

Minutes of the Town Board for December 7, 2022

**TOWN OF PITTSFORD  
TOWN BOARD  
DECEMBER 7, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, December 7, 2022, at 6:00 P.M. local time in the Lower-Level Meeting Room of Town Hall, 11 South Main Street, in person.

**PRESENT:** Councilmembers Cathy Koshykar, Katherine B. Munzinger, Kim Taylor and Stephanie M. Townsend.

**ABSENT:** Supervisor William A. Smith, Jr.

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

**ATTENDANCE:** 5 members of the public and an ASL interpreter were present.

Deputy Supervisor Munzinger called the Town Board meeting to order at 6:01 P.M. and invited all to join in the Pledge to Flag.

**SUPERVISOR'S ANNOUNCEMENTS**

1. Thank you to the Chamber of Commerce and Town Staff for the wonderful Candlelight Night event last night.
2. The Pittsford Rotary Club will be having a food drive this Saturday, from 9-12 at Sutherland High School. Donations of food and personal items are requested.
3. As we enter the busy holiday season, keep an eye on Town website for activities planned.
4. Today is the 81<sup>st</sup> anniversary of the bombing of Pearl Harbor. May we always remember the sacrifices made by those there that day and throughout World War II.

**MINUTES OF THE NOVEMBER 9, 2022, TOWN BOARD MEETING APPROVED**

A Resolution to approve the minutes of the November 9, 2022, Town Board meeting was offered by Councilmember Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend. Nays: none. Absent: Smith.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the November 9, 2022, Town Board meeting are approved.

**LEGAL MATTERS  
PUBLIC COMMENT**

**APPROVAL OF ELDERBERRY EXPRESS 2023 AGREEMENT**

Deputy Supervisor Munzinger commented that the 2023 agreement is for the same amount as the 2022 agreement. Councilmember Townsend asked for service data to be shared with board members when agreements are up for renewal and then made a motion to authorize the Supervisor to sign the proposed 2023 Agreement with Elderberry Express, Inc., seconded by Councilmember Taylor and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend. Nays: none. Absent: Smith.

The Resolution was declared carried as follows:

Minutes of the Town Board for December 7, 2022

**RESOLVED**, that the Town Supervisor be authorized to enter into and sign the proposed 2023 Agreement with Elderberry Express, Inc.

**APPROVAL OF PITTSFORD YOUTH SERVICES 2023 AGREEMENT**

Deputy Supervisor Munzinger commented that the proposed agreement increases Town funding for PYS from \$64,000 to \$66,000, consistent with the request for the year from PYS. Councilmember Koshykar made a motion to authorize the Supervisor to sign the proposed 2023 Agreement with Pittsford Youth Services, seconded by Deputy Supervisor Munzinger and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend. Nays: none. Absent: Smith.

**FINANCIAL MATTERS**

**PUBLIC COMMENT**

Kathy Doyle of Round Trail Drive offered a comment.

**BUDGET TRANSFER APPROVED**

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

The Resolution was declared carried as follows:

Be it resolved that the following are approved:

That \$5,306.00 be transferred from 1.7110.1009.1.7110 (General Fund – Parks Seasonal) to 1.7110.4203.2.20 (General Fund – Parks Water & Sewer) to cover costs.

That \$2,500.00 be transferred from 1.7110.1009.1.7110 (General Fund – Parks Seasonal) to 1.7110.4003.10.38 (General Fund – Parks Open Space Maintenance) to cover costs.

That \$2,400.00 be transferred from 1.7110.2025.2.7111 (General Fund – Parks Equipment) to 1.7110.4003.10.38 (General Fund – Parks Open Space Maintenance) to cover costs.

That 3.7410.4000.25.3 (Library – Programs) be increased by \$20,000.00 for a public speaker. The source of the funds will be Senator Brouk grant money.

That \$18,000.00 be transferred from 2.1990.4000.1.1 (General Fund – Contingency) to 2.8160.4400.601.4 (General Fund – Yard Debris) to cover costs.

**PERSONNEL MATTERS**

**PUBLIC COMMENTS**

There were no public comments.

**HIRING/PERSONNEL ADJUSTMENTS APPROVED**

A Resolution to approve the recommendations for new hires, status and/or salary changes was made by Councilmember Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend. Nays: none. Absent: Smith.

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>
Ivan Goettler	Recreation	Rec Assistant	\$15.00	12/08/2022
Anna Young	Recreation	Rec Assistant	\$13.20	12/08/2022

Minutes of the Town Board for December 7, 2022

Maksud Gedemenli	Recreation	Rec Assistant	\$13.20	12/08/2022
Mary Ann Burdett	Seniors	Rec Assistant	\$15.00	12/09/2022
Anthony Diorio	Recreation	Rec Assistant	\$15.00	12/10/2022
Richard Ross	Crossing	Crossing Guard–Sub	\$20.86	01/03/2023

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>
Ivan Goettler	Recreation	Rec Assistant	\$15.00	12/08/2022
Anna Young	Recreation	Rec Assistant	\$13.20	12/08/2022
Maksud Gedemenli	Recreation	Rec Assistant	\$13.20	12/08/2022
Mary Ann Burdett	Seniors	Rec Assistant	\$15.00	12/09/2022
Anthony Diorio	Recreation	Rec Assistant	\$15.00	12/10/2022
Richard Ross	Crossing	Crossing Guard–Sub	\$20.86	01/03/2023

The following employee(s) are/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>Rate</b>	<b>Effective Date</b>
Alaina Pinto	CC Supv	Added Position	\$15.00	12/06/2022

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>Rate</b>	<b>Effective Date</b>
Alaina Pinto	CC Supv	Added Position	\$15.00	12/06/2022

**OTHER BUSINESS**

There were no items to discuss.

**PUBLIC COMMENT**

There were no public comments made.

With no further business, the Deputy Supervisor adjourned the meeting at 6:14 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk