

Minutes of the Town Board for March 15, 2022

**TOWN OF PITTSFORD
TOWN BOARD
March 15, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, March 15, 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 Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director, Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor; Spencer Bernard, Chief of Staff; Jessica Neal, Parks General Foreman.

ATTENDANCE: Ten 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. March 17, 2022 will be the first day of eliminating overdue fees for all Juvenile and Young Adult materials checked out from the library. The 2-year pilot program has the support of the Library's Board of Trustees and the Town Board.

PRESENTATION BY PARKS FOREMAN: PARK AND TRAIL IMPROVEMENTS

Jessica Neal, Parks Department Foreman, presented to board members Park and Trail improvements proposals including projects put on hold the last two years due to COVID. The total anticipated cost is \$281,930, for the following projects: resurfacing of the basketball and tennis courts at Thornell Farm Park including adding lines for pickle ball courts; the sealing of Thornell Farm Park parking lot; replacement of locks at the dog park to work with the Monroe County e-card entry system, and reconstruction of the entrance and parking areas at Isaac Gordon Park. Improvements planned for Kings Bend Park are for the replacement of picture windows and ceiling fans in both lodges; at Great Embankment Park, the addition of two pollinator garden areas; relocation of a fire hydrant at the Parks Garage; and the purchase of an additional Ventrac mower with attachments to increase efficiencies in Town trail maintenance. Upgrades proposed for the ball fields at Farm View Park include the addition of bleachers, foul poles, and outfield fencing. A connection of the Auburn Trail at Thornell Road to the Wood Stone Rise/Bromsgrove Road area with additional neighborhood connections planned was the final item proposed. This project is part of the Town's Active Transportation Plan approved in 2020. The funding of these improvements will allow the Town to maintain our heavily used parks and trails and, in some cases, increase their usage potential. The source of funding for the projects would be the American Rescue Plan Act (ARPA) Federal Aid the Town received.

Following questions from board members on the presentation, board members then moved to discussion regarding the transfer of funds for the improvements. Councilmember Koshykar said that the Board's early conversations regarding ARPA funding had included providing residents with an opportunity to make suggestions for use of the funds and that the Board has not had public meetings to do that.

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Councilmember Townsend agreed that resident input is important but suggested that formal public meetings for that purpose may not be the best way. She noted that so far residents have had several opportunities to offer their opinions, through communications to the Board and the opportunity to speak at Town Board meetings, but none have. Councilmember Koshykar suggested that not all members of the public are aware of Town Board meetings and agendas. Councilmember Townsend proposed soliciting public opinion, in addition to the methods already available, at the Town Board table at the Paddle and Pour event that is always well-attended. This year it is scheduled for May 28th. This way the Board could hear from a diverse group of residents about possible ideas. Councilmember Taylor recommended a Suggestion Box for the Town table at Paddle and Pour for this purpose. Board members expressed approval of these ideas.

Councilmember Taylor commented further that she posts the agenda for Board meetings on her Facebook page and offered her support for Councilmember Townsend's idea, adding that she most often hears from residents when they happen to see her around Town.

Supervisor Smith noted that when our residents have been concerned about a matter, they have turned out to Town Board meetings to voice their opinions. He referred to the Town's two well-attended public meetings late last year, where many residents spoke and overwhelmingly communicated a clear message about marijuana sales and lounges and that most of the Town Board members had honored the public's wishes.

The Supervisor noted that from the time the Board first publicly discussed ARPA funds and expressed its desire for public input, all avenues of communication to the Board have been open although, as Councilmember Townsend pointed out, to date we have received no messages about ARPA funds. He noted that before the last Town Board meeting where the Board first voted on any use of ARPA funds the Library's proposals had been publicly published on the Town website the Friday before the meeting; that the Parks proposals presented tonight have been publicized similarly, and in addition have been publicized in the Town's e-News several times and on the Supervisor's Facebook page. In addition the Town added an ARPA page to the Town website that includes a link for sending an email to all board members so that residents can more easily share their ideas with board members and it also contains the departmental proposals for use of ARPA funds that the Board has considered. He also commented that the Town Facebook page also has carried requests for public input on using ARPA funds.

Deputy Supervisor Munzinger echoed the need to take care of deferred maintenance projects because of the pandemic and to listen to and heed the recommendations of department heads. They hear from residents throughout the year about improvements needed and concerns involving their departmental areas. She further commented that the proposals now before the board will have a beneficial impact for many residents and community groups. She then made a motion to approve the proposed transfer. Councilmember Koshykar stated that because of the Board's willingness to seek public input, including at this year's Paddle and Pour, and to make clear the amount of funds that would be available once all departmental requests have been approved, she will support this motion. All members agreed to continue to seek public comments even prior to that event.

Town Clerk McQuillen read an email comment from Jon Sussman.

Councilmember Taylor seconded the motion to approve, and it was voted on as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following be approved:

That 1.7110.4003.16.21 be increased by \$82,500.00; that 1.7110.4003.14.7 be increased by 18,500.00; that 1.7110.4003.16.26 be increased by \$14,000.00; that 1.2620.2007.10.19 be increased by \$7,730.00; that 1.7110.2025.2.7111 be increased by \$42,000.00; that 1.7110.4003.16.20 be

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increased by \$4,000.00; that 1.7110.4003.16.22 be increased by \$6,400.00; that 1.7110.4003.16.39 be increased by 57,000.00; and 1.7110.4003.16.44 be increased by \$49,800.00. The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$281,930.00. The funds are to be spent as presented in the Parks Department ARPA proposal. The Finance Director is authorized to amend the budget as necessary to facilitate the expenditure of these funds.

MINUTES OF THE MARCH 1, 2022 TOWN BOARD MEETING APPROVED

Following a correction noted by the Town Clerk that the term of office for the Assessment Board reappointment was incorrectly stated, a Resolution to approve the Minutes of the Town Board meeting of March 1, 2022, as corrected, 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 Minutes of the March 1, 2022 Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

There were no public comments.

VETERINARY SPECIALISTS AND EMERGENCY SERVICE CONTRACT

A Resolution to authorize the Town Supervisor to execute the proposed 2022 contract with Pathway Vet Alliance LLC d/b/a Veterinary Specialists and Emergency Service for boarding and veterinary services involving stray animals was made by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, 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 Town Supervisor is authorized to execute the proposed agreement with Pathway Vet Alliance LLC d/b/a Veterinary Specialists and Emergency Service for boarding and veterinary services involving stray animals.

FINANCIAL MATTERS

PUBLIC COMMENTS

There were no public comments.

MARCH TRANSFERS APPROVED

A Resolution to approve the March transfers was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, 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 transfers be approved as follows:

That \$529.55 be transferred from 1.1430.4137.1.1 (WT – Personnel Supplies) to 1.1430.2002.1.1 (WT – Personnel Equipment).

MARCH SURPLUS APPROVED

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

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The Resolution was declared carried as follows:

RESOLVED, that the following list of equipment be declared surplus and be removed from the Town's inventory.

Asset #	Year	Description	Department	Cost	Disposition
17262	2013	TELOG FLO METER	Sewer	6,000.00	Junked
17263	2013	TELOG FLO METER	Sewer	6,000.00	Junked

MARCH VOUCHERS APPROVED

A resolution to approve the proposed vouchers 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 the March vouchers No. 155036 – 155411 for \$ \$882,442.21 are approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENTS

There were no public comments.

ANNUAL RABIES CLINIC APPROVED

A motion to approve the Annual Rabies Clinic was offered by Supervisor Smith, seconded by Councilmember Townsend, 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 Town Board hereby approves expenditure of up to \$500.00 for a free Rabies Clinic to be held at the Town Highway Garage on Thursday, May 12, 2022 from 4:30 p.m. to 7:30 p.m.

AWARD BID FOR CONTRACTUAL GROUNDS MAINTENANCE

Following comments from Commission Schenkel, a motion to accept the bid of \$105,605 submitted by Plant Concepts as the lowest responsible bidder 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 Town Board accept the bid for \$105,605 from Plant Concepts as the lowest responsible bidder.

AWARD BID FOR THORNELL FARM PARK TENNIS AND BASKETBALL COURT RESURFACING

A motion to award the bid for the Thornell Farm Park Tennis Courts Resurfacing Project to Super Seal Sealcoating Company was made by Councilmember Taylor, 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, as the lowest responsible bidder for \$44,860, with the optional basketball court resurfacing for an additional \$14,000, for a not to exceed total of \$60,000.

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SETTING A PUBLIC HEARING FOR SEWER DISTRICT EXTENSION JH-160

Supervisor Smith proposed a resolution to set a Public Hearing on April 5, 2022 at 6:00 P.M. for the proposed Sewer Extension JH-160 to the Pittsford Consolidated Sewer District, seconded by Deputy Supervisor Munzinger, and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that a Public Hearing be set for April 5, 2022 at 6:00 P.M., local time to consider the approval of Sewer Extension JH-160 to the Pittsford Consolidated Sewer District, on lands located at 510 Thornell Road.

PERSONNEL MATTERS

PUBLIC COMMENTS

There were no public comments.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires, 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.

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
Zachary Valletta	Laborer	CDL – Class B Salary Adj	\$20.08	03/16/2022
Kahlil Robinson	Laborer	CDL – Class B Salary Adj	\$20.08	03/16/2022
Christopher Downey	Rec Asst 4	Additional Rate	\$16.75	03/21/2022

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

Name	Position	Reason for Change	Salary	Effective Date
Zachary Valletta	Laborer	CDL – Class B Salary Adj	\$20.08	03/16/2022
Kahlil Robinson	Laborer	CDL – Class B Salary Adj	\$20.08	03/16/2022
Christopher Downey	Rec Asst 4	Additional Rate	\$16.75	03/21/2022

OTHER BUSINESS

Deputy Supervisor Munzinger shared that the Senior Center had its annual St. Patrick’s Day lunch that was enjoyed by all.

PUBLIC COMMENT

Mary Moore shared comments with the board.

As there was no further business, the Supervisor adjourned the meeting at 7:00 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk