

Minutes of the Town Board for December 15, 2020

**TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 15, 2020**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, December 15, 2020 at 6:00 P.M. local time via Zoom.

- PRESENT:** Supervisor William A. Smith, Jr.; Kevin Beckford, Katherine B. Munzinger and Stephanie M. Townsend.
- ABSENT:** Councilmember Cathy Koshykar.
- ALSO PRESENT:** Staff Members: Spencer Bernard, Chief of Staff; Amanda Madigan, Library Director; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, Cheryl Fleming, Director of Personnel, and Shelley O'Brien, Communications Director.
- ATTENDANCE:** There were approximately thirty-three (33) members of the public in attendance, two (2) additional staff member(s) and an ASL interpreter.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M., and lead participants in the Pledge to the Flag. The Town Clerk noted one member of the Board absent, Councilmember Koshykar.

MINUTES

MINUTES OF THE NOVEMBER 17, DECEMBER 2 AND DECEMBER 7, 2020 APPROVED

A Resolution to approve the Minutes of the November 17, December 2 and December 7, 2020 meetings was offered for approval by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the November 17, December 2 and December 7, 2020 meetings be approved as written.

**LEGAL MATTERS
PUBLIC COMMENTS**

No comments were offered regarding Legal Matters.

PITTSFORD YOUTH SERVICES AGREEMENT APPROVED

Acknowledging and confirming the increase in funding to \$61,000, as provided in the adopted Town Budget for 2021, a Resolution to approve the annual Pittsford Youth Services Agreement was offered by Councilmember Townsend, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be authorized to enter into and sign the proposed Agreement with Pittsford Youth Services for calendar year 2021.

PITTSFORD ANIMAL HOSPITAL AGREEMENT APPROVED

A Resolution to approve the annual agreement with Pittsford Animal Hospital for dogs and cats that periodically are held at their facilities was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

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The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be authorized to execute the proposed agreement with the Animal Hospital of Pittsford for boarding and veterinary services involving stray animals for the year 2021.

ELDERBERRY EXPRESS AGREEMENT APPROVED

Noting the long-term (since 1987) relationship with Elderberry Express, a Resolution to approve the annual Elderberry Express Agreement was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be authorized to enter into and sign the proposed 2021 Agreement with Elderberry Express.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Financial Matters.

BUDGET TRANSFERS APPROVED

Supervisor Smith noted the addition to the Agenda items, with the proposed end of the year Budget Transfers that are necessary, and thereafter, offered a motion to approve the Budget Transfers, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the transfers are approved as follows:

- That \$ 24,700.00 be transferred from 1.1989.2001.3.1 (WT – IT Replacement Schedule) and \$11,250.00 from 1.1989.2002.1.1 (WT - Office Equipment Replacement Schedule) to 1.9950.9000.1.1 (WT -Transfer to Capital) and that these funds then be transferred to the Whole Town Office Equipment Capital Reserve.
- That \$62,598.00 be transferred from 1.1989.2025.2.7 (Park Equipment – Fleet Schedule) and \$22,749.00 from 1.1989.2029.1.1 (General Administration – Fleet Schedule) to 1.9950.9000.1.1 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.
- That \$746.00 be transferred from 2.1989.2001.3.1 (PT – IT Replacement Schedule) to 2.9950.9000.1.1 (PT – Transfer to Capital) and that these funds then be transferred to the PT – Office Equipment Capital Reserve.
- That \$480.00 be transferred from 2.1989.2029.1.1 (PT – Fleet Schedule) to 2.9950.9000.1.1 (PT – Transfer to Capital) and that these funds then be transferred to the PT – Equipment Capital Reserve.
- That \$10,427.00 be transferred from 4.1989.2003.2.4 (Highway – Fleet Schedule) to 4.9950.9000.1.4 (Highway WT – Transfer to Capital) and that these funds be transferred to the WT – Equipment Capital Reserve.
- That \$ 954.00 be transferred from 6.1989.2001.3.6 (Sewer – IT Replacement Schedule) and \$500.00 from 6.1989.2002.1.6 (Sewer – Office Equipment Replacement Schedule) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Office Equipment Capital Reserve.

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- That \$73,976.00 be transferred from 6.1989.2029.2.6 (Sewer – Fleet Schedule) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Equipment Capital Reserve.

AGREEMENT FOR GASB 75 ACTUARIAL SERVICES APPROVED

Finance Director, Brian Luke, gave a brief explanation of the proposed agreement in compliance with GASB 75 reporting requirements regarding the Town's Other Post-Retirement Employee Benefits (OPEB). Thereafter, a Resolution to authorize an Agreement with Brown and Brown Consulting for GASB (Government Accounting Standards Board) 75 Actuarial Services was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Supervisor is authorized to sign an agreement with Brown & Brown Consulting for GASB 75 Actuarial Services at a cost not to exceed \$2,250.00.

DECEMBER VOUCHERS APPROVED

A resolution to approve the proposed vouchers was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the December 2020 vouchers No. 149368 through 149719 in the amount of \$591,916.95 are approved for payment.

PERMA WORKERS COMPENSATION INSURANCE APPROVED FOR RENEWAL

Following the suggestion and acknowledgement of Councilmember Townsend's recommendation to solicit bids next year for this insurance policy, Deputy Supervisor Munzinger made a motion to approve the renewal of the insurance policy with PERMA (Public Employer Risk Management Association) for Workers Compensation insurance, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be authorized to sign the policy renewal with PERMA for Workers Compensation insurance.

OPERATIONAL MATTERS

PUBLIC COMMENTS

Supervisor Smith directed comments to be heard and read regarding the first three (3) items under Operational Matters first (Library Board appointments, Landmark Designation and Town of Brighton Snow and Ice Agreement for Allens Creek Road). Thereafter, the Board will entertain further comments regarding the Board discussion relative to Diversity Training and an Equity Advisory Board.

No comments were offered regarding the first three items under Operational Matters on the Agenda.

APPOINTMENT OF LORI LUSK TO THE LIBRARY BOARD OF TRUSTEES CONFIRMED

Following a brief explanation from Library Director, Amanda Madigan, of the process in seeking, selecting and reviewing applicants for a position on the Library Board of Trustees, a motion was offered by Deputy Supervisor Munzinger to appoint Lori Lusk to the Library Board, seconded by Supervisor Smith, and voted on by members as follows: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

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The Resolution was declared carried as follows:

RESOLVED, that the selection of the Library Board for appointment be and hereby is confirmed, ratified and approved, and Lori Lusk be and hereby is appointed to the Library Board for a term of five (5) years, effective January 1, 2021, with a term ending December 31, 2025.

RE-APPOINTMENT OF TRACY CASTLEBERRY TO THE LIBRARY BOARD OF TRUSTEES CONFIRMED

Upon the recommendation of the Library Board of Trustees, Supervisor Smith offered a motion to confirm the re-appointment of Tracy Castleberry for her second term to the Library Board of Trustees, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the selection of the Library Board for re-appointment be and hereby is confirmed, ratified and approved, and Tracy Castleberry be and hereby is appointed to the Library Board for another term of five (5) years, effective January 1, 2021, through December 31, 2025.

LANDMARK DESIGNATION OF EAST STREET BURYING GROUND APPROVED

Upon the recommendation of the Town Historian, and supported by the Town's Design Review and Historic Preservation Board, a Resolution to approve the Landmark Designation of the East Street Burying Ground was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be and hereby is authorized to execute on behalf of the Town the application for Landmark Designation of the East Street Burying Ground, in the form annexed hereto.

AGREEMENT WITH TOWN OF BRIGHTON FOR SNOW AND ICE CONTROL ON ALLENS CREEK ROAD APPROVED

A Resolution to approve the Agreement with the Town of Brighton for the Snow and Ice Control on Allens Creek Road was offered by Supervisor Smith, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board accepts the recommendation of the Commissioner of Public Works and authorizes the Town Supervisor to execute the Snow and Ice Control Intermunicipal Agreement with the Town of Brighton for Allens Creek Road in the amount of \$5,848.18 for the 2020/2021 winter season.

BOARD DISCUSSION: DIVERSITY TRAINING FOR TOWN STAFF AND PLANNING BOARD/ DISCUSSION: EQUITY ADVISORY BOARD PUBLIC COMMENTS

The following residents offered comments to the Board: John Limbeck, Chair of the Planning Board; Annalise Johnson-Smith and Jon Sussman.

Supervisor Smith opened the discussion by asking Councilmember Townsend to review her proposal and recommendations. Thereafter, Councilmember Townsend acknowledged the comments offered at the last meeting wherein this agenda item was discussed and recommended that a committee or commission be formed for an approximately six-month period of time, to review and develop specific recommendations to consider regarding diversity training as well as an Equity Advisory Board. Councilmember Townsend suggested that this commission/committee consist of two (2) Town Board members, two (2) staff members and four (4) residents. She suggested that we consider accepting applications for this commission in the same manner and at the same time

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as we do for all our other volunteer boards. Deputy Supervisor Munzinger stated her support in these recommendations and felt that it was a better starting point in moving forward. Councilmember Beckford suggested using the Ghandi Institute for guidance in these efforts and supports a formalized Board to be established on a long-term basis. Supervisor Smith encouraged Councilmember Townsend to work with Town Attorney Koegel to develop a Resolution to present to the Board for consideration at the second meeting in January, to form this commission or committee.

SPECIAL END-OF-THE-YEAR MEETING SET FOR DECEMBER 30 AT 10:00 A.M.

As is customary at the end of each fiscal year, the Town Board sets and holds an end-of-the-year meeting to approve the final vouchers and payments to close the year. Therefore, Supervisor Smith offered a motion to set the final end-of-the-year Town Board meeting for December 30 at 10:00 a.m., seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the special End-of-the-Year meeting be set for December 30 at 10:00 a.m. via Zoom.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Personnel Matters.

2021 HOLIDAY SCHEDULE APPROVED AS AMENDED

Councilmember Townsend requested that an additional Floating Holiday be added to the proposed Schedule of Holidays, giving all staff two (2) optional days in the year to use as an additional Holiday. Thereafter, a Resolution to approve the 2021 Holiday Schedule as amended was offered by Councilmember Townsend, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2021 Holiday Schedule be and hereby is approved as amended.

HIRING RECOMMENDATIONS APPROVED

A Resolution to approve the new hires was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The following Resolutions were declared carried as follows:

RESOLVED, that the Town Board approves the recommended hire for the following employees:

Name	Position	Rate	Date of Hire
April Newman	Library	Library Clerk – Perm PT	\$16.46 12/08/2020
Randy Marra	DPW	Asst Building Inspector –Perm PT	\$23.79 01/04/2021

OTHER BUSINESS

Supervisor Smith noted that Joule Assets had set a Public Information Meeting regarding Community Solar for December 16 at 6:00 p.m. – 7:00 p.m. via Zoom. Joule was supposed to have mailed a letter from the Town to all households advising them of the December 16 Zoom meeting. To date, no such letters have arrived in Pittsford. Therefore, in addition to the meeting tomorrow, there will be an additional meeting for which the Town will handle the mailing directly, at Joule's expense. Councilmember Townsend suggested consulting with the Town's Environmental Advisory Board about a project or projects to fund with the Community Sustainability fund.

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Supervisor Smith will contact the Board's Chairman. Councilmember Beckford inquired about plans for Martin Luther King Day and will confer with Recreation Director Jessie Hollenbeck on this subject.

PUBLIC COMMENTS

Residents Annalise Johnson-Smith and Jon Sussman offered comments.

As there was no further business, the Supervisor adjourned the meeting at 7:20 P.M.

Respectfully submitted,

Linda M. Dillon, Town Clerk