Proceedings of a meeting of the Pittsford Town Board held on Tuesday, October 3, 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, Stephanie Townsend and Kim Taylor.

ABSENT: None.

ALSO PRESENT: Staff Members: Brian Luke, Director of Finance; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; Shelley O’Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Five 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 ANNOUNCEMENTS
Supervisor Smith acknowledged the recent death of Delores DeCoste, Director of the Senior Center. Deputy Supervisor Munzinger spoke in memory of Delores.

MINUTES OF THE SEPTEMBER 19 MEETING APPROVED
A Resolution to approve the minutes of the Town Board meeting of September 19, 2023, 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 Minutes of the September 19, 2023, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS
No comments were submitted.

RELEASE OF RIGHT OF FIRST REFUSAL FOR 167 WILLARD ROAD
Supervisor Smith explained the conservation easement on this property stipulates that if the property is offered for sale, the seller must first offer it to the Town. Upon review the Town has decided not to purchase the property and is releasing its right to it through this action.

The Supervisor noted that releasing the right of first refusal to purchase does not in any way affect the conservation easement, which remains in its entirety on the property. Following brief discussion, the Supervisor then made a motion to release the Town’s right of first refusal for the property located at 167 Willard Road, 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 Town Board release its right of first refusal to purchase the property for sale at 167 Willard Road under the terms of the offer provided to the Town by the sellers.

FINANCE MATTERS

PUBLIC COMMENTS
No comments were submitted.

APPROVAL OF JCAP GRANT APPLICATION
Supervisor Smith explained the Town Court has asked for the Board’s approval to apply for a Justice Court Assistance Program (JCAP) grant. The court has applied for these grants in the past. Funds would pay for an intercom system at the front entrance and for window film to secure office windows. A Resolution to authorize the Town Court to proceed with their application for the Justice Court Assistance Program grant was offered by Councilmember Townsend and seconded by Councilmember Taylor and was voted on as follows by board members: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:
WHEREAS, the Pittsford Town Court has requested authorization from the Pittsford Town Board to apply for grant funding from the Justice Court Assistance Program (“JCAP”) during the upcoming grant cycle to pay to obtain an intercom system for the Court’s front door entrance as well as window film to secure office windows; and

WHEREAS, the Town Board wishes to accommodate and support the Town Court’s application for the JCAP grant which the Town Court seeks; and

WHEREAS, it was the decision of the Town Board that it should authorize the Town Court to apply for the JCAP grant.

NOW, on a motion duly made and seconded, it was

RESOLVED, that The Board of the Town of Pittsford authorizes the Pittsford Town Court to apply for a JCAP grant in the 2023-24 grant cycle up to $9,626.99.

EQUIPMENT SURPLUS APPROVAL
A resolution to approve the surplus items was offered by _________, seconded by ________, 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 attached list of equipment be declared surplus and be removed from the Town's inventory.

<table>
<thead>
<tr>
<th>Asset #</th>
<th>Year</th>
<th>Description</th>
<th>Department</th>
<th>Cost</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>20154</td>
<td>2019</td>
<td>Dual Laser Thermometer</td>
<td>Sewer</td>
<td>$131.91</td>
<td>Disposed</td>
</tr>
<tr>
<td>17272</td>
<td>2014</td>
<td>Hammer Drill 18V</td>
<td>Sewer</td>
<td>$229.00</td>
<td>Disposed</td>
</tr>
<tr>
<td>18791</td>
<td>2016</td>
<td>Stihl Chainsaw 16&quot;</td>
<td>Sewer</td>
<td>$434.00</td>
<td>Auction</td>
</tr>
<tr>
<td>15935</td>
<td>2007</td>
<td>Cut-off Saw</td>
<td>Sewer</td>
<td>$775.00</td>
<td>Auction</td>
</tr>
<tr>
<td>13790</td>
<td>1999</td>
<td>CH&amp;E 4&quot; Trash Pump on Trailer</td>
<td>Sewer</td>
<td>$8,949.00</td>
<td>Auction</td>
</tr>
<tr>
<td>13794</td>
<td>1999</td>
<td>Natural Gas Generator 80 KW</td>
<td>Sewer</td>
<td>$17,995.00</td>
<td>Auction</td>
</tr>
</tbody>
</table>
PERSONNAL MATTERS

PUBLIC COMMENTS
No comments were submitted.

HIRING/PERSONNEL ADJUSTMENTS APPROVED
A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval 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 passed as follows:
RESOLVED, that the Town Board approves the appointment for the following employee(s):

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Position</th>
<th>Rate</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Brand</td>
<td>REC</td>
<td>Afterschool Counselor</td>
<td>$14.20</td>
<td>10/04/2023</td>
</tr>
<tr>
<td>Meaghan Otero</td>
<td>REC</td>
<td>Afterschool Counselor</td>
<td>$14.20</td>
<td>10/04/2023</td>
</tr>
<tr>
<td>Carnell Jones</td>
<td>Court</td>
<td>Security y</td>
<td>$30.00</td>
<td>10/05/2023</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hayes Wallman</td>
<td>Real Property Appraiser</td>
<td>Replacement</td>
<td>$29.00</td>
<td>10/09/2023</td>
</tr>
</tbody>
</table>

OTHER BUSINESS
Councilmember Townsend shared the Environmental Board has organized subgroups for its work in connection with helping to prepare the Town’s Climate Action Plan (CAP). It has formed a separate subgroup for each of the following categories: water, transportation, municipal facilities, renewable energy, and waste and recycling. Each group will review existing policies and recommend actions to include the CAP. The Environmental Board plans to seek public response and comment to its recommendations once complete.

Councilmember Taylor congratulated Pittsford’s newest Eagle Scouts, Kyle Moore and Teddy Capana!

PUBLIC COMMENT
Jo Emerson offered a comment.

With no further business, the meeting adjourned at 6:16 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk