; and

**WHEREAS**, the Pittsford Town Board is committed to an effective plan for hazard mitigation and to the goals outlined in the Monroe County Hazard Mitigation Plan 2023 Update.

**NOW THEREFORE, BE IT RESOLVED**, that the 2023 Hazard Mitigation Plan in the form proposed be and hereby is approved, as the same may be reasonably amended from time to time by the Town's Emergency Services Committee and the Monroe County Office of Emergency Management.

### **PGA PARKING RESTRICTIONS**

Commissioner Schenkel explained the proposed restrictions now presented have been enforced for previous PGA events and for the Buffalo Bills training camp, with the addition of making Maywood Avenue one-way only for the duration of the event, in addition to Kilbourn. The purpose is to ease the anticipated traffic congestion expected from increased use of Uber and similar services in recent years. Councilmember Taylor made the motion to approve the proposed parking restrictions, Deputy Supervisor Munzinger seconded, and members voted as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that for the period beginning at 5:00 A. M. on May 15, 2023 and ending at midnight on May 21, 2023, one-way traffic only shall be permitted on Kilbourn Road from the traffic signal on East Avenue to the Oak Hill entrance, and from the Oak Hill entrance to the un-signalized entrance on East Avenue and one-way traffic only shall be permitted on Maywood Avenue.

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**RESOLVED**, that for the period beginning at 5:00 A. M. on May 15, 2023, and ending at midnight on May 21, 2023, for each day from 5:00 A.M. to 10:00 P.M., parking, stopping and standing shall be prohibited on the following named streets, unless authorized by permit:

Allen Parkway  
Alpine Drive  
Bretton Woods Drive  
Country Club Drive  
Crestline Road  
East Avenue  
Ellingwood Drive  
Kilbourn Road  
Knollwood Drive  
Maywood Avenue  
North Country Club Drive  
Overbrook Road  
San Rafael  
Shelwood Drive  
Stoneleigh Court  
Sylvania Road

**FUTHER RESOLVED**, that the Commissioner of Public Works or his designee be and hereby are authorized to apply the same restrictions to the following streets, if deemed necessary or desirable:

Allen's Creek  
Creekside Lane  
East Avenue  
Malm Lane  
Pickwick Drive  
Pine Acres  
Old Landmark Lane  
Shoreham Drive  
Whitestone Lane

**FURTHER RESOLVED**, that the attached map, showing streets subject to these limitations, be and hereby is incorporated into and made a part of these Resolutions;

**FURTHER RESOLVED**, that for each affected street these restrictions will be enforceable upon the proper and adequate posting of signs on the street notifying motorists of these vehicular restrictions;

**FURTHER RESOLVED**, that any vehicle parked in violation of this resolution may be towed at the owner's expense;

**FURTHER RESOLVED**, that a violation of this resolution shall constitute an offense and shall be punished by fine not to exceed Twenty-five Dollars (\$25.00).

**PGA CHAMPIONSHIP PEDDLER AND HAWKER PERMIT RESTRICTIONS**

As has been done in the past, a Resolution to restrict peddling and hawking on the streets surrounding Oak Hill Country for the duration of the PGA Championship was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

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The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board accept the recommendation of the Commissioner of Public Works, and approves the restrictions of issuing any Peddler, Hawker, or Solicitor permits, and restricts any current permits during the above timeframe and locations.

Allens Creek	Kilbourn Road
Allen Parkway	Kingsbury Court
Alpine Drive	Landsdowne Lane
Bretton Woods Drive	Maywood Avenue
Briar Circle	Monroe Avenue
Briar Patch Road	New England Drive
Country Club Drive	North Country Club Drive
Cranswick Lane	Pilgrim Circle
Crestline Road	Pine Acres Drive
Dunbridge Circle	Overbrook Road
Duxbury Way	San Rafael Drive
East Ave. (NYS Rte 96)	Shelwood Drive
Ellingwood Drive	Stoneleigh Court
Fairport Road. (NYS Rte. 31F)	Sylvania Road
Harwood Lane	

### **MINUTES OF THE APRIL 4 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of April 18, 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 April 18, 2023, Town Board meeting are approved.

### **LEGAL MATTERS**

#### **PUBLIC COMMENT**

Steve Briggs, Nicolas George, Tim and Kim Winter and Joe and Martine Kenneally submitted comments.

### **REQUEST TO MODIFY EASEMENT AT 111 E. JEFFERSON RD**

Pastor Doug Langford of the Edgewood Free Methodist Church and Steven Carini presented to the Board the Church's request for a modification to the conservation easement on the Church's property, for the purpose of creating a playground. Following discussion among the Board, Pastor Langford and Mr. Carini, and in light of the public comments on this proposal, the Board declined to change the status of the conservation easement. The Board noted that this particular conservation easement was created specifically to provide owners of adjacent and nearby houses a reasonable buffer from any expansion of the YMCA, the prior owner of the site, and that this purpose remains important. Board members encouraged the Church to consider siting the playground elsewhere on its property; in that case the Church would be welcome to return with a new proposal.

### **FINANCIAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

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**APPROVAL OF DISPOSITION OF SURPLUS INVENTORY**

A resolution to approve the surplus inventory listed was made by Supervisor Smith and 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 attached list of equipment be declared surplus and be removed from the Town’s inventory.

Asset #	Year	Description	Department	Cost	Disposition
18968	2018	John Deere Garden Tractor X390	Parks	\$ 4,427.18	Auction
19778	2019	John Deere ZTR Mower Z930M	Parks	\$ 11,713.66	Auction
12032	1988	Walnut Desk	Town Clerk	\$ 500.00	Junked
12485	1988	Mahogany Table	Town Clerk	\$ 500.00	Transfer to DPW
11774	2001	3 Piece Desk	Town Clerk	\$ 1,656.00	Junked
11775	2001	3 Piece Desk	Town Clerk	\$ 2,112.00	Junked

**BUDGET TRANSERS APPROVED**

A resolution to approve the following budget transfers was offered by Supervisor Smith, 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:

Be it resolved that the following are approved:

That 3.7410.4127.24.3 (Library: E-Materials) be increased by \$18,697.39. The source of the funds will be grant money from the Friends and Foundation of the Rochester Public Library (FFRPL).

That 1.7550.4025.11.2 (Celebrations – PGA Tour Event) be increased by \$3,000 for a sponsorship from Pittsford Mustangs Soccer Club.

**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 Taylor, 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
Dina Isgro	Finance	Finance Assistant, PT	\$26.28	05/08/2023

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

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

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<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Rate</b>	<b>Effective Date</b>
Nirushan Manoharan	Network Administrator	Promotion	\$30.21	05/08/2023

The Resolution was declared passed as follows:

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Dina Isgro	Finance	Finance Assistant, PT	\$26.28	05/08/2023

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Rate</b>	<b>Effective Date</b>
Nirushan Manoharan	Network Administrator	Promotion	\$30.21	05/08/2023

**OTHER BUSINESS**

As part of our Tree City designation, Supervisor Smith asked for board approval for the Arbor Day Proclamation.

Councilmember Taylor congratulated the library staff for hosting author Susan Orlean last Monday.

Councilmember Townsend notified board members of proposed state legislation that would allow the State to donate surplus property to not for profits. She suggested contacting our State legislators to seek expansion of this legislation to allow municipalities such as the Town to do the same, and the Supervisor asked if she would do so on behalf of the Board.

Councilmember Koshykar asked that the Recreation Director discuss the Town's rules governing use of its facilities by private parties at the next meeting, inquiring specifically about sanctions for rule violations. The Supervisor will ask the Recreation Director to be prepared to discuss the rules.

**PUBLIC COMMENTS**

There were no comments.

With no further business, the meeting adjourned at 7:39 p.m.

Respectfully submitted,

Renee McQuillen  
Town Clerk