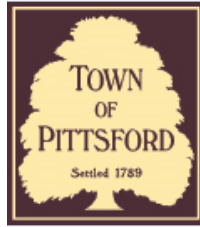


**SUPERVISOR**  
William A. Smith, Jr.



**COUNCIL MEMBERS**  
Kate Bohne Munzinger, Deputy  
Supervisor  
Cathy Koshykar  
Kim Taylor  
Stephanie Townsend

## **TOWN BOARD AGENDA**

**Town Hall – 11 S. Main Street, Pittsford – Lower Level**  
**Tuesday, January 4, 2022 – 6:00 PM**

### **Call to Order**

### **Pledge of Allegiance**

### **Oaths of Office**

Kim Taylor, Town Councilmember  
John Bernacki, Town Justice  
Stephanie Townsend, Town Councilmember  
William A. Smith, Jr., Town Supervisor

### **Minutes**

Approval of Minutes of Meetings of December 21, 2021 and December 29, 2021

### **Biennial Staff Appointments for 2022-2023**

Public Comment

Appointments by Supervisor: Deputy Supervisor, Director of Finance and Budget Director,  
Assistant to Supervisor, Town Historian.

Appointments by Resolution: Town Clerk and Receiver of Taxes, Town Attorney, Commissioner  
of Public Works *et al.*, Director of Recreation, Deputy Clerk (2), Deputy Receiver of  
Taxes, Deputy Commissioner of Public Works, Marriage Officiant, Deputy Town Historian.

### **Legal Matters**

Public Comment  
Adopt 2022 Town Board Meeting Schedule

### **Financial Matters**

Public Comment  
Petty Cash, Voucher Approval, Pay Period, Work Week, Mileage Reimbursement Rate, Health Insurance  
Reimbursement Rate, Meeting Reimbursement Rate, Per Diem Rate, Bank Depository, Designated Newspapers

### **Personnel Matters**

Public Comment  
Approval of Conference Attendance for 2022  
Designation of Delegate/Alternate Delegate for Association of Towns Annual Meeting  
Holidays for 2022  
Hiring Resolution

### **Other Business**

**Public Comment**  
**Adjournment**

## **PUBLIC MEETINGS OF THE TOWN BOARD are IN-PERSON at TOWN HALL**

### **Attending in Person**

Per State requirements, those who are not fully vaccinated must wear a mask and stay 6 feet away from other people.

### **Comments:**

As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf. To comment you must sign in at the sign-in desk.

### **Viewing from Home**

#### **1. Live**

The Town Board meeting will stream live through our cable access station's streaming portal. Please use the following link:

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

You can watch on any computer, tablet, smart phone or web capable TV. If you log in before the meeting starts and see an error message, refresh your screen at 6:00pm when the board meeting starts and you can view the meeting live while it is happening.

### **Comments:**

Comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf.

- at any time before 2:30pm on the day of the meeting (a) by email to [comments@townofpittsford.org](mailto:comments@townofpittsford.org); (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30pm on the day of the meeting;

***and, in addition,***

- at any time ***during*** the meeting by email to [comments@townofpittsford.org](mailto:comments@townofpittsford.org)
- All comments submitted should include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting.

#### **2. On-Demand Video**

As always, video will be uploaded to our cable access station's streaming portal within 48 hours of the meeting. It is available on demand. You can see it here:

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

Minutes of the Town Board for December 21, 2021

**DRAFT  
TOWN OF PITTSFORD  
TOWN BOARD  
DECEMBER 21, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, December 21, 2021 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 Kevin S. Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor.

**ATTENDANCE:** Five members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 6:02 P.M. and invited Councilmember Kevin Beckford to lead all in the Pledge to Flag.

**SUPERVISORS ANNOUCEMENTS**

1. The Town's application for a Community Development Block Grant totaling \$206,299 has been approved in full by the State. The funds are for senior programming, for building a pavilion at the Spiegel Center and for the new Senior Center bus.
2. Last Saturday the Town distributed COVID-19 test kits to Town residents at Pittsford-Mendon High School. Following the distribution 3,400 Covid-19 test kits remain. The Town will continue to distribute these to residents.

**MINUTES OF THE DECEMBER 8 TOWN BOARD MEETING APPROVED**

A Resolution to approve the Minutes of the Town Board meeting of December 8, 2021 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 Minutes of the December 8, 2021 Town Board meeting are approved.

**LEGAL MATTERS**

No public comments made.

**2022 ELDERBERRY EXPRESS AGREEMENT**

This agreement is a renewal of the Town's annual Agreement with Elderberry Express, Inc., who provides senior citizen transportation services for residents of the Town.

A Resolution to authorize the Town Supervisor to sign the proposed 2022 Agreement with Elderberry Express 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:

## Minutes of the Town Board for December 21, 2021

**RESOLVED**, that the Town Supervisor be authorized to enter into and sign the proposed 2022 Agreement with Elderberry Express.

### **PITTSFORD YOUTH SERVICES AGREEMENT APPROVED**

After acknowledging the increase in funding to \$64,660.00, as provided in the Town Budget for 2022, and expressing the appreciation of Pittsford Youth Services, a Resolution to approve the annual Pittsford Youth Services Agreement was offered by Deputy Supervisor Munzinger, 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 Supervisor be authorized to enter into and sign the proposed Agreement with Pittsford Youth Services for calendar year 2022.

### **2022 MRB GROUP ENGINEERING AGREEMENT**

The Towns Agreement with MRB Group Engineering, Architecture and Surveying, D.P.C. provides consultant engineering services to the Town, for review of Planning Board applications for site plans and subdivisions. This year's agreement shows increases in some hourly rates, decreases in others and two with no change. A Resolution to approve the Short Form Agreement between the Town and MRB Group 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 the Town Supervisor be authorized to sign the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C., for consulting engineering services.

### **2022 SWBR CONSULTING AGREEMENT**

The agreement between the Town and SWBR Consulting is a renewal of an annual agreement that began in 2012. This agreement is for Code Enforcement review of non-residential building plans submitted to the Town for compliance with Uniform Fire Prevention and Building Code. In line with the Town's other engineering agreements for 2022 there are some rate changes. The Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with SWBR and authorize the Town Supervisor to sign the Agreement was offered by Councilperson Townsend, seconded by Councilperson 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 Town Supervisor be authorized to sign the proposed Agreement for Code Compliance and Engineering Services with SWBR for consulting engineering services.

### **2022 PITTSFORD COMPLIANCE AND ENGINEERING SERVICES WITH TY LIN**

The agreement between the Town and TYLIN is a renewal of an annual agreement that began in 2012. This agreement is for Code Enforcement review of non-residential building plans submitted to the Town for compliance with Uniform Fire Prevention and Building Code. In line with the Towns other engineering agreements for 2022 there were some rate changes and are in line with the Towns other agreements. The Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorize the Town Supervisor to sign the Agreement was offered by Deputy Supervisor Munzinger, seconded by Councilperson Townsend and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

## Minutes of the Town Board for December 21, 2021

**RESOLVED**, that the Town Supervisor be authorized to sign the proposed Agreement for Code Compliance and Engineering Services with TYLI for consulting engineering services.

### **SET SPECIAL YEAR END TOWN BOARD MEETING**

In order to close out the Town's financial records for 2021 fiscal year, the Director of Finance is requesting a special board meeting before the end of the year to approve vouchers and any fund transfers that might be necessary. After brief discussion it was agreed to meet on Wednesday, December 29 at 4:00 p.m. at Town Hall. A Resolution to set a Year-End Financial Special Meeting of the Town Board for December 29, 2021 at 4:00 p.m. for the purpose of approving vouchers and any budgetary transfers necessary to be recorded in the fiscal year 2021, was made by Supervisor Smith, seconded by Deputy Supervisor Munzinger and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

### **FINANCIAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

#### **DECEMBER TRANSFERS APPROVED**

A Resolution to approve the necessary end of the year transfers 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 the transfers are approved as follows:

That \$11,250 be transferred 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 \$1,306 be transferred from 1.1989.2029.0001.0001 (WT – Fleet Replacement) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$70,200 be transferred from 1.1990.4000.0001.0001 (WT – Contingency) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$55,000 be transferred from 1.9030.8000.0000.0000 (WT – Social Security) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$15,000 be transferred from 1.9040.8000.0000.0000 (WT – Workers Comp) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$183,000 be transferred from 1.9060.8000.0000.0000 (WT – Medical Insurance) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

## Minutes of the Town Board for December 21, 2021

That \$118,978 be transferred from 1.9950.9000.0001.0001 (WT – Transfer to Capital) to the Whole Town Equipment Capital Reserve.

That \$7,002 be transferred from 4.1989.2003.0002.0004 (DA – Fleet Replacement) to 4.9950.9000.0001.0004 (DA – Transfer to Capital) and that these funds then be transferred to the Whole Town Equipment Capital Reserve.

That \$100,000 be transferred from 1.9010.8000.0000.0000 (WT – State Retirement) to 1.9950.9000.0001.0001 (WT – Transfer to Capital) and that these funds then be transferred to the General Reserve.

That \$4,500 be transferred from 2.1990.4000.0001.0001 (PT – Contingency) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$5,000 be transferred from 2.9010.8000.0000.0000 (PT – State Retirement) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$5,000 be transferred from 2.9040.8000.0000.0000 (PT – Workers Comp) to 2.9950.9000.0001.0001 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$35,000 be transferred from 5.9010.8000.0000.0000 (DB – State Retirement) to 5.9950.9000.0000.0000 (DB – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$31,000 be transferred from 5.9040.8000.0000.0000 (DB – Workers Comp) to 5.9950.9000.0000.0000 (DB – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$500 be transferred 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.

That \$351 be transferred from 6.1989.2029.2.6 (Sewer – Fleet Replacement) to 6.9950.9000.1.6 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Equipment Capital Reserve.

That \$110,273 be transferred from 6.9950.9000.0001.0006 (Sewer – Transfer to Capital) to the Sewer Equipment Capital Reserve.

### **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, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the December 2021 vouchers No. 153927 – 154339 in the amount of \$786,214.83 are approved for payment.

**OPERATIONAL MATTERS**

**PUBLIC COMMENTS**

No comments were offered.

**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 Councilmember Townsend, seconded by Supervisor Smith, 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 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 \$5,831.58 for the 2021-2021 winter season.

**SET BID DATE FOR RESURFACING OF THORNELL FARM PARK TENNIS COURTS**

Commissioner Schenkel explained to board members that resurfacing project proposed is regular maintenance, was last completed in 2016 and is budgeted for 2022. A Resolution was offered by Councilmember Townsend, 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 Town Board sets a bid opening date for 11:00 AM on February 8, 2022, for the Resurfacing of the Thornell Farm Park Tennis Courts.

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

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Spencer Drake	Laborer	Seasonal to RFT	\$18.35/hr	12/28/2021
James Papin	Crossing Guard	Added Shifts- Replacement	\$20.96/hr	1/10/22

Should the Board approve the above recommendation and personnel adjustment, the following resolution is being proposed, **RESOLVED**, that the Town Board approves the appointment for the following employee(s):

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Spencer Drake	Laborer	Seasonal to RFT	\$18.35/hr	12/28/2021
James Papin	Crossing Guard	Added Shifts- Replacement	\$20.96/hr	01/10/2022

## Minutes of the Town Board for December 21, 2021

### **SETTING FRIDAY DECEMBER 31 AS TOWN HOLIDAY**

Supervisor Smith noted that the 2021 Town Holiday schedule had omitted a holiday for New Year's Day, which falls on a Saturday. He proposed adding Friday, December 31 for observance of the day, and made a motion to do so. This was 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**, to add Friday, December 31, 2021 to the 2021 Town Holiday schedule.

### **OTHER BUSINESS**

Supervisor Smith shared with the Board current information about pricing of electricity from 100% renewable sources, compared to today's RG&E rate and to the RG&E benchmark included in the Town's contract with its Community Choice Aggregation Administrator. As of this date, electricity from 100% renewable sources is 14% higher than today's RG&E rate and 22% above the RG&E benchmark required to be met before proceeding with a CCA program. Board discussion followed. Documentation of this data distributed to the Town Board at the meeting will be appended to the minutes of the meeting.

Supervisor Smith noted that this meeting marks the last regular Town Board meeting for Councilmember Kevin Beckford, whose term expires at the end of the year. The Supervisor thanked Councilmember Beckford for his service on the Board, wished him well, and noted the proclamation of commendation signed by all Board members. Councilmember Beckford reflected on his tenure on the Board and offered his best wishes for the Town's future.

### **PUBLIC COMMENTS**

There were no public comments.

With no further business, the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Renee McQuillen  
Town Clerk



## Electricity Cost Comparison Summary 12/21/2021

**Most Recent Bid – Bids opened June 4, 2021**

<b>RG&amp;E Benchmark May 2021</b>	<b>100% Renewable Residential</b>	<b>100% Renewable Commercial</b>	<b>% Difference</b>
\$0.0453/kwh	\$0.058		+28%
\$0.0453/kwh		\$0.05877	+30%

**Currently – 12/21/2021 (Renewable Costs from Brookfield Trading; RG&E Benchmark at 12/21/2021)**

		<b>100% Renewable Residential</b>	<b>% Difference</b>
<b>RG&amp;E Current*</b>	\$0.0487	\$0.0590	+21%
<b>RG&amp;E Today Only</b>	\$0.0518	\$0.0590	+14%
<b>RG&amp;E Benchmark at 12/21/21</b>	\$0.0484	\$0.0590	+22%

\* *Prior 30 day average*

# Pricing History for RG&E Supply Service

RG&E SC1 - Residential

Change Service Classification

Date	RG&E Supply Charge
	\$/kwh
12/21/2021	0.0517774

**Supply Charge:** The charges shown beginning Jan 1, 2010 reflect the daily forecasted market price with true-up (which you will be billed if you have RG&E Supply Service) and are not a guarantee of future market prices. Future prices may be higher or lower than these numbers.

Prior to Jan 1, 2010 the supply price you paid was a fixed supply price (if you were on the Fixed Price Option) or a variable price based on daily market prices (if you were on the Variable Price Option).

Prices shown prior to and including 12/31/2009 represent the variable price that was in effect on the date shown.

ESCO pricing information is not provided to RG&E. Please contact ESCOs directly for their pricing.

# Pricing for RG&E Supply Service

## RG&E SC1 - Residential

### Change Service Classification

The following charges apply to RG&E delivery customers regardless of supply provider and reflect current pricing.

Customer Charge	\$21.70
Delivery Charge (per kwh)	\$0.049770
Transition Charge (per kwh)	<a href="#">Link to Statement</a>
System Benefits Charge (per kwh)	<a href="#">Link to Statement</a>
Renewable Portfolio Standard (per kwh)	<a href="#">Link to Statement</a>
Temporary State Assessment (per kwh)	<a href="#">Link to Statement</a>
Tax on Delivery Charge	<a href="#">Link to Statement</a>

The following charges apply to RG&E Supply Service and can be used to compare to ESCO offers. Contact an ESCO for their pricing offers.

Bill Issuance Charge (per bill)	\$0.93
Merchant Function Charge	<a href="#">Link to Statement</a>
Supply Charge <i>(Price displayed reflects a prior 30 day average)</i>	\$0.0486807
Tax on Supply Charge	<a href="#">Link to Statement</a>

Customers receiving electricity supply from an ESCO whose ESCO charges appear on their RG&E bill will receive an administrative purchase of receivables (POR) charge of \$.000552 per kwh. This charge will expire on August 31, 2011. Please note: Local sales taxes may apply to some districts and are not included in the price estimates above.

Minutes of the Town Board for December 29, 2021

**DRAFT  
TOWN OF PITTSFORD  
TOWN BOARD  
DECEMBER 29, 2021**

Proceedings of a special financial meeting of the Pittsford Town Board held on Wednesday, December 29, 2021 at 4:00 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 Kevin S. Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Jessie Hollenbeck, Director of Recreation; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Spencer Bernard, Chief of Staff

**ATTENDANCE:** One additional staff member and one member of the public attended.

Supervisor Smith called the Town Board meeting to order at 4:05 P.M. and led everyone in the Pledge to Flag.

**FINANCIAL MATTERS**

**PUBLIC COMMENTS**

No comments were submitted.

**DECEMBER TRANSFERS APPROVED**

A Resolution to approve the necessary end of the year transfers was offered by Supervisor Smith, 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 transfers are approved as follows:

That \$28,690 be transferred from 1.1989.2001.3.2 (WT – I.T. 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.

**RESOLVED**, that \$450,000.00 be appropriated from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the fiscal year 2022. Be it further resolved, that this resolution is subject to permissive referendum.

**DECEMBER VOUCHERS APPROVED**

A resolution to approve the proposed vouchers was offered by Deputy Supervisor Munzinger, 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:

Minutes of the Town Board for December 29, 2021

**RESOLVED**, that the December 2021 vouchers No. 154340 – 154442 in the amount of \$103,377.45 are approved for payment.

**OTHER BUSINESS**

Supervisor Smith announced in recognition of Councilmember Beckford's last meeting, as a member of the Town Board, he and fellow board members were presenting Councilmember Beckford with a signed proclamation in recognition of his service.

**PUBLIC COMMENTS**

There were no public comments.

With no further business, the meeting adjourned at 4:08 p.m.

Respectfully submitted,

Renee McQuillen  
Town Clerk

# MEMORANDUM

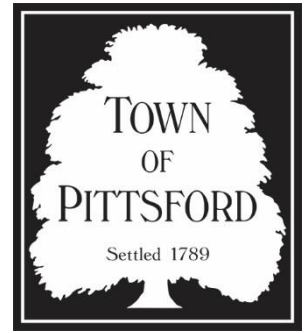
**To:** Town Board

**CC:**

**From:** W.A. Smith

**Date:** January 4, 2022

**Regarding:** Supervisor's Appointments



This is to advise the Board of the Supervisor's appointments.

Deputy Supervisor

Katherine Bohne Munzinger

Staff

Director of Finance & Budget Director  
Assistant to Supervisor  
Town Historian

Brian Luke  
Suzanne Reddick  
Audrey Johnson

Liaisons to Volunteer Boards

Cathy Koshykar

- Pittsford Youth Services
- Design Review & Historic Preservation Board

Kate Munzinger

- Zoning Board of Appeals
- Planning Board

Stephanie Townsend

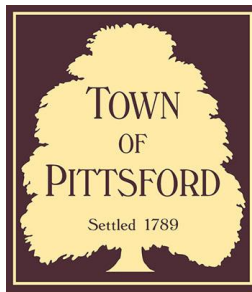
- Environmental
- Assessment Review Board

Kim Taylor

- Parks and Recreation Advisory Board
- Library Board of Trustees

Bill Smith

- Leadership
- Chamber of Commerce



## **VOLUNTEER BOARDS and PYS MEETING SCHEDULE 2022**

### **DESIGN REVIEW & HISTORIC PRESERVATION BOARD**

2<sup>nd</sup> & 4<sup>th</sup> Thursday; Lower Level of Town Hall 6:00 PM  
*January dates: 13<sup>th</sup> and 27<sup>th</sup>*

### **ENVIRONMENTAL BOARD**

1<sup>st</sup> Monday; Town Hall Second Floor Conference Room 7:00 PM  
*January date: 3<sup>rd</sup>*

### **PARKS & RECREATION BOARD**

2<sup>nd</sup> Thursday; Spiegel Community Center Room 207 6:30 PM  
*January date: 13<sup>th</sup>*

### **PITTSFORD COMMUNITY LIBRARY BOARD**

2<sup>nd</sup> Wednesday; Library, 24 State Street, Fisher Meeting Room 6:00 PM  
*January date: 12<sup>th</sup>*

### **PITTSFORD YOUTH SERVICES**

2<sup>nd</sup> Tuesday; Spiegel Community Center Room 206 6:30 PM  
*January date: 11<sup>th</sup>*

### **PLANNING BOARD**

2<sup>nd</sup> & 4<sup>th</sup> Monday; Lower Level of Town Hall 6:30 PM  
*January dates: 10<sup>th</sup> and 24<sup>th</sup>*

### **ZONING BOARD OF APPEALS**

3<sup>rd</sup> Monday; Lower Level of Town Hall 7:00 PM  
*January date: 17<sup>th</sup>*

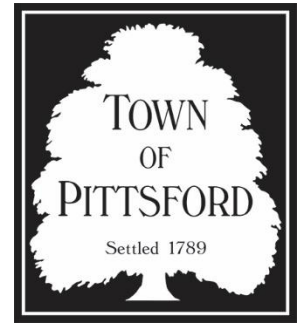
# MEMORANDUM

**To:** Town Board

**From:** W. A. Smith

**Date:** December 29, 2021

**Re:** Biennial Staff Appointments



Pittsford residents are fortunate to have in leading positions of responsibility in Town government people whose distinguished performance has earned them the respect of their peers throughout the region and the gratitude of our residents. Most are Civil Service positions. Some positions including department heads and their deputies are subject to biennial appointment. I recommend that the Town Board approve the appointments specified in the following resolution.

**RESOLVED**, that each of the following be and hereby is appointed to the office set forth opposite his or her name for the biennial period covering calendar years 2022 and 2023:

Renee McQuillen	Town Clerk and Receiver of Taxes
Robert Koegel	Town Attorney
Paul Schenkel	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Jessie Hollenbeck	Director of Recreation
Laura Beeley	Deputy Town Clerk
Hayes Wallman	Deputy Town Clerk
Karen Ward	Deputy Receiver of Taxes
James Gagnier	Deputy Commission of Public Works
William A. Smith, Jr.	Marriage Officiant
Vicki Profitt	Deputy Town Historian



## 2022 Proposed Town Board Meeting Schedule

January 4

January 18

February 1

February 15

March 1

March 15

April 5

April 19

May 3

May 17

June 7

June 21

July 5

July 19

August 2

August 16

September 6

September 20

October 6 (Thursday)

October 18

November 1

November 15

December 7 (Wednesday)

December 20

# MEMORANDUM

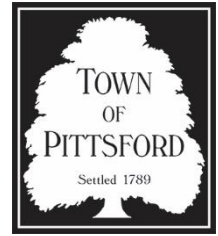
**To:** Town Board Members

**From:** Renee McQuillen, Town Clerk

**Date:** December 30, 2021

**Regarding:** Designation of Official Newspapers

**For Meeting On:** January 4, 2022



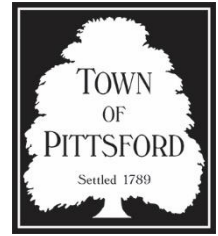
New York State Town law requires the Town to designate annually a newspaper or newspapers as the official newspapers for publication of legal notices by the Town. In years past this paper was the Brighton Pittsford Messenger Post. Due to the closing of this paper in October of 2021 the Town will now be utilizing The Daily Record for all legal notice postings. Alternate papers will be the Rochester Business Journal and the Mendon Honeoye Falls Lima Sentinel.

I do not recommend using the Democrat and Chronicle as it has become too expensive compared to the other daily newspaper options, The Daily Record and the Rochester Business Journal.

For this purpose, adoption by the Town Board of the following resolution would be in order. Each newspaper listed has been designated as an official newspaper for the Town for the upcoming year.

**RESOLVED, that The Daily Record be and hereby is designated as the official Town newspaper for 2022 with the alternatives to be the Rochester Business Journal and the Mendon Honeoye Falls Lima Sentinel.**

# MEMORANDUM



**To:** Town Board Members

**From:** Brian Luke

**Date:** December 29, 2021

**Regarding:** Financial Authorations for 2022

**For Meeting On:** January 4, 2022

It is necessary each year to adopt certain authorizations related to financial management of the Town. Therefore, the following Resolution is proposed:

**RESOLVED**, that the Town Board hereby authorizes and approves the following provisions for the year 2022:

Petty Cash Funds (in accordance with adopted policy)

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$500.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Senior Services
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk/Tax Receiver	\$650.00	Town Clerk/Tax Receiver
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

Voucher Approval - the following people are authorized to approve vouchers:

Town Supervisor, Deputy Supervisor, Town Clerk, Director of Finance, Personnel Director, Assessor, Commissioner of Public Works, Library Director, Secretary to Commissioner of Public Works, Historian, Court Clerk, Recreation Director, Recreation Account Clerk, Deputy Commissioner of Public Works, Technology Manager, Recreation Supervisor – Senior Services, Communication Director, Animal Control Officer and Town Attorney

Pay Period - will be bi-weekly

Work Week – The Work Week for the year 2022 shall be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Departments, 35 hours for all other Departments.

Mileage Reimbursement Rate - will be \$0.585 per mile for the year 2022.

Health Insurance Reimbursement Rate – will be a maximum of \$4,000 per section 5.4 of the Personnel Rules

Meeting Schedule – Regular Town Board meetings will be scheduled for the 1st and 3rd Tuesday of each month at 6:00 PM at Town Hall, subject to the meeting calendar adopted by the Town Board for 2022 and rescheduling time and place from time to time.

Meeting Reimbursement - Staff members attending Association meetings will be reimbursed up to \$15.00 per meeting for lunch expenses

Per Diem Rate - the 2022 per diem rate for meals and incidental expenses shall be the higher of \$40.00 per day, or the applicable federal per diem rate.

Bank Depository - The following banks are approved as depositories for Town funds in 2022:

- J.P. Morgan Chase
- M&T
- Canandaigua National Bank
- NY Class Local Government Investment Pool

Designated Newspapers - the Daily Record is designated as official Town newspaper for 2022, with additional newspapers:

- The Rochester Business Journal
- The Mendon Honeoye Falls Lima Sentinel

# MEMORANDUM

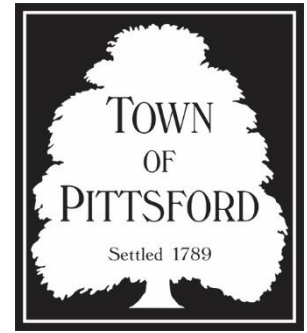
**To:** Town Board

**CC:**

**From:** Cheryl Fleming, Personnel Director

**Date:** December 30, 2021

**Regarding:** Conference Attendance Authorizations for 2022



**FOR MEETING ON:** January 4, 2022

The Town provides for and encourages continuing professional education for members of its staff. Based on advice and requests of the various department heads, the following Resolution is proposed. These proposed authorizations are substantially similar to the approvals made for this purpose last year and in recent years.

**RESOLVED**, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during 2022:

Conference Attendance Authorized - the following personnel are authorized to attend the regular meetings of their professional organizations:

Renee McQuillen, Town Clerk & Receiver of Taxes  
Monroe County Town Clerks, Tax Receivers & Collectors Association  
New York State Town Clerks Association  
New York State Association of Tax Receivers & Collectors

Karen Ward  
New York State Tax Receivers and Collectors Association  
Monroe County Town Clerks, Tax Receivers & Collectors Association

Paul Schenkel  
American Public Works Association – State and Local Branch  
Monroe County Highway Superintendents Association  
GIS/SIG Regional Committee  
Monroe County Stormwater Coalition

James Gagnier  
Monroe County Highway Superintendents Association  
PERMA – Safety Council for Western Region  
Irondequoit Creek Watershed Collaborative (IWC)  
Monroe County Stormwater Coalition (MCSC)

Michelle Debyah  
GIS/SIG Regional Committee  
NYS GIS Association

Rob Fromberger, Town Engineer  
National Society of Professional Engineers – Monroe Chapter  
American Society of Civil Engineers  
American Public Works Association

Scott Wallman  
Monroe County Highway Superintendents Association

Bill Zink/Future Building Inspector  
Finger Lakes Building Officials Assoc. (FLBOA) or  
Niagara Frontier Building Officials  
Monroe County Fire Marshal Association

Salvatore Tantalo, Fire Marshal  
Monroe County Fire Marshal Association  
Finger Lakes Building Officials Association (FLBOA)

Town Supervisor, Town Attorney, one Board Member  
New York State Association of Towns

Stephen Robson, Assessor  
Monroe County Assessors' Association  
NYS Department of Tax & Finance – Office of Real Property Services  
NYS Assessors Association

Brian Luke, Finance Officer  
Monroe County Town Finance Officers Association  
Government Finance Officers Association – State and Local  
FLMHIT Meetings

Cheryl Fleming, Personnel Director  
Monroe County Town Finance Officers Association  
FLMHIT Meetings  
Monroe County HR Meetings  
PERMA Annual Conference – Spring/Fall Seminars  
SHRM Conference

Shelley O'Brien, Communication Director  
Causewave Community Partners (formerly Ad Council of Rochester)  
Public Relations Society of America  
Association for Women in Communications  
National Association of Government Communicators

Jessie Hollenbeck  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Alison Burchett  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Katelyn Disbrow  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society  
FLMHIT Wellness Committee

Cassandra Schrom  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

# MEMORANDUM

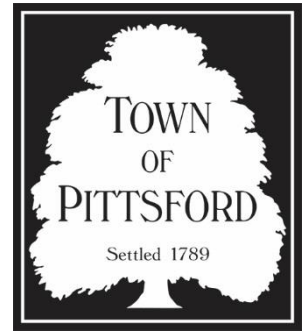
**To:** Town Board

**CC:**

**From:** Renee McQuillan, Town Clerk

**Date:** December 30, 2022

**Regarding:** Designation of Delegate/Alternate Delegate for Association of Towns Annual Business Meeting in 2022



The Association of Towns of the State of New York requires that the Town designate a delegate and an alternate delegate to vote at their Annual Business Meeting on February 20, 2022. Therefore, the following Resolution is proposed:

**RESOLVED**, that Supervisor Smith be designated as the delegate to represent and vote on behalf of the Town of Pittsford at the Annual Business Meeting of the Association of Towns on February 20, 2022 and that Town Board Member Stephanie Townsend be designated as the alternate delegate for the Town of Pittsford.

# MEMORANDUM

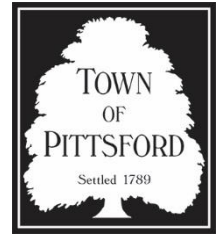
**To:** Town Board

**From:** Cheryl Fleming

**Date:** December 21, 2021

**Regarding:** 2022 Holiday Schedule

**For Meeting On:** January 4, 2022



Ladies and Gentlemen:

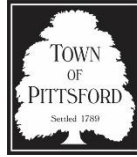
Attached is the proposed schedule of holidays beginning in the 2022 calendar year. This schedule conforms to the Federal and bank holiday schedules. The proposed list for permanent part-time staff is also enclosed.

I would like to request approval for the 2022 holiday schedule shown attached.

The following resolution would be in order:

**Resolved, that the proposed Schedule of Holidays for 2022, in the form presented to the Board, be and hereby is approved.**





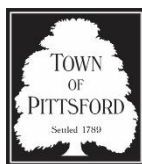
## 2022 Schedule of Holidays (Full-time employees)

<b><i>Martin Luther King Day</i></b> *	<b><i>Monday, January 17<sup>th</sup></i></b>
<b><i>Presidents' Day</i></b> *	<b><i>Monday, February 21<sup>st</sup></i></b>
Good Friday	Friday, April 15 <sup>th</sup>
Memorial Day	Monday, May 30 <sup>th</sup>
Juneteenth <i>observed</i>	Monday, June 20 <sup>th</sup>
Independence Day	Monday, July 4 <sup>th</sup>
Labor Day	Monday, September 5 <sup>th</sup>
Columbus Day	Monday, October 10 <sup>th</sup>
<b><i>Veterans' Day</i></b> *	<b><i>Friday, November 11<sup>th</sup></i></b>
Thanksgiving Day	Thursday, November 24 <sup>th</sup>
Day After Thanksgiving	Friday, November 25 <sup>th</sup>
<i>Christmas Eve Day observed</i>	Friday, December 23 <sup>rd</sup>
<i>Christmas Day observed</i>	Monday, December 26 <sup>th</sup>
<b><i>Employee's Birthday</i></b> *	

There are 10 holidays when all town departments are closed.

\* Floating Holidays are taken with department head approval. Floating holidays **highlighted above** \* cannot be taken until the holiday has occurred. Floating holidays do not carry over.

Town offices remain open on these days.

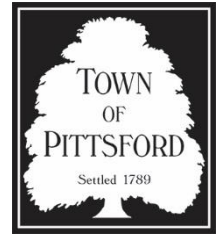


## 2022 Schedule of Holidays (Part-time employees)

Good Friday .....	Friday, April 15 <sup>th</sup>
Memorial Day .....	Monday, May 30 <sup>th</sup>
Juneteenth <i>observed</i> .....	Monday, June 20 <sup>th</sup>
Independence Day .....	Monday, July 4 <sup>th</sup>
Labor Day .....	Monday, September 5 <sup>th</sup>
Columbus Day .....	Monday, October 10 <sup>th</sup>
Thanksgiving Day .....	Thursday, November 24 <sup>th</sup>
Day After Thanksgiving .....	Friday, November 25 <sup>th</sup>
<i>Christmas Eve Day observed</i> .....	Friday, December 23 <sup>rd</sup>
<i>Christmas Day observed</i> .....	Monday, December 26 <sup>th</sup>

There are 10 holidays when all town departments are closed.

# MEMORANDUM



**To:** Pittsford Town Board

**From:** Cheryl Fleming, Personnel Director

**Date:** December 28, 2021

**Regarding:** Recommendations for Hiring/Personnel Adjustments

**For Meeting On:** January 4, 2022

1. The following employee(s) are recommended as a new hire, subject to successful completion of drug and background checks, based on the recommendation of the Functional Coordinator(s) for these areas:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Elsa Guenther	Court	Clerk to Town Justice	\$35.71	01/10/2022

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Elsa Guenther	Court	Clerk to Town Justice	\$35.71	01/10/2022

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Voirrey Moulton	Crossing Grd	Added Shifts – Replacement	\$20.96/hr	01/10/2022
Kevin Smith	Laborer	Seasonal to RFT	\$18.35/hr	12/30/2021

Should the Board approve the above recommendation and personnel adjustment, the following resolution is being proposed, RESOLVED, that the Town Board approves the appointment for the following employee(s):

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Voirrey Moulton	Crossing Grd	Added Shifts – Replacement	\$20.96/hr	01/10/2022
Kevin Smith	Laborer	Seasonal to RFT	\$18.35/hr	12/30/2021