

Minutes of the Town Board for January 4, 2022

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
JANUARY 4, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, January 4, 2022 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, Kim Taylor and Stephanie M. Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor; Spencer Bernard, Chief of Staff.

ATTENDANCE: Forty 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

1. Supervisor Smith wished everyone a Happy New Year and announced there are openings on the Planning Board, Environmental Board, Zoning Board and Design Review Board. Any residents interested in sitting on one of these volunteer boards should forward a letter of interest with their resume to the Supervisors office.

OATHS OF OFFICE

New York State Supreme Court Justice, William K. Taylor administered the Oath of Office for the Swearing In of newly elected Town Councilmember Kim Taylor. Pittsford Town Clerk, Renee McQuillen administered the Oath of Office for the Swearing In of re-elected Town Officials as follows: John E. Bernacki, Town Justice; Stephanie Townsend, Town Councilmember; and William A. Smith, Jr., Town Supervisor.

COMMENDATION FOR PATRCIA KELLY CLINE

Following the Oaths of Office, Supervisor Smith asked Kelly Cline to come forward to receive a Commendation signed by the Town Board in recognition of retirement and years of service to the Pittsford community. The Commendation reads:

Whereas, Patricia Kelly Cline joined the Town of Pittsford in 1990 as a license clerk and in 1999 became Fire Marshal and Code Compliance Officer, and throughout her years of exceptional public service to our community she has been steadfast in her care for and commitment to our residents and to her fellow staff members; and

Whereas, as Town Fire Marshal and Compliance Officer for over 22 years, Kelly Cline has contributed her extensive knowledge, skills and experience to ensure the safety and success of many and varied projects, events and programs in the Town, including serving as Emergency Services Coordinator for major community events such as PGA Championships and Buffalo Bills Training Camp; her diligent efforts to safeguard the well-being of our residents include developing an emergency services early notification system for the Town and School District, creating and updating highly detailed and effective

Minutes of the Town Board for January 4, 2022

community emergency response and disaster plans that meet stringent and extensive County and State regulations, and offering a variety of safety and fire prevention outreach programs and information to Pittsford community groups, businesses and schools; and

Whereas, a life-long Pittsford resident, Kelly Cline is a truly dedicated public servant and has volunteered her time as well to benefit the health and safety of our residents, including as an active and committed Pittsford volunteer firefighter for over 40 years and as a past Pittsford Volunteer Ambulance member; and

Whereas, known throughout her tenure with the Town as a committed, knowledgeable, caring and effective team member, Kelly Cline has always sought to provide exceptional customer service with the utmost integrity, even in the most challenging circumstances, and consistently has gone above and beyond to support residents in need during a crisis. She has been an invaluable member of the Town staff; her efforts are an outstanding reflection of the Town and its services, and have made a lasting and positive impact on our community and its residents.

Now, Therefore Be It Resolved that the Pittsford Town Board recognizes Kelly Cline's dedication and outstanding service to the Town of Pittsford for over 31 years; and

Further Resolved, that now, on the occasion of her retirement, with utmost regard and appreciation the Pittsford Town Board thanks Kelly Cline for her exceptional efforts toward and her personal commitment to the success and well-being of our community and its residents.

RECESS

The Board called for a short recess at 6:08 pm and reconvened at 6:13 pm.

MINUTES OF THE DECEMBER 21 TOWN BOARD & DECEMBER 29 MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meetings of December 21, 2021 and December 29, 2021 was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Abstain: Taylor.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the December 21, 2021 and December 29, 2021 Town Board meetings are approved.

SUPERVISOR'S BIENNIAL STAFF APPOINTMENTS FOR 2022-2023

Supervisor Smith announced the following Supervisor's Biennial Appointments for 2022-2023:

Deputy Supervisor

Katherine Bohne Munzinger

Staff

Director of Finance and Budget Director
Assistant to the Supervisor
Town Historian

Brian Luke
Suzanne Reddick
Audrey Johnson

Liaisons to Volunteer Boards

Councilmember Cathy Koshykar

Design Review & Historical Preservation Board
Pittsford Youth Services

Minutes of the Town Board for January 4, 2022

Deputy Supervisor Katherine Bohne Munzinger	Planning Board Zoning Board of Appeals
Councilmember Kim Taylor	Parks and Recreation Advisory Board Library Board of Trustees
Councilmember Stephanie M. Townsend	Environmental Board Assessment Review Board
Supervisor William A. Smith	Leadership Committee Chamber of Commerce

BIENNIAL STAFF APPOINTMENTS FOR 2022-2023

Supervisor Smith proposed the following staff appointments and approvals to be considered by the Town Board. The Supervisor recommended and moved to approve the individuals named below for the biennial period covering calendar years 2022 and 2023:

Renee McQuillen	Town Clerk and Receiver of Taxes
Robert Koegel	Town Attorney
Paul Schenkel	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Jessie Hollenbeck	Director of Recreation
Laura Beeley	Deputy Town Clerk
Hayes Wallman	Deputy Town Clerk
Karen Ward	Deputy Receiver of Taxes
James Gagnier	Deputy Commissioner of Public Works
William A. Smith	Marriage Officiant

Councilmember Townsend seconded the motion, and the Resolution was voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The following Resolution was declared carried as follows:

RESOLVED, that each of the following be and hereby is appointed to the office set forth opposite his or her name for the biennial period covering calendar years 2022 and 2023:

Renee McQuillen	Town Clerk and Receiver of Taxes
Robert Koegel	Town Attorney
Paul Schenkel	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Jessie Hollenbeck	Director of Recreation
Laura Beeley	Deputy Town Clerk
Hayes Wallman	Deputy Town Clerk
Karen Ward	Deputy Receiver of Taxes
James Gagnier	Deputy Commissioner of Public Works
William A. Smith	Marriage Officiant

LEGAL MATTERS

No public comments made.

TOWN BOARD MEETING SCHEDULE APPROVED

A Resolution to approve the regular Town Board meeting schedule for the 1st and 3rd Tuesday of each month at 6:00 P.M., subject to the proposed meeting calendar for 2022 and subject to rescheduling

Minutes of the Town Board for January 4, 2022

from time to time, was offered by Deputy Supervisor Munzinger, 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 Regular Town Board meetings will be scheduled for the 1st and 3rd Tuesday of each month at 6:00 P.M., subject to the meeting calendar as proposed for 2022 and subject to rescheduling from time to time.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

2022 PETTY CASH FUNDS APPROVED

A Resolution to approve 2022 Petty Cash Funds was offered by Councilmember Munzinger, seconded by Councilmember Taylor, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following petty cash funds, and the custodians for those funds, are approved for 2022 as per adopted Town policy:

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$500.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Senior Services
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk	\$650.00	Town Clerk
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

VOUCHER APPROVAL AUTHORIZED FOR 2022

A Resolution to authorize Voucher Approval staff persons was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following persons are authorized to approve Town vouchers during 2022: Town Supervisor, Deputy Supervisor, Town Clerk, Director of Finance, Personnel Director, Assessor, Commissioner of Public Works, Library Director, Secretary to Commissioner of Public Works, Historian, Court Clerk, Recreation Director, Recreation Account Clerk, Deputy Commissioner of Public Works, Technology Manager, Recreation Supervisor-Senior Services, Communications Director, Animal Control Officer, and Town Attorney.

2022 PAY PERIOD SET

A Resolution to set the 2022 Pay Period was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED that the 2022 pay period for the Town of Pittsford is bi-weekly.

Minutes of the Town Board for January 4, 2022

2022 WORK WEEK ESTABLISHED

A Resolution to establish the 2022 Work Week was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2022 Town of Pittsford work week will be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Laborers and 35 hours for all other departments.

2022 MILEAGE REIMBURSEMENT RATE SET

A Resolution to set the 2022 Mileage Reimbursement Rate was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that effective January 1, 2022 the mileage reimbursement rate will be \$0.585 cents per mile.

2022 HEALTH INSURANCE REIMBURSEMENT RATE

A Resolution to set the 2022 Health Insurance Reimbursement Rate was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by the members as follows Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2022 Health Insurance Reimbursement Rate will be a maximum of \$4,000.00 per Section 5.4 of the Personnel Rules.

2022 TOWN BOARD MEETING SCHEDULE SET

A Resolution to set the 2022 Town Board Meeting Schedule was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by the members as follows Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board will meet on the first and third Tuesday of each month at 6:00 P.M. local time in Pittsford Town Hall, Lower Level Meeting Room, but will be subject to rescheduling from time to time.

2022 MEETING REIMBURSEMENT RATE SET

A Resolution to set the 2022 Meeting Reimbursement Rate was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the meeting reimbursement rate for lunch expenses is set at \$15.00 per meeting for staff persons attending Association meetings.

2022 PER DIEM MEAL REIMBURSEMENT SET

A Resolution to set the 2022 Per Diem Meal Reimbursement Rate was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

Minutes of the Town Board for January 4, 2022

The Resolution was declared carried as follows:

RESOLVED, that 2022 per diem rate for meals and incidental expenses shall be the higher of \$40.00 per day, or the applicable federal per diem rate.

2022 BANK DEPOSITORIES APPROVED

A Resolution to approve 2022 Bank Depositories was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following banks are approved as depositories for Town of Pittsford funds in 2022: J.P. Morgan Chase, M&T, Canandaigua National Bank & Trust, and NY Class Local Government Investment Pool.

2022 OFFICIAL NEWSPAPERS DESIGNATED

Following discussion it was determined that the resolution would be amended to remove the Mendon-Honeoye Falls-Lima Sentinel as an additional official newspaper for 2022.

A Resolution to designate the 2022 Official Newspapers was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Daily Record is designated as official Town newspaper for 2022, with an additional newspaper being the Rochester Business Journal.

PERSONNEL MATTERS

PUBLIC COMMENTS

No comments were made.

STAFF CONFERENCE ATTENDANCE APPROVALS FOR 2022

The Town provides for and encourages continuing professional education for members of its staff. Based on advice and requests of the various department heads, the following Resolution 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 following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during 2022:

Conference Attendance Authorized - the following personnel are authorized to attend the regular meetings of their professional organizations:

Renee McQuillen, Town Clerk & Receiver of Taxes
Monroe County Town Clerks, Tax Receivers & Collectors Association
New York State Town Clerks Association
New York State Association of Tax Receivers & Collectors
Karen Ward
New York State Tax Receivers and Collectors Association
Monroe County Town Clerks, Tax Receivers & Collectors Association

Minutes of the Town Board for January 4, 2022

Paul Schenkel

American Public Works Association – State and Local Branch
Monroe County Highway Superintendents Association
GIS/SIG Regional Committee
Monroe County Stormwater Coalition

James Gagnier

Monroe County Highway Superintendents Association
PERMA – Safety Council for Western Region
Irondequoit Creek Watershed Collaborative (IWC)
Monroe County Stormwater Coalition (MCSC)

Michelle Debyah

GIS/SIG Regional Committee
NYS GIS Association

Rob Fromberger, Town Engineer

National Society of Professional Engineers – Monroe Chapter
American Society of Civil Engineers
American Public Works Association

Scott Wallman

Monroe County Highway Superintendents Association

Bill Zink/Future Building Inspector

Finger Lakes Building Officials Assoc. (FLBOA) or
Niagara Frontier Building Officials
Monroe County Fire Marshal Association

Salvatore Tantalo, Fire Marshal

Monroe County Fire Marshal Association
Finger Lakes Building Officials Association (FLBOA)

Town Supervisor, Town Attorney, one Board Member

New York State Association of Towns

Stephen Robson, Assessor

Monroe County Assessors' Association
NYS Department of Tax & Finance – Office of Real Property Services
NYS Assessors Association

Brian Luke, Finance Officer

Monroe County Town Finance Officers Association
Government Finance Officers Association – State and Local
FLMHIT Meetings

Cheryl Fleming, Personnel Director

Monroe County Town Finance Officers Association
FLMHIT Meetings
Monroe County HR Meetings
PERMA Annual Conference – Spring/Fall Seminars
SHRM Conference

Minutes of the Town Board for January 4, 2022

Shelley O'Brien, Communication Director
Causewave Community Partners (formerly Ad Council of Rochester)
Public Relations Society of America
Association for Women in Communications
National Association of Government Communicators

Jessie Hollenbeck
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Alison Burchett
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Katelyn Disbrow
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society
FLMHIT Wellness Committee

Casandra Schrom
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

ASSOCIATION OF TOWNS DELEGATES DESIGNATED

A Resolution to designate Supervisor Smith as the delegate and Councilmember Townsend as the alternate delegate to represent the Town of Pittsford at the Association of Towns Annual Business Meeting was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, 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 Supervisor Smith be designated as the delegate to represent and vote on behalf of the Town of Pittsford at the Annual Business Meeting of the Association of Towns on February 20, 2022 and that Town Councilmember, Stephanie Townsend, be designated the alternate delegate to represent the Town of Pittsford.

2022 HOLIDAY SCHEDULE APPROVED AS AMENDED

Supervisor Smith asked to amend the proposed 2022 Holiday Schedule by adding an additional Floating Holiday giving all staff an additional day in the year to use in observance of an additional Holiday. All Councilmembers were in agreement and thereafter, a Resolution to approve the 2022 Holiday Schedule as amended was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, 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 2022 Holiday Schedule be and hereby is approved as amended.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

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

Minutes of the Town Board for January 4, 2022

The following employee(s) are recommended as a new hire based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Elsa Guenther	Court	Clerk to Town Justice	\$35.71	01/10/2022

All the proper reviews and background checks have been completed for these candidate(s) and have received appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Elsa Guenther	Court	Clerk to Town Justice	\$35.71	01/10/2022

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

Name	Position	Reason for Change	Salary	Effective Date
Voirrey Moulton	Crossing Guard	Added Shifts – Replacement	\$20.96/hr	01/10/2022
Kevin Smith	Laborer	Seasonal to RFT	\$18.35/hr	12/30/2021

Should the Board approve the above recommendation and personnel adjustment, the following resolution is proposed, RESOLVED, that the Town Board approves the appointment for the following employee(s):

Name	Position	Reason for Change	Salary	Effective Date
Voirrey Moulton	Crossing Guard	Added Shifts – Replacement	\$20.96/hr	01/10/2022
Kevin Smith	Laborer	Seasonal to RFT	\$18.35/hr	12/30/2021

OTHER BUSINESS

Councilmember Taylor brought forth for discussion the recently passed State law that offers First Responders a 10% reduction of their assessment value in the form of a Tax Credit. Attorney Koegel commented that he was working on a draft local law on this topic for the next meeting. It was determined that the finance director would look into the revenue impacts if the Town were to approve this deduction.

Supervisor Smith stated that Zoning Code review would be resuming with their scheduled Wednesday meetings.

Councilmember Townsend inquired if board members should be aware of any staff initiatives or goals for 2022. Department heads in attendance indicated they would take this inquiry back to staff and report back.

PUBLIC COMMENTS

There were no public comments.

With no further business, the meeting adjourned at 6:38 p.m.

Respectfully submitted,

Renee McQuillen
Town Clerk