

## Minutes of the Town Board for October 5, 2021

### TOWN OF PITTSFORD TOWN BOARD OCTOBER 5, 2021

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, October 5, 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.; Councilmember Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

**ABSENT:** Councilmember Kevin S. Beckford.

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

**ATTENDANCE:** There were two additional staff members, 8 members of the public and an interpreter in attendance.

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

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

1. Thank you to Pittsford Rotary and its High School Interactors for the food drive this past weekend. Food collected will be distributed to refugees from Afghanistan.
2. Supervisor Smith expressed his thanks to residents who attended the public forum on law enforcement on September 30. It was a good conversation and covered concerns about public safety in light of recent changes in state law that impede law enforcement, and speeding in our neighborhoods.
3. Town wide leaf collection begins on Monday, October 18. Residents should expect to see crews in their neighborhoods every three weeks. Residents can see where crews are by accessing the leaf app under the services tab on the Town website. Loose branch collection continues throughout the rest of the year, there is no set schedule for this pick up. The Department of Public Works requests that piles of leaves and brush be kept separate from each other.
4. Hispanic American month is being observed through October 15; the Supervisor encouraged everyone to check out the information and displays on this observance at the library.

#### **MINUTES OF THE SEPTEMBER 21 TOWN BOARD MEETING APPROVED**

Following discussion among board members about determining the number of online viewers, a Resolution to approve the Minutes of the Town Board Meeting of September 21, 2021 was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the September 21, 2021 Town Board meeting are approved.

Councilmember Townsend taking the operational matters out of order since one relates to budget transfers to be considered. With no objections, Supervisor Smith invited Joy Brown, Director of IT to speak to the board about the proposed agreement with Synergy IT solutions.

#### **OPERATIONAL MATTERS**

##### **PUBLIC COMMENTS**

No comments were offered.

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### **AGREEMENT WITH SYNERGY IT SOLUTIONS FOR MICROSOFT OFFICE 365 PROJECT**

Joy Brown, Director of IT, proposed a Resolution for project approval and the execution of a professional services contract with Synergy IT Solutions to migrate the Town servers over to the cloud based Office 365.

Board members thanked Director Brown for her thorough memo and a Resolution to approve the 1 year extension was offered by Councilmember Townsend and seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board Accepts the proposal by Time Warner Cable Northeast, LLC D/B/A Spectrum, and authorizes the Director of Technology to executes the 1-year agreement for Fiber Internet Access at \$520/month plus \$19.99/month for static IP addresses.

### **FINANCIAL MATTERS**

#### **PUBLIC COMMENTS**

No public comments were offered.

#### **BUDGET TRANSFERS APPROVED**

A Resolution to approve the proposed Budget Transfers was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the proposed Budget transfers are approved:

That \$1,810.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.3 (Bldg. Capital Improvements – Library) to purchase outdoor garbage cans for the Library per the 2021 budget.

That \$12,350.00 be transferred from 1.9950.9000.1.1 (WT – Transfer to Capital) to 1.2620.2007.10.3 (Bldg. Capital Improvements – Library) to purchase main hallway door closers for the Library per the 2021 budget.

That \$22,000.00 be transferred from 1.1680.4409.3.2 (WT – I.T. Maintenance Contract) to 1.1989.2001.3.2 (WT – Computer/Technology Replacement) to cover costs associated with the Microsoft Office 365 Project.

That line item 1.1989.2001.3.2 (WT – Computer/Technology Replacement) be increased by \$32,000.00 for I.T. purchases per the Technology Equipment Replacement Schedule. The source of the funds will be a transfer from the Office Equipment Capital Reserve. Be it further resolved, that this resolution is subject to permissive referendum.

#### **SURPLUS INVENTORY APPROVED**

A Resolution to declare certain item of inventory as surplus was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. 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>
18102	2015	Stihl Line Trimmer	Parks	263.96	Junked
18303	2017	Stihl Hedge Trimmer	Parks	303.39	Junked
12692	2000	Linc Arc Welder	Parks	229.00	Junked

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### APPROVAL OF JCAP GRANT APPLICATION

Supervisor Smith referred to a time-sensitive matter submitted by the Town Court after the Agenda for this meeting had been prepared and distributed. The Town Court asks for approval to apply for a Justice Court Assistance Program grant not to exceed \$30,000.00. Funding would finance a courtroom television and camera to facilitate virtual courtroom proceedings and a public address system for the courthouse lobby. Following discussion a Resolution to authorize Town Court to proceed with applying for a Justice Court Assistance Program grant was offered by Councilmember Townsend and seconded by Supervisor Smith, and was voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, the Pittsford Town Court has requested authorization from the Pittsford Town Board to apply for grant funding from the Justice Court Assistance Program ("JCAP") during the upcoming grant cycle to pay for a courtroom television and camera to facilitate virtual courtroom proceedings, as well as to obtain a public address system for the courthouse lobby; and

WHEREAS, the Town Board wishes to accommodate and support the Town Court's application for the JCAP grant which the Town Court seeks; and

WHEREAS, it was the decision of the Town Board that it should authorize the Town Court to apply for the JCAP grant.

NOW, on a motion duly made and seconded, it was

RESOLVED, that The Board of the Town of Pittsford authorizes the Pittsford Town Court to apply for a JCAP grant in the 2021-22 grant cycle up to \$30,000.00.

### PERSONNEL MATTERS

#### PUBLIC COMMENTS

No comments were offered.

#### HIRING/PERSONNEL ADJUSTMENTS APPROVED

Following discussion, 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: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the following personnel be and hereby are approved for the date of hire as recommended:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Thomas Carter	REC	Rec Assistant – PT	\$12.50	10/08/2021
Ryan Kotalik	REC	Rec Assistant – PT	\$12.50	10/08/2021
Lydia Maloney	REC	Rec Assistant – PT	\$12.50	10/11/2021
Michele Scarlata	REC	Rec Assistant – RPT	\$14.15	10/08/2021
Lila VanHouten	Lbry	Library Page – PT	\$12.50	10/11/2021
Nicole Clevenger	Lbry	Library Aide - RPT	\$15.24	10/11/2021
Rachel Brill	Lbry	Library Aide - RPT	\$15.24	10/11/2021
Devon Valdez	Parks	Laborer – Seasonal	\$13.00	10/11/2021

And, be it further

**RESOLVED**, that the following personnel be approved for the status and/or salary change as indicated below:

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Allen Reitz	Building Insp	Permanent Appointment	\$34.21/hr	07/01/2021

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### **OTHER BUSINESS**

Supervisor Smith noted that the first scheduled meeting in December coincides with the Chamber of Commerce's Candlelight Night and that traditionally the Town Board has scheduled its first meeting in December to avoid conflict with the event. He made a motion to change the meeting date from Tuesday, December 7 to Wednesday, December 8, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

Spencer Bernard, Chief of Staff, updated the Board on farming and farming practices within the Town. His report covered a brief history of notable family farms in the area. It included observations and insights from Pittsford farmers, including their use of fertilizers and synthetic pest-control measures, all in strict accordance with the State Department of Environmental Conservation requirements, including its training requirements. Pittsford's farmers are highly attuned to using best practices on the land, since the land is their livelihood and they would not use any fertilizers or synthetic substances other than with strict safety, since their own families live on that land. Board members discussed organic farming, including the Town's initiatives in 2015 and 2016 to invite organic farmers to lease Town-owned lands suitable for cultivation, cover crops, farm leases and soil and water conservation guidelines.

Councilmember Townsend offered follow up comments on both the RG&E and composting presentations from the last meeting and discussed with fellow board members what their next steps should be. Councilmember Townsend mentioned upon reflection of previous discussions that creating a Town pesticide policy or statement aligned with our current pesticide plan/usage would be beneficial. Supervisor Smith acknowledged a policy is in place and was added to the Town website, he will forward that information to board members.

### **PUBLIC COMMENTS**

Kathleen Fitzpatrick and Annalise Johnson offered comments.

With no further business, the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Renee McQuillen  
Town Clerk