

Minutes of the Town Board for December 20, 2022

**TOWN OF PITTSFORD  
TOWN BOARD  
DECEMBER 20, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, December 20, 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.

**ABSENT:** Councilmember Stephanie M. Townsend.

**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; Suzanne Reddick, Assistant to the Supervisor.

**ATTENDANCE:** Twelve members of the public and an ASL interpreter were present.

Supervisor Smith called the Town Board meeting to order at 6:03 P.M. and invited all to join in the Pledge to Flag.

**SUPERVISOR'S ANNOUNCEMENTS**

1. The Town's celebrated the start of Chanukah with ceremonial menorah lighting yesterday evening.
2. Merry Christmas and Happy Chanukah and a happy holiday season to all.

**MINUTES OF THE DECEMBER 7, 2022, TOWN BOARD MEETING APPROVED**

A Resolution to approve the minutes of the December 7, 2022, Town Board meeting was made by Councilmember Townsend, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor. Nays: none. Absent: Townsend. Abstain: Smith.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the December 7, 2022, Town Board meeting are approved.

**LEGAL MATTERS**

**PUBLIC COMMENT**

No comments.

**2023 HOWLYWOOD, INC. ANIMAL SHELTERING SERVICES AGREEMENT**

A motion to approve the renewal of the Howlywood, Inc. contract with the Town for temporary sheltering of stray dogs picked up by the Town was offered by Councilmember Taylor, seconded by Deputy Supervisor Munzinger, and voted on as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approve the 2023 agreement with Howlywood, Inc. for sheltering services, and authorizes the Town Supervisor to sign the agreement.

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### **2023 MRB AGREEMENT**

Deputy Supervisor Munzinger made a motion to authorize the Supervisor to sign the proposed agreement with MRB Group, P.C., for consulting engineering services, second by Councilmember Taylor, and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Supervisor be authorized to sign the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C., for consulting engineering services.

### **2023 SWBR AGREEMENT**

Supervisor Smith made a motion to authorize the Supervisor to sign the proposed agreement with MRB Group, P.C., for consulting engineering services, seconded by Deputy Supervisor Munzinger, and voted on by board members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approve the proposed Agreement for Code Compliance and Engineering Services with SWBR and authorize the Town Supervisor to sign the Agreement.

### **2023 AGREEMENT FOR COMPLIANCE AND ENGINEERING SERVICES WITH TY LIN**

The agreement between the Town and TYLIN is a renewal of an annual agreement that began in 2012. This agreement is for Code Enforcement review of non-residential building plans submitted to the Town for compliance with the Uniform Fire Prevention and Building Code. The 2023 agreement does include rate changes all of which are in line with the Town's other engineering agreements. The resolution to approve the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorize the Town Supervisor to sign the Agreement was made by Councilmember Taylor, seconded by Deputy Supervisor Munzinger, with members voting as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared passed as follows:

**RESOLVED**, that the Town Board approve the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorize the Town Supervisor to sign the Agreement.

### **AGREEMENT WITH PITTSFORD VOLUNTEER AMBULANCE**

A Resolution to approve a new five-year Agreement with the Pittsford Volunteer Ambulance was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared passed as follows:

**RESOLVED**, that Town Board of the Town of Pittsford authorizes the Town Supervisor to enter into and sign the attached Agreement with Pittsford Volunteer Ambulance, Inc.

### **2023 UR EMPLOYEE ASSISTANCE PROGRAM AGREEMENT**

A Resolution to approve the biennial Agreement with the UR Medicine EAP Agreement was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by the members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared passed as follows:

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**RESOLVED**, that the Town Supervisor be authorized to execute the biennial UR Medicine EAP agreement with the University of Rochester Medical Faculty Group and the Department of Psychiatry for the benefits of the UR Medicine EAP.

### **FIVE YEAR AGREEMENT WITH TOWN OF BRIGHTON FOR SNOW AND ICE CONTROL ON ALLENS CREEK ROAD APPROVED**

Under the recommendation of the Commissioners of Public Works of both Brighton and Pittsford, this previously annual agreement will now have a 5-year term. Amount of payment will be set annually based on current Monroe County Department of Transportation rates. A Resolution to approve the Agreement with the Town of Brighton for the Snow and Ice Control on Allens Creek Road was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board accepts the recommendation of the Commissioner of Public Works and authorizes the Town Supervisor to execute the Snow and Ice Control Intermunicipal Agreement with the Town of Brighton for Allens Creek Road for the next 5 winter seasons.

### **2023 VERIZON 490 AND GOLF AVENUE LEASE AGREEMENT**

Supervisor Smith explained to those in attendance that Verizon has approached the Town to lease a portion of the Town's Highway Department property immediately adjacent to Interstate 490 to build a new cell tower. The Agreement presented is for the lease of a .25-acre parcel of Town Highway Department property for a term of 5 years with four automatic 5-year extensions. Supervisor Smith then moved to enter into the land lease agreement and with Verizon and authorize the Supervisor to execute the agreement. There was a second by Councilmember Taylor, and the vote followed: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town enter into a land lease agreement with Verizon Wireless in the form submitted herewith for the installation of telecommunications equipment on the Town's highway garage property, and that the Supervisor be authorized to execute such agreement.

### **SET PUBLIC HEARING FOR EAST ROCHESTER NORTHSIDE FIRE PROTECTION DISTRICT**

Following a brief history of this agreement, Supervisor Smith made a motion to set a Public Hearing at the Town Board meeting held on January 17, 2023, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared passed as follows:

**RESOLVED**, that a Public Hearing be set for January 17, 2023, at 6:00 pm, local time, to consider approval of the proposed "Northside Fire Protection District Agreement" with the Town/Village of East Rochester.

### **FINANCIAL MATTERS**

#### **PUBLIC COMMENT**

There were no public comments.

### **PERMA WORKERS COMPENSATION INSURANCE APPROVED FOR RENEWAL**

Following the suggestion and acknowledgement of Councilmember Townsend's recommendation to solicit bids next year for this insurance policy, Deputy Supervisor Munzinger made a motion to approve the renewal of the insurance policy with PERMA (Public

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Employer Risk Management Association) for Workers Compensation insurance, seconded by Councilmember Beckford, and voted on by members as follows Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Supervisor is authorized to sign the policy renewal with PERMA for Workers Compensation insurance.

### **BUDGET TRANSFER APPROVED**

A motion to approve the proposed budget transfer was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**Be it resolved that the following are approved:**

That \$6,480.76 be transferred from 4.5140.1000.12.4 (Highway – Mowing) to 4.5130.1000.53.4 (Highway – Mechanics) to cover costs.

That \$2,000.00 be transferred from 4.5142.1000.52.4 (Highway – Dispatching) to 4.5130.1000.53.4 (Highway - Mechanics) to cover costs.

That \$3,500.00 be transferred from 1.1430.1009.1.1 (General Fund – Personnel) to 1.3120.1000.2.1 (General Fund – Crossing Guards) to cover costs.

That \$10,000.00 be transferred from 2.3620.1000.17.1 (General Fund – Safety Inspection) to 2.8020.1000.18.1 (General Fund – Planning & Zoning) to cover costs.

That \$2,500.00 be transferred from 1.1355.1000.1.1 (General Fund – Assessor) to 1.2620.1000.1.2620 (General Fund – Building Maintenance) to cover costs.

That \$2,500.00 be transferred from 1.1355.1000.1.1 (General Fund – Assessor) to 1.1680.1000.1.2 (General Fund – Technology) to cover costs.

That \$12,000.00 be transferred from 4.9060.8000.50.4 (Highway – Health Insurance) to 4.5142.1000.2.4 (Highway – Snow Removal) to cover costs.

That \$4,500.00 be transferred from 3.7410.4001.1.3 (Library – Copier) to 3.7410.2002.1.3 (Library – Office Equipment) to purchase furniture.

That \$2,699.00 be transferred from 3.7410.4407.27.3 (Library – Technology) to 3.7410.2002.1.3 (Library – Office Equipment) to purchase furniture.

That \$187.49 be transferred from 3.7410.4601.1.3 (Library – Postage) to 3.7410.2002.1.3 (Library – Office Equipment) to purchase furniture.

That 3.7410.4000.25.3 (Library – Programs) be increased by \$5,000.00 for a public speaker. This will be funded by the Friends of the Pittsford Community Library.

That \$1,044.11 be transferred from 1.1989.2001.3.2 (WT – I.T. Replacement Schedule) to 1.9950.9000.1.1 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Office Equipment Capital Reserve.

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That \$10,610.02 be transferred from 1.1989.2002.1.1 (WT – Office Equipment Replacement Schedule) to 1.9950.9000.1.1 (WT – Transfer to Capital) and that these funds then be transferred to the Whole Town Office Equipment Capital Reserve.

That \$47.82 be transferred from 2.1989.2002.1.1 (PT – Office Equipment Replacement Schedule) to 2.9950.9000.1.1 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Office Equipment Capital Reserve.

That \$100,300.00 be transferred from 2.1989.2003.0602.0004 (PT – Fleet Replacement Schedule) to 2.9950.9000.1.1 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$25,000.00 be transferred from 2.1989.2029.1.1 (PT – Fleet Replacement Schedule) to 2.9950.9000.1.1 (PT – Transfer to Capital) and that these funds then be transferred to the Part Town Equipment Capital Reserve.

That \$26.13 be transferred from 6.1989.2001.3.2 (Sewer – I.T. Replacement Schedule) to 6.9950.9000.1.1 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Office Equipment Capital Reserve.

That \$500.00 be transferred from 6.1989.2002.1.1 (Sewer – Office Equipment Replacement Schedule) to 6.9950.9000.1.1 (Sewer – Transfer to Capital) and that these funds then be transferred to the Sewer Office Equipment Capital Reserve.

### **DECEMBER SURPLUS APPROVED**

A resolution to approve the surplus inventory listed was made by Deputy Supervisor Munzinger and seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the attached list of equipment be declared surplus and removed from the Town's inventory.

<b>Asset #</b>	<b>Year</b>	<b>Description</b>	<b>Department</b>	<b>Cost</b>	<b>Disposition</b>
18109	2016	Ford Explorer Veh. #501-1	DPW	\$ 30,755.00	Auction
18804	2016	John Deere Gator Veh. #311	Parks	\$ 12,619.00	Auction
18157	2016	Ford F-350 Crew Cab	Parks	\$ 30,678.00	Auction

### **DECEMBER 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, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the December vouchers from numbers 158859 – 159360, in the amount of \$1,626,650.45 were approved for payment.

### **PERSONNEL MATTERS**

#### **PUBLIC COMMENTS**

There were no public comments.

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**HIRING/PERSONNEL ADJUSTMENTS APPROVED**

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

The Resolution was declared passed as follows:

The following employee(s) are recommended as a new hire, subject to successful completion of drug and background checks, 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>
Bryce Wallman	Sewer	Seasonal Laborer	\$14.25	12/14/2022
Cynthia Joyner	Library	Circulation Aide	\$15.09	12/22/2022

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Bryce Wallman	Sewer	Seasonal Laborer	\$14.25	12/14/2022
Cynthia Joyner	Library	Circulation Aide	\$15.09	12/22/2022

**APPOINTMENT OF BRANDON COTTRELL AND MARCIA LAYTON TAYLOR TO THE LIBRARY BOARD OF TRUSTEES CONFIRMED**

Supervisor Smith moved to appoint Brandon Cottrell and Marcia Layton Taylor to the Library Board of Trustees, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the selection of the Library Board for appointment be and hereby is confirmed, ratified, and approved, and Brandon Cottrell and Marcia Layton Taylor be and hereby is appointed to the Library Board for a term of five (5) years, effective January 1, 2023, with a term ending December 31, 2028.

**RE-APPOINTMENT OF RADHIKA RAMESH TO THE LIBRARY BOARD OF TRUSTEES CONFIRMED**

Upon the recommendation of the Library Board of Trustees, Supervisor Smith offered a motion to re-appoint Radhika Ramesh for her second term to the Library Board of Trustees, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the selection of the Library Board for re-appointment be and hereby is confirmed, ratified, and approved, and Radhika Ramesh be and hereby is appointed to the Library Board for another term of five (5) years, effective January 1, 2023, through December 31, 2028.

**OTHER BUSINESS**

Supervisor Smith stated that he wished to have a board discussion on the subject of Air BnB's in Pittsford and complaints and concerns voiced by residents about them. Discussion followed, detailing resident complaints and discussing some approaches taken by other municipalities.

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**PUBLIC COMMENT**

Kelly Cline, Tammy Rossi, Raymond Kenney, Robert Naum, and Killian Melody all commented.

With no further business, the Supervisor adjourned the meeting at 6:58 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk