

## Minutes of the Town Board for July 6, 2021

### **TOWN OF PITTSFORD TOWN BOARD JULY 6, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, July 6, 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: Alison Burchett, Assistant Recreation Director; Cheryl Fleming, Personnel Director; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Linda M. Dillon, Town Clerk; and Spencer Bernard, Chief of Staff.

**ATTENDANCE:** There were four staff members, three members of the public in attendance and an interpreter.

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

#### **SUPERVISOR'S ANNOUNCEMENTS**

1. New Website is now up and running – Supervisor Smith encourages all to visit the Town's new website
2. Canal Concerts have begun and the next one will be this Friday, July 9th at 6:30 p.m. at the Port of Pittsford Park.

#### **MINUTES OF THE JUNE 15 TOWN BOARD MEETING APPROVED**

A Resolution to approve the Minutes of the Town Board Meeting of June 15, 2021 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 Minutes of the June 15, 2021 Town Board meeting are approved.

#### **PERSONNEL MATTERS**

The Supervisor noted there were members of the public present interested in the proposed Town Clerk appointment, and asked the Board to take Personnel Matters out of order on the Agenda as a courtesy to those present.

#### **PUBLIC COMMENTS**

No comments were offered regarding Personnel Matters.

#### **APPOINTMENT OF TOWN CLERK APPROVED**

Supervisor Smith reviewed the Memorandum to Town Board regarding the impending retirement of Linda Dillon, the current Town Clerk at the end of August. He explained that as a result of the public hiring process, through postings of the position with numerous hiring organizations and on the Town's website, it is recommended that Renee McQuillen be appointed as the new Town Clerk and Receiver of Taxes for the Town of Pittsford, effective August 1, 2021.

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Board discussion followed, briefly on the hiring process and with each Board member commending and thanking Linda Dillon on her years of service, and supporting the proposed appointment of Renee McQuillen. Board members commended Ms. McQuillen for the high standards of her work in her current capacity as Assistant to the Commissioner of Public Works.

Thereafter, Supervisor Smith moved to appoint Renee McQuillen as Town Clerk and Receiver of Taxes, effective August 1, 2021, which was seconded by all Board members and voted upon as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that Renee McQuillen be and hereby is appointed to the office of Town Clerk and Receiver of Taxes for the Town of Pittsford, effective August 1, 2021.

### **HIRING/PERSONNEL ADJUSTMENTS APPROVED**

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval 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 following employees are approved as new hires based on the recommendation of the Functional Coordinators for these areas:

| <b>Name</b>          | <b>Position</b> | <b>Reason for Chang</b> | <b>Salary</b> | <b>Effective Date</b> |
|----------------------|-----------------|-------------------------|---------------|-----------------------|
| Molly Heinzelman     | Rec             | Rec Asst 1 – Seasonal   | \$12.50       | 06/24/2021            |
| Chandler Reynolds    | Rec             | Rec Asst 1 – Seasonal   | \$12.50       | 06/24/2021            |
| Emily Quattrociocchi | Rec             | Rec Asst 1 – Seasonal   | \$12.50       | 06/24/2021            |
| Julianna Lyons       | Rec             | Rec Asst 1 – Seasonal   | \$12.50       | 07/07/2021            |
| Rose Anselm          | Rec             | Rec Asst 1 – Seasonal   | \$12.50       | 07/09/2021            |
| William Bolia        | Hwy             | Laborer – Seasonal      | \$13.00       | 07/09/2021            |
| Jill Way             | Rec             | Rec Asst 3 – RPT        | \$14.15       | 07/12/2021            |

and be it further

**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 Dat</b> |
|-----------------|-------------------------------------|--------------------------|-------------|----------------------|
| Owen Dillman    | MEO 3                               | Promotion                | \$20.89/hr  | 07/05/2021           |
| Renee McQuillen | Town Clerk Replacement - Retirement |                          | \$42.86/hr  | 08/01/2021           |

### **FINANCIAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were offered regarding Financial Matters.

### **BONADIO & COMPANY – CORONAVIRUS RELIEF FUNDS CONSULTING SERVICES DISCUSSED**

Finance Director Brian Luke recommended approval of a contract with Bonadio and Company to serve as consultants to advise the Town regarding funds to be received under the American Rescue Plan Act (ARPA). He explained that the cost of the contract would be fully covered by the ARPA funds. Councilmember Koshykar asked about return of unspent retainer, limits on out-of-pocket expenses by the consultant, the Town's right to a copy of Bonadio's file on the matter and the proposed billing rate. Following discussion, all Board members agreed to defer approval of the contract pending possible modifications related to these points. Councilmember Koshykar indicated that she would e-mail the Chief of Staff with a summary of the points.

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### **SURPLUS INVENTORY APPROVED**

A Resolution to approve the proposed inventory for the Town Board to declare surplus and to be removed from the Town's inventory 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 following equipment items be declared surplus/junk and be removed from the Town's inventory.

| <b>Asset #</b> | <b>Year</b> | <b>Description</b>          | <b>Department</b> | <b>Cost</b> | <b>Disposition</b> |
|----------------|-------------|-----------------------------|-------------------|-------------|--------------------|
| 15492          | 2005        | CHAIR                       | Library           | 173.00      | Junked             |
| 15507          | 2005        | CHAIR                       | Library           | 173.00      | Junked             |
| 15508          | 2005        | CHAIR                       | Library           | 173.00      | Junked             |
| 15514          | 2005        | CHAIR                       | Library           | 147.00      | Junked             |
| 15517          | 2005        | CHAIR                       | Library           | 173.00      | Junked             |
| 15545          | 2005        | CHAIR                       | Library           | 173.00      | Junked             |
| 15547          | 2005        | CHAIR                       | Library           | 173.00      | Junked             |
| 20312          | 2020        | CUTOFF SAW 14"              | Highway           | 922.89      | Junked             |
| 17920          | 2011        | WING PLOW                   | Highway           | 3,500.00    | Auction            |
| 17919          | 2011        | PLOW                        | Highway           | 6,000.00    | Auction            |
| 17305          | 2011        | INTERNATIONAL 10 WHEEL DUMP | Highway           | 103,270.00  | Auction            |
| 17305A         | 2011        | DUMP BODY                   | Highway           | 72,732.00   | Auction            |

### **BUDGET AMENDMENTS AMENDED AND APPROVED**

As a consequence of the Board deferring action on the proposed Bonadio contract, Supervisor Smith moved to amend the second paragraph of the resolution for Budget Amendments to remove the reference to funding for that contract. This was seconded by Councilmember Townsend and voted on as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the proposed Budget Amendment proposal be amended, removing paragraph two (2) with reference to ARPA consulting fees.

Thereafter, a Resolution to approve the proposed Budget Amendments, as amended, 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 \$5,000 be transferred from 1.7550.4019.11.1 (WT – Memorial Day Parade) to 1.7270.4000.11.21 (WT – Concert Series) to add bands for the Summer Concert Series;
- That \$13,500 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.1410.1000.1.1 (WT – Town Clerk Salaries) and \$1,500 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.1330.1000.1.1 (WT – Tax Collection Salaries) to cover Town Clerk retirement and transition;
- That \$1,800 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.1 (Bldg. Capital Improvements – Town Hall) to purchase replacement heat pump, and
- That \$17,862 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.19 (Bldg. Capital Improvements – Kings Bend Park) to purchase picnic tables.

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**RECREATIONAL MATTERS  
PUBLIC COMMENTS**

Jon Sussman commented.

**SUMMER CONCERT SERIES – ADDITIONAL BAND CONTRACTS APPROVED**

The Board discussed concerts scheduled for the same evenings as some of the Town’s Family Movie Nights. Assistant Recreation Director Alison Burchett explained that the concerts will end before the movies begin, so that anyone can enjoy both on the same evening if they like. Councilmember Townsend suggested that for future planning purposes the Recreation staff monitor how scheduling these events on the same night works in practice.

Thereafter, a Resolution to approve the additional Band Contracts for the Summer Concert Series 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 authorizes the Town Supervisor to sign contracts with the following bands, which is within the Recreation Department’s community events expense budget:

**Summer Concert Series**  
Fridays, 6:30 p.m. – 8:00 p.m.

| Date       | Band Name                                  | Cost    |
|------------|--|---------|
| 07/16/2021 | Judah Sealy                                | \$700   |
| 07/30/2021 | Bill Tiberio Jazz Band                     | \$700   |
| 08/13/2021 | The Swooners – “The Billy Joel Experience” | \$1,000 |
| 08/27/2021 | Miller & the other sinners                 | \$1,200 |

**OPERATIONAL MATTERS  
PUBLIC COMMENTS**

No comments were offered regarding Financial Matters.

**DISCUSSION OF USE OF COMMUNITY SOLAR SUSTAINABILITY FUND**

Supervisor Smith indicated that the Town would be receiving \$50 from every household that signed up for the Community Solar program. Currently the Town has a fund of nearly \$30,000. The Board has received suggestions from the Environmental Advisory Board for and consideration.

Councilmember Townsend recommended items where the Town will realize the biggest benefit with cost efficiency in mind, noting that some of the suggestions could require more than the amount in the fund and we should use the fund for a complete project. Councilmember Koshykar would like to see another electrical vehicle charging station as part of planning for phasing in electric vehicles for Town operations. Councilmember Beckford expressed interest in additional solar panels on Town buildings, in heat pumps, and additional EV charging stations. Deputy Supervisor Munzinger supported additional charging stations and solar panels, subject to review of estimated costs, and agreed with Councilmember Townsend that we should pursue the greatest benefit that can be completely funded with the amount available in the Sustainability Fund. She recommended expanding the Town’s existing composting program as an additional desirable use of the Sustainability Fund. Supervisor Smith spoke in favor of solar panels, heat pumps and EV charging stations.

The Board agreed to ask the Environmental Board to review options for recommendation based on this discussion.

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### OTHER BUSINESS

#### GRANT FUNDING FOR TOWN PROJECTS

Supervisor Smith noted that although Town staff and the Town's grant-writing firm are diligent in seeking out and identifying grant opportunities, it is always possible there may be opportunities our grant-writers have not identified yet. For this reason, after the last Board meeting he had asked all members of the Town Board to advise of grant opportunities they may know about, and that Councilmember Townsend had responded with suggestions. He noted that in its eNews the Town had recently made the same request to the general public, to help the Town if they know of anything, in case they have potentially useful information about grant opportunities that have not come to our attention yet.

Thereafter Chief of Staff Spencer Bernard presented a Report to the Board with a complete update and review of Grants applied for, and awarded to, the Town of Pittsford, as well as grants the Town intends to pursue.

- The Town signed an agreement with J. O'Connell and Associates in March for grant consulting services
- On April 7, O'Connell spent the entire day in Pittsford meeting with staff to develop a needs assessment
- The Town can only submit a grant application for a particular purpose once a grant opportunity for that purpose has been announced. So for example, one of the needs identified in the assessment meetings was funding for archiving Town documents. At this point, funding for archiving has yet to be announced.
- We had been waiting for announcement by the State of grants under Transportation Alternatives Program (TAP) and the Congestion Mitigation and Air Quality Improvement Program (CMAQ). These grants were announced just today. They are both due on September 29, 2021 @ 5:00pm.
  - Since the grants were just announced today, it will take some time to understand what's required and the best strategy in constructing successful applications. To be sure we don't miss anything, we'll be attending a webinar on these grants in a couple of weeks hosted by NYS DOT. In anticipation of TAP funding, Paul Schenkel has prepared a list of shovel-ready projects eligible for TAP, information that will greatly strengthen our application for funding.
- An important component of successful Grant writing is planning, to be ready for opportunities that are likely to arise. For example, we are planning on rehabilitating the Canal Lock 62 Park with grant funding, which would provide another beautiful outdoor space, and preserve the historical context of the Lock. We are also looking into a grant suggested by Councilwoman Townsend, the Farmland Protection Grant. To this end we have been in contact with David Behm of the NYS Department of Agriculture and Markets for guidance. We also need to confirm our eligibility to apply again if the Town applied in the past. We are aware of Town Board meeting Minutes from 2000 discussing this grant. We will update the Board once we learn more.

#### **Summary of Current and Pending Grant Activity:**

**Funding Awarded for Summer Concert Series** - The Town won a grant to purchase 500 reusable water bottles labeled with the Erie Canal's bicentennial period, 2017-2025. The water bottles will be filled with promotional fliers for the Concert Series and the Town's new Erie Canal Nature Park and Preserve. The new nature park and preserve is a short walk along the Canalway trail from Carpenter Park. The purpose of this funding is to highlight Pittsford's heritage and the recreational assets the Town has to offer along the Canalway. Many thanks to Shelley O'Brien, Alison Burchett, Michelle Debyah and Jessie Hollenbeck for all helping win this grant!

**Freedom Caverns** – The Town applied for a State folklore grant in connection with the Freedom Caverns in Pittsford. These are underground limestone caverns reputed to begin at the Lanthrop House at 28 Monroe Avenue and extend to the corner of Lincoln Avenue, from where they connect to the Erie Canal towpath and lead to Lake Ontario. This was part of the route to Canada for the Underground Railroad. Regrettably, the State turned down our application in this round, saying "It's a very interesting story, for sure, but we felt that it was more

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a historical topic than folklore". We thank Vicki Profitt, Audrey Johnson and Shelley O'Brien for all the research to put this application together. We may have another route to grant funding for this project.

### **Other Funding being pursued:**

- Farmland Protection Plan (already mentioned)
- Lock 62 – Future CFA (already mentioned)
- Vehicle Rebate and an Electric Charging Station – for Zero-Emission Vehicle Infrastructure Grant from the NYS Department of Environmental Conservation (fast charger & a fleet vehicle)
- Tree City Certification from the Arbor Day Foundation
- CFA Grant for Barn Reconstruction as part of the Local Waterfront Revitalization Plan – state would fund 75% - Town to fund 24% (see below for details)

### **CFA GRANT for Barn Reconstruction - Presented by Commissioner of Public Works, Paul Schenkel: Nature Park and Preserve planning and implementation continued:**

**Phase I** – Construction of trail connection, landscaping and benches; also designs for reconstruction of Barn

#### **Phase II:**

The Town is now ready to advance Phase II of the project to reconstruct a 150-year-old historic local barn. The reconstructed barn will be transformed into a venue that can be used as an interpretive center, as a meeting space and rented out for events. Phase II will involve completing the necessary site work, creating the foundation for the bank barn, and reconstructing the barn. Hookup points for all necessary utilities such as water, sewer, and electricity will be placed during reconstruction to prepare for Phase III. In Phase III, the barn will be transformed from an empty structure into a space where community events, family gatherings, weddings and other events can be held. We will construct a parking lot, new ADA accessible bathrooms, and a kitchenette for food preparation and storage spaces. Lighting, landscaping, and signage describing the barn's historical significance to the Town are also planned as part of Phase III.

### **ADDITIONAL ITEMS UNDER OTHER BUSINESS**

Councilmember Townsend distributed and reviewed the Certification Framework to qualify the Town as a Climate Smart Community (CSC), recommending that the Town pursue this certification. She noted that the Town has already accomplished actions that account for 70 or 80 points out of the 120 points necessary for CSC certification. Being this close it would be wise to pass a formal resolution, as required for the CSC program, declaring that the Town is pursuing CSC status. This would entitle the Town to grant opportunities for sustainability projects even before the Town completes its CSC certification. Supervisor Smith agreed and suggested that we reach out to the Genesee Finger Lakes Regional Planning Council for a presentation on the CSC program,

Upon inquiry, the Supervisor confirmed that the Town continues to follow guidelines of the Centers for Disease Control with respect to COVID. Among other things these require anyone who is not vaccinated to wear a mask in Town facilities. He noted that for most purposes affecting the Town the pandemic restrictions have been substantially lifted.

Councilmember Beckford noted a disparaging comment regarding Pride Month posted by a resident on social media, discussed Pride Month's importance and affirmed that we support members of the LGBT+ community and reject comments or statements opposing that support.

### **PUBLIC COMMENT**

Ann Slocomb commented.

With no further business, the meeting adjourned at 7:40 p.m.

Respectfully submitted,

Linda M. Dillon, RMC  
Town Clerk