

## Minutes of the Town Board for July 5, 2017

### TOWN OF PITTSFORD TOWN BOARD JULY 5, 2017

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, July 5, 2017 at 6:00 P.M. local time in Pittsford Town Hall.

**PRESENT:** Supervisor William A. Smith, Jr.; Councilpersons Mary Gehl Doyle, Jared C. Lusk, Katherine B. Munzinger, and Matthew J. O'Connor.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Paul J. Schenkel, Commissioner of Public Works; Greg Duane, Finance Director and Laura Beeley, Deputy Town Clerk.

**ATTENDANCE:** There were no members of the public in attendance. There was also (2) additional staff member(s) present.

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

#### **MINUTES OF JUNE 20, 2017 MEETING APPROVED**

A Resolution to approve the Minutes of the June 20, 2017 Town Board meeting was offered by Deputy Supervisor Lusk, seconded by Councilwoman Doyle, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Conner. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the June 20, 2017 are approved as written.

#### **FINANCIAL MATTERS**

##### **BUDGET TRANSFERS AND AMENDMENTS APPROVED**

A Resolution to approve the proposed budget transfers and amendments was offered by Councilwoman Doyle, seconded by Councilwoman Munzinger, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Conner. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the following budget transfers and amendments are approved:

- That \$ 64.00 be transferred from 1.1310.2002.1.1 (Finance – Office Equip) to 1.1430.2002.1.1 (Personnel – Office Equip) to cover part of the cost of a file cabinet.
- That \$11,800.00 be transferred from 1.9950.9000.1.1 (Transfer to Capital – Expense) to 001.7110.2025.2.7111 (Parks – Small Equipment) to cover the cost of a line marking machine to be used on the athletic fields.

Be it further

**RESOLVED**,

- That line item 602.7110.4409 (Wrenfield Park Dist. – Contractual Maintenance) be increased by \$757.00 to cover the cost of maintenance for the cul-de-sac on Thrush Field Way. The source of these funds will be appropriated fund balance. Be it further resolved that the Director of Finance make the appropriate budget entries.
- That line item 3.7410.4134.23.3 (Library – Databases) be increase by \$1000.00. The source of these funds is a grant from EBSCO. Be it further

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**RESOLVED**, that the Director of Finance make the appropriate budget entries.

### **BONDING FOR TAX COLLECTION APPROVED**

A Resolution to authorize insurance coverage for the 2017-2018 Tax Collections was offered by Deputy Supervisor Lusk, seconded by Councilwoman Munzinger, and voted on by the members as follows: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board hereby guarantees the surety, form and amount of the official undertaking for the faithful performance of the duties of Town Clerk and Receiver of Taxes, as follows:

#### **Section 1.**

Type of undertaking: Insurance coverage for Town Clerk and Receiver of Taxes

Amount: \$100,000.00 per employee Public Employee Dishonesty Coverage with additional indemnity of \$200,000.00, including Faithful Performance of Duty, for the Receiver of Taxes.

#### **Section 2.**

A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law §25.

### **DEPUTY RECEIVER OF TAXES APPROVED**

A Resolution to appoint Carrie Bates, Service Manager at the Pittsford Branch of Canandaigua National Bank and Trust as Deputy Receiver of Taxes was offered by Supervisor Smith, seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that Carrie Bates, Service Manager at the Pittsford Branch of Canandaigua National Bank and Trust is appointed Deputy Receiver of Taxes for the Town of Pittsford for 2017-2018 and is authorized to collect the 2017-2018 School Taxes and the 2018 Town and County Taxes during the interest-free collection periods.

### **SET BID DATE FOR VoIP PHONE SYSTEM REPLACEMENT**

Resolution to authorize that a bid date be set for VoIP Phone system replacement for Town facilities was offered by Supervisor Smith, seconded by Deputy Supervisor Lusk, and voted on by the members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board set a bid date for a VoIP phone system for July 24, 2017 at 11:00 A.M. in the 1<sup>st</sup> floor meeting room at Town Hall.

### **DARK FIBER AGREEMENT WITH LIGHTOWER APPROVED**

Following an explanation by Director of Technology Joy Brown, a Resolution to approve the Dark Fiber Agreement with Lightower was offered by Deputy Supervisor Lusk, seconded by Councilwoman Doyle, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board of the Town of Pittsford approves the agreement with Lightower for the dark fiber network extended to 5611 Palmyra Road with and installation fee of \$500 and an \$850 per month service fee; and it is further

**RESOLVED**, that the Commissioner of Public Works is authorized to sign this agreement.

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**SET BID DATE FOR SPIEGEL COMMUNITY CENTER UPGRADE PROJECT**

A Resolution to authorize that a bid date be set for Spiegel Community Center Upgrade Project was offered by Councilwoman Doyle, seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board authorizes that a bid date be set for Tuesday, August 8, 2017 at 2:00 PM in the Department of Public Works for the Spiegel Community Center Upgrade Project.

**PERSONNEL MATTERS**

**HIRING RECOMMENDATIONS APPROVED**

A Resolution to approve the new hires, as recommended by the Functional Coordinator and following the completed review and background checks necessary, were offered by Councilman O'Connor, seconded by Deputy Supervisor Lusk, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the following employees be hired effective as of 07/05/2017, and be and hereby are confirmed, ratified and approved;

<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate</u>
Casey Filiaci	Recreation	Rec Assistant	10.75
Douglas Pollock	Court	Guard	25.00

**RECREATIONAL MATTERS**

**2017 CONCERT SERIES UPDATE APPROVED**

Pursuant to the recommendation of Jessie R. Hollenbeck, Recreation Director, due to a cancellation, a Resolution to enter into a verbal agreement with Big Mike and The Motivators Band for the 2017 Concert Series was offered by Supervisor Smith, seconded by Councilwoman Munzinger, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

**RESOLVED**, the Town Board authorizes the Town Supervisor to sign a contract with the aforementioned band for a total cost of \$575, which is within the Recreation Department's community events expense budget.

**OTHER BUSINESS**

**CLEAN ENERGY COMMUNITIES UPDATE**

Councilman O'Connor reported that the Town has received confirmation from NYSERDA that we have fully met two (2) of the four (4) criteria needed to qualify for non-matching clean energy grant monies. The Town will continue in its efforts to meet the criteria needed for the remaining two necessary "High Impact Practices" or HIPS to achieve the designation of a Clean Energy Community.

**DEFERRED COMPENSATION DISCUSSION**

There was a brief discussion regarding the watch list that was reviewed at the previous meeting.

**RODNEY B. JANES PARK**

Councilman O'Connor advised that residents should stick to paths at all town parks, especially due to an increase in poison ivy growth this year.

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**ACCOLADES FOR THE DEPARTMENT OF PUBLIC WORKS (DPW)**

Supervisor Smith thanked Commissioner of Public Works, Paul Schenkel, and all staff in the DPW for doing an excellent job in keeping up on all the various projects underway throughout the Town.

**ADJOURNMENT**

Having no further business to discuss, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Laura Beeley, Deputy Town Clerk

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