

Minutes of the Town Board for June 20, 2023

**TOWN OF PITTSFORD  
TOWN BOARD  
JUNE 20, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, June 20, 2023, 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 Kim Taylor.

**ABSENT:** Councilmember Stephanie Townsend.

**ALSO PRESENT:** Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff; Hayes Wallman, Deputy Town Clerk; Christine Avila, ASL Interpreter.

**ATTENDANCE:** No members of the public 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.

**SUPERVISORS ANNOUCEMENTS**

Supervisor Smith expressed his thanks to the community members who put together the Juneteenth celebration at Nazareth University.

**MINUTES OF THE MAY 16 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of May 16, 2023, was offered by Councilmember Taylor, 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 Minutes of the May 16, 2023, Town Board meeting are approved.

**MINUTES OF THE JUNE 6 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of June 6, 2023, was offered by Councilmember Taylor, 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 Minutes of the June 6, 2023, Town Board meeting are approved.

**LEGAL MATTERS**

**PUBLIC COMMENTS**

No comments were submitted.

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### **APPROVAL TO SET BID DATE FOR COPPER BEECH PARK EXPANSION**

A Resolution setting the bid opening date for the Copper Beech Park Expansion for August 9, was made by Supervisor Smith, seconded by Councilmember Taylor, and voted on as follows: Ayes: Koshykar, Munzinger, Taylor, and Smith. Nays: none. Absent: Townsend.

The resolution was declared carried as follows:

**RESOLVED**, the Town Board set a bid opening date for the Copper Beech Park Expansion for Wednesday, August 9, 2023, at 11:00 a.m.

### **AWARD BID FOR ENGINEERING OF MENDON ROAD SIDEWALK**

Commissioner Schenkel summarized the project, the process followed to select a firm, along with requirements that have been met by the Town per the specifications of the of the Transportation Alternative Program (TAP) grant funding received from the State to complete the project. Supervisor Smith moved to award the bid for engineering design of the Mendon Road sidewalk to Fisher Associates as the lowest responsible bidder. The motion was 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:

**WHEREAS**, The Town has received a grant from the New York State Department of Transportation under the Transportation Alternatives Program (TAP) for the construction of Sidewalk and Crosswalk Improvements on Mendon and Thornell Roads referred to as PIN 4761.37; and

**WHEREAS**, The Town Department of Public Works received qualification-based proposals for the Engineering and Design Services from interested engineering firms related to the Project under the procedures set forth by the Federal Government for the use of Federal Transportation Funds; and

**WHEREAS**, A selection committee was established by the Department of Public Works to review said proposals received from interested engineering firms; and

**WHEREAS**, After review of said proposals, the selection committee recommends Fisher Associates, 180 Charlotte St, Rochester, NY 14607, for Preliminary Engineering, and Detailed Design related for this project, based upon the RFP submissions and submission evaluation and ranking by the committee: and

**WHEREAS**, the Town Department of Public Works and New York State Department of Transportation (NYS-DOT) wish to begin the Preliminary Engineering, and Detailed Design phase of the Project in 2023; and

**WHEREAS**, I as Town Project Manager have coordinated with Jon Harman, Regional Local Projects Liaison from NYS-DOT and have received authorization for proceeding with Preliminary Engineering, and Detailed Design and Town Board's Authority to execute said attached Consultant Agreement; and

**WHEREAS**, the Town Project Manager has determined that the proposed Consultant Agreement amount is consistent with the Cost Categories contained in the attached executed November 2022, U.S. Department of Transportation Federal Highway Administration Transportation Initial Project Proposal (IPP) Report for PIN 4761.37; and

**WHEREAS**, the costs for Design Services for this project are in the not to exceed amount of \$135,000 per PIN 4761.37.

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**NOW, ON MOTION** duly made and seconded, it is

**RESOLVED AND ORDERED**, that the Town Board of the Town of Pittsford, at the Pittsford Town Hall, on the 20<sup>th</sup> day of June, 2023 at 6:00 o'clock P.M., Local Time, approve the resolution to move forward with Preliminary Engineering, and Detailed Design and authorize the Town Supervisor to sign the Consultant Agreement with Fisher Associates.

**FINANCIAL MATTERS**

**PUBLIC COMMENTS**

No comments were submitted.

**JUNE VOUCHERS APPROVED**

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Councilmember Taylor, 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 May vouchers from numbers 161291 - 161747, totaling \$931,014.90 were approved for payment.

**BUDGET AMENDMENT APPROVED**

A resolution to approve the budget amendment was offered 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 carried as follows:

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

That \$13,000.00 be added to 2.3620.1000.17.1 (Salaries – Code Enforcement) and \$3,000.00 be added to 2.8020.1000.18.1 (Salaries – Planning & Zoning). The source of the funds will be account 2.2.1120 (Sales Tax Revenue).

**PERSONNEL MATTERS**

**PUBLIC COMMENTS**

No comments were made.

**HIRING/PERSONNEL ADJUSTMENTS APPROVED**

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

The following employee(s) are recommended as a new hire 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>
Samuel DiGiacomo	Highway	Seasonal Laborer	\$18.10	06/12/2023
Jagger Plenge	IT	Computer Support Tech	\$26.28	06/20/2023
Trevor Reynolds	Recreation	Summer Fun Counselor	\$14.20	06/20/2023
Samuel Stone	Recreation	Summer Fun Counselor	\$14.20	06/20/2023

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Angela Kodiyan	Recreation	Summer Fun Counselor	\$14.20	06/20/2023
Adam Tata	Highway	Seasonal Laborer	\$18.10	06/20/2023
Jonathan Power	Recreation	Summer Fun Counselor	\$14.20	06/20/2023
Karl Patterson	Recreation	Comm Center Supv	\$15.98	06/21/2023
Zachary Thomas	Maintenance	Cleaner	\$18.10	06/26/2023

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

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	Rate	Effective Date
Meghan Brooks	Sec to DPW	PT to FT	\$23.21	05/22/2023
Shane Leonard	Seasonal Hwy	Rehire	\$18.10	06/21/2023
Salvatore Tantalo	Fire Marshall	Salary Adjustment	\$48.35	07/03/2023
Douglas DeRue	Dir, Plan&Zon	Salary Adjustment	\$48.35	07/03/2023
Anthony Caruso	Building Insp	Salary Adjustment	\$34.76	07/03/2023
William Zink	Building Insp	Salary Adjustment	\$34.76	07/03/2023

The Resolution was declared passed as follows:

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

Name	Dept	Position	Rate	Date of Hire
Samuel DiGiacomo	Highway	Seasonal Laborer	\$18.10	06/12/2023
Jagger Plenge	IT	Computer Support Tech	\$26.28	06/20/2023
Trevor Reynolds	Recreation	Summer Fun Counselor	\$14.20	06/20/2023
Samuel Stone	Recreation	Summer Fun Counselor	\$14.20	06/20/2023
Angela Kodiyan	Recreation	Summer Fun Counselor	\$14.20	06/20/2023
Adam Tata	Highway	Seasonal Laborer	\$18.10	06/20/2023
Jonathan Power	Recreation	Summer Fun Counselor	\$14.20	06/20/2023
Karl Patterson	Recreation	Comm Center Supv	\$15.98	06/21/2023
Zachary Thomas	Maintenance	Cleaner	\$18.10	06/26/2023

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Douglas DeRue	Dir, Plan&Zon	Salary Adjustment	\$48.35	07/03/2023
Anthony Caruso	Building Insp	Salary Adjustment	\$34.76	07/03/2023
William Zink	Building Insp	Salary Adjustment	\$34.76	07/03/2023

**OTHER BUSINESS**

**JULY 6, TOWN BOARD MEETING CANCELLED**

Noting that the next Board meeting is scheduled for the week of Independence Day, when some Board members and Senior staff will be away, the Supervisor moved to cancel the Town Board meeting scheduled for July 6, 2023, thereby consolidating Board proceedings for July into one meeting to be held on Tuesday, July 18. It was 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 Town Board meeting scheduled for July 6, 2023 be, and hereby is, canceled.

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Supervisor Smith also commented that one of the August board meetings will need to be rescheduled due to likely lack of a quorum. He recommended that the Board discuss a rescheduling at its next meeting, when all Board members will be present.

Deputy Supervisor Munzinger inquired about the cost for installing secured and weatherproofed AEDs at all the Town Parks. Commissioner Schenkel stated the estimates were around twenty-five thousand dollars. Discussion followed, focusing on where AEDs should be placed and whether ARPA funds could be used to fund the project. Discussion will continue at the next meeting.

Councilmember Koshykar asked if there had been any updates on proposed development of an apartment complex at the corner of Clover and Jefferson in the time since the developers withdrew their application. The Supervisor shared his understanding that that the developers would be discussing with Cloverwood, owner of the property, a possible revised project closer to what the Board approved for the site several years ago. Councilmember Koshykar recommended that, if another development project is proposed for the site, the Town be involved in notifying neighbors and the public about hearings or information sessions, to assure adequate outreach, which seemed to be lacking when done for the withdrawn proposal.

### **PUBLIC COMMENTS**

There were no comments.

With no further business, the meeting adjourned at 6:17 p.m.

Respectfully submitted,

Renee McQuillen  
Town Clerk