

Minutes of the Town Board for January 19, 2021

**TOWN OF PITTSFORD
TOWN BOARD
JANUARY 19, 2021**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, January 19, 2021 at 6:00 P.M. local time via Zoom.

PRESENT: Supervisor William A. Smith, Jr.; Councilmembers Kevin S. Beckford, Cathy Koshykar, Katherine B. Munzinger and Stephanie M. Townsend.

ABSENT: None.

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

ATTENDANCE: There were thirty-two (32) members of the public in attendance, as well as three (3) additional staff members and an interpreter.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. The Town Clerk noted board members present and Supervisor Smith lead all present in the Pledge to Flag.

PROCLAMATION IN HONOR OF MARTIN LUTHER KING, JR. DAY

A Proclamation in honor of Martin Luther King Day was read aloud by the Town Board, with each member of the board reading a paragraph:

Whereas, Dr. Martin Luther King, Jr. was an unwavering champion for justice and understanding, whose activism shined the light on injustice and illuminated our common humanity; and

Whereas, Dr. King's commitment to the ideals upon which America was founded – among them liberty, equality, and opportunity for all – reflect a true and enduring patriotism that changed the course of our country's history and to this day inspires our continued efforts to bring to life his dream that our citizens and residents "will be judged not by the color of their skin but by the content of their character;" and

Whereas, each of us should contribute to making our community better by working to assure equal opportunity for all citizens, and as Martin Luther King, Jr. Day is the only federal holiday commemorated as a national day of service, it offers an opportunity for us to give back to our community on the holiday and make an ongoing commitment to service throughout the year;

Now, Therefore, Be It Known, on the occasion of the nation's 36th annual celebration of **Martin Luther King, Jr. Day**, that the members of the Town Board of Pittsford recognize Dr. King's legacy of justice, non-violence, equal opportunity and brotherhood, and those aspects of our lives and experience that unite, rather than divide; and proclaim the enduring relevancy of that legacy for our nation and our community; and

Be it Further Known, that it is with appreciation and a commitment to Dr. King's ideals that the members of the Pittsford Town Board ask our fellow residents to join us in remembering and honoring the life, work and legacy of **Rev. Dr. Martin Luther King, Jr.**, on the national holiday in his honor, **January 18, 2021** and every day.

Minutes of the Town Board for January 19, 2021

MINUTES OF THE DECEMBER 30, 2020 AND THE JANUARY 5, 2021 MEETINGS APPROVED

A Resolution to approve the Minutes of the December 30, 2020 and the January 5, 2021 meetings was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Meeting Minutes of the December 30, 2020 and the January 5, 2021 meetings are approved as written.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered regarding Financial Matters.

JANUARY VOUCHERS APPROVED

Upon request by Councilmember Koshykar, two items listed on the expense report submitted for payment approval was explained by Commissioner Schenkel. Thereafter, a Resolution to approve the proposed vouchers was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the January 2021 vouchers No. 149813 through 150041 in the amount of \$699,525.87 are approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENTS

Residents Mary Moore, Jen Canning, Annalise Johnson Smith, Sue Emmel and Jeff Luellen commented.

HARLADAY HOTS INC. VENDING PERMIT APPROVED

A Resolution to authorize the issuance of a Food Vending Permit to Harladay Hots, Inc. was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by the members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Town Board approves the proposed Food Vending Permit to Harladay Hots, Inc., for a vending unit on the Town owned property, located at 10 North Main Street, from May 1 through October 31, 2021, seven days a week from 10:00 a.m. – 3:00 p.m., and that the Town Supervisor is authorized to issue the Permit.

EXTENSION OF CONTRACT FOR GROUNDS MAINTENANCE APPROVED

A Resolution to extend the Town's contract with Plant Concepts for Grounds Maintenance for one (1) additional year was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Town Board extends the Town's contract with Plant Concepts for Grounds Maintenance for one (1) additional year, to expire on December 31, 2021 and that the Commissioner of Public Works is authorized to execute the contract.

Minutes of the Town Board for January 19, 2021

AGREEMENT WITH PITTSFORD LITTLE LEAGUE FOR USE OF TOWN PROPERTY APPROVED

Commissioner Schenkel informed the Board that the three-year agreement with Pittsford Little League needs to be considered for approval for another three-years. This is a standard agreement with Pittsford Little League for their use of town-owned land at 34 East Street, with the standard land use insurance liability coverage of not less than \$3,000,000 and indemnify and hold the Town harmless if any event were to occur. Thereafter, a Resolution to approve the Pittsford Little League Agreement was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board of the Town of Pittsford authorizes the Town Supervisor to enter into and sign the Agreement for use of Town Property for Fields with Pittsford Little League, Inc. for a 3-year term to expire on December 31, 2023.

EQUITY ADVISORY COMMITTEE AUTHORIZED

At the Supervisor's request, Councilmember Townsend discussed the proposal for an Equity Advisory Committee, noting she had worked with Town Attorney Koegel in preparing the proposed resolution.

Discussion followed among Board members. Members agreed that persons nominated should then be interviewed in the manner of applicants for the Town volunteer boards. The Town Attorney will add that provision to the text of the resolution. The Supervisor noted that applicants for nomination will be publicly solicited. Thereafter, a Resolution to approve the Resolution, as amended, for the creation of an Equity Advisory Committee was offered by Councilmember Beckford, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Supervisor be authorized to appoint an Equity Advisory Committee. The Committee will be comprised on nine (9) members, each of whom will be nominated by the Supervisor and approved by a majority vote of the Town Board. Applications for nominations will be publicly solicited. Once nominated for Board approval, nominees will be interviewed in the manner of candidates for Town volunteer boards. Two (2) Committee members will be Town Board members, 1 Democrat and 1 Republican. Three (3) members will be Town staff employees. Four (4) members will be Town non-employee residents. The Committee will have a duration of six (6) months, measured from the date it is first fully-constituted. The purpose of the Committee will be to do as follows:

- 1) Identify multiple options for a long-term structure that advises the Board on matters related to equity, diversity and inclusion;
- 2) assess the potential advantages and disadvantages of each option;
- 3) rate the potential effectiveness and applicability of each option for our community;
- 4) recommend considerations for membership on such structure; and
- 5) report the Committee's conclusions to the Town Board in writing and by presentation.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered regarding Personnel Matters.

HIRING RESOLUTION APPROVED

A Resolution to approve the proposed recommendations for a status change and/or salary change for Elijah Fleming was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Koshykar, Munzinger, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following personnel be and hereby is approved for the date of status/salary change as recommended.

Minutes of the Town Board for January 19, 2021

Name	Position	Reason for Change	Salary	Effective Date
Elijah Fleming	Rec Asst 3	Additional Rate	\$14.40/hr	01/25/2021

DISCUSSION: LAND ACKNOWLEDGEMENT

Supervisor Smith, noting a recent suggestion by a resident and an upcoming program by Historic Pittsford on the indigenous history of Pittsford, discussed recognition of the indigenous people of the land on which Pittsford is situated.

The Supervisor noted that for this purpose he contacted the Seneca Nation, where he had worked for the last five years of his law practice as Corporate Counsel to Seneca business operations, and was referred to its Tribal Historic Preservation Officer, Joe Stahlman. Mr. Stahlman's advice was that a properly constructed Land Acknowledgement should tie into the history of the area; that for Pittsford it would make sense to relate it to the Treaty of Canandaigua. Mr. Stahlman recommended that it would be appropriate to do such a land acknowledgement annually, in connection with the annual commemoration of the Treaty in Canandaigua by officials of the Seneca Nation and of the Town and City of Canandaigua. Supervisor Smith noted that he would be working with Mr. Stahlman, who has agreed to assist in formulating language for a Land Acknowledgement appropriate to Pittsford.

Councilmember Townsend noted that November is recognized throughout the county as Native American Heritage month, and that it would be good to do this around the Treaty of Canandaigua, celebrated on November 11th each year. She also noted that the Library typically does something in November around this topic and perhaps Historic Pittsford could plan their event at the same time in conjunction with our Land Acknowledgement Proclamation.

Supervisor Smith added that Historic Pittsford will be doing its program on the Indigenous History in Pittsford presentation on February 2nd at 1:00 PM.

OTHER BUSINESS

Councilmember Beckford inquired about the status of a diversity dashboard as a way of reporting statistics on minority hiring. Personnel Director Cheryl Fleming indicated the problems in providing this data other than at the two times each year when the Town sees an influx of seasonal employees. Ms. Fleming noted that it would be difficult, time-consuming and a substantial burden on her department as well as others to provide this data in any other way or at other times. She reminded the Board that these statistics will not be accurate, because many employees refuse to answer the question about race and ethnicity on the forms for incoming employees, which is information that is not required by law. Supervisor Smith indicated that the Town has stepped up its outreach to specifically seek more minority applicants for Town job openings; that the issue is getting those applicants.

Councilmember Townsend noted her recollection of the Town Board meeting at the Library in November, where it was agreed that Ms. Fleming would furnish the Board with the data twice a year, in April and October, the time of the two biggest influxes of employees every year, due to seasonal employees. Personnel Director Fleming agreed that this is her recollection as well. Councilmember Beckford requested that Ms. Fleming contact Tassie Demps, Human Resource Director of the City of Rochester, to obtain additional ideas on how to reach minority applicants. He also asked if the Town files an EEO-1 form and asked how the EEO 4 Form used by the Town differs from the EEO 1.

Councilmember Townsend suggested that the Town make a special effort to engage with senior citizens during the winter, because the pandemic have isolated so many. Recreation Director Jessie Hollenbeck updated the Board on the various aspects of Town outreach to seniors, through the Senior Center staff and otherwise. He is looking to expand ways in which we've been reaching out to the senior community in light of the COVID situation, in particular notifying them of ways to stay better in touch and become more engaged during pandemic restrictions. Councilmember Beckford suggested that the Recreation Director contact the media sources to publicize events, activities and amenities the Town is providing for seniors during the pandemic.

Councilmember Townsend noted that she had emailed to Town Board members draft letters to the State and County Departments of Transportation and the Sheriff's Office, for all Board members to sign following review,

Minutes of the Town Board for January 19, 2021

summarizing the Town's requests for road safety and other improvements, consistent with our Comprehensive Plan and Active Transportation Plan strategies.

Councilmember Koshykar asked about Board discussion of items she brought up in a memo to Town Board members about changing the way Town Board meetings are run. Supervisor Smith noted that the Board continues to work through and implement several proposals from Councilmember Townsend including the Equity Advisory Board.

Councilmember Beckford asked to see job descriptions for all the Department Heads and staff holding key leadership roles with the Town. Supervisor Smith indicated that many of these positions fall under Civil Service titles and the job descriptions are defined by the Civil Service. Discussion followed.

PUBLIC COMMENTS

The following people offered comments: Sue Emmel, Susan Gould, Laura Jean Diekmann, Annalise Johnson-Smith, Jen Canning, Mary Moore, Rubiena Duante, Natalie Malley and Lisa Heisman.

Having no further business to discuss, the Supervisor adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Linda M. Dillon
Town Clerk