

COUNCIL MEMBERS Kate Bohne Munzinger, Deputy Supervisor Kevin Beckford Matthew J. O'Connor Stephanie Townsend

# TOWN BOARD AGENDA

# Town Hall – 11 S. Main Street, Pittsford – Lower Level Tuesday, February 5, 2019 – 6:00 PM

# **Call to Order**

### Minutes

Public Comment January 15, 2019

# General

# **Legal Matters**

Public Comment Local Law #1 of 2019, Reduced Speed Limit in Kilbourn Road Neighborhood Stop Signs – Kilbourn Road Neighborhood

# **Financial Matters**

## **Operational Matters**

Public Comment Bagged, Bundled and Containerized Yard Debris Contract

### **Personnel Matters**

Public Comment Hiring Recommendations Training

### **Recreational Matters**

Public Comment 2019 Spring Recreation Program Brochure Printing Vendor – Authorization Community Events Schedule

Other Business Public Comment Adjournment

# DRAFT TOWN OF PITTSFORD TOWN BOARD JANUARY 15, 2019

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, January 15, 2019 at 6:00 P.M. local time in Pittsford Town Hall.

- PRESENT: Supervisor William A. Smith, Jr.; Councilpersons Kevin Beckford, Katherine B. Munzinger, Matthew J. O'Connor and Stephanie Townsend.
- ABSENT: There were no Town Board members absent.
- ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Gregory J. Duane, Finance Director; Jessie Hollenbeck, Recreation Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, Shelley O'Brien, Communications Director and Suzanne Reddick, Assistant to Supervisor.
- ATTENDANCE: There were nineteen (19) members of the public in attendance, one staff member and an interpreter.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. Thereafter, the Town Clerk noted all members present and the Supervisor invited Councilman Beckford to lead in the Pledge to the Flag.

Supervisor Smith welcomed Monroe County Legislator Howard Maffucci and the entire Pittsford Village Board: Mayor Robert Corby and Trustees Frank Galusha, Dan Keating, Margaret Caraberis and Lili Lanphear.

# MEETING MINUTES OF DECEMBER 18, 2018 AND JANUARY 2, 2019 APPROVED

A Resolution to approve the Meeting Minutes of the December 18, 2018 and January 2, 2019 was offered by Supervisor Smith, seconded by Councilman Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Meeting Minutes of the December 18, 2018 and January 2, 2019 are approved as written.

### **MEETING MINUTES OF DECEMBER 31, 2018 APPROVED**

A Resolution to approve the Meeting Minutes of the December 31, 2018 was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger and Smith. Abstain: O'Connor and Townsend. Nays: None.

The Resolution was declared carried as follows: **RESOLVED**, that the Meeting Minutes of the December 31, 2018 are approved as written.

### SUPERVISOR'S ANNOUNCEMENTS

Supervisor Smith reminded the public of several events organized by residents and Councilman Beckford in conjunction with the upcoming holiday honoring the Rev. Dr. Martin Luther King, Jr. These include:

- Tonight, January 15: Pittsford Community Library Fisher Meeting Room, 6:30 9PM: Movie "Fences" and panel discussion immediately following the movie
- January 16: Pittsford Fire Hall Station No. 2, 465 Mendon Road, 7PM 9PM: Panel Discussion Pittsford graduates of color reflect on childhood experiences.

- January 17: Pittsford Community Library Fisher Meeting Room, 6:30PM 8PM: Movie "The Courage to Love" and panel discussion thereafter.
- January 19: Kings Bend Park, North Lodge: Story Telling Event, 12 1PM & 2-3PM.

# **PROCLAMATION IN HONOR OF MARTIN LUTHER KING, JR. DAY**

A Proclamation in honor of Martin Luther King Day was read aloud by the Town Board as follows:

**Whereas**, Dr. Martin Luther King, Jr. was an unwavering champion for justice and understanding, whose activism shined the light on injustice and illuminated our common humanity; and

**Whereas**, Dr. King's commitment to the ideals upon which America was founded – among them liberty, equality, and opportunity for all – reflect a true and enduring patriotism that changed the course of our country's history and to this day inspires our continued efforts to bring to life his dream that our citizens and residents "will be judged not by the color of their skin but by the content of their character;" and

Whereas, each of us should contribute to making our community better by working to assure equal opportunity for all citizens, and as Martin Luther King, Jr. Day is the only federal holiday commemorated as a national day of service, it offers an opportunity for us to give back to our community on the holiday and make an ongoing commitment to service throughout the year;

Dow, Therefore, Be It Known, on the occasion of the nation's 34<sup>th</sup> annual celebration of **Martin Luther King, Jr. Day**, that the members of the Town Board of Pittsford recognize Dr. King's legacy of justice, non-violence, equal opportunity and brotherhood, and those aspects of our lives and experience that unite, rather than divide; and proclaim the enduring relevancy of that legacy for our nation and our community; and

Be it **further Known**, that it is with appreciation and a commitment to Dr. King's ideals that the members of the Pittsford Town Board ask our fellow residents to join us in remembering and honoring the life, work and legacy of **Rev. Dr. Martin Luther King, Jr.**, on the national holiday in his honor, **January 21, 2019**, and every day.

# LEGAL MATTERS

No public comments were offered regarding the items listed on the Agenda under Legal Matters.

#### CONSULTING AGREEMENT WITH SWBR APPROVED

Councilman O'Connor confirmed with Attorney Koegel that the cost of SWBR, TYLO and MRB code compliance services is eventually borne not by the Town, but by the applicants such as developers. A Resolution to approve the proposed Agreement for Code Compliance Services with SWBR was offered by Councilman O'Connor, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approves the proposed Agreement for Code Compliance Services with SWBR and authorizes the Town Supervisor to sign the Agreement.

### COMPLIANCE AND ENGINEERING SERVICES WITH TYLI APPROVED

A Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with TYLI was offered by Supervisor Smith, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approve the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorizes the Town Supervisor to sign the Agreement.

# AGREEMENT WITH MRB GROUP, P.C. APPROVED

A Resolution to approve the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C. was offered by Deputy Supervisor Munzinger, seconded by Councilman Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

#### The Resolution was declared carried as follows:

**RESOLVED,** that the Town Board authorizes the Town Supervisor to sign the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C., for consulting engineering services.

# HIGH STREET – SEWER TRANSMISSION AGREEMENT WITH VILLAGE OF PITTSFORD APPROVED

Following a brief description and explanation of the proposed High Street Sewer Transmission Agreement with the Village of Pittsford, during which Councilman O'Connor confirmed that 11 of 14 residential lots are being serviced by the High Street Extension and all maintenance is performed by the Village, a Resolution to approve the agreement was offered by Supervisor Smith, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

#### The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board of the Town of Pittsford authorizes the Supervisor to enter into the Sewer Transmission Agreement submitted herewith for the transmission of sewage from residences on High Street within the Town of Pittsford to the sewer system of the Village of Pittsford.

# BRADLEY LAW FIRM ENGAGEMENT LETTER AMENDMENT APPROVED

After Councilman O'Connor confirmed with Attorney Koegel that the proposed \$5,000 amendment would likely be the final amendment after two years of engagement with the law firm, a Resolution to approve a letter of agreement with the Bradley law firm to spend up to \$5,000 on continued representation of the Town's interest in negotiations with Charter Communications was offered by Deputy Supervisor Munzinger, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED,** that the Town Board of the Town of Pittsford authorizes the Supervisor to execute a letter agreement with the Bradley law firm to spend up to \$5,000 on continued representation of the Town's interest in negotiations with Charter Communications over the renewal of the Town's cable franchise agreement.

# **FINANCIAL MATTERS**

No public comments were offered regarding the items listed on the Agenda under Financial Matters.

# **JANUARY 2019 VOUCHERS APPROVED**

A Resolution to approve January 2019 vouchers was moved by Supervisor Smith, seconded by Councilwoman Townsend, and voted on by the members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

#### The Resolution was declared carried as follows:

**RESOLVED**, that the January 2019 vouchers No. 140006 through No. 140227 in the amount of \$ 1,053,821.27 are approved for payment.

# **OPERATIONAL MATTERS**

No public comments were offered regarding the items listed on the Agenda under Operational Matters.

# HARLADAY HOTS, INC. VENDING PERMIT AUTHORIZED

A Resolution to authorize the issuance of a Food Vending Permit to Harladay Hots, Inc. was offered by Councilwoman Townsend, seconded by Deputy Supervisor Munzinger, and voted on by the members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

#### The Resolution was declared carried as follows:

**RESOLVED,** that Town Board approves the proposed Food Vending Permit to Harladay Hots, Inc., for a vending unit on the Town owned property, located at 10 North Main Street, from May 1, 2019 through October 31, 2019, seven days a week from 10:00 a.m. – 3:00 p.m., and that the Town Supervisor is authorized to issue the Permit.

# INTERMUNICIPAL GIS (GEOGRAPHIC INFORMATION SERVICES) COOPERATIVE AGREEMENT APPROVED

After confirming that Town GIS data is available to residents upon request, a Resolution to approve the Intermunicipal GIS Cooperative Agreement was offered by Councilman O'Connor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED,** that based on the recommendation of the Commissioner of Public Works, the Town Board authorizes the Supervisor to sign the Intermunicipal GIS Cooperative Agreement with the Pittsford Central School District, Village of Pittsford and Pittsford Fire District.

# PERSONNEL MATTERS

No public comments were offered regarding the items listed on the Agenda under Personnel Matters.

# HIRING RECOMMENDATIONS APPROVED

Councilman O'Connor confirmed that he audited the records for the proposed rehires, noting that all the documents were in order. Thereafter, a Resolution to approve the proposed rehiring and personnel adjustments was offered by Councilman O'Connor and seconded by Deputy Supervisor Munzinger. Following clarification by Supervisor Smith upon inquiry by Councilwoman Townsend regarding the Constituent Services Coordinator civil service position, members voted as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approve the following persons for employment as rehires and confirm as the date of rehire as indicated hereto:

Name	Department	Position	Rate	Date of Hire
Gail Sofia	REC	Rec Asst 3 PT	\$12.30	01/03/2019
Spencer Bernard	Comm Svces	Constituent Services Coord	\$39.56	01/07/2019
Catherine Downs	REC	Rec Asst 3 PT	\$13.50	01/09/2019
Sophia Niculescu	REC	Asst 1 PT	\$11.10	01/14/2019

# And be it further

**RESOLVED**, that the Town Board approves the status and salary changes for the following employees:

Name	Position	Reason for Change	Rate	Effective Date
Stacy Hollenbeck	Town Courier-PT	Replacement-Retiree	\$13.500	1/02/2019
Kate Procious	Librarian III	Replacement	\$27.77	01/21/2019

# UPDATE TO EMPLOYEE HANDBOOK APPROVED

A Resolution to approve an update to the Employee Handbook was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED,** that "holiday" be stricken from the sentence in Section 4.3 of the Employee Handbook and Personnel Rules that reads "An employee may automatically carryover up to three (3) days of vacation/holiday time."

# STAFF TRAINING APPROVED

A Resolution to approve Parks Foreman Jessica Neal to attend the 2019 Sports Turf Conference and Trade Show was offered by Councilwoman Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED,** that Parks Foreman Jessica Neal be approved to attend the 2019 Sports Turf Conference and Trade Show that will be held on February 12, 2019 at the Doubletree Hotel in Henrietta at a one-day conference cost of \$90.00.

### **PUBLIC COMMENT**

No members of the public offered comments.

As there was no further business, the Supervisor adjourned the meeting at 6:24 P.M. The Supervisor and Town Board members then departed for the Town Library, to read the Martin Luther King Proclamation before the movie "Fences."

Respectfully submitted,

Linda M. Dillon Town Clerk

# OFFICIAL BOARD MINUTES ARE ON FILE IN THE OFFICE OF THE TOWN CLERK

To: Town Board Members

From: Robert B. Koegel

Date: January 25, 2019

Regarding: Local Law #1 of 2019 - Town Code change setting a 25 mph speed limit in Kilbourn Road neighborhood

For Meeting On: February 5, 2019

Ladies and Gentlemen:

Proposed Local Law #1 of 2019 would amend Town Code §145-5 by changing the speed limit on Kilbourn Road, Overbrook Road, Stoneleigh Court, Maywood Avenue, and Ellingwood Drive from 30 mph to 25 mph.

Attached is the proposed Local Law #1, with the proposed speed limit change included.

It is respectfully submitted that the proposed Code change is an appropriate safety measure.

# **RESOLUTION**

I move that a public hearing be set for February 21, 2019 at 6:00 pm, local time, at the Pittsford Town Hall, to consider Proposed Local Law #1 of 2019, amending §145-5 of the Pittsford Town Code to set a 25 mph speed limit on Kilbourn Road, Overbrook Road, Stoneleigh Court, Maywood Avenue, and Ellingwood Drive.



At a Regular Meeting of the Town Board of the Town of Pittsford, New York held at the Town Hall, Pittsford, New York, on the 5th day of February, 2019.

PRESENT: William A. Smith, Jr., Supervisor Katherine Bohne Munzinger, Deputy Supervisor Kevin S. Beckford, Councilman Matthew J. O'Connor, Councilman Stephanie Townsend, Councilwoman

ABSENT: None

In the Matter

of

THE ADOPTION OF PROPOSED LOCAL LAW NO. 1 of 2019: AMENDING §145-5 OF THE CODE OF THE TOWN OF PITTSFORD TO SET A 25 MPH SPEED LIMIT ON KILBOURN ROAD, OVERBROOK ROAD, STONELEIGH COURT, MAYWOOD AVENUE, AND ELLINGWOOD DRIVE.

#### **Resolution to Set Public Hearing**

WHEREAS, true and correct copies of proposed Local Law No. 1 of 2019, amending §145-5 of the Code of the Town of Pittsford to set a 25 mph speed limit on Kilbourn Road, Overbrook Road, Stoneleigh Court, Maywood Avenue, and Ellingwood Drive, were delivered to each member of the Town Board; and

WHEREAS, due consideration has been given to the adoption of said proposed Local Law No. 1 of 2019, by all members of the Town Board who were present; and

WHEREAS, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 21st day of February, 2019, at 6:00 p.m. at the Town Hall, 11 South Main Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 1 of 2019;

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 21st day of February, 2019, at

6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on the question of the adoption of said proposed Local Law No. 1 of 2019; and be it further

RESOLVED, that a Notice of Hearing and a copy of said proposed Local Law No. 1 of 2019, or a summary thereof, be published in a newspaper previously designated as an official newspaper for publication of public notices, not less than five (5) days prior to said hearing; and be it further

RESOLVED, that the Town Clerk shall post certified copies of both this resolution and said proposed Local Law No. 1 of 2019, or a summary thereof, on the bulletin board, maintained by the Town Clerk pursuant to § 40(6) of the Town Law, for a period of not less than five (5) days prior to said public hearing.

Said matter having been put to a vote, the following votes were recorded:

William A. Smith, Jr.	VOTING
Katherine Bohne Munzinger	VOTING
Kevin S. Beckford	VOTING
Matthew J. O'Connor	VOTING
Stephanie Townsend	VOTING

The resolution was thereupon declared duly adopted.

DATED: February 5, 2019

Linda M. Dillon, Town Clerk

I, LINDA M. DILLON, Clerk of the Town Board of the Town of Pittsford, New York, DO HEREBY CERTIFY that I have compared a copy of the resolution as herein specified with the original in the minutes of the meeting of the Town Board of the Town of Pittsford and that the same is a correct transcript thereof and the whole of the said original.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of February, 2019.

Linda M. Dillon, Town Clerk

# NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that a public hearing will be held by the Town Board of the Town of Pittsford, New York, at the Town Hall, 11 South Main Street, Pittsford, New York, on the 21st day of February, 2019, at 6:00 o'clock P.M., Local Time, on the proposed adoption of Local Law No. 1 of 2019 which would amend section 145-5 of the Pittsford Town Code to set a 25 mph speed limit on Kilbourn Road, Overbrook Road, Stoneleigh Court, Maywood Avenue, and Ellington Drive. The specific language contained in proposed Local Law No. 1 of 2019 is available for review in the Town Clerk's Office.

The aforesaid public hearing has been directed to be held pursuant to a Resolution of the Town Board of the Town of Pittsford, New York, duly adopted at a meeting of said Board on the 5th day of February, 2019.

Dated: February \_\_, 2019

Linda M. Dillon Town Clerk Town of Pittsford

# BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF PITTSFORD NEW YORK AS FOLLOWS:

# LOCAL LAW NO. 1 OF 2019: AMENDING §145-5 OF THE CODE OF THE TOWN OF PITTSFORD TO SET A 25 MPH SPEED LIMIT ON KILBOURN ROAD, OVERBROOK ROAD, STONELEIGH COURT, MAYWOOD AVENUE, AND ELLINGWOOD DRIVE

### Sec. 1 Title

This Local Law shall be known as "Local Law No. 1 of 2019: Amending §145-5 of The Code of the Town of Pittsford to set a 25 mph speed limit on Kilbourn Road, Overbrook Road, Stoneleigh Court, Maywood Avenue, and Ellingwood Drive."

#### Sec. 2 Amendments to Existing Law

The Code of the Town of Pittsford, Chapter 145, Article II, shall be amended to revise §145-3 to read as follows:

#### § 145-5. Special-hazard zones.

Except when a special hazard exists that requires lower speed for compliance with § <u>145-2B</u>, it shall be unlawful for any person to drive a vehicle in the Town at a speed in excess of the following speeds on the streets or parts of streets listed below:

## Name of Street

Name of Street	Maximum Speed (mph)
Allen Parkway	25
Alpine Drive	25
Bedford Way	25
Beech Road	25
Brook Road	25
Burncoat Way	25

# Name of Street

Name of Street	<b>Maximum Speed</b>
Name of Street	(mph)
Buttermilk Hill Road	25
Crestline Road	25
Crestview Drive	25
Cricket Hill Drive	25
Croft Road	25
East Brook Road	25
East Park Road	25
Ellingwood Drive	25
Hearthstone Road	25
Hilltop Drive	25
Kilbourn Road	25
Knobb Hill Drive	25
Long Meadow Circle	25
Maywood Avenue	25
Meadow Wood Circle	25
Mitchell Road	25
Overbrook Road	25
Reitz Circle	25
Reitz Parkway	25
Sandpiper Lane	25
Schoen Road	25
School Lane	25
Shelwood Road	25
Sheridan Court	25
Smead Road	25
Standish Way	25
Stoneleigh Court	25
Sunset Boulevard	25
West Brook Road	25
Woodland Road	25

Sec. 3 Severability

If any clause, sentence, phrase, paragraph or any part of this Local Law shall for any reason be adjudicated finally by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Local law, but shall be confined in its operation and effect to the clause, sentence, phrase, paragraph or part thereof, directly involved in the controversy or action in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that the remainder of this Local Law would have been adopted had any such provision been excluded.

#### Sec. 4 Effective Date

This Local Law shall take effect immediately upon filing with the Secretary of State.

To: Pittsford Town Board From: Paul Schenkel - Commissioner of Public Works Date: January 28, 2019

Regarding: Addition of Stop Signs in the Kilbourn Road Neighborhood

For Meeting On: February 5, 2019

Ladies and Gentlemen:

This past November, residents meet with the Town to discuss concerns over the amount and speed of traffic traveling through the Kilbourn Road neighborhoods. Our traffic counters do show that the majority of motorists are exceeding the posted 30 MPH speed limit. From the comments offered at the meeting, it was determined that the addition of Stop Signs at various intersection could help control speed though the neighborhood. As you may recall, Town Board must authorize the addition of any regulatory traffic signs on Town and County roads and that they must be individually listed in the Traffic Control Device Inventory maintained by myself, as the Highway Superintendent.

I recommend that the following Stop Signs be added to the Traffic Control Device Inventory and that they be installed as soon as weather permits:

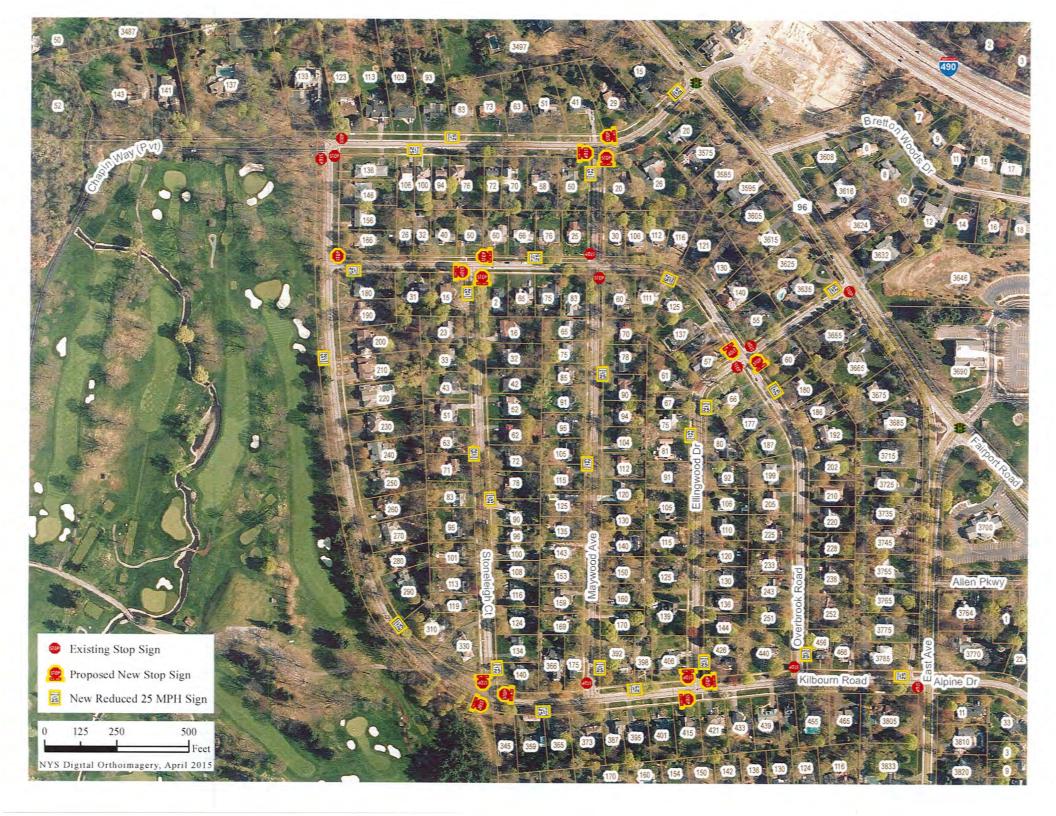
- Kilbourn Road (South) at Ellingwood Drive, to create a 3-way stop
- Kilbourn Road (South) at Stoneleigh Court, to create a 3-way stop
- Kilbourn Road (North) at Maywood Avenue, to create a 3-way stop
- Ellingwood Drive at Overbrook Road, to create a 4-way stop
- Overbrook Road at Stoneleigh Court, to create a 3-way stop
- Overbrook Road at Kilbourn; Road (North)

The attached map highlights in yellow the new signs.

In the event the Town Board determines that the proposed action should be taken, the following Resolution language is suggested:

**Resolved,** that based on the recommendation of the Commissioner of Public Works, that Town Board authorizes that additional stop signs be added to the Traffic Control Device Inventory for the Kilbourn Road neighborhood.





To: Pittsford Town Board From: Paul Schenkel - Commissioner of Public Works Date: January 30, 2019

Regarding: Extend Contract for Bagged, Bundled and Containerized Yard Debris Pick up

For Meeting On: February 5, 2019

Ladies and Gentlemen:

The Town's contract for Bagged, Bundled and Containerized Yard Debris Pickup has expired on December 31, 2018. The Town, upon approval of the contractor, has the option to renew the 2016 contract for up to two (2) additional one (1) year terms at the existing bid pricing. We have received a request from Lakeside Rolloff Services, LLC, expressing their wishes to extend the contract through 2019, see attached. I suggest that Town Board renew our contract with Lakeside Rolloff Services, LLC, for one (1) additional year as written in the original bid specification.

In the event the Town Board determines that the proposed action should be taken, the following Resolution is suggested:

**Resolved,** that Town Board authorizes to extend the contract with Lakeside Rolloff Services, LLC, for the Bagged, Bundled and Containerized Yard Debris Pickup for 2019, at the cost of \$144.35 per ton as stated in the original 2016 bid specifications.



BUILDING PRODUCTS, INC. 5954 ROUTE 31 • BROCKPORT, NY 14420 (585) 637-4710 • FAX (585) 637-4784 ROLLOFF SERVICES, LLC 6296 LAKESIDE ROAD • ONTARIO, NY 14519 (315) 524-3100 • FAX (315) 524-5229

January 31, 2019

Town of Pittsford Department of Public Works Attn: Paul Schenkel 11 South Main Street Pittsford, NY 14534

Dear Paul,

This communication is for the purpose of declaring our intentions to continue with the agreement between Lakeside Rolloff Services, LLC and the Town of Pittsford. | appreciate the opportunity to extend the 2016 – 2017 bid agreement into the 2019 season.

Thank you for the continued opportunity.

Sincerely,

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Bradly Burns / Member Lakeside Rolloff Services, LLC

To: Pittsford Town Board

From: Cheryl Fleming, Acting Personnel Director

### Date: January 22, 2019

### Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: February 5, 2019

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

Name	Department	Position	Rate	Date of Hire
Henry Webb	Recreation	Rec Asst – PT	\$11.10	01/28/2019
Koby Wallman	Sewer	Seasonal Rehire	\$11.25	01/28/2019
Jessica Yaeger	DPW	Planning Board Sec	\$19.46	02/04/2019

All the proper reviews and background checks have been completed for these candidate(s) and have received appropriate sign off by the Town Board representative.

Name	Department	Position	Rate	Date of Hire
Henry Webb	Recreation	Rec Asst – PT	\$11.10	01/28/2019
Koby Wallman	Sewer	Seasonal Rehire	\$11.25	01/28/2019
Jessica Yaeger	DPW	Planning Board Sec	\$19.46	02/04/2019

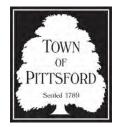
The following employee(s) are recommended for a status change and/or salary change due to a change in status.

Name	Position	Reason for Change	Rate	Effective Date
Andrew McCloskey	MEO II	Promo-Pay Adjustment	\$23.00	retro-11/26/2018
Logan Seymour	MEO II	Promo-Pay Adjustment	\$23.00	retro-11/26/2018
Elijah Fleming	Rec Asst II	Added Position	\$12.00	01/25/2019
Madelyn Haywood	Rec Asst II	Added Position	\$12.00	01/25/2019
Stacy Hollenbeck	Admin-taxes	Added Position-Temporary	\$11.10	02/04/2019

Should the Board approve the above recommendations and personnel adjustments, the following resolution is being proposed, RESOLVED, that the Town Board approves the status and salary changes for the following employee(s):

Name	Position	Reason for Change	Rate	Effective Date
Andrew McCloskey	MEO II	Promo-Pay Adjustment	\$23.00	retro-11/26/2018
Logan Seymour	MEO II	Promo-Pay Adjustment	\$23.00	retro-11/26/2018
Elijah Fleming	Rec Asst II	Added Position	\$12.00	01/25/2019
Madelyn Haywood	Rec Asst II	Added Position	\$12.00	01/25/2019
Stacy Hollenbeck	Admin-taxes	Added Position-Temporary	\$11.10	02/04/2019

In the event the Town Board determines that the proposed action should be taken, I move that the subject Employee(s) be approved for the date of hire as indicated.



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: January 28, 2019

Regarding: Training - Finger Lakes Building Officials Association

For Meeting On: February 5, 2019

Ladies and Gentlemen:

The Town of Pittsford's Code Enforcement Officer, Building Inspectors, and Fire Marshall are required to attend training. They must obtain 24 hours of Continuing Education credit. The Finger Lakes Building Officials Association (FLBOA) provides the training on yearly basis. This year's training will be at the RIT Inn and Conference Center from March 11 – 13, 2019.

Please find attached registrations for Kelly Cline, Mark Lenzi, Allen Reitz and LJ Sutherland. This training is a budgeted item.





# INVOICE

December 10, 2018

INVOICE No: NY0005627 - 2019

Payable To: FLBOA PO BOX 1117 PENFIELD NY 14526

Phone: 585-340-8635 PLEASE REMIT TO NEW ADDRESS ABOVE

Attendee: PATRICIA CLINE 11 SOUTH MAIN STREET PITTSFORD NY 14534

Attendance at The FINGER LAKES BUILDING OFFICIALS EDUCATIONAL CONFERENCE March 11 - 13, 2019 \$390.00

## TOTAL AMOUNT DUE

\$390.00

PLEASE MAKE CHECKS PAYABLE TO: FLBOA

TAX ID: 16-1169037

NYS VENDOR ID: 1000028763

**Registrar: Andy Suveges** 

# FLBGA Finger Lakes Building Officials Association, Inc.

# INVOICE

December 10, 2018

INVOICE No: CE1000371 - 2019

Payable To: FLBOA PO BOX 1117 PENFIELD NY 14526

Phone: 585-340-8635 PLEASE REMIT TO NEW ADDRESS ABOVE

Attendee: MARK LENZI 11 S. MAIN STREET PITTSFORD NY 14534

Attendance at The FINGER LAKES BUILDING OFFICIALS EDUCATIONAL CONFERENCE March 11 - 13, 2019 \$390.00

# TOTAL AMOUNT DUE

\$390.00

# PLEASE MAKE CHECKS PAYABLE TO: FLBOA

TAX ID: 16-1169037

NYS VENDOR ID: 1000028763

**Registrar: Andy Suveges** 



# INVOICE

January 3, 2019

INVOICE No: NY0058202 - 2019

Payable To: FLBOA PO BOX 1117 PENFIELD NY 14526

Phone: 585-340-8635 PLEASE REMIT TO NEW ADDRESS ABOVE

Attendee: LJ SUTHERLAND 11 S MAIN ST PITTSFORD NY 14534

Attendance at The FINGER LAKES BUILDING OFFICIALS EDUCATIONAL CONFERENCE March 11 - 13, 2019 \$390.00

# TOTAL AMOUNT DUE

\$390.00

# PLEASE MAKE CHECKS PAYABLE TO: FLBOA

TAX ID: 16-1169037

NYS VENDOR ID: 1000028763

**Registrar: Andy Suveges** 

# FILE Officials Association, Inc.

# INVOICE

December 10, 2018

INVOICE No: NY0054752 - 2019

Payable To: FLBOA PO BOX 1117 PENFIELD NY 14526

Phone: 585-340-8635 PLEASE REMIT TO NEW ADDRESS ABOVE

Attendee: ALLEN REITZ 11 S MAIN STREET PITTSFORD NY 14534

Attendance at The FINGER LAKES BUILDING OFFICIALS EDUCATIONAL CONFERENCE March 11 - 13, 2019 \$390.00

# TOTAL AMOUNT DUE

\$390.00

PLEASE MAKE CHECKS PAYABLE TO: FLBOA

TAX ID: 16-1169037

NYS VENDOR ID: 1000028763

**Registrar: Andy Suveges** 

To: Pittsford Town Board From: Paul Schenkel - Commissioner of Public Works

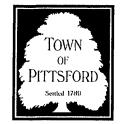
Date: January 31, 2019

Regarding: Training - Western New York Stormwater Management

For Meeting On: February 5, 2019

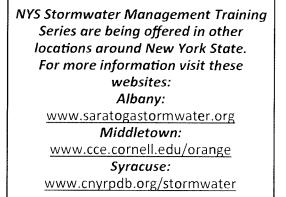
Ladies and Gentlemen:

I would like to send our Engineering Assistant, Melissa Multer to the Western New York Stormwater Management Training Series – Wet Pond Design that is to be held at Monroe Community College on Wednesday, February 27, 2019. The cost to attend the session is \$100 and is budgeted for. Please see the attached training notice for your reference.



# ADDITIONAL STORMWATER TRAININGS AVAILABLE

Please visit the MCSWCD Website at: <u>www.monroecountyswcd.org</u> for registration information on these trainings. Monroe County Soil & Water Conservation District 145 Paul Road, Building #5 Rochester, NY 14624 Phone: 585-753-7380 Email: joshlafountain@monroecounty.gov



The New York Regional Stormwater Training Centers are a Statewide Partnership between Cornell Cooperative Extension Orange and Saratoga Counties, the Central New York Regional Planning & Development Board, and Monroe County SWCD. Our goal is to provide the best technical training to all stormwater professionals working in New York State.

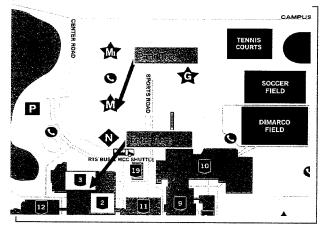
Programs and services offered through the Monroe County Soil & Water Conservation District (MCSWCD) are made possible through the financial support of the County of Monroe, State of New York, specialized grant opportunities, and fundraising programs. All MCSWCD programs and services are offered on a nondiscriminatory basis without regard to race, color, national origin, political beliefs, religion, sex, age, marital status, sexual orientation, or disability. Should you need reasonable disability related accommodations they may be requested by contacting the MCSWCD. This includes sign language interpreters or requests that require information to be provided in alternative formats.







Registrants must park in Lot M between Center Road and Sports Road on the Brighton Campus. Refer to the Campus Map on MCSWCD Stormwater Training Page at : <u>http://</u> www.monroecc.edu/about-mcc/locations-maps/brighton-campus/



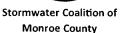
Monroe Community College (Brighton Campus) 1000 East Henrietta Road Rochester, NY 14623 Class Room 209 (Empire Room) **OR** Room 130 (Forum Room) in Building 3. Registration: 8:00-8:30 AM Class: 8:30 AM-4:30 PM





Sponsored by:









Monroe County Soil & Water Conservation District







# PRINCIPAL INSTRUCTOR John Dunkle, P.E., CPESC, CPMSM

John has been a practicing civil engineer since 1981, and is a Certified Professional in Erosion and Sediment Control (CPESC), and a Certified Professional in Municipal Stormwater Management (CPMSM). John has prepared and reviewed Stormwater Pollution Prevention Plans (SWPPPs), provided guidance for Municipal Separate Storm Sewer Systems (MS4s), and participated with DEC in the development of the current stormwater regulations. John also teaches a graduate level Stormwater Management class at SUNY-**Environmental Science & Forestry, and** has been conducting stormwater trainings across New York State for over 14 years.

#### WHO SHOULD ATTEND

- Consulting/municipal design engineers
- Code Enforcement Officers
- Municipal planning board members
- Land use planners/developers
- Stormwater professionals
   Teachers
- Municipal staff 
   Landscape Architects

#### **WORKSHOP FEES**

- \$230 per session
- \$100 per session for members of the Stormwater Coalition of Monroe County
- A 10% discount will be given to any individual registrant that attends all four courses

2019	Courses
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# 7 PDHs, 7 LUs, and 7 CEUs are expected to be awarded for all of these classes.

Course	Date	What You Will Learn Full class descriptions available at www.monroecountyswcd.org
SWPPP Preparation and Review	1/30/2019	This class will explore the preparation, review and implementation of Stormwater Pollution Prevention Plans (SWPPP). This class will review all of the required elements of partial and full SWPP's, including site planning, Erosion & Sediment Control, hydrology, good housekeeping, post construction management and maintenance. Preparation and review checklists and class examples of residential, commercial, MS4, and MSGP SWPPP's will be provided.
Wet Pond Design	2/27/2019	This class will examine the various components of a wet pond system, and review design elements needed for the proper operation of ponds. Working with a specific pond site, we will begin by establishing the tributary drainage areas and associated hydrology. We will then determine the various pond storage volumes and complete the design of an outlet structure to manage the flows.
Floodplains and Watershed Hydraulics	3/27/2019	This class will discuss the importance in being able to adequately model and predict flood plains and floodways as climate change continues to influence flooding conditions. The Hydrologic Engineering Center's River Analysis System (HEC- RAS) computer program is a powerful tool developed by the US Army Corps of Engineers (USACE) to model river, stream and reservoir hydraulics, and is used by Federal Emergency Management Agency (FEMA) to create the community Flood Insurance Rate Maps (FIRM's). This workshop will provide a hands-on introduction to using the HEC-RAS modeling techniques to generate hydraulic profiles and to analyze and map flood plains and floodways using actual site conditions.
Stormwater and the Multi-Sector Permit	5/15/2019	The class, which will be co-presented with NYSDEC and Andy Sansone of Monroe County, will review the specific MSGP sectors, SWPPP preparation, and Best Management Practices (BMP). The preparation of the necessary forms to obtain and support MSGP permit coverage (Notice of Intent, Annual Certification Report, and others) will be presented, and the relationship between the MSGP and the MS4 permit will be explained. Specific sector, site, and BMP design examples and problems will be provided.

#### REGISTRATION

To register, please fill out the online registration through the MCSWCD website: <u>www.monroecountyswcd.org</u> **OR** download a registration form and email it to joshlafountain@monroecounty.gov **OR** mail to the address

Joshiarountain@monroecounty.gov **OR** mail to the ad listed below.

Registration and payment must be received by our office at least 1 week prior to the class date.

> Monroe County Soil & Water Conservation District 145 Paul Road, Building #5 Rochester, NY 14624

We now accept credit card payments over the phone or online through our website

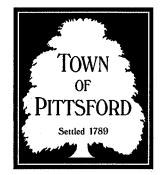
#### OR

By check mailed to our office. Please make checks payable to **MCSWCD**. No refunds.

Classes will be held from 8:30am-4:30pm Registration from 8:00am-8:30am

Classes will be held in the Empire Room (Room 209) or in the Forum (Room 130) in Building 3 at Monroe Community College (Brighton Campus). Additional details will be send to registered individuals prior to the class date

To: William A. Smith and Town BoardFrom: Jessie Hollenbeck, Recreation DirectorDate: January 29, 2019Re: Spring 2019 Recreation Programs



Attached you will find the list of spring 2019 recreation programs we anticipate offering.

In the event the Town Board determines that the proposed action should be taken, the following oral Resolution language is suggested:

I move that the Town Board approve the Recreation Department's 2019 spring programs and authorize the Town Supervisor to sign instructor contracts as required.

# Food, Fun & Friends Group Cooking Class

Book a cooking class for your scout troop cooking badge, child's birthday party, baby or bridal shower or even your corporate team-building event!

# **ACT Prep Course**

This course is designed to give high school students the necessary skills to be prepared for the ACT exam. It is intended for juniors and seniors who plan to take the ACT on June 8.

## Irish Hurling Skills Class

Learn to play the ancient sport of Hurling! Described as "the fastest game on grass," hurling has been played in Ireland for at least 4,000 years. It is now one of the fastest growing sports in America with new clubs sprouting up everywhere, including here in Rochester.

# **Calligraphy Essentials Card Class**

Learn modern script calligraphy while creating a selection of hand-lettered cards. We will create 16 cards: 4 each of 4 designs.

# **Pre-Licensing 5 Hour Course**

This is the state mandated five-hour pre-licensing course. Applicants must bring a valid NYS learner's permit to class. The course will not simply provide the minimum information to pass a road test, but high value driving techniques. Students will leave with their MV-278 certificate required for scheduling a NYS DMV road test.

## **Punch & Strike**

Punch and Strike is a fun, high energy workout. Infusing kickboxing and dance this is a complete body workout. Burning up to 1,000 calories per hour in a party style atmosphere.

# **Celebrity Booty Bands**

Celebrity Booty Band is a brand new workout from the UK. Led by the U.S. master trainer. It works using resistance bands to tone and sculpt the body.

### **Reiki Level 1 Training**

Begin your journey with Reiki Level 1 training. The first level is learning about our energy field, chakras, introduction to using a pendulum, a brief introduction to crystals and how we can promote healing in ourselves and others.

# Tai Chi Easy

Tai Chi Easy-5 is a modified 5-movement style of Yang Tai Chi that is beneficial from the very start. This practice of developing your personal Qi (energy) can help improve balance and

# Gina Pietropaoli

# **Mary Stachowski**

# Kelli Loucks & Paige LaBarr

Katie Elizabeth

# Jean Sica

Katie Elizabeth

Jon DelVecchio

Pat Miller

# **Progressive Early Learning**

# Town of Pittsford – Recreation Department Proposed Programs for Spring 2019

Program	Instructor
Open Gym	
Open Basketball	Recreation Staff
Open Volleyball	Recreation Staff
Drop-in Pickleball	Recreation Staff
Parent & Tot Open Gym	Recreation Staff
Preschool	
Meet the Machines!	Recreation Staff
Preschool Adventures: If You Give a Mouse a Cookie	Sherry Murray
Preschool Adventures: Are You My Mother?	Sherry Murray
Preschool Adventures: Opposite Day	Sherry Murray
Preschool Adventures: Celebrate Spring	Sherry Murray
Preschool Adventures: Bugs	Sherry Murray
Preschool Adventures: Hurray for the USA!	Sherry Murray
Preschool Adventures: Water Science	Sherry Murray
Preschool Adventures	Sherry Murray
Tots in the Spotlight	Edward Rocha
Music to Grow	Barb Bonisteel
Mad Science of WNY: Pre-K Mad Scientists!	Mad Science Instructors
Sensory & Science	Progressive Early Learning
S.T.E.A.M. Powered Play	Progressive Early Learning
S.T.E.A.M. Powered Art	Progressive Early Learning
Junior Engineers – Snapology Yellow Belts!	Pittsford Snapology Staff
Junior Scientists: All About Animals – Snapology!	Pittsford Snapology Staff
Tumbling Tigers	Mary Slaughter
Spring Trainers	Mary Slaughter
Dynamo Sluggers and Kickers	Mary Slaughter
Wiggles, Giggles and Jiggles	Lisa Magliato
Super Tot Sports	Lisa Magliato

A Midsummer Night's Dream Spring Break Theatre Camp – Diary of a Wimpy Kid **Technical Theatre** Private Voice Lessons Summer Theatre Camps **Private Piano Lessons** American Red Cross – Babysitter's Training Safety First for Children ACT Prep Course First Aid for Kids Pittsford Ballet Pre-Ballet Pittsford Ballet School Tap and Jazz **Dance Foundations Teen Tap Dance** Hip Hop Dance Irish Hurling Skills Jedi Training Running Club- Track & Field! FIT Kids: Fencers in Training Indoor Junior Tennis **Quickstart Tennis** Junior Group Tennis Lessons Jump, Spin, and Spiral Martial Arts for Youth Horseback Camp for Kidz Junior Golf

### <u>Aquatics</u>

Parent & Tot Swim Parent & Tot Swim Plus Group Swim Lessons Private Swim Lessons

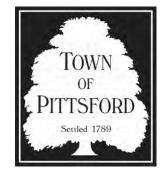
Edward Rocha Edward Rocha Edward Rocha Edward Rocha Edward Rocha **Beth Werner** Domenic Danesi **Domenic Danesi** Kelli Loucks & Paige LaBarr **EPIC** Trainings Karen Hanson Karen Hanson Shirley Reback Alexis Mueller **Alexis Mueller** Alexis Mueller Progressive Early Learning Progressive Early Learning Mary Slaughter Rochester Fencing Club Staff Jeff Wagstaff Jeff Wagstaff Jason Speirs Alex Chichkov James Creighton Park Place Farms Erik Yaekel

Aquatics Staff Aquatics Staff Aquatics Staff Aquatics Staff

**Debbie McVean Aerobics** Punch & Strike **Celebrity Booty Bands Pilates** Yoga Boot Camp **Practicing Meditation & Mindfulness** Healing & Transformative Power of Meditation Meditation with Reiki Reiki Level 1 Training Tai Chi Easy Introduction to Pickleball Yoga & Meditation Learn to Row Adult on Course Golf Lessons Adult Beginner Golf - Intro to Golf Adult Advanced Golf Mens' Senior Golf Camp Ladies' Senior Golf Camp Adult Men's and Coed Softball Leagues Women's Soccer League

Deborah McVean Katie Elizabeth Katie Elizabeth Eva Pazral Eva Pazral Penfield Sport & Fitness Usha Shah Usha Shah Gina Pietropaoli Gina Pietropaoli Jean Sica Larry Shearer Annie Urckfitz Genesee Rowing Club Erik Yaekel Erik Yaekel Erik Yaekel Erik Yaekel Erik Yaekel **Recreation Staff Recreation Staff** 

To: Pittsford Town BoardFrom: Jessie R. Hollenbeck, Recreation DirectorDate: January 22, 2019Re: Authorize Recreation Brochure Printing Vendor



The Recreation Department sent requests for quotes to seven local vendors (Incredible Graphics, Pittsford Printing, Phoenix Graphics, Rotolite-Elliott, Penny Lane Printing, Empire State Weeklies & Rochester City Newspaper). We received only one by the December 14, 2018 deadline (Penny Lane Printing).

Vendor	Projected Seasonal Order	Quoted Price
Penny Lane Printing	14,850 brochures	\$3,187.27

- Document 1: Print Material Quote Information for Seasonal Brochure

Penny Lane Printing has provided printing services for our seasonal brochures for over 12 years. We are very happy with their service, print quality, and turnaround time. The amount quoted is within the Recreation Department's 2019 budget.

In the event the Town Board determines that the proposed action should be taken, the following oral Resolution language is suggested:

I move that the Town Board authorizes the use of Penny Lane Printing as the recreation department's seasonal brochure vendor for the calendar year 2019.

# PRINT MATERIAL SPECIFICATIONS:

ITEM 1:

DESCRIPTION:	Seasonal Recreation Program Brochures
SIZE:	8 ½" x 11" page size (17"x11" flat size)
QUANTITY:	Four Issues (Seasonal: Winter, Spring, Summer, & Fall)
PAGES:	32 (Including Cover)
COPIES:	14,850
STOCK:	60# White Offset Cover with 80 Brite Newsprint Inside
INK:	4-page (including back and front covers) full color - remaining pages print black plus 1 PMS color. Optional gloss cover.
BINDERY:	Saddle stitched and trimmed to size
DESIGN:	All graphic design is completed by the company quoting the project
SUBMISSION:	Documents in Microsoft Word submitted via e-mail correspondence. Printer provides 3 proof copies via email to Recreation Department contact
MAILING:	Prepare for USPS Bulk Mailing (includes database preparation and addressing)
DELIVERY:	Must deliver within 6 working days from point of final proof. Delivery to Town mailing service (5607 Palmyra Road, Pittsford, NY 14534) and deliver approximately 2,000 to Pittsford Recreation Office (35 Lincoln Ave, Pittsford NY 14534).
Brint Material Worksheet	

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# Print Material Worksheet

Please fill out this form entirely.

# Seasonal Recreation Program Brochures -

A.) 32 pages	5 3,187.27
B.) Labeling per item	\$04 each
C.) Gloss cover (optional)	\$ 4,331.11

Printer Information	
Company Name Penny Lane Printing	
Representative (TIRA DOran	
Authorized Signature	Date
Address 1471 W. Achnetta Rd City	Ann
Zip Code <u>14414</u> Phone <u>585 226 8111</u>	
Comments:	

**To:** William A. Smith and Pittsford Town Board **CC:** 

From: Jessie R. Hollenbeck, Recreation DirectorDate: January 22, 2019Regarding: Community Events Schedule

The Recreation Department is excited to offer another great year of events for the Pittsford Community! The schedule below outlines our community event schedule for 2019.



