

Minutes of the Town Board for April 5, 2022

**TOWN OF PITTSFORD  
TOWN BOARD  
April 5, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, April 5, 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; Joy Brown, IT Director.

**ATTENDANCE:** Seven 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. April is Autism Awareness Month. In 2019, town staff received autism training and Pittsford has certified as an autism friendly community. There are many activities planned throughout the area.
2. Both Earth Day and Arbor Day celebrations are planned in Town with several events. Earth Day celebrations are on Friday, April 22 from 1-3 P.M. at the Spiegel Center and an Auburn Trail clean up starting at 10 A.M. on Saturday, April 23. On Friday, April 29 there will be a tree planting ceremony at Great Embankment Park in observation of Arbor Day. You can find more information for all events on the Town website and in our e-news.
3. Supervisor Smith shared that he recently met with Greenlight Networks and they plan to have Greenlight access extended to 70% of the Town by the end of next year.
4. A reminder that the April 19<sup>th</sup> Town Board meeting was cancelled. Our next meeting will be May 3<sup>rd</sup>.

**PUBLIC HEARING FOR PITTSFORD SEWER DISTRICT EXTENSION JH-160**

Supervisor Smith opened the public hearing and reminded all those in attendance the hearing was for an extension to the Pittsford Sewer District. He then asked if there was any member of the public who wished to speak, hearing none, he closed the hearing. Supervisor Smith then made a motion that Extension JH-160 to the Pittsford Sewer District, on lands located on 510 Thornell Road owned by Kenneth and Paula Jamison, be approved, as set forth in the proposed written Resolution and Order, seconded by Deputy Supervisor Munzinger and voted on as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

**WHEREAS**, a Petition having been duly presented to the Town Board of the Town of Pittsford, Monroe County, New York, together with the necessary maps and information which requests an Extension to the Pittsford Sewer District, to be known as "JH-160"; and

**WHEREAS**, the aforesaid Petition was signed by the sole joint owners of the property within the proposed Extension to the District; and

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**WHEREAS**, an Order was duly adopted by the Town Board on the 15th day of March, 2022, for the hearing of all persons interested in the matter to be held on the 5th day of April, 2022, at 6:00 o'clock P.M., Local Time, at the Pittsford Town Hall, 11 South Main Street, Town of Pittsford, New York; and

**WHEREAS**, due proof of publication and posting of the said Order has been duly filed with the Clerk of the said Town Board; and

**WHEREAS**, the hearing required by the said Order has been duly held, and it appears from the said Petition that the proposed Extension to the District does not require any expenditure of money for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

**WHEREAS**, the within action is a Type II action, pursuant to the SEQRA regulations published at 6 NYCRR § 617.5 (c)(11), requiring no further environmental review by the Town Board; and

**WHEREAS**, the permission of the Comptroller of the State of New York is not required for the Extension to the District;

**NOW, ON MOTION** duly made and seconded, it is unanimously

**RESOLVED AND ORDERED**, that

- (a) The Petition is signed and acknowledged or approved as required by law and is otherwise sufficient;
- (b) All the property and the sole property owners within the Extension to the District are benefited thereby;
- (c) All the property and the sole property owners benefited are included within the limits of the Extension to the District;
- (d) The expenses of Maintenance of the Extension to the District are to be paid by the sole property owners annually on a benefit basis; and
- (e) It is in the public interest to grant in whole the relief sought; and it is further

**RESOLVED AND ORDERED**, that Extension "JH-160" to the Pittsford Sewer District, be and the same hereby is created, and that the boundaries of the Extension, as hereby created, are as set forth in "Schedule A" annexed hereto, and as further set forth on the map annexed hereto as "Schedule B"; and it is further

**RESOLVED AND ORDERED**, that all improvements to the sewer system required for the Extension will be constructed or caused to be constructed by the Petitioner, at the expense of the Petitioner; and it is further

**RESOLVED AND ORDERED**, that the Town Clerk is hereby directed to record in the Monroe County Clerk's Office and file with the New York state Office of Audit and Control certified copies of the within Resolution, as required by law.

### **PRESENTATION BY DIRECTOR OF INFORMATION TECHNOLOGY**

Joy Brown, Director of Information Technology, presented proposed projects from the Technology Department. The first step to be completed would be to hire the necessary technology consultants to complete an IT Risk Assessment, a Security Vulnerability Assessment, an IT Security Audit, a PCI Compliance Audit and a Technology Policy Review. These reviews will put the Town in compliance with the NYS SHEILD Act, other state regulations, and will reduce the cost for cybersecurity insurance. The anticipated cost for these amounts to \$50,000.

The addition of a Security Information and Event Management (SIEM) system was the next project presented. This system has the capabilities to detect a ransomware infection before it can cause major data loss. The expected cost is \$1800.

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Docuware is a document management software primarily utilized by the Department of Public Works on a daily basis to review documents and property information. Access to this information is helpful when there are questions on a job site. Currently, these files reside on our servers, which limits the ability for staff to access the information outside of Town offices. Completing this migration upgrade to the cloud will offer improved security, the ability to utilize all the features of Docuware, and improve remote access for staff. The proposed update will cost \$3,200.

Another software program heavily used by Town staff is Springbook KVS Enterprise. The Town has used this financial software program since 1995. The most recent update completed was in 2008 so now makes sense to upgrade to Springbook's cloud based software called Cirrus. This move will improve security, backup solutions and accessibility options. Going forward there will be a yearly cost to maintain our access and this cost will be covered among all departments and adjusted in their budget lines. This update has a cost of \$31,000.

Additional projects presented were the addition of a backup server (\$10,000), the addition of 4 Apple computers at the library (\$10,000), an interactive display Town Hall meeting room (\$10,000) and lastly Technology training for IT and Town staff as needed.

The total cost for the proposed projects is \$147,200. Board members expressed their appreciation for such a thorough presentation. Deputy Supervisor Munzinger then made a motion to approve the transfer of \$147,200 in ARPA funds to fund the initiatives as presented this evening and in the I.T. Department proposal dated March 30, 2022, it was 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 be approved:

That 1.1680.4404.3.2 be increased by \$84,200.00; that 1.1680.2001.3.2 be increased by 28,000.00; that 1.1680.4141.3.2 be increased by \$20,000.00; and 1.1680.4604.1.2 be increased by \$15,000.00. The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$147,200.00. The funds are to be spent as presented in the I.T. Department proposal dated March 30, 2022 and presented at this meeting on April 5, 2022. The Finance Director is authorized to amend the budget as necessary to facilitate the expenditure of these funds.

### **MINUTES OF THE MARCH 15, 2022 TOWN BOARD MEETING APPROVED**

A Resolution to approve the Minutes of the Town Board meeting of March 15, 2022, was offered 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**, that the Minutes of the March 15, 2022 Town Board meeting are approved.

### **LEGAL MATTERS**

#### **PUBLIC COMMENTS**

There were no public comments.

#### **KILBOURN PLACE – TERMINATION OF SEWER EASEMENT**

Following a brief history of the project and this proposal to the Town Board, a Resolution to authorize the Town Supervisor to execute the proposed "Release of Sewer Easement" was made 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:

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**RESOLVED**, that the Town Board authorize the Town Supervisor to sign the attached proposed "Release of Sewer Easement" involving the Town's easement located on 3520 – 3596 East Avenue. This resolution is subject to permissive referendum, and the Town Clerk is directed to post and publish the required notice of such permissive referendum.

### **AGREEMENT WITH TOSHIBA AMERICAN BUSINESS SOLUTIONS FOR DOCUWARE CLOUD SERVICE**

A Resolution to approve the proposed Docuware Cloud migration project and the necessary agreements with Toshiba American Business Solutions, Inc. 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 Board approves the Docuware Cloud migration project and accepts the agreements with Toshiba America Business Solutions, Inc.

**FURTHER RESOLVED**, that the Director of Technology, Joy E. Brown, is authorized to sign the agreements with Toshiba America Business Solutions, Inc.

### **FINANCIAL MATTERS**

#### **PUBLIC COMMENTS**

There were no public comments.

#### **APRIL TRANSFERS APPROVED**

A Resolution to approve the April 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 3.7410.4127.24.3 (Library: E-Materials) be increased by \$9,649.17. The source of the funds will be grant money from the Friends and Foundation of the Rochester Public Library (FFRPL).

#### **APRIL VOUCHERS APPROVED**

A resolution to approve the proposed April 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 April vouchers No. 155412 – 155723 for \$584,396.66 are approved for payment.

#### **APRIL 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.

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.

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Asset #	Year	Description	Department	Cost	Disposition
14398	2006	MIG 115V WELDER & CART	Highway	811.00	Junked
20169	2019	ELECTRIC DRYER	Highway	398.00	Junked
17566	2013	FORD F-250 4X4 # 502-1	Highway	20,127.00	Auction
17566-2	2013	UTILITY BOX FOR # 502-1	Highway	5,697.00	Auction
18805	2016	WASHING MACHINE	Highway	379.05	Junked
14324	2004	STEELMAX MAGNETIC DRILL	Highway	850.00	Junked
17525	2013	CUT-SAW (W/ CART, WATER TANK)	Highway	1,240.00	Junked
14096	2003	HONDA PLATE TAMPER	Highway	1,550.00	Junked
10002	1980	IBM SELECTRIC II - BLUE	Clerk	800.00	Junked

**ACKNOWLEDGING AUDITOR'S FINANCIAL REVIEW OF JUSTICE COURT RECORDS FOR 2021**

A Resolution recognizing that the Town Board acknowledges that the required Justice Court financial review, pursuant to Section 2019-a of the Uniform Justice Court Act, has been conducted and filed with the Town Clerk. was made 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 Town Board acknowledges that the required Justice Court financial review, pursuant to Section 2019-a of the Uniform Justice Court Act, has been conducted and filed with the Town Clerk.

**OPERATIONAL MATTERS**

**PUBLIC COMMENTS**

There were no public comments.

**RENEWAL OF RG&E AUBURN TRAIL LICENSE**

A motion to approve the that the Town Supervisor is authorized to sign the proposed extension to the Auburn Trail License Agreement with Rochester Gas & Electric Corporation to March 21, 2031 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 Town Board authorize the Town Supervisor to sign the proposed extension to the Auburn Trail License Agreement with Rochester Gas & Electric Corporation to March 21, 2031.

**SET BID OPENING DATE FOR INSTALLATION & REPAIR OF CONCRETE SIDEWALKS**

Following comments from Commission Schenkel, a motion to set a bid opening date of May 19, 2022 at 11:00 AM 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 Town Board sets a bid opening date for the Installation and Repair of Concrete Sidewalks for May 19, 2022 at 11:00 AM.

**RECREATIONAL MATTERS**

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### PUBLIC COMMENTS

A comment from Jackie Ebner was read.

### 2022 SUMMER PROGRAMS

Following remarks from board members, a motion to approve the 2022 Recreation summer program schedule was made by Councilmember Taylor, 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 Recreation Department 2022 summer programs are approved and the Town Supervisor is authorized to sign instructor contracts as required.

### 2022 EVENT INFRASTRUCTURE CONTRACTS

Deputy Supervisor Munzinger offered a resolution to authorize the Town Supervisor to sign contracts with the necessary infrastructure vendors for 2022 Town of Pittsford community events following the review and approval of the Town Attorney, seconded by Councilmember Taylor, 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 subject to the review and approval of the Town Attorney, the Town Board authorizes the Town Supervisor to sign a contract with the following vendors to allow them to provide their services for the Town of Pittsford's 2022 community events.

- Audio Images, Inc. for a fee not to exceed \$10,080
- McCarthy Tents & Events for a fee not to exceed \$16,820
- STS Security and Event Management for a fee not to exceed for a rate of \$30.00 per hour for NYS Certified Security Supervisors and \$25.00 per hour for NYS Certified Security Officers
- Young Explosives Corporation for a fee not to exceed \$3,000
- ZuperBounce, LLC for a fee not to exceed \$3,500

### 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 Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Richard Howk	Parks	Seasonal-Laborer	\$14.50	04/04/2022
Anthony Brott	Recreation	Recreation Leader FT	\$20.89	04/04/2022
Armand Miale	Recreation	Recreation Assistant PT	\$15.00	04/04/2022
Abigail Farr	Recreation	Recreation Assistant PT	\$13.20	04/07/2022
Michelle Stenglein	Recreation	Recreation Assistant PT	\$15.00	04/07/2022
Stephen Eddy	Court	Guard	\$30.00	04/07/2022
Paul Mosakowski	Recreation	Recreation Assistant PT	\$15.00	04/25/2022

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.

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<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Richard Howk	Parks	Seasonal-Laborer	\$14.50	04/04/2022
Anthony Brott	Recreation	Recreation Leader FT	\$20.89	04/04/2022
Armand Miale	Recreation	Recreation Assistant PT	\$15.00	04/04/2022
Abigail Farr	Recreation	Recreation Assistant PT	\$13.20	04/07/2022
Michelle Stenglein	Recreation	Recreation Assistant PT	\$15.00	04/07/2022
Stephen Eddy	Court	Guard	\$30.00	04/07/2022
Paul Mosakowski	Recreation	Recreation Assistant PT	\$15.00	04/25/2022

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

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Anastasia Taggart	Library Page	Additional Position	\$13.20	04/11/2022

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):

<b>Name</b>	<b>Position</b>	<b>Reason for Change</b>	<b>Salary</b>	<b>Effective Date</b>
Anastasia Taggart	Library Page	Additional Position	\$13.20	04/11/2022

### **OTHER BUSINESS**

Following many requests from community members requesting more pickleball courts in the Town, Commissioner of Public Works Paul Schenkel presented several possible options to board members to meet community demand. The best location determined for them is at Thornell Farm Park, since much of the infrastructure needed already exists.

Option 1: Convert one of the existing tennis courts into two pickleball courts with a fence between each court. Expected cost is \$6000.

Option 2: Convert one of the existing tennis courts into four pickleball courts, adding a fence and gate and shifting two additional courts. Expected cost is \$16,000.

Option 2.5: Includes all of option 2, but adds an additional court south of the adjacent basketball court with a gate and fence. Expected cost is \$34,000.

Option 3: Create a completely new pickleball space with six courts, fencing, and lighting. This option would require turning some of the parking lot into park space. Expected cost for this project would be \$450,000.

Board members thanked Commissioner Schenkel for the well thought out options and discussed the merits of each. Councilmember Townsend inquired about a court sharing agreement with the school district for the use of additional tennis courts. This is not a feasible option because were the schools to shut down as they did during the pandemic, it would end community access to those courts.

Supervisor Smith commented that of all messages received specifically on use of ARPA funds, the overwhelming number were for pickleball courts, and that this is consistent with the experience of our Recreation Department and with previous public requests. In light of what appears to be a clearly expressed community interest, and in light of the modest cost of Option 2, he proposes approving Option 2, to add four pickleball courts. The project would be funded by Town ARPA funds in an amount not to exceed \$20,000. This motion was seconded by Councilmember Townsend and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend and Smith. Nays: none.

**RESOLVED**, that 1.7110.4003.16.20 be increased by \$20,000.00. The source of these funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$20,000.00. The funds will be spent on a

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Pickleball Court Project as presented by the DPW Superintendent. The Finance Director is authorized to amend the budget as necessary to facilitate the expenditure of these funds.

Councilmember Townsend shared that the Environmental Board is progressing with establishing a vision for the community climate plan as part of the Town's Clean Energy Community submission. They are planning to have an intern complete a greenhouse gas study over the summer.

Councilmember Koshykar offered her appreciation for the public comments and emails received regarding the ARPA funding. She also thanked staff for removing a safety concern by completing the removal of the neglected house and accessory structures at 81 Mitchell Road. Councilmember Koshykar asked if there were any updates regarding the overlapping of School Board and Town Board meetings. Supervisor Smith reported that he has spoken with Superintendent Pero about Councilmember Koshykar's suggestion of changing meeting dates so Town Board and School Board do not overlap. The School Board moved its meetings to Tuesday when it became clear that meetings on Monday were inconvenient for so many. The Supervisor recommended against changing regular meeting times for the Town Board, noting that the technology is in place for anyone to view both Town Board and School Board meetings and also to comment at either or both by email, in real time during Town Board meetings.

Deputy Supervisor Munzinger described to the Board the path forward chosen by the Equity Advisory Committee. The Committee plans to continue meeting. It intends to serve as a resource to the Town Board, Supervisor and Town Staff, to respond to inquiries from any of them that may be made from time to time. Because former Councilmember Beckford's term on Town Board has expired, he will continue to serve on the Committee as a citizen member. The Committee will seek to add a student member from each of the high schools.

### **PUBLIC COMMENT**

Comments were read from Kevin Ryan and Jon Sussman.

As there was no further business, the Supervisor adjourned the meeting at 7:41 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk