

Minutes of the Town Board for May 17, 2022

TOWN OF PITTSFORD TOWN BOARD May 17, 2022

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, May 17, 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; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor; Spencer Bernard, Chief of Staff.

ATTENDANCE: Two 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.

Following the pledge to the flag, Supervisor Smith read the names of the victims of the mass shooting in Buffalo followed by a moment of silence.

SUPERVISORS ANNOUCEMENTS

1. After a two year Covid-19 hiatus, the Paddle and Pour will take place next weekend on Saturday, May 28, 2022.
2. The Town's Memorial Day Parade will be Monday, May 30, 2022 and will step off at Sutherland High School, to Jefferson Road and down Main Street to Pittsford Cemetery for a Remembrance Ceremony.

MINUTES OF THE MAY 3, 2022 TOWN BOARD MEETING APPROVED

A Resolution to approve the Minutes of the Town Board meeting of May 3, 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 April 5, 2022 Town Board meeting are approved.

FINANCIAL MATTERS

PUBLIC COMMENTS

There were no public comments.

MAY VOUCHERS APPROVED

Councilmember Koshykar commented that it would be helpful to have the supplementary listing of vouchers for approval typically prepared on the day of the Town Board meeting available to board members prior to their arrival at the meeting. Following discussion, the Finance Director agreed to email the final list to board members once the deadline for submission of vouchers to the Town for approval at the next Board meeting has passed. A Resolution to approve the proposed May vouchers

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was offered by Deputy Supervisor Munzinger, second 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 May vouchers No. 156058 – 156295 for \$475,740.72 are approved for payment.

MAY SURPLUS APPROVED

A Resolution to approve the items designated for surplus 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 following list of equipment be declared surplus and be removed from the Town’s inventory.

Asset #	Year	Description	Department	Cost	Disposition
13301	2005	Internet Station with 2 CPU holders	Library	\$ 829.96	Junked
13302	2005	Internet Station with 2 CPU holders	Library	\$ 829.96	Junked
13303	2005	Internet Station with 2 CPU holders	Library	\$ 829.96	Junked
13304	2005	Internet Station with 2 CPU holders	Library	\$ 829.96	Junked
13305	2005	Internet Station with 2 CPU holders	Library	\$ 829.96	Junked
13306	2005	Internet Station with 2 CPU holders	Library	\$ 829.96	Junked
13307	2005	Internet Station with 2 CPU holders	Library	\$ 829.96	Junked
13308	2005	Internet Station with 2 CPU holders	Library	\$ 829.96	Junked

OPERATIONAL MATTERS

PUBLIC COMMENTS

There were no public comments.

Z BEST FOODZ VENDING PERMIT FOR THORNELL FARM PARK FIELD AUTHORIZED

A Resolution to authorize a Food Vending Permit to Z-Best Foodz 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 based on the recommendation of the Commissioner of Public Works, Town Board approves the proposed Food Vending Permit to Z-Best Foodz to operate a vending unit on the Town owned Thornell Farm Park Fields located at 480 Mendon Road, from 12:00 PM- 9:00 PM, May 18, 2022 through October 31, 2022 and that the Town Supervisor is authorized to sign the permit.

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

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

Name	Dept.	Position	Rate	Date of Hire
Gavin Vaillancourt	Recreation	Recreation Assistant PT	\$15.00	05/09/2022
Debra Jacobson	Communications	Communications Spec PT	\$21.00	05/23/2022

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.

Name	Dept.	Position	Rate	Date of Hire
Gavin Vaillancourt	Recreation	Recreation Assistant PT	\$15.00	05/09/2022
Debra Jacobson	Communications	Communications Spec PT	\$21.00	05/23/2022

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
Kevin Smith	Laborer	CDL – Class B	\$19.35	05/09/2022
Michael Mascitti	Highway	Seasonal Rehire	\$14.25	05/31/2022
Shane Leonard	Highway	Seasonal Rehire	\$14.25	06/09/2022

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
Kevin Smith	Laborer	CDL – Class B	\$19.35	05/09/2022
Michael Mascitti	Highway	Seasonal Rehire	\$14.25	05/31/2022
Shane Leonard	Highway	Seasonal Rehire	\$14.25	06/09/2022

OTHER BUSINESS

Councilmember Koshykar asked if cancellation of some zoning code meetings would affect the budget amount for the consultant's contract. Supervisor Smith noted that the code update is on target the consultants continue to plan on concluding it by year end. At the next meeting, they should be wrapping up the Monroe Ave portion of the code. Councilmember Townsend reminded the Town Board that because of end-of-year commitments, the Board should be ready for public engagement sessions on the Zoning Code by October. Supervisor Smith said he would confirm again with Bergman regarding the budget.

Supervisor Smith reminded board members that they have scheduled an executive session for the next meeting on June 7, 2022.

Supervisor Smith announced that board members signed a proclamation honoring Toby Vyverberg for her years of service to the Town of Pittsford and wished her well in retirement.

PUBLIC COMMENT

Hearing no further business, the Supervisor adjourned the meeting at 6:16 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk