

Minutes of the Town Board for March 16, 2021

**TOWN OF PITTSFORD
TOWN BOARD
MARCH 16, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, March 16, 2021 at 6:00 P.M. local time via Zoom.

PRESENT: Supervisor William A. Smith, Jr.; Councilmembers Kevin S. Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Shelley O'Brien, Communications Director; Jessie Hollenbeck, Recreation Director; Cheryl Fleming, Personnel Director; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, and Spencer Bernard, Chief of Staff.

ATTENDANCE: There were twenty-seven (27) members of the public in attendance, as well as additional staff members and an interpreter.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. The Town Clerk noted board members present and Supervisor Smith lead all present in the Pledge to Flag.

SUPERVISOR'S ANNOUNCEMENT

Supervisor Smith stated that he was pleased to announce that the website "PureWow.com" has named Pittsford as one of the 12 best places to live if you have children.

Supervisor Smith also reminded residents that the Town continues to work on the Zoning update project and encouraged all to participate in the interactive website set up by the consultants, Barton and Loguidice, an interactive public workshop site open 24/7 through April 25th. Supervisor Smith encouraged all residents to participate in this process and to make their views known.

Supervisor Smith reviewed the procedures for all public comments and requested that all commenters be civil. He requested that all commenters be respectful of this Board as a legislative body and its function.

LEGAL MATTERS

PUBLIC COMMENTS

Michael Zimmer commented on the Modification of Easement Agreement for 84 North Country Club Drive.

**MODIFICATION OF EASEMENTS AGREEMENT – 84 N. COUNTRY CLUB DRIVE
APPROVED**

Attorney Koegel addressed the Board, reviewing the request for modifications of the Easement Agreement for 84 North Country Club Drive, and responded and clarified for the Board their questions and concerns. Thereafter, a motion to approve the modifications of the Easement Agreement was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorize the Supervisor to enter into an agreement with Mr. and Mrs. Zimmer, as owners of the property located at 84 North Country Club Drive, to modify the sanitary sewer easements held by the Town on that property, in accordance with a proposed Modification of Easements Agreement submitted herewith.

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FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Financial Matters.

SURPLUS INVENTORY APPROVED

A Resolution to approve the proposed inventory for the Town Board to declare surplus and to be removed from the Town's inventory was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following equipment items be declared surplus/junk and be removed from the Town's inventory.

<u>Asset #</u>	<u>Year</u>	<u>Description</u>	<u>Department</u>	<u>Cost</u>	<u>Disposition</u>
017834	2014	Line trimmer	Highway	\$ 263.96	Junked
018410	2018	Pole saw	Highway	\$ 498.96	Junked
020012	2019	Tool box	Highway	\$ 529.00	Junked
016398	2007	Leaf blower	Highway	\$ 344.00	Junked
016396	2007	Leaf blower	Highway	\$ 376.00	Junked
018806	2016	Wheelbarrow	Highway	\$ 127.15	Junked
018996	2017	Wheelbarrow	Highway	\$ 136.50	Junked
018106	2015	Chain saw	Highway	\$ 708.06	Junked
016399	2007	Drill	Highway	\$ 188.00	Junked
016979	2010	Drill driver	Highway	\$ 176.88	Junked
016464	2009	Chain saw	Highway	\$ 479.00	Junked
016397	2007	Leaf blower	Highway	\$ 344.00	Junked
016122	2006	Dryer	Highway	\$ 198.00	Junked
016416	2008	Spray tank	Highway	\$ 376.00	Junked
016420	2008	Pole saw	Highway	\$ 520.00	Junked
016958	2009	Dirt slinger	Highway	\$3,146.12	Junked
016977	2010	Kenwood radio	Highway	\$ 691.93	Junked
017192	2012	Backpack sprayer	Highway	\$ 129.99	Junked
017197	2012	Water heater	Highway	\$ 998.83	Junked
017255	2013	Gas detectors	Highway	\$ 610.00	Junked
013530	1998	Drill	Highway	\$ 195.00	Junked
014077	2003	Jigsaw	Highway	\$ 579.00	Junked
014076	2003	Circular saw	Highway	\$ 579.00	Junked
013531	1998	Trim saw	Highway	\$ 195.00	Junked
016433	2008	Drill press	Highway	\$ 390.00	Junked
017182	2012	Refrigerator	Highway	\$1,051.00	Junked
017183	2012	Refrigerator	Highway	\$1,051.00	Junked
011790	1987	Tire changer	Highway	\$1,425.00	Junked
014405	2006	Desk	Highway	\$ 158.00	Junked
013512	1997	Hydraulic jack	Highway	\$ 789.00	Junked
011153	1989	Aluminum tripod	Highway	\$ 119.00	Junked
017296	2011	Ford 6 wheel dump truck	Highway	\$26,109.77	Auction
017295	2011	Ford 1 ton 420 truck	Highway	\$35,561.00	Auction
016707	2009	International 6 wheel brush truck	Highway	\$85,349.00	Auction

BUDGET TRANSFER APPROVED

Commissioner Paul Schenkel reviewed for the Board the requested Budget Transfer for the successful Community Gardens, explaining that this would enable the Town to expand its garden plots, adding more for a total of 87 plots. Thereafter a Resolution to approve the Budget Transfer was offered by Deputy Supervisor

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Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the following budget transfer is approved:

- That \$6,500.00 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.7110.4003.0016.0020 (WT – Parks Maintenance Thornell Farm Park) to pursue the expansion of the Community Garden.

MARCH 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, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the March 2021 vouchers No. 150375 through 150694 in the amount of \$281,498.64 are approved for payment.

UPDATE REGARDING COVID RELIEF BILL

Upon request and inquiry, Finance Director Brian Luke gave a brief update to the Board regarding the prospects of the Covid Relief Act for federal funding. Finance Director Luke reported that early estimates indicate the Town could receive potentially \$3,220,000.00. However, he cautioned that there are specific allowable uses for the money, and, the information that he has received notes that it is subject to change. At this time, information received indicates that funds may be used for the following purposes:

- Costs associated with responding to the COVID-19 public health emergency or its negative economic impacts, including but not limited to, assistance to household, small businesses, and nonprofits or aid to impacted industries such as tourism, travel, and hospitality.
- To support workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers or by providing grants to eligible employers that have eligible workers who perform essential work.
- To cover revenue losses caused by the COVID-19 public health emergency.
- To make necessary investments in water, sewer, or broadband infrastructure.

Finance Director Luke cautioned members that the information he is giving them is very preliminary and is subject to change, but that he will update the Board as more information becomes available.

OPERATIONAL MATTERS

PUBLIC COMMENTS

Jon Sussman commented on Engagement of a Grant Writer.

PUBLIC HEALTH EMERGENCY PLAN ADOPTED

Supervisor Smith introduced the proposed adoption of the Public Health Emergency Plan, noting and thanking several staff members who were a part of the committee formed to formulate this plan, including Chief of Staff Spencer Bernard, Commissioner of Public Works Paul Schenkel, Fire Marshal Kelly Cline, Town Attorney Robert Koegel, Finance Director Brian Luke, Assistant to Commissioner Renee McQuillen, Personnel Director Cheryl Fleming, and Maintenance Foreman Randall Lewis. Commissioner Schenkel introduced Fire Marshal Cline, as the lead on this committee, to speak regarding this plan. Fire Marshal Cline reviewed the history of the plan, noting that the Town has had an Emergency Plan in place for a number of years, but this particular plan, which has been mandated by the Governor to be adopted by April 1, is more specific to a medical health emergency and includes practices and procedures that have been taken in the last year due to the pandemic. She noted that most of the practices and procedures have already been put in place since the pandemic began, but this document memorializes these practices and incorporates them into our Employee Handbook and Personnel Rules.

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There was some discussion regarding emergency communication to staff, as well as residents, during emergency situations, and how funding may be used to expand or develop information, databases and technology to get the information out to the staff and the public, when necessary. Commissioner Schenkel and Fire Marshal Cline indicated the various ways that the Town already has in place and how it has utilized systems like "hyper-reach" through emergency services operations and the possibility of developing a registration database to expand its reach.

After some additional discussion and comments of thanks to the committee, the Resolution to adopt the Public Health Emergency Plan was offered by Councilmember Beckford, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board of the Town of Pittsford adopt the "Public Health Emergency Plan" and authorizes that said plan be incorporated into the Employee Handbook and Personnel Rules.

ENGAGEMENT AND CONTRACT FOR GRANT WRITER APPROVED AS AMENDED

Finance Director, Brian Luke, reviewed the proposed recommendation for engagement and approval for J. O'Connell & Associates as a grant writer for the Town for the year 2021, noting that they are a NYS MWBE business. It was also noted that this is a contract for professional services, and, therefore, does not require an RFP for this proposal. This grant writer has worked with many municipalities over many years successfully, and Finance Director Luke has worked in East Rochester with this grant writer and they come highly recommended by the Administrator of East Rochester.

Town Attorney Koegel noted that there were two (2) typos within the document that he recommends to be amended as follows:

Page 2, No. 2(B) GRANTS ADMINISTRATION - The hours noted in parenthesis currently as 14 hours, should be amended to read: (34 hours); and the last sentence should be amended to read "fee reaches \$2,550," (*not \$2,250*).

Following some discussion, and responding to the resident comments, a Resolution to approve the engagement and contract for grant writer services with J. O'Connell & Associates as amended was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that J. O'Connell & Associates, Inc. be and hereby is engaged to write grant applications on behalf of the Town of Pittsford; and be it further

RESOLVED, that for purposes of giving effect to the foregoing resolution, the attached form of contract between the Town and J. O'Connell & Associates, Inc. be and hereby is in all respects, approved as amended; and be it further

RESOLVED, that the Town Supervisor be and hereby is authorized to execute such contract on behalf of the Town.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Personnel Matters.

HIRING RESOLUTION APPROVED

A Resolution to approve the proposed recommendations for new hires and a status change was offered by Deputy Supervisor Munzinger, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

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The Resolution was declared carried as follows:

RESOLVED, that the following personnel be and hereby is approved for the date of hire as recommended.

Name	Dept	Position	Salary	Effective Date
Anastasia Taggart	Library	Library Aide – PT	\$15.24/hr	03/29/2021
Vi `Toria Nguyen	Court	Court Clerk – FT	\$30.10/hr	04/05/2021
Peter Ciarico	Parks	Laborer – Seasonal	\$15.25/hr	04/05/2021

Be it further

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

Name	Position	Reason for Change	Salary	Effective Date
Pamela Thurber	Clerk to Town Justices	Retirement of current Clerk/ Training of new Court employees	\$35.58	04/05/2021

OTHER BUSINESS

Supervisor Smith asked for the Board's preference for arranging interviews for the Equity Advisory Committee. Members discussed whether all of the board members interview each candidate, or if the interviews are conducted the same way they are for the Town volunteer boards, whereby two Town Board members interview the candidates, each two interviewing a few of the candidates, so that all Town Board members have the opportunity to interview a few of the candidates. Following discussion the Board agreed that the basic questions for interviews for this committee should be different from the standard questions for Volunteer Board members and for this purpose Board members can offer their suggestions for all to consider. Once decided, the Board will schedule interviews.

Councilmember Koshykar referred to a document entitled Code of Ethics that she circulated to Board members and noted that it has been referred to the Town Attorney for review. The Board briefly discussed this item. Councilmember Beckford supported the review and update to the Code of Ethics, indicating a desire to have it codified. Deputy Supervisor Munzinger noted that she has some concerns about some portions of this proposal. She supports the Town Attorney's review and is concerned that a major project such as updating the Town's existing code of ethics requires a great deal of work and attention over time and questions whether this is reasonable to do now, when the Board is involved in the Zoning Code update, about to begin on the Equity Advisory Committee, and other projects. Supervisor Smith noted that before overhauling any policy, typically the process begins with identifying a need to update it or replace it, and therefore the initial focus should be assessing need, i.e., what has come up that requires us to look at our current Code of Ethics? He stated that a first step is the review by the Town Attorney and that he had asked the Personnel Director to participate in the review as well. He stated that overhauling a policy statement like this involves a process that must be done with deliberation and care, over time. Board members discussed completing the Zoning Code update first, before beginning another major policy update. Deputy Supervisor Munzinger added that she did not feel it was appropriate to continue discussion of this item at this time, as the public has not seen the proposal and in the interest of transparency further discussion should wait until something goes on the agenda.

Councilmember Beckford asked the Finance Director to determine the fiscal impact on the Town of increasing the minimum wage paid to full-time hourly staff from the current \$13.50 per hour to \$15/hr.

Councilmember Townsend spoke in concert with Supervisor Smith's earlier comments regarding the need for civility, in all forms of communication, whether it is in person, at a meeting or on the internet, reminding everyone that we are neighbors to each other and should realize that we all still have many things in common and should respect one another's views and opinions, even if they are not our own.

PUBLIC COMMENTS

Resident Jon Ferris commented.

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Having no further business to discuss, the Supervisor adjourned the meeting at 7:38 p.m.

Respectfully submitted,

Linda M. Dillon
Town Clerk