

Minutes of the Town Board for January 5, 2021

**TOWN OF PITTSFORD  
TOWN BOARD  
JANUARY 5, 2021  
ORGANIZATIONAL SESSION**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, January 5, 2021 at 6:00 P.M. local time via Zoom.

**PRESENT:** Supervisor William A. Smith, Jr.; Councilpersons Kevin S. Beckford, Katherine B. Munzinger and Stephanie M. Townsend.

**ABSENT:** Cathy Koshykar.

**ALSO PRESENT:** Staff Members: Joy Brown, Technology Director; Shelley O'Brien, Communications Director; Jessie Hollenbeck, Recreation Director; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert B. Koegel, Town Attorney; Linda M. Dillon, Town Clerk, and Spencer Bernard, Chief of Staff.

**ATTENDANCE:** There were thirty-two (32) members of the public in attendance. There was one additional staff members and an interpreter present.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. The Town Clerk noted board members present and Supervisor Smith lead all present in the Pledge to Flag.

**MINUTES**

**PUBLIC COMMENTS**

No public comments were offered regarding the Minutes.

**MINUTES OF THE DECEMBER 15, 2020 MEETING APPROVED**

A Resolution to approve the Minutes of the December 15, 2020 meeting was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Meeting Minutes of the December 15, 2020 are approved as written.

**LEGAL MATTERS**

**PUBLIC COMMENTS**

No public comments were offered regarding Legal Matters before the Board.

**AGREEMENT WITH MRB GROUP, P.C. APPROVED**

A Resolution to approve the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C. was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board authorizes the Town Supervisor to sign the proposed "Short Form of Agreement between Owner and Engineer for Professional Services" with MRB Group, P.C., for consulting engineering services for the year 2021.

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### **CONSULTING AGREEMENT WITH SWBR APPROVED**

A Resolution to approve the proposed Agreement for Code Compliance Services with SWBR was offered by Deputy Supervisor Munzinger, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approves the proposed 2021 Agreement for Code Compliance Services with SWBR and authorizes the Town Supervisor to sign the Agreement.

### **COMPLIANCE AND ENGINEERING SERVICES AGREEMENT WITH TYLI APPROVED**

A Resolution to approve the proposed Agreement for Code Compliance and Engineering Services with TYLI was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: None.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board authorizes the Town Supervisor to sign the proposed Agreement for Code Compliance and Engineering Services with TYLI and authorizes the Town Supervisor to sign the Agreement for the year 2021.

### **FINANCIAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were offered regarding Financial Matters.

### **TOWN BOARD AUTHORIZATIONS**

#### **PETTY CASH FUNDS AUTHORIZATIONS APPROVED**

In accordance with the adopted Town policy, the Supervisor read the list of authorizations for the Petty Cash Funds for the various Town departments. Thereafter, a Resolution to approve the authorizations for the Petty Cash Funds was offered by Councilmember Townsend, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

A Resolution was declared carried as follows:

**RESOLVED**, that Petty Cash Funds be established and are approved in accordance with the adopted policy as follows:

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$500.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Senior Services
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk	\$650.00	Town Clerk
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

#### **VOUCHER APPROVAL AUTHORIZATIONS APPROVED**

Deputy Supervisor Munzinger offered a Resolution to approve the proposed staff members to be authorized to approve vouchers, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The following Resolution was declared carried as follows:

**RESOLVED**, that the following people be authorized to approve vouchers:

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

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Manager, Recreation Supervisor-Senior Services, Communications Director, Animal Control Officer, and Town Attorney.

### **PAY PERIOD APPROVED**

Supervisor Smith offered a Resolution to approve the pay period to be bi-weekly, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The following Resolution was declared carried as follows:

**RESOLVED**, that the pay period is bi-weekly.

### **MILEAGE REIMBURSEMENT RATE APPROVED**

Councilmember Townsend offered a Resolution to approve the Mileage Reimbursement Rate of \$0.56, as set by the IRS, seconded by Councilmember Beckford, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The following Resolution was declared carried as follows:

**RESOLVED**, that the Mileage Reimbursement Rate be set at \$0.56, as established by the IRS, for the year 2021.

### **HEALTH INSURANCE REIMBURSEMENT RATE APPROVED**

Supervisor Smith offered a Resolution to approve the Health Insurance Reimbursement Rate to a maximum of \$4,000 per section 5.4 of the Personnel Rules, seconded by Councilmember Townsend, and voted on by members as follows: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

### **MEETING SCHEDULE ESTABLISHED AND APPROVED**

Supervisor Smith, ratifying and confirming the schedule approved at the previous Town Board meeting, offered a motion to approve the consistent schedule of Town Board meetings to be held in 2021 on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, with the exceptions as noted on the schedule approved on December 30, 2020, for special dates, holidays and the election. Deputy Supervisor Munzinger seconded the motion, and members voted as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

### **PER DIEM RATE ESTABLISHED AND APPROVED**

A Resolution to establish and approve a Per Diem Rate for meal reimbursement of \$40.00 for meals and incidental expenses was offered by Councilmember Townsend, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Per Diem Rate for meal reimbursement be and is hereby established and approved at \$40.00 for meals and incidental expenses.

### **BANK DEPOSITORY APPROVED**

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

The Resolution was declared carried as follows:

**RESOLVED**, that the following banks are approved as depositories for Town funds in 2021:

J.P. Morgan Chase, M&T Bank, and Canandaigua National Bank and Trust

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### **DESIGNATED NEWSPAPERS APPROVED**

A Resolution to approved the proposed designated newspapers for the Town was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Brighton-Pittsford Post (aka The Messenger Post), is designated as the official Town newspaper for 2021, with additional newspapers designated as The Daily Record and the Democrat and Chronicle.

### **OPERATIONAL MATTERS**

#### **PUBLIC COMMENTS**

Annalise Johnson Smith commented regarding Operational Matters in support of Diversity Training and an Equity Advisory Board.

#### **DISCUSSION: DIVERSITY TRAINING AND EQUITY ADVISORY BOARD**

Councilmember Townsend spoke regarding the communications and progress that she and Town Attorney Robert Koegel have had regarding the topics of Diversity Training and an Equity Advisory Board, indicating that a Resolution is being drafted and should be ready to submit for the next Town Board meeting Agenda for consideration. The proposed Resolution, as previously discussed, would establish an Advisory Board for six months to study, review and make recommendations to the Town Board. This advisory board will consist of two (2) Town Board members – one from each party, three (3) staff members and four (4) residents. Both the Town Attorney and the Supervisor concurred with Councilmember Townsend's report on this topic.

### **PERSONNEL MATTERS**

#### **PUBLIC COMMENTS**

No public comments were offered regarding Personnel Matters.

### **CONFERENCE ATTENDANCE APPROVED**

A Resolution to approve the proposed authorizations for attendance at conferences and professional education programs for the year 2021 was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during the year 2021:

Linda Dillon, Town Clerk & Receiver of Taxes  
Monroe County Town Clerks, Tax Receivers & Collectors Association  
New York State Town Clerks Association  
New York State Association of Tax Receivers & Collectors

Karen Ward  
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

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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

Allen Reitz, Building Inspector

Finger Lakes Building Officials Association (FLBOA)

Kelly Cline, Fire Marshal

Monroe County Fire Marshal Association  
Finger Lakes Building Officials Association (FLBOA)

Town Supervisor, Town Attorney, one Board Member

New York State Association of Towns  
(Conference only; no travel)

Stephen Robson, Assessor

Monroe County Assessors' Association  
NYS Department of Tax & Finance – Office of Real Property Services  
NYS Assessors Association

Brian Luke, Finance Officer

Monroe County Town Finance Officers Association  
Government Finance Officers Association – State and Local  
FLMHIT Meetings

Cheryl Fleming, Personnel Director

Monroe County Town Finance Officers Association  
FLMHIT Meetings  
Monroe County HR Meetings  
PERMA Annual Conference – Spring/Fall Seminars

Shelley O'Brien, Communication Coordinator

Causeway Community Partners (formally Ad Council of Rochester)  
Public Relations Society of America  
Association for Women in Communications  
National Association of Government Communicators

Jessie Hollenbeck

Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Alison Burchett

Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

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Katelyn Disbrow  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society  
FLMHIT Wellness Committee

Christine Winter  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Cassandra Schrom  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

### **ASSOCIATION OF TOWNS DELEGATES DESIGNATED**

After some discussion regarding the alternate delegate, a Resolution to designate Supervisor Smith as the delegate and Councilmember Beckford as the alternate delegate to represent the Town of Pittsford at the Association of Towns Annual Business Meeting was offered by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Beckford, Munzinger, Townsend and Smith. Absent: Koshykar. 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 17, 2021 and that Councilmember Beckford, be designated the alternate delegate to represent the Town of Pittsford.

### **UR (University Of Rochester) MEDICINE EAP (Employee Assistance Program) AGREEMENT APPROVED**

Following some brief discussion, and Councilmember Beckford's desire to recuse himself from discussion and voting on this particular item, a Resolution to approve the UR Medicine EAP Agreement as proposed, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Munzinger, Townsend and Smith. Abstain: Beckford. Absent: Koshykar. Nays: none.

The Resolution was declared carried as follows:

**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.

### **OTHER BUSINESS**

No members of the Board offered any additional comments.

### **PUBLIC COMMENTS**

The following persons offered general comments to the Board:  
Margot Fass, Sadie Szrama and Annalise Johnson Smith.

Having no further business to discuss, the Supervisor adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Linda M. Dillon  
Town Clerk