

Minutes of the Town Board for January 2, 2018

TOWN OF PITTSFORD TOWN BOARD JANUARY 2, 2018 ORGANIZATIONAL SESSION

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, January 2, 2018 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: There were no Town Board members absent.

ALSO PRESENT: Staff Members: Paul J. Schenkel, Commissioner of Public Works; Gregory J. Duane, Finance Director; Jessie Hollenbeck, Recreation Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk.

ATTENDANCE: There were sixty-two (62) members of the public in attendance. There were also twelve (12) staff members present.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. Supervisor Smith invited Councilman-elect Beckford to lead in the Pledge of Allegiance. The Town Clerk made note that all members were present.

Supervisor Smith recognized and welcomed all those in attendance for the Swearing-In Ceremony of the elected Officials for the Town of Pittsford and for its first Town Board meeting of 2018. The following dignitaries were recognized and welcomed: Lili Lanphear, Pittsford Village Trustee; Robert Shaddock, Pittsford Town Justice; Christopher Ciaccio, Monroe County Court Justice; and John Bernacki, Jr., Pittsford Town Justice.

SWEARING IN CEREMONY

Pittsford Town Justice, Robert Shaddock, administered the Oath of Office for the Swearing-In of the newly elected officials as follows: John E. Bernacki, Jr., Town Justice; Kevin Beckford, Town Councilman; Stephanie Townsend, Town Councilwoman; and William A. Smith, Town Supervisor.

MINUTES OF THE DECEMBER 21, 2017 MEETING APPROVED

A Resolution to approve the Minutes of the December 21, 2017 Town Board meeting was offered by Councilwoman Munzinger, seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: None.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the December 21, 2017 Town Board meeting be approved as written.

RECESS

A Recess was called for a short reception following the Swearing In Ceremony. The regular Town Board meeting resumed at 6:20 p.m.

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PUBLIC COMMENTS

Three (3) members of the public offered comments to the Town Board, as follows:

- 1) Michael Slade, 12 Trailwood Circle: Mr. Slade indicated that he would like the Town Board to be more transparent, like in the City of Rochester, and put all the FOIL (Freedom of Information) requests on the website for the public to see. He also indicated that he would like to see all the Agendas and supporting documents on the website and to be archived there to be able to look at, even after the meetings.
- 2) Anna Pappi Tichner, Brighton resident: This person commented that she used to live in Pittsford and own three (3) homes here, but, following her divorce she is unable to afford to live in Pittsford – would like to see more affordable housing in Pittsford
- 3) Sue Emil, 6 South Main Street: Thanked the Town for its exceptional clearing of the sidewalk in front of Town Hall. She would like to know what the Town can do to clear more of the sidewalks in the Village or to enforce other businesses to clear in front of their businesses. The Supervisor informed this resident that he was glad to see one of the Village Trustees here and hopes that she would take this comment back to the Village Board to address, as it is in their jurisdiction.

SUPERVISOR'S APPOINTMENTS FOR 2018

Supervisor Smith announced the following appointments for 2018:

Deputy Supervisor	– Katherine B. Munzinger
Director of Finance and Budget Director	– Gregory Duane
Secretary to the Supervisor	– Elizabeth Mehlrose
Town Historian	– Audrey Johnson

TOWN BOARD LIAISONS FOR 2018

Supervisor Smith announced the following Town Board liaison assignments for 2018:

Councilman Kevin Beckford	Environmental Board; Pittsford Youth Services
Deputy Supervisor Katherine Munzinger	Planning Board; Parks & Recreation Board
Councilman Matthew O'Connor	Library Board of Trustees; Leadership Committee; Assessment Review Board
Councilwoman Stephanie Townsend	Design Review & Historic Preservation Board; Zoning Board of Appeals
Supervisor William Smith	Leadership Committee

TOWN BOARD BI-ANNUAL AND ANNUAL APPOINTMENTS FOR 2018

A Resolution to approve the proposed Bi-Annual Staff appointments for 2018-19 was offered by Councilwoman Munzinger, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolutions were declared carried as follows:

RESOLVED, that the following Bi-Annual Staff appointments for 2018-19 are approved as follows:

Linda M. Dillon	Town Clerk and Receiver of Taxes
Robert B. Koegel	Town Attorney
Paul Schenkel	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Cheryl Fleming	Acting Director of Personnel
Laura Beeley	Deputy Town Clerk
Karen Ward	Deputy Town Clerk
Rose Ann Crispino	Deputy Receiver of Taxes
James Gagnier	Deputy Commissioner of Public Works

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VOLUNTEER BOARD APPOINTMENTS WILL BE MADE AT A FUTURE TOWN BOARD MEETING

BONADIO & COMPANY APPOINTED TOWN ACCOUNTANTS FOR 2018

A Resolution to appoint Bonadio & Company as the Town Accountant for 2018 was offered by Councilwoman Munzinger, seconded by Councilwoman Townsend, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Bonadio & Company are appointed the Town of Pittsford Accountants for 2018.

MRB GROUP, PC APPOINTED TOWN ENGINEER FOR 2018

A Resolution to appoint MRB Group as the Town Engineers for 2018 was offered by Councilman O'Connor, seconded by Councilwoman Munzinger, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that MRB Group is appointed Town Engineers for 2018.

MARRIAGE OFFICER APPOINTED

A Resolution to appoint William A. Smith, Jr. as a Marriage Officer was offered by Councilwoman Munzinger, seconded by Councilman Beckford, and voted on by members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that William A. Smith, Jr. be appointed as a Marriage Officer for a term of one year, expiring on December 31, 2018.

2018 PETTY CASH FUNDS APPROVED

A Resolution to approve 2018 Petty Cash Funds was offered by Councilwoman Munzinger, seconded by Councilwoman Townsend, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following petty cash funds, and the custodians for those funds, are approved for 2018 as per adopted Town policy:

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$694	Library Director
Recreation Department	\$230	Recreation Director
Senior Citizens	\$ 90	Recreation Supervisor – Senior Services
Sewer Districts	\$150	Sewer District General Foreman
Town Clerk	\$650	Town Clerk
Town Justice	\$150	Court Clerk
Public Works	\$100	Commissioner of Public Works

VOUCHER APPROVAL AUTHORIZED FOR 2018

A Resolution to authorize Voucher Approval staff persons was offered by Supervisor Smith, seconded by Councilman O'Connor and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

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RESOLVED, that the following persons are authorized to approve Town vouchers during 2018: Town Supervisor, Deputy Supervisor, Town Clerk, Director of Finance, Personnel Director, Assessor, Commissioner of Public Works, Library Director, Secretary to Commissioner of Public Works, Historian, Court Clerk, Recreation Director, Recreation Account Clerk, Deputy Commissioner of Public Works, Technology Manager, Recreation Supervisor-Senior Services, Communications Director, Animal Control Officer, and Town Attorney.

2018 HOURLY MINIMUM RATE SET

A Resolution to set the 2018 Hourly Minimum Rate was offered by Councilwoman Townsend, seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2018 hourly minimum rate for the Town of Pittsford is set at \$10.40.

2018 SALARIES APPROVED

A Resolution to approve 2018 Employee Salaries was offered by Supervisor Smith, seconded by Councilwoman Munzinger, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the wages and salaries for all employed positions as provided in the budget for 2018 are ratified and confirmed.

2018 WORK WEEK ESTABLISHED

A Resolution to establish the 2018 Work Week was offered by Councilwoman Munzinger, seconded by Councilman O'Connor, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2018 Town of Pittsford work week will be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Laborers and 35 hours for all other departments.

2018 PAY PERIOD SET

A Resolution to set the 2018 Pay Period was offered by Councilman O'Connor, seconded by Councilwoman Townsend, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED that the 2018 pay-period for the Town of Pittsford is bi-weekly.

2018 MILEAGE REIMBURSEMENT RATE SET

A Resolution to set the 2018 Mileage Reimbursement Rate was offered by Councilwoman Munzinger, seconded by Councilman Beckford, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that effective January 1, 2018 the mileage reimbursement rate will be \$0.545 cents per mile.

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2018 HEALTH INSURANCE REIMBURSEMENT RATE

A Resolution to set the 2018 Health Insurance Reimbursement Rate was offered by Councilwoman Munzinger, seconded by Councilwoman Townsend, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the 2018 Health Insurance Reimbursement Rate will be a maximum of \$4,000.00 per Section 5.4 of the Personnel Rules.

2018 TOWN BOARD MEETING SCHEDULE SET

A Resolution to set the 2018 Town Board Meeting Schedule was offered by Councilman O'Connor, seconded by Councilman Beckford, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board will meet on the first and third Tuesday of each month at 6:00 P.M. local time in Pittsford Town Hall, Lower Level Meeting Room, but will be subject to rescheduling from time to time.

2018 MEETING REIMBURSEMENT RATE SET

A Resolution to set the 2018 Meeting Reimbursement Rate was offered by Supervisor Smith, seconded by Councilwoman Munzinger, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the meeting reimbursement rate for lunch expenses is set at \$12.00 per meeting for staff persons attending Association meetings.

2018 PER DIEM MEAL REIMBURSEMENT SET

A Resolution to set the 2018 Per Diem Meal Reimbursement Rate was offered by Councilman O'Connor, seconded by Councilwoman Munzinger, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that 2018 *per diem* rate for meal reimbursement will be \$40.00 per day for meals and incidental expenses.

2018 BANK DEPOSITORIES APPROVED

A Resolution to approve 2018 Bank Depositories was offered by Councilman O'Connor, seconded by Councilwoman Townsend, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following banks are approved as depositories for Town of Pittsford funds for 2018: J.P. Morgan Chase, M&T, Canandaigua National Bank & Trust, and Key Bank.

2018 OFFICIAL NEWSPAPERS DESIGNATED

A Resolution to designate the 2018 Official Newspapers was offered by Supervisor Smith, seconded by Councilman Beckford, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

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RESOLVED, that the Brighton-Pittsford Post is designated as the official Town newspaper for 2018, with additional newspapers being the Mendon-Honeoye Falls-Lima Sentinel, the Democrat and Chronicle and the Daily Record.

CONFERENCE ATTENDANCE AUTHORIZED FOR TOWN EMPLOYEES

A Resolution to authorize Town Employee Conference Attendance was offered by Councilwoman Munzinger, seconded by Councilwoman Townsend, and voted on by the members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following personnel are authorized to attend the regular meetings of their professional organizations during 2018 as follows:

- Linda Dillon, Town Clerk & Receiver of Taxes
Monroe County Town Clerks, Tax Receivers & Collectors Association
New York State Town Clerk's Association
New York State Association of Tax Receivers & Collectors
- Rose Ann Crispino
New York State Tax Receivers and Collectors Association
Monroe County Town Clerks, Tax Receivers & Collectors Association
- Paul Schenkel
American Public Works Association – State and Local Branch
Monroe County Highway Superintendents Association
GIS/SIG Regional Committee
Monroe County Stormwater Coalition
- James Gagnier
Monroe County Highway Superintendents Association
PERMA – Safety Council for Western Region
Irondequoit Creek Watershed Collaborative (IWC)
Monroe County Stormwater Coalition (MCSC)
- Michelle Debyah
GIS/SIG Regional Committee
NYS GIS Association
- Rob Fromberger, Town Engineer
National Society of Professional Engineers – Monroe Chapter
American Society of Civil Engineers
American Public Works Association
- Scott Wallman
Monroe County Highway Superintendents Association
- Mark Lenzi, Building Inspector
Finger Lakes Building Officials Assoc (FLBOA) or
Niagara Frontier Building Officials
Monroe County Fire Marshal Association
- Deputy Building Inspector
Finger Lakes Building Officials Association (FLBOA)
- Kelly Cline
Monroe County Fire Marshal Association
Finger Lakes Building Officials Association (FLBOA)

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- Linda Stoddard
U of R Medical Center – CPR/AED and First Aid Training/Updates
- Town Supervisor and Town Attorney
New York State Association of Towns
- Stephen Robson, Assessor
Monroe County Assessor's Association
NYS Department of Tax & Finance - Office of Real Property Services
NYS Assessors Association
- Greg Duane, Finance Officer
Monroe County Town Finance Officer's Association
Government Finance Officer's Association – State and Local
FLMHIT meetings
- Personnel Director
Monroe County Town Finance Officers Association
FLMHIT Meetings
Monroe County Human Resource Meetings
- Shelley O'Brien, Communication Coordinator
Ad Council of Rochester
Public Relations Society of America
Association of Women in Communications
- Jessie Hollenbeck
Genesee Valley Parks and Recreation Society
- Alison Burchett
Genesee Valley Parks and Recreation Society
- Katelyn Disbrow
Genesee Valley Parks and Recreation Society
- Andrew Urckfitz
Genesee Valley Parks and Recreation Society
FLMHIT Wellness Committee
- Brett Wilby
Genesee Valley Parks and Recreation Society

ASSOCIATION OF TOWNS DELEGATES DESIGNATED

A Resolution to designate Supervisor Smith as the delegate and Town Attorney Robert Koegel as the alternate delegate to represent the Town of Pittsford at the Association of Towns Annual Business Meeting was offered by Councilwoman Townsend, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Smith, Beckford, Munzinger, O'Connor and Townsend. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Supervisor Bill Smith be designated as the delegate to represent and vote on behalf of the Town of Pittsford at the Annual Business Meeting of the Association of Towns on February 18, 2018 and that Town Attorney, Robert Koegel, be designated the alternate delegate to represent the Town of Pittsford.

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TOWN BOARD COMMENTS

Supervisor Smith asked if any board member had any additional comments to add to the meeting. Councilwoman Munzinger congratulated and thanked the Town Clerk/Tax Receiver, Linda Dillon, and her entire staff, as well as additional staff that stepped in to help with the overwhelming amount of people who were prepaying their 2018 Town and County taxes.

As there was no further business, the Supervisor adjourned the meeting at 6:33 P.M.

Respectfully submitted,

Linda M. Dillon
Town Clerk

OFFICIAL BOARD MINUTES ARE ON FILE IN THE OFFICE OF THE TOWN CLERK