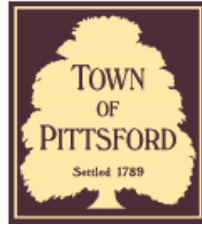


SUPERVISOR
William A. Smith, Jr.



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, September 5, 2023 – 6:00 PM

Call to Order

Pledge of Allegiance

Public Hearing - CANCELLED

Presentation by Elderberry Express

Proclamation for Childhood Cancer Awareness Month

Minutes

Approval of Minutes of the Meeting of August 15, 2023

Legal Matters

Public Comment

Release of Redundant Sewer Easement

Operational Matters

Public Comment

Discussion of Bids for New Copper Beech Park

Report on Traffic Safety Actions for School Opening

Personnel Matters

Public Comment

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 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 6:00 pm 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 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; (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 2:30 pm on the day of the meeting;

and, in addition,

- at any time ***during*** the meeting by email to 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 subsequent to the meeting, usually within a few days. 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 Pittsford Town Board for August 15, 2023

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
AUGUST 15, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, August 15, 2023 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 Cathy Koshykar, Katherine B. Munzinger, Stephanie Townsend and Kim Taylor.

ABSENT: None.

ALSO PRESENT: Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Laura Beeley, Deputy Town Clerk; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: 3 members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

Supervisor Smith advised there will be no executive session tonight. Concert for Kids is August 16, 2023 featuring John Dady and John Ryan at Spiegel Community Center Field. The Pittsford Fire Department Band is playing this Friday, August 18 at 6:30PM at Carpenter Park at Port of Pittsford.

MINUTES OF THE AUGUST 8, 2023 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of August 8, 2023, was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the August 8, 2023, Town Board meeting are approved.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) IN TOWN PARKS

Deputy Supervisor Munzinger discussed her proposal to provide Automated External Defibrillators (AEDs) in Town Parks. She made a motion to fund this proposal, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

Be it resolved that the following is approved:

That 1.7110.4137.2.7110 (Parks – Safety Supplies) be increased by \$8,000.00 for AEDs at Farm View Park, Great Embankment Park, Thornell Farm Park, and Hopkins Park.

Minutes of the Pittsford Town Board for August 15, 2023

The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$8,000.00. The Finance Director is authorized to amend the budget and make transfers as necessary to facilitate the expenditure of these funds.

The Resolution was declared carried as follows:

RESOLVED, the ARPA Amendment & Transfer for AEDs at Town Parks, are approved.

AUGUST VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the **July vouchers from numbers 162196 - 162612, totaling \$ 1,390,260.88** were approved for payment.

PERSONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

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

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:

Name	Dept	Position	Rate	Date of Hire
Sarah Pollard	REC	CC Supv-REC Asst	\$15.98	08/10/2023
Luke Mascitti	HWY	Laborer-Seasonal	\$18.10	08/14/2023
Jason Urso	Maintenance	Cleaner-FT	\$18.10	08/21/2023
Holly Jennings	Communications	Office Clerk Asst-PT	\$23.21	08/21/2023

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

Name	Dept	Position	Rate	Date of Hire
Sarah Pollard	REC	CC Supv-REC Asst	\$15.98	08/10/2023
Luke Mascitti	HWY	Laborer-Seasonal	\$18.10	08/14/2023
Jason Urso	Maintenance	Cleaner-FT	\$18.10	08/21/2023
Holly Jennings	Communications	Office Clerk Asst-PT	\$23.21	08/21/2023

The Resolution was declared passed as follows:

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

Name	Dept	Position	Rate	Date of Hire
Sarah Pollard	REC	CC Supv-REC Asst	\$15.98	08/10/2023
Luke Mascitti	HWY	Laborer-Seasonal	\$18.10	08/14/2023
Jason Urso	Maintenance	Cleaner-FT	\$18.10	08/21/2023
Holly Jennings	Communications	Office Clerk Asst-PT	\$23.21	08/21/2023

Minutes of the Pittsford Town Board for August 15, 2023

OTHER BUSINESS

Supervisor Smith discussed that he met recently with the Town's Environmental Board to kick off work on a Climate Action Plan for Pittsford. He noted that he has consulted with the Genesee-Finger Lakes Regional Planning Council about its role, which will be to draft the plan. Referring to the recent workshop in which he participated for Monroe County's climate action planning process, he noted that the County plan will have specific recommendations that towns can undertake individually and will offer direction for grant funding. The workshop helped illustrate how far ahead Pittsford is in this area. Pittsford has already accomplished and implemented a substantial number of the goals that are required to be included in a Climate Action Plan per State requirements. The Environmental Board will review the County's draft Climate Action Plan expected to be released next month, and building on that will communicate to the Regional Planning Council further suggestions in the County plan appropriate for Pittsford and additional suggestions.

Councilmember Townsend noted the valuable expertise on the Environmental Board that will contribute to framing the Town's Climate Action Plan and to pursuing grant funding bases on the Town's CAP.

Councilmember Taylor encouraged residents who are interested to sign up for Pittsford's new Food Scrap Recycling program. There are 169 residents who have signed up to participate so far.

Councilmember Munzinger reminded the Board about traffic safety concerns that become especially acute when school resumes, as it will do in a few weeks. She recommended that the Highway Department station its speed trailer and the pole-mounted speed monitors on the main roadways by each school. She also asked Commissioner Schenkel about estimated arrival of the second speed trailer the town recently purchased. The Commissioner advised that he expects delivery shortly.

Councilmember Townsend thanked the Sherriff's department for stepping up speeding enforcement, an effort that's been clearly visible in the presence of more patrol cars on roads in the Town.

Supervisor Smith referred to cameras mounted on poles that have appeared in some residential neighborhoods. These have been placed by the State Department of Transportation to monitor traffic volume on roads feeding into state roads in the Town. It is a new technology that supplements the traditional traffic counting equipment that uses hoses spanning the roadway.

PUBLIC COMMENT

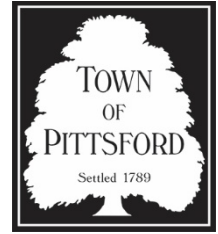
Deborah Bellisario offered a comment.

With no further business, the meeting adjourned at 6:20 P.M.

Respectfully submitted,

Laura Beeley
Deputy Town Clerk

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: August 31, 2023

Regarding: 4044A & 4044B East Avenue – Release of Redundant Sewer Easement

For Meeting On: September 5, 2023

Ladies and Gentleman:

When extending the sanitary sewer to the home previously designated as 4044 East Avenue in the mid-1990s, as part of Extension 63 to Pittsford Sewer District 1, the Town acquired an Easement for the installation of a sanitary sewer main along the eastern and southern boundaries of the property. During construction, the plan for the sewer main extension was relocated to its original plan along the northern boundary of the property to a point, for which an easement had been secured in earlier years. In more recent years, 4044 East Avenue was subdivided as part of the Whelan Subdivision into 4044A and 4044B East Avenue, and the sanitary sewer main was extended through another easement running from the point on the northern boundary of the 4044A and 4044B properties south through the southern boundary of those properties and into the 4046 East Avenue property and then west into the cul-de-sac serving all the residents on the private drive. (See Exhibit 1 of the proposed Release submitted herewith.)

The Easement along the southern property lines of what is now 4044A and 4044B East Avenue and the eastern property line of 4044B will not be needed for the purposes of any future sanitary sewer main extension and is proposed to be released in its entirety.

In the event that the Town Board desires to release the Easement, I would suggest the following Resolution motion:

RESOLUTION

I move that the Town Board authorize the Town Supervisor to sign the attached proposed "Release of Redundant Sewer Easement" involving the Town's easement located along the southern boundaries of 4044A and 4044B East Avenue and the eastern boundary of 4044B East Avenue. This resolution is subject to permissive referendum, and the Town Clerk is directed to post and publish the required notice of such permissive referendum.

RECORD & RETURN TO:
APRIL ZUROWSKI
11 S MAIN STREET
PITTSFORD, NY 14534

RELEASE OF REDUNDANT SEWER EASEMENT

THIS RELEASE, made the ____ day of September, 2023, by the Town of Pittsford, a municipal corporation with its principal office at 11 South Main Street, Pittsford, New York 14534 ("Releasor") to Justin K. Hamilton and Sheena Hamilton, residing at 4044A East Avenue, and to Jennifer Mazzarella, residing at 4044B East Avenue, Pittsford, New York 14534 ("Releasees").

WITNESSETH:

WHEREAS, Releasor was granted a Sanitary Sewer Easement over certain real property located at 4044A East Avenue and 4044B East Avenue in the Town of Pittsford, County of Monroe, and State of New York, by Easement signed by the Releasees' predecessor in title dated January 10, 1996, and recorded in the Monroe County Clerk's Office in Liber 8710 of Deeds, at Page 281 (the "Easement"); and

WHEREAS, a sanitary sewer main was never installed in the Easement area and was instead relocated and installed within easements located elsewhere, thereby obviating the need for the Easement; and

NOW, THEREFORE, in consideration of the facts and circumstances as set forth above, the Releasor herein does hereby release the redundant aforesaid Easement, as described in Schedule A and depicted on Exhibit 1, both attached hereto and made a part hereof.

Property Addresses & Tax Account Numbers:

4044A East Avenue, Pittsford, NY 14534, T.A. #151.10-1-6.11

4044B East Avenue, Pittsford, NY 14534, T.A. #151.10-1-6.21

TOWN OF PITTSFORD

BY:

WILLIAM A. SMITH, JR.
TOWN SUPERVISOR

STATE OF NEW YORK)
COUNTY OF MONROE) ss.

On the ____ day of September, 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared WILLIAM A. SMITH, JR., personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

SCHEDULE A

DESCRIPTION OF A FILED 20' WIDE SANITARY
SEWER MAIN EASEMENT TO THE TOWN OF PITTSFORD
TO BE RELEASED
L 8710 P 281 OF MONROE COUNTY DEEDS

ALL THAT TRACT OR PARCEL OF LAND situated in the Town of Pittsford, County of Monroe, the State of New York, and a portion of Town lot 11, being generally a 20-foot-wide permanent easement described as follows:

Commencing at the northeast corner of T.A.#151.10-1-6.2, which point is also the southeast of the property known as T.A.#151.06-2-43, being the POINT OF BEGINNING; thence

1. Westerly, along the north property line of the tax map parcel 151.10-1-6.2, a distance of 20 feet, more or less, to a point, thence;
2. Southerly, along a line 20 feet west of and parallel to the east line of tax map parcel #151.10-1-6.2, a distance of 197 feet, more or less to a point which is 20 feet northerly of the south line of tax map parcel #151.10-1-6.2, thence;
3. Westerly, along a line which is 20 feet north of and parallel to the south line of tax map parcels #151.10-1-6.2 and #151.10-1-6.1, a distance of 196.51 feet, more or less, to a point, thence;
4. Continuing westerly, along a line which is an extension of course #3, a distance of 134 feet, more or less, to a point on the west line of tax map parcel #151.10-1-6.1, said point being 45 feet, more or less, north of the intersection of the west line of said parcel with the north line of a private road, thence;
5. Southerly, along the west line of said parcel #151.10-1-6.1, a distance of 45 feet, more or less, to a point on the north line of a private road, thence;
6. Easterly, along the north line of said private road, a distance of 155 feet, more or less, to a point of tangency with the south line of parcel #151.10-1-6.2, thence;
7. Easterly, along the south line of parcel #151.10-1-6.2, a distance of 216.51 feet, more or less, to the southeast corner of said parcel, thence;
8. Northerly, along the east line of parcel #151.10-1-6.2, a distance of 218.67 feet to the northeast corner of said parcel, said point also being the POINT OF BEGINNING.

Intending to describe an easement that is generally 20-feet-wide along the east and south property lines of the tax map parcel #151.10-1-6.2 and south property line of #151.10-1-6.1 in the Town of Pittsford.

PITTSFORD LEGAL NOTICE

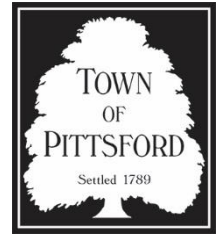
NOTICE OF ADOPTION OF A RESOLUTION SUBJECT TO PERMISSIVE REFERENDUM

Notice is hereby given that on September 5, 2023, the Town Board of the Town of Pittsford, New York adopted a Resolution authorizing the Town Supervisor to execute a release of a sewer easement held by the Town on properties located at 4044A and 4044B East Avenue. Pursuant to Town Law, the Resolution is subject to a Permissive Referendum, a petition for which must be filed within thirty (30) days hereof. Copies of the Town Board Resolution authorizing the release of the easement and the release of the easement itself may be obtained at the Town Hall from the Office of the Town Clerk.

Dated: September 5, 2023

Renee M. McQuillen, Town Clerk
Town of Pittsford, New York

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: August 24, 2023

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: September 5, 2023

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:

Name	Dept	Position	Rate	Date of Hire
Javier Sohn	Library	Page	\$14.20	09/12/2023

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

Name	Dept	Position	Rate	Date of Hire
Javier Sohn	Library	Page	\$14.20	09/12/2023

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

Name	Position	Reason for Change	Rate	Effective Date
Meghan Layer	Asst Site Director Summer Fun	Retro Adjustment	\$16.46	06/03/2023
Olivia Taylor	REC Asst	Adventure Camp	\$15.00	08/21/2023
Jackson Bonin	REC Asst	Adventure Camp	\$15.00	08/21/2023
Todd Long	Maintenance	Training Completion	\$28.03	08/28/2023
Jennifer Morrow	Rec Asst	Seniors-Addtl duties	\$16.46	09/05/2023

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):

Name	Position	Reason for Change	Rate	Effective Date
Meghan Layer	Asst Site Director Summer Fun	Retro Adjustment	\$16.46	06/03/2023
Olivia Taylor	REC Asst	Adventure Camp	\$15.00	08/21/2023
Jackson Bonin	REC Asst	Adventure Camp	\$15.00	08/21/2023
Todd Long	Maintenance	Training Completion	\$28.03	08/28/2023
Jennifer Morrow	Rec Asst	Seniors-Addtl duties	\$16.46	09/05/2023