

Minutes of the Town Board for August 3, 2021

TOWN OF PITTSFORD TOWN BOARD AUGUST 3, 2021

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, August 3, 2021 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 and Stephanie M. Townsend.

ABSENT: Councilmember Kevin S. Beckford

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

ATTENDANCE: There were 2 additional staff members, 11 members of the public and an interpreter in attendance.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and invited all to join in the Pledge to Flag. Supervisor Smith noted that Councilmember Beckford had a conflict and would be unable to attend this evening's meeting.

SUPERVISOR'S ANNOUNCEMENTS

1. Welcomed Renee McQuillen to her first meeting as Town Clerk.
2. Covid guidelines – Supervisor Smith reported that masking indoors regardless of vaccination status is now recommended for Monroe County but not mandated. Pending further mandates applicable to the Town, the Town's policy remains that masks are required for unvaccinated persons in Town buildings, except where they remain required for all.
3. This Friday, August 6 at 6:30 PM will be the next canal concert, featuring Mr. Mustard.

MINUTES OF THE JULY 20 TOWN BOARD MEETING APPROVED

A Resolution to approve the Minutes of the Town Board Meeting of July 20, 2021 was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the July 20, 2021 Town Board meeting are approved.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were made regarding Financial Matters.

BUDGET TRANSFERS APPROVED

A Resolution to approve the proposed Budget Transfers was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the proposed Budget transfers are approved:

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That line item 5.5112.2010.55.4 (Highway PT – Consolidated Local Street and Highways Improvement Program (CHIPS) Road Rehabilitation) be increased by \$167,318.38. The source of these funds will be an increase in NYS CHIPS, Pave NY, and Extreme Weather Recovery funds.

That \$25,000 be transferred from 1.1990.4000.1.1 (WT – Contingency) to 1.1910.4300.1.1 (WT – Insurance Administration) to cover increase in Cyber Liability insurance.

CREATION OF ROAD AND SIDEWALK CAPITAL PROJECT

Director of Finance, Brian Luke; proposed creating a capital project account for roads and sidewalks. This would be funded by a grant to the Town under the State and Municipal Facilities Fund, through State Senator Samra Brouk, and a transfer from the General Fund. Setting up a capital project account allows the Town to track expenses clearly, he further commented.

Following discussion, Supervisor Smith offered a Resolution to approve the establishment of a capital project account fund, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that a Road and Sidewalk Capital Project be established in the amount of \$596,000, to be funded from the General Fund, \$396,000 of which will be reimbursed by the SAM Grant funds; and

FURTHER RESOLVED, that the Finance Director be and hereby is authorized to transfer up to \$200,000 from the General Fund to the Road and Sidewalk Capital Project Fund.

RECREATIONAL MATTERS

PUBLIC COMMENTS

There was no public comment regarding Recreational Matters.

2021 COMMUNITY FESTIVAL ENTERTAINMENT CONTRACTS APPROVED

A Resolution to approve the proposed 2021 Food Truck and Music Festival musical entertainment contracts was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorize the Town Supervisor to sign contracts with the aforementioned bands, which is within the Recreation Department's community events expense budget.

Band Name	Cost	Time of Performance
A Girl Named Genny	\$800	12:00-1:30pm
Mud Creek	\$800	2:00-3:30pm
Miller and the Other Sinners	\$1,200	4:30-6:30pm
Mr. Mustard	\$1,200	7:00-9:00pm

2021 COMMUNITY FESTIVAL INFRASTRUCTURE CONTRACTS APPROVED

A Resolution to approve the proposed 2021 Food Truck and Music Festival Infrastructure Contracts was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford.

The Resolution was declared carried as follows:

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RESOLVED, that the Town Board, subject to the review and approval of the Town Attorney, 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 2021 Food Truck & Music Fest.

- Audio Images, Inc. for a fee not to exceed \$4,100
- McCarthy Tents & Events for a fee not to exceed \$4,060
- Hammerl Amusements for a fee not to exceed \$8,400
- Young Explosives for a fee not to exceed \$3,000

2021 COMMUNITY FESTIVAL TEMPORARY ACCESS LICENSE APPROVED

A Resolution to approve the proposed 2021 Food Truck and Music Festival Temporary Access License was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford.

The Resolution was declared carried as follows:

RESOLVED, the Town Board authorizes the Town Supervisor to sign temporary access licenses in regards to the Pittsford Food Truck and Music Fest.

<u>Festival Date</u>	<u>Location</u>	<u>Time</u>
September 18, 2021	South Main Street	Noon-9pm

Activity and vendor space will be at several properties along South Main Street.

After questions from the board, the Director of Recreation and Communications Director both commented on additional events planned for the Food Truck and Music Festival. Events planned include the Pittsford Youth Services Duck Drop, a biking tour in celebration of the 25th anniversary of the Pittsford Greenprint and a Pittsford Crew event.

2021 FALL RECREATION PROGRAM BROCHURE

Director of Recreation Jessie Hollenbeck introduced the proposed schedule of programs for the fall season noting that there are some new programs along with many returning favorites.

Thereafter, a Resolution to approve the proposed 2021 Fall Recreation Program Brochure was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approve the Receptions Department's 2021 Fall Programs and authorizes the Town Supervisor to sign instructor contracts as required.

PERSONNEL MATTERS PUBLIC COMMENTS

No member of the public came forward regarding Personnel Matters.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Absent: Beckford. Nays: none.

The Resolution was declared carried as follows:

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RESOLVED, that the following employees are approved as new hires based on the recommendation of the Functional Coordinators for these areas:

Name	Dept.	Position	Rate	Date of Hire
Kevin Smith	Sewer	Laborer – Seasonal	\$13.00/hr	07/23/2021

And be it further

RESOLVED, that the Town Board approve the appointment for the following employee(s):

Name	Position	Reason for Change	Rate	Effective Date
Victoria Cleary	Rec – Asst 3	Additional Rate	\$14.15/hr	08/09/2021

Supervisor Smith noted that without objection from any Board member, he would like to take an item out of order and go to the Public Comment portion of the meeting before Other Business since there were members of the public waiting to speak.

PUBLIC COMMENT

John Riley, Eleni Kamesa and Jody Jameson offered comments.

OTHER BUSINESS

Supervisor Smith asked if Board Members had any additional business they wished to discuss.

Deputy Supervisor Munzinger and Board Member Townsend shared an update with the board regarding their review of the Town's Ethics Code. They distributed to the Board a proposed revision to the current coded of Ethics, discussing each provision in comparison to the two model codes most commonly used by New York municipalities, the West-McKinney's Model Code, currently used by Pittsford and all other owns in the region, and the State comptroller's model code. Their PowerPoint presentation and the proposed new Ethics Code will be posted to the Town website and will be on the agenda for board discussion and public comment at the next meeting. Councilmember Koshykar asked about presentation of the Town's budget adoption process in writing and about planning for use of federal COVID funds. Supervisor Smith and board members suggested having representatives of the Bonadio Group, whom the town has engaged as consultant for this purpose, present to the board how the funds could be used. The Supervisor and Board members also endorsed a public meeting or meetings soliciting resident suggestions on use of the funds. Councilmember Koshykar asked for an update on reviewing conservation practices of local farms. The Chief of Staff advised that the Board would have the review before farmers become tied up with harvest season.

With no further business, the meeting adjourned at 7:06 p.m.

Respectfully submitted,

Renee McQuillen
Town Clerk