

Minutes of the Town Board for August 16, 2022

**TOWN OF PITTSFORD  
TOWN BOARD  
AUGUST 16, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, August 16, 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:**

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

**ATTENDANCE:** No members of the public attended; the ASL interpreter was present.

Supervisor Smith called the Town Board meeting to order at 6:02 P.M. and invited all to join in the Pledge to Flag.

**SUPERVISOR'S ANNOUNCEMENTS**

1. Supervisor Smith announced that Pittsford has won a TAP Grant totaling \$540,000. The funds are designated for construction of a new concrete sidewalk connecting Mendon and Thornell Roads.
2. NYSDOT has once again declined the Supervisor's request, the subject of his recent letter to the DOT, for permission for the Town to install at its own expense Rectangular Rapid Flashing Beacons the South Main Street pedestrian crosswalk at Sunset Boulevard. They cited insufficient traffic volume and too few accidents at the location to warrant the beacons.
3. This week's Friday evening concert at Carpenter Park will feature the Pittsford Fire Department Band.

**MINUTES OF THE AUGUST 2, 2022, TOWN BOARD MEETING APPROVED**

A Resolution to approve the Minutes of the August 2, 2022, Town Board meeting was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, 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 August 2, 2022, Town Board meeting are approved.

**LEGAL MATTERS**

**PUBLIC COMMENTS**

There were no public comments.

**PUBLIC HEARING SET FOR SEPTEMBER 6 ON LOCAL LAW #3 OF 2022-DESIGNATION OF A COMMUNITY TREE DEPARTMENT**

Supervisor Smith commented that the Town can qualify for status as a Tree City by designating a Town department as its Tree Department. In this way the Town fulfills its last remaining requirement to qualify for Tree City designation. He explained that such designation reflects the Town's tree policies, that it is worthwhile for its own sake and that it also fulfills a requirement for obtaining Climate Smart Community status from the State. Following brief discussion, Deputy Supervisor Munzinger made a motion to set a

## Minutes of the Town Board for August 16, 2022

Public Hearing on September 6, 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:

**WHEREAS**, true and correct copies of proposed Local Law No. 3 of 2022: Adding Article XXII of Chapter 185 "Zoning" to the Code of the Town of Pittsford, to be entitled "Tree Department," were delivered to each member of the Town Board; and

**WHEREAS**, due consideration has been given to the adoption of proposed Local Law No. 3 of 2022, by all members of the Town Board who were present; and

**WHEREAS**, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 6th day of September 2022, at 6:00 p.m. at the Town Hall, 11 South Main Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 3 of 2022.

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

**RESOLVED**, that a public hearing be held on the 6th day of September 2022, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on the question of the adoption of proposed Local Law No. 3 of 2022; and be it further

**RESOLVED**, that a Notice of Hearing and a copy of proposed Local Law No. 3 of 2022, or a summary thereof, be published in a newspaper previously designated as an official newspaper for publication of public notices, not less than five (5) days prior to said hearing; and be it further

**RESOLVED**, that the Town Clerk shall post certified copies of both this resolution and said proposed Local Law No. 3 of 2022, or a summary thereof, on the Town website [www.townofpittsford.org](http://www.townofpittsford.org), and on the bulletin board, maintained by the Town Clerk pursuant to § 30(6) of the Town Law, for a period of not less than five (5) days prior to said public hearing.

### **FINANCIAL MATTERS**

#### **PUBLIC COMMENTS**

There were no public comments.

### **AUTHORIZATION FOR THE CREATION OF CDBG CAPITAL PROJECT FOR SENIOR CENTER IMPROVEMENTS**

Supervisor Smith made a motion to authorize the Finance Director to create the CDBG Capital Project account for Senior Center improvements, 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 Finance Director is authorized to create the CDBG Capital Project.

### **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 August vouchers from number 157228 to 157623 in the amount of \$ \$821,814.82 are approved for payment.

### **PERSONNEL MATTERS**

#### **PUBLIC COMMENTS**

There were no public comments.

## Minutes of the Town Board for August 16, 2022

### HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires, status and/or salary changes 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 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>
Kathleen Laskey	Recreation	Rec Supervisor	\$28.30	08/29/2022
Kira Baran	Library	Library Aide	\$15.09	08/29/2022

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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Kathleen Laskey	Recreation	Rec Supervisor	\$28.30	08/29/2022
Kira Baran	Library	Library Aide	\$15.09	08/29/2022

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>
Carrie Laraby	Assistant Assessor	added position	\$26.00	08/15/2022
Elijah Fleming	Finance Asst, PT	added position	\$26.00	08/15/2022
Meghan Brooks	REC Asst-After School Director	added position	\$16.43	08/15/2022

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>
Carrie Laraby	Assistant Assessor	added position	\$26.00	08/15/2022
Elijah Fleming	Finance Asst, PT	added position	\$26.00	08/15/2022
Meghan Brooks	REC Asst-After School Director	added position	\$16.43	08/15/2022

### OTHER BUSINESS

Supervisor Smith asked Chief of Staff Spencer Bernard to update board members on grant funding. The report was as follows: the Town has received \$747,849 in grant funds since contracting with J. O'Connell and Associates in 2020. A grant received from NYS DEC for creek bank stabilization allowed for our Parks Department to plant rooted seedlings along the banks of Irondequoit Creek. An additional DEC grant helped fund the Town's annual Arbor Day Celebration. In honor of the day, the Town planted seven trees at Great Embankment Park. With the planting of these trees the Town is one step closer to becoming a certified Tree City USA and a designated Climate Smart Community.

The Town won a Community Development Block Grant for upgrades at the Spiegel Community Center (SCC.) The grant award will fully fund construction of a new outdoor pavilion at SCC; it is slated to be completed this fall. The grant also reimburses the Town for the cost of its new bus for the Seniors Program and will pay for a video conferencing system in the Senior Center allowing for remote participation in Seniors events.

The Town also succeeded recently in pursuing a TAP Grant from the State Department of Transportation. This will pay for a new concrete sidewalk at the intersection of Mendon and Thornell

## Minutes of the Town Board for August 16, 2022

Roads, connecting the existing sidewalk on Mendon with the existing sidewalk on Thornell. Completing this connection will increase safe neighborhood access to the schools in the area: Thornell Road Elementary School, Barker Road Middle School and Mendon High School.

The Town has also won a grant from the Erie Canalway National Heritage Corridor for promotion of the Canalside Concert Series and the Erie Canal Nature Preserve.

The Chief of Staff also reported on the Town's recent application to NYSERDA for a grant to fund 80% of the cost to purchase and install an EV charging station at Thornell Farm Park. We are still awaiting a decision on this grant.

Board members thanked Mr. Bernard for his presentation.

Supervisor Smith updated board members about mitigation of invasive species at the Erie Canal Nature Preserve. He has a meeting set with Andy Smith, an environmental scientist who recently made a public presentation on this subject to discuss steps the Town can take to mitigate invasive species.

The Supervisor noted a letter board members received about the possibility of adding a sidewalk along Calkins Rd from Clover St west, granting access to both Mendon Center Elementary and Calkins Road Middle School for residents along that stretch of road. Supervisor Smith asked board members to consider this proposal for future discussion.

Deputy Supervisor Munzinger asked when the new audio-visual equipment for the Town Board meeting room would be installed. Members of the Planning and Zoning Boards had asked her about this. Commissioner Schenkel confirmed the Town has ordered the equipment, but shipping is delayed due to supply chain issues. Deputy Supervisor Munzinger also reminded residents to slow down and avoid distractions while driving, and reminded pedestrians that drivers do not always stop, as they should, at pedestrian crossings.

Councilmember Townsend shared that a new State law allows municipalities to lower speed limits to 25 mph. Before the new law, the lowest limit for most purposes has been 30mph. She asked Board members to consider lowering the limit on all Town roads. Studies indicate that making this change can significantly reduce accident fatalities. Supervisor Smith asked staff members to report on the cost of making such a town-wide change. Councilmember Townsend also offered to share information gathered by the County panel on which she serves regarding broadband speed and service in Monroe County. Board members expressed interest in this information.

### **PUBLIC COMMENT**

Loren Martin and Carol Ainsworth commented.

With no further business, the Supervisor adjourned the meeting at 6:36 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk