

Minutes of the Town Board for November 19, 2019

TOWN OF PITTSFORD TOWN BOARD NOVEMBER 19, 2019

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, November 19, 2019 at 6:00 P.M. local time in Pittsford Town Hall.

PRESENT: Supervisor William A. Smith, Jr.; Councilpersons Kevin Beckford, Katherine B. Munzinger, Matthew J. O'Connor and Stephanie Townsend.

ABSENT: None.

ALSO PRESENT: Staff Members: Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Greg Duane, Finance Director; Robert B. Koegel, Town Attorney; Linda Dillon, Town Clerk; Suzanne Reddick, Assistant to Supervisor; and Shelley O'Brien, Communications Director.

ATTENDANCE: There were twenty-eight (28) members of the public in attendance. There were also five (5) additional staff members, three (3) Pittsford Community Library Board of Trustee members and an interpreter present.

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

SUPERVISOR'S ANNOUNCEMENTS

- 1) Candlelight Night – Dec. 3rd, 5PM -8PM.
- 2) The next Town Board meeting will be held Wednesday, Dec. 4th, at Town Hall, Lower Level Meeting Room at 6PM.

PUBLIC HEARING – 2020 PROPOSED TOWN BUDGET

Supervisor Smith confirmed that the 2020 Proposed Town Budget has been filed with the Town Clerk and has been posted on the Town's website. The Supervisor made presentations of the proposed budget at the October 15 and the November 4 Town Board meetings. The public hearing on this matter was set at the last Town Board meeting and proper notice of publication was given.

Thereafter, the Supervisor opened the Public Hearing on the 2020 Proposed Town Budget. No members of the public offered comments. After asking several times if there was anyone wishing to speak and seeing no response, the Supervisor closed the Public Hearing.

PRESENTATION – A HORSE'S FRIEND

Councilman Beckford introduced the organization "A Horse's Friend", giving a brief description of its purpose and goals. Councilman Beckford indicated that he had intended to offer an amendment to the budget to have the Town donate \$10,000 to this organization. However, after receiving advice from the Town Attorney he understood that the law prevents the Town from making such donations and that any contracts for services with this or any other organization or provider must be for the benefit of the Town's residents. Mr. Beckford said that he and Supervisor Smith looked forward to supporting fundraising for A Horse's Friend in their private capacities. The Town will also provide within their eNews and other Town publications information to acquaint people with "A Horse's Friend" and their volunteer opportunities.

Thereafter he introduced and representatives of "A Horse's Friend," to present to the Town Board more detailed information about their organization.

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PRESENTATION: Matthew Doward, Jessica Furber and Karen Caton discussed the work of "A Horse's Friend", located at High View Farm on North Wilmarth Road in Pittsford. It is a not-for-profit that began in 2004. The organization offers a unique program oriented toward disadvantaged children that promotes positive values in order to increase social competencies and teach through riding and horsemanship. Among other things the presenters discussed opportunities for volunteering with A Horse's Friend and the organization's fundraising efforts including its Go Fund Me page.

Following the presentation, the Town Board acknowledged the organization with a Certificate of Commendation signed by the entire Town Board and presented by the Supervisor.

MINUTES PUBLIC COMMENTS

No one offered comments regarding the Minutes of the November 4, 2019 Town Board meeting.

MINUTES OF THE NOVEMBER 4, 2019 MINUTES APPROVED

A Resolution to approve the Meeting Minutes of the November 4, 2019 meeting was offered by Councilman O'Connor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Meeting Minutes of November 4, 2019 Town Board meeting is approved as written.

FINANCIAL MATTERS PUBLIC COMMENTS

No one offered comments.

2020 TOWN BUDGET AMENDMENT NO. 1 APPROVED

Councilman Beckford introduced an Amendment to the Town Budget that would allow for the Town to raise the starting salary for non-seasonal part-time and full time employees to \$13.50 per hour. Because this is not a set number of employees and it will fluctuate throughout the year, an estimated amount was arrived at to hold as a contingent amount in the budget.

Thereafter, Supervisor Smith offered a motion to approve proposed Amendment No. 1 of the 2020 Town Budget, seconded by Councilman Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

Amendment No. 1 to the 2020 Budget was declared carried as follows:

RESOLVED, that the 2020 Budget be amended to add to budget line 1.1990.4000.1.1, Contingency Account, the amount of \$34,612.00 from the Appropriated Fund Balance line 1.1.5999, in contemplation of adjusting starting salaries for non-seasonal part-time employees in 2020.

2020 TOWN BUDGET AMENDMENT NO. 2 APPROVED

Supervisor Smith proposed Amendment No. 2 to the 2020 Budget, to appropriate funding to hire an archivist to assist the Town Historian in organizing and caring for the historic documents and records of the Town, which go back to 1796. These require proper archival treatment, cataloguing and organization. Thereafter, the Supervisor offered a motion for the approval of proposed Amendment No. 2 to the 2020 Town Budget, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

Amendment No. 2 to the 2020 Budget was declared carried as follows:

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RESOLVED, that the following be amended and added to the 2020 Town Budget:

Expense

1.7510.1000.1.1	Historian Salaries	\$15,000.00
1.9030.8000.1.1	Social Security	1,148.00

Revenue

1.1.5999	Appropriated Fund Balance	\$16,148.00
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2020 TOWN BUDGET AMENDMENT NO. 3 APPROVED

Councilwoman Townsend proposed Amendment No. 3 to the 2020 Budget, upon the 100th Anniversary of the passage of the 19th Amendment to the Constitution, to appropriate \$7,500 for an additional event for the Town to in recognition of this Anniversary.

Thereafter, Councilwoman Townsend offered a motion for Amendment No. 3 to the 2020 Budget, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

Amendment No. 3 to the 2020 Budget was declared carried as follows:

RESOLVED, that the following be amended and added to the 2020 Town Budget:

Expense

1.7550.4023.11.1	Women's Vote Centennial Celebration
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Revenue

1.1.5999	Appropriated Fund Balance
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The following amendments have been approved by the Town Board as part of the FY2020 budget appropriations.

EXPENSE:

1.7510.1000.1.1	Historian Salaries	\$15,000.00
1.9030.8000.1.1	Social Security	\$ 1,148.00
1.1990.4000.1.1	Contingency Account	\$34,612.00
1.7550.4023.11.1	Women's Vote Centennial Celebration	\$ 7,500.00

REVENUE

1.1.5999	Appropriated Fund Balance	\$58,260.00
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Deputy Supervisor Munzinger thanked Finance Director Greg Duane for his diligence and effort in working with Supervisor Smith and the Town staff in preparation of the budget again this year. She expressed particular satisfaction with budgeting for the handicapped-accessible accessible kayak launch in the budget for 2020.

Councilman O'Connor noted that increased support for Pittsford Youth Services and the Pittsford Volunteer Ambulance and additional funding for Town road repair in 2020 were already included in the budget in accordance with his previously expressed wishes; hence he had no amendments to offer.

2020 TOWN BUDGET APPROVED AS AMENDED

Thereafter, a motion was made by Supervisor Smith to approve the proposed 2020 Town Budget as amended, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

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RESOLVED, that the 2020 Preliminary Budget, Sewer Rents, Special Districts and Debt Service budgets be approved as the 2020 Adopted Budget as amended.

SURPLUS INVENTORY APPROVED

A Resolution to approve the list of Surplus Inventory submitted as recommended was offered by Deputy Supervisor Munzinger, seconded by Councilman Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following list of Surplus Inventory was approved to be removed from Town's inventory:

<u>Asset #</u>	<u>Year</u>	<u>Description</u>	<u>Department</u>	<u>Cost</u>	<u>Disposition</u>
14429	2004	Corkboard	Senior Citizen	\$105.54	Junk
15352	2005	Oak Display Shelf	Senior Citizen	\$224.67	Junk
15353	2005	Oak Display Shelf	Senior Citizen	\$224.67	Junk
16204	2009	Corkboard	Senior Citizen	\$155.24	Junk
16823	2010	AV Center	Senior Citizen	\$469.99	Junk
16833	2011	Corkboard	Senior Citizen	\$160.83	Junk
17379	2011	Learn/Play Carpet	Rec	\$252.61	Junk
18059	2015	Alphabet Blocks	Rec	\$235.28	Junk
				\$1,828.83	

BUDGET TRANSFERS AND AMENDMENT APPROVED

A motion to approve the proposed Budget Transfer was offered by Councilman O'Connor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that \$ 4,300.00 be transferred from 2.9010.8000.1.1 (Part Town- Retirement) to 2.3620.1000.17.1 (Code Enforcement – Salaries) to cover salaries.

That \$111,255.00 be transferred from 6-9950.9000.1.6 (PSD – Transfer to Capital) to the Trunk Sewer Capital Reserve per the 2019 budget.

That \$ 4,747.00 be transferred from 6.9060.8000.1.6 (PSD – Hospitalization) to 6.9010.8000.1.6 (PSD – Retirement) to cover retirement costs.

That \$ 8,135.00 be transferred from 1.1355.1000.1.1 (Assessor – Salaries) to 1.3120.1000.2.1 (Crossing Guards – Salaries) to cover additional shifts added during the year.

That \$ 900.00 be transferred from 1.6410.1000.7.1 (Communications – Salaries) to 1.1620.1000.1.1 (Bldgs. – Salaries) to cover the salary for the town messenger.

Be it resolved that the following budget amendment is approved:

That 001.7020.4400.2000.2 (Rec. Admin – Contractual Services) be increased by \$ 48,000.00.

The source of these funds will be an increase in program revenue for line item 1.1.2001.3299.2 (Rec Revenue - Afterschool Program).

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NOVEMBER VOUCHERS APPROVED

A Resolution to approve the November 2019 vouchers was moved by Deputy Supervisor Munzinger, seconded by Councilman Beckford, and voted on by the members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the November 2019 vouchers No. 144182 – 144829 for a total amount of \$1,998,670.29 are approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No public comments were offered.

NEW YORK STATE DOT 2018/2019 SNOW AND ICE AGREEMENT AMENDMENT APPROVED

Following a brief explanation of the proposed Amendment to the 2018/2019 Snow and Ice Agreement by Commissioner Schenkel, a Resolution to amend the Agreement was offered by Councilman O'Connor, seconded by Councilwoman Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorizes an amendment to the New York State DOT Snow and Ice Agreement for the 2018/2019 season, raising the original contract amount from \$237,096.74 to \$373,277.26 and that the Commissioner of Public Works is authorized to sign the Agreement.

STORMWATER INTERMUNICIPAL AGREEMENT APPROVED

Commissioner Schenkel reviewed the proposed continuation of the Stormwater Intermunicipal Agreement for the Board and answered questions regarding the same. Thereafter, a Resolution to approve the Stormwater Intermunicipal Agreement was offered by Deputy Supervisor Munzinger, second by Councilwoman Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, the Town of Pittsford, the County of Monroe and a number of additional municipalities within the County previously formed the "Stormwater Coalition of Monroe County", for the purpose of working cooperatively to reduce stormwater pollution and protect water quality; and

WHEREAS, a proposed written Agreement has been presented to this Board, modifying, confirming and extending the existence and arrangements of the aforesaid Coalition; and

WHEREAS, this Board, having reviewed the terms, condition and provisions of such Agreement, and finding it to be reasonable, appropriate and in the best interest of the Town;

NOW, ON MOTION duly made and seconded, it is

RESOLVED, that the proposed "Intermunicipal Agreement Regarding Cooperation to reduce Stormwater Pollution and Protect Water Quality in Monroe County", having a term of January 1, 2020 through December 31, 2024, is hereby approved and the Town Supervisor is hereby authorized to sign such Agreement.

PERSONNEL MATTERS

PUBLIC COMMENTS

No public comments were offered.

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HIRING AND STATUS/SALARY CHANGES APPROVED

Councilman O'Connor confirmed that he had audited the records for the proposed hire and that all the documents were in order. A Resolution to approve the proposed new hire and recommended status and/or salary change was offered by Councilman O'Connor, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Munzinger, O'Connor, Townsend and Smith. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approve the following person for employment as a new hire and confirm as the date of hire as indicated hereto:

Name	Dept	Position	Rate	Date of Hire
David Yaegar	Maint.	Cleaner – Perm FT	\$13.50	11/12/2019

and be it further

RESOLVED, that the Town Board approves the status and/or salary change for the following employees:

Name	Position	Reason for Change	Rate	Effective Date
Laura Richardson	Librarian II	Civ Svce Appt Perm FT	\$25.83	11/04/2019
Owen Dillman	Laborer- Perm FT	seasonal to Perm FT	\$15.22	11/11/2019
Marissa Polizzi	Comm Cntr Supv P/T	Added Position PT	\$12.71	11/20/2019
Arnold Emerson	KBP-Reservations P/T	Added Position PT	\$11.10	11/22/2019
Lindsay Layer	Comm Cntr Supv P/T	Added Position PT	\$12.71	11/27/2019
Somayya Upal	B-Day Counselor	Added Position PT	\$12.71	12/07/2019

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENTS

No members of the public offered comments.

ADJOURNMENT

As there was no further business, the Supervisor adjourned the meeting at 6:45 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk