

Minutes of the Town Board for August 20, 2019

TOWN OF PITTSFORD TOWN BOARD AUGUST 20, 2019

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, August 20, 2019 at 6:00 P.M. local time in Pittsford Town Hall.

PRESENT: Supervisor William A. Smith, Jr.; Councilpersons Katherine B. Munzinger, Matthew J. O'Connor and Stephanie Townsend.

ABSENT: Councilman Kevin Beckford.

ALSO PRESENT: Staff Members: Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Greg Duane, Finance Director; Linda Dillon, Town Clerk; Suzanne Reddick, Assistant to Supervisor; and Shelley O'Brien, Communications Director.

ATTENDANCE: There were six (6) members of the public in attendance. There were also four (4) additional staff members present.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M., inviting Deputy Supervisor Munzinger to lead in the Pledge to the Flag. The Town Clerk noted the absence of just one member, Councilman Beckford.

SUPERVISOR'S ANNOUNCEMENTS

- 1) Food Truck and Music Fest – September 14, 2019 on Main Street.
- 2) Thank you to Recreation Staff for the successful summer season of events, including Paddle and Pour, the movies, concerts and summer children's camp.
- 3) Resurfacing of Golf Avenue is underway by the Monroe County Department of Transportation – use caution if traveling on that roadway.

MINUTES OF THE AUGUST 6, 2019 MINUTES AMENDED

Councilwoman Townsend proposed an amendment to the Minutes on the last page, under Public Comments, noting an additional comment made by a resident. Members agreed and Supervisor Smith offered a motion to amend the Minutes accordingly, seconded by Councilman O'Connor and voted on by members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

The following Resolution was carried as follows:

RESOLVED, that the August 6, 2019 Minutes of the Town Board be amended as follows:
Under Public Comments, referring to comment by Gerri Miner, the minutes will read:

Gerri Miner, formerly of 27 Kimberly Rd., agreed with the recommendation of the CCA Administrator and the decision to purchase 100% renewable energy for the coming year. She also noted that she has been a resident of Pittsford for 42 years, and wanted to express her thanks and recognition to Jessie Hollenbeck, who has done a tremendous job as Recreation Director.

AMENDED MEETING MINUTES OF AUGUST 6, 2019 APPROVED

A Resolution to approve the amended Meeting Minutes of the August 6, 2019 was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Meeting Minutes of August 6, 2019 are approved as amended.

Minutes of the Town Board for August 20, 2019

LEGAL MATTERS PUBLIC COMMENTS

No public comments were offered.

PUBLIC HEARING ON LOCAL LAW NO. 3 OF 2019 – PROHIBITED AREAS FOR DISCHARGE OF FIREARMS SET

Supervisor Smith introduced a proposal to set a public hearing for Local Law No. 3 of 2019. He explained that concerns raised last year during hunting season prompted the Town Administration to review laws affecting hunting in areas in southeastern portions of the Town. Proposed Local Law No. 3 would amend the Town Code, adding an additional defined area in southeast Pittsford to the areas of the Town where the discharge of firearms would be prohibited. The law would also amend the Town Code to no longer permit hunting in the Royal Coach Open Space, Town-owned land with a Town trail through it. Hunting, by bow only, currently is allowed there. Proposed Local Law Number 3, if adopted, would no longer permit it

Thereafter, Deputy Supervisor Munzinger offered a motion to set a public hearing for Local Law No. 3 – Prohibiting Areas for the Discharge of Firearms, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, true and correct copies of proposed Local Law No. 3 of 2019, amending §83-3 and §§109-8 and 109-10 of the Pittsford Municipal Code, relating to prohibited areas for the discharge of firearms and bow hunting in the Royal Coach Open Space, were delivered to each member of the Town Board; and

WHEREAS, due consideration has been given to the adoption of said proposed Local Law No. 3 of 2019, by all members of the Town Board who were present; and

WHEREAS, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 17th day of September, 2019, at 6:00 p.m. at the Town Hall, 11 South Main Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 3 of 2019;

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 17th day of September, 2019, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on the question of the adoption of said proposed Local Law No. 3 of 2019; and be it further

RESOLVED, that a Notice of Hearing and a copy of said proposed Local Law, or a summary thereof, be published in a newspaper previously designated as an official newspaper for publication of public notices, not less than five (5) days prior to said hearing; and be it further

RESOLVED, that the Town Clerk shall post certified copies of both this resolution and said proposed Local Law, or a summary thereof, on the bulletin board, maintained by the Town Clerk pursuant to § 40(6) of the Town Law, for a period of not less than five (5)

FINANCIAL MATTERS PUBLIC COMMENTS

No public comments were offered.

BUDGET TRANSFER APPROVED

A Resolution to approve the proposed Transfer was offered by Deputy Supervisor Munzinger, seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following budget transfer is approved:

Minutes of the Town Board for August 20, 2019

- That \$3,000.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.1 (Bldg. Maintenance – Building Improvements) to repair the eaves and soffits on the Town Hall.

AUGUST VOUCHERS APPROVED

A Resolution to approve the August 2019 vouchers was moved by Councilman O'Connor, seconded by Deputy Supervisor Munzinger, and voted on by the members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the August 2019 vouchers No. 142771 through No. 143348 in the amount of \$1,041,418.90 are approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No public comments were offered.

AWARD BID FOR REFUSE HAULING IN REFUSE DISTRICTS APPROVED

Commissioner of Public Works, Paul Schenkel, after inquiry, explained the contractor's need to bid low to remain competitive against some of the other garbage haulers in the area.

Thereafter, Deputy Supervisor Munzinger moved to award the contract to Seyrek Sealers, the lowest bidder, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that based on the recommendation of the Commissioner of Public Works, the Town Board awards the Refuse District Services bid to Seyrek Sealers for \$16.95/unit per month as the lowest responsible bidder.

RECREATION MATTERS

PUBLIC COMMENTS

No public comments were offered.

FIREWORKS CONTRACT FOR FOOD TRUCK AND MUSIC FEST APPROVED

Following discussion, Deputy Supervisor Munzinger offered a motion to authorize a contract with Young Explosives for fireworks on Saturday, September 14th, following the Food Truck and Music Fest, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

During discussion it was noted, in response to Councilwoman Townsend's question, that partial funding for the fireworks by Assemblywoman Marjorie Byrnes comes from the Assemblywoman's personal funds, not from a campaign account.

The following Resolution was declared carried as follows:

RESOLVED, that the Town Board authorizes the Town Supervisor to sign a contract with Young Explosives for a fireworks display on Saturday, September 14, immediately following the Food Truck and Music Fest at 9:00 p.m., at a fee not to exceed \$3,500.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered.

Minutes of the Town Board for August 20, 2019

RENEWAL OF 457 DEFERRED COMPENSATION PLAN ADMINISTRATOR APPROVED

Director of Personnel, Cheryl Fleming, was asked to present to the Board a review of the proposed Resolution for the renewal of the 457 Deferred Compensation Plan administrator. The following information was presented to Town Board, originally in the form of a memorandum.

An RFP for Administrative and Trust services for the Deferred Compensation Plan was listed in the April 24, 2019 Register. There were five requests for proposal documentation, and five proposals were submitted to the Town of Pittsford for review. A team was formed internally that used certain criteria for the review of the proposals. They were as follows:

1. Local service representation and reliability
2. Experience in the 457 Plan field
3. Customer service
4. Fees for services

Based on these criteria the decision was made to recommend to the Town Board that it award the contract to MassMutual Financial Group.

Following discussion among the Board and Personnel Director Fleming, a motion to authorize the Supervisor to enter into a contract with MassMutual Financial Group in conjunction with Reliance Trust Company, was offered by Supervisor Smith, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, the Town of Pittsford is a local public employer, which has adopted a deferred compensation plan pursuant to Section 5 of the New York State Finance Law; and

WHEREAS, the purpose of such plan is to provide employees with a convenient and tax-favored method of saving on a regular and long-term basis, and thereby provide for their retirement; and

WHEREAS, this plan is now due for renewal under procedures set forth by the New York State Deferred Compensation Board; and

WHEREAS, this process resulted in the receipt of 5 proposals;

NOW, on motion duly made and seconded, it was

RESOLVED, that the Supervisor is hereby authorized to contract for a 5-year period with MassMutual Financial Group in conjunction with Reliance Trust Company, as trustee for services related to the Town of Pittsford's Deferred Compensation Plan.

HIRING AND STATUS/SALARY CHANGES APPROVED

In response to a written inquiry submitted in advance by Councilman Kevin Beckford, who did not attend the Board meeting due to family vacation, it was confirmed that the proposed compensation for a particular seasonal part-time employee is correct.

Thereafter, Councilman O'Connor confirmed that he had audited the records for the proposed part-time and/or seasonal hires and that all the documents were in order. A Resolution to approve the proposed new hires and rehires and recommended status and/or salary change was offered by Councilwoman Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: None.

The Resolution was declared carried as follows:

Minutes of the Town Board for August 20, 2019

RESOLVED, that the Town Board approve the following persons for employment as new hires and confirm as the date of hire as indicated hereto:

Name	Dept	Position	Rate	Date of Hire
Allyson Bilow	Rec	Rec Assistant IV F/T	\$15.00	08/19/2019
Provisional appointment for Office Clerk				
Abby Kress	Lbry	Library Page P/T	\$11.10	08/16/2019
Hillary McShea	Lbry	Library Assistant P/T	\$19.46	09/07/2019

and be it further

RESOLVED, that the Town Board approves the status and/or salary change for the following employees:

Name	Dept	Position	Reason for Change	Rate	Effective Date
Kelly Magro	Lbry	Senior Clerk	Promotion P/T to F/T	\$19.46	09/03/2019
Civil Service appointment for retiree position					
Christ Eggleston	Rec	Water Safety Inst	Added Position	\$15.00	06/24/2019
Christ Eggleston	Rec	Aquatics Supervisor	Added Position	\$16.00	09/07/2019
Theo Couderc	Rec	Lifeguard	Added Position	\$14.00	07/30/2019

STAFF TRAINING/EDUCATION APPROVED

NEW YORK STATE ASSESSORS' ASSOCIATION SEMINAR ATTENDANCE APPROVED

A motion was made by Deputy Supervisor Munzinger to approve attendance of Stephen Robson, Town Assessor, to attend the NYS Assessors' Association Seminar, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Munzinger, O'Connor, Townsend and Smith. Absent: Beckford. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that the Town Assessor, Stephen Robson, be approved to attend the NYS Assessors' Association Seminar on Assessment Administration, to be held in Lake Placid, NY, on September 22 – September 25, 2019 at a cost of \$175.00, plus expenses, which will apply to the State required 12 hours of continuing education credits.

OTHER BUSINESS

Councilwoman Townsend inquired about the status on the selection of a Community Choice Aggregation (CCA) Administrator. Supervisor Smith informed all that the Town of Irondequoit should be meeting tonight and a decision from them will be forthcoming. The Town of Brighton anticipates making their decision next week, either the 28th or 29th of August. Bids will be solicited by the CCA Administrator once it has contracts in place with each of the three Towns and the Village of Pittsford. Lawyers for each will be meeting soon to discuss contracts.

PUBLIC COMMENTS

No public comments were offered.

ADJOURNMENT

As there was no further business, the Supervisor adjourned the meeting at 6:20 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk