

## Minutes of the Town Board for July 18, 2017

**TOWN OF PITTSFORD  
TOWN BOARD  
JULY 18, 2017**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, July 18, 2017 at 6:00 P.M. local time in Pittsford Town Hall.

**PRESENT:** Supervisor William A. Smith, Jr.; Councilpersons Mary Gehl Doyle, Jared C. Lusk, Katherine B. Munzinger, and Matthew J. O'Connor.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Paul J. Schenkel, Commissioner of Public Works; Greg Duane, Finance Director; Robert Koegel, Town Attorney and Linda M. Dillon, Town Clerk.

**ATTENDANCE:** There was one (1) member of the public in attendance. Also in attendance was Dan Glover, a representative from Key Insurance and Benefit Services. In addition, there were seven (7) additional staff member(s) present.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. The Town Clerk noted all members present. Thereafter, Supervisor Smith invited Councilwoman Doyle to lead in the Pledge to the Flag.

### **MINUTES OF JULY 5, 2017 MEETING APPROVED**

A Resolution to approve the Minutes of the July 5, 2017 Town Board meeting was offered by Councilman O'Connor, seconded by Councilwoman Munzinger, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the July 5, 2017 are approved as written.

### **GENERAL**

#### **AUGUST TOWN BOARD MEETINGS CONSOLIDATED TO ONE ON AUGUST 15**

Following some discussion regarding Town Board schedules in the month of August, Deputy Supervisor Lusk offered a motion to consolidate the two (2) Town Board meetings into one on August 15, 2017. The motion was seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the August Town Board meetings, originally scheduled for August 1 and August 15, be and are hereby consolidated into one Town Board meeting, to be held on Tuesday, August 15, 2017 at 6PM in the Town Hall Lower Level Meeting Room.

### **LEGAL MATTERS**

#### **CLEAN ENERGY COMMUNITY – UNIFIED SOLAR PERMIT ADOPTION APPROVED**

A Resolution to adopt the New York State Unified Solar Permit for Eligible Solar Photovoltaic Systems was offered by Councilman O'Connor, seconded by Councilwoman Doyle, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**WHEREAS**, the New York State Energy and Development Authority (NYSERDA) is providing incentives to municipalities to adopt a New York State Unified Solar Permit to facilitate the installation of small-scale photovoltaic systems; and

**WHEREAS**, the Town of Pittsford wishes to promote the streamlining of the application process for small-scale photovoltaic system installations and receive the \$2,500 incentive for small communities to adopt the New York State Unified Solar Permit and procedures for the installation of small-scale photovoltaic systems; now, therefore be it

**RESOLVED**, that the Town of Pittsford hereby approves and adopts the New York State Unified Solar Permit Application and procedures for the installation of small-scale photovoltaic systems, in the form annexed hereto; and be it further

**RESOLVED**, that the Town of Pittsford Code Enforcement Office is hereby directed to use the New York State Unified Solar Permit Application for issuance of Building Permits for the installation of eligible small-scale photovoltaic systems.

## FINANCIAL MATTERS SURPLUS INVENTORY APPROVED

A Resolution to approve the list of recommended inventory for surplus was offered by Deputy Supervisor Lusk, seconded by Councilwoman Munzinger, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

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

### JULY 2017 SURPLUS INVENTORY LIST

| <u>Asset #</u> | <u>Year</u> | <u>Description</u>                                    | <u>Department</u> | <u>Cost</u>  | <u>Disposition</u> |
|----------------|-------------|---|-------------------|--------------|--------------------|
| 16448          | 2009        | Bruch Truck   | Hwy               | \$80,772.43  | Auction            |
| 17178          | 2012        | Cat Loader  | Hwy               | \$139,466.00 | Trade-in           |
| 17573          | 2013        | Cat Excavator   | Hwy               | \$41,162.00  | Auction            |
| 5027           | 1977        | Wooden Bookshelf - 6 shelves - White                  | IT                | \$50.00      | Junk               |
| 12026          | 1988        | Drafting Stool  | IT                | \$232.00     | Junk               |
| 12694          | 2000        | Autocad Software                                      | IT                | \$479.51     | Junk               |
| 12779          | 2001        | Scanner - Epson Perfection 1640 SU Color<br>Scanner   | IT                | \$263.59     | Junk               |
| 12785          | 1999        | Print Server-HP JetDirect 300x                        | IT                | \$211.14     | Junk               |
| 12834          | 2002        | Smart Sound for Multimedia by Sonic<br>Desktop        | IT                | \$300.00     | Junk               |
| 12835          | 2002        | Inscriber TitleMotion DV ver 4.2                      | IT                | \$300.00     | Junk               |
| 12836          | 2002        | Scala Software-InfoChannel Player/Designer            | IT                | \$1,400.00   | Junk               |
| 12837          | 2002        | Digital Juice Software (24 CD Set)                    | IT                | \$345.00     | Junk               |
| 12845          | 2002        | Scan Converter-CoriOscan Select                       | IT                | \$500.00     | Junk               |
| 12848          | 2002        | Adobe PageMaker ver 7.0 Upgrade                       | IT                | \$71.00      | Junk               |
| 12919          | 2003        | Dell Latitude C510 Laptop                             | IT                | \$1,592.00   | Junk               |
| 12920          | 2002        | Macromedia Dreamweaver MX                             | IT                | \$343.99     | Junk               |
| 12929          | 2003        | Scanner - HP Scanjet 5550c Digital Flatbed<br>Scanner | IT                | \$278.00     | Junk               |
| 12964          | 2003        | Symantec Ghost 2003                                   | IT                | \$68.49      | Junk               |
| 13094          | 1999        | Privacy Screen for Monitor                            | IT                | \$112.00     | Junk               |
| 13205          | 2001        | Privacy Screen for Monitor                            | IT                | \$112.00     | Junk               |

## Minutes of the Town Board for July 18, 2017

|       |   |    |            |      |
|-------|---|----|------------|------|
| 13867 | 1999 Scanner - Visioneer Pro Sheetfeed Scanner            | IT | \$200.00   | Junk |
| 13894 | 2001 Square folding table                                 | IT | \$128.00   | Junk |
| 13895 | 2001 Square folding table                                 | IT | \$128.00   | Junk |
| 13925 | 2001 Microsoft Project 2000                               | IT | \$499.99   | Junk |
| 14111 | 2002 Print Server-HP JetDirect 200M                       | IT | \$174.32   | Junk |
| 14114 | 2003 Dell 17"---JUNK NEXT TIME!!!!                        | IT | \$169.00   | Junk |
| 14117 | 2003 HP DeskJet 6122                                      | IT | \$159.07   | Junk |
| 14128 | 2003 Print Server-HP Wireless WP110                       | IT | \$180.86   | Junk |
| 14131 | 2003 Wireless LAN Access Point-3COM                       | IT | \$550.00   | Junk |
| 14148 | 2004 File Server-Dell PowerEdge 2600                      | IT | \$3,921.12 | Junk |
| 14151 | 2004 Print Server-HP JetDirect 380x wireless USB          | IT | \$217.17   | Junk |
| 14152 | 2004 Print Server-HP Wireless WP110                       | IT | \$180.86   | Junk |
| 14265 | 2004 Print Server-HP JetDirect 380x wireless USB          | IT | \$217.17   | Junk |
| 14268 | 2004 Wireless LAN Access Point-3COM                       | IT | \$405.75   | Junk |
| 14439 | 2004 Symantec Ghost Corporate Edition Ver 8.0<br>10-user  | IT | \$305.00   | Junk |
| 14443 | 2004 Scanner - Handheld Products Barcode<br>Scanner       | IT | \$165.20   | Junk |
| 14444 | 2004 Scanner - OBDII Scan Tool (for auto-<br>inspections) | IT | \$250.00   | Junk |
| 14449 | 2005 HP LaserJet 1320NW                                   | IT | \$503.35   | Junk |
| 14451 | 2005 HP LaserJet 1320NW                                   | IT | \$503.35   | Junk |
| 15001 | 2005 Print Server-HP JetDirect 175x                       | IT | \$144.54   | Junk |
| 15003 | 2005 Dell 17" Flat Panel                                  | IT | \$295.62   | Junk |
| 15008 | 2005 Camera - Sony DSC-F828 Digital Camera                | IT | \$765.54   | Junk |
| 15031 | 2005 Dell 17" Flat Panel                                  | IT | \$239.20   | Junk |
| 15085 | 2005 HP LaserJet 1320NW                                   | IT | \$503.35   | Junk |
| 15091 | 2005 HP LaserJet 1320NW                                   | IT | \$503.35   | Junk |
| 15094 | 2005 Wireless LAN Access Point-3COM                       | IT | \$375.00   | Junk |
| 15095 | 2005 Wireless LAN Access Point-3COM                       | IT | \$375.00   | Junk |
| 15096 | 2005 Wireless LAN Access Point-3COM                       | IT | \$375.00   | Junk |
| 15097 | 2005 Wireless LAN Access Point-3COM                       | IT | \$375.00   | Junk |
| 15098 | 2005 Wireless LAN Access Point-3COM                       | IT | \$375.00   | Junk |
| 15100 | 2005 Wireless LAN Access Point-3COM                       | IT | \$375.00   | Junk |
| 15101 | 2005 Wireless LAN Access Point-3COM                       | IT | \$375.00   | Junk |
| 15113 | 2005 Wireless LAN Access Point-3COM                       | IT | \$375.00   | Junk |
| 15122 | 2005 Dell 19" Flat Panel                                  | IT | \$384.23   | Junk |
| 15124 | 2005 Scanner - Epson Perfection 2480 Scanner              | IT | \$156.78   | Junk |
| 15148 | 2005 Citizen Receipt Printer                              | IT | \$233.33   | Junk |
| 15160 | 2006 Epson Stylus Photo R220 Printer                      | IT | \$100.00   | Junk |
| 15359 | 2006 Digital Juice Jumpbacks High Def (vol 1-10)          | IT | \$248.95   | Junk |
| 16038 | 2006 Check-It! Professional Edition                       | IT | \$225.00   | Junk |
| 16047 | 2006 HP LaserJet 2420dn                                   | IT | \$682.83   | Junk |
| 16052 | 2006 UPS - APC SmartUPS 1500                              | IT | \$487.67   | Junk |
| 16268 | 2007 File Server-Dell PowerEdge 2900                      | IT | \$5,616.72 | Junk |
| 16269 | 2007 Dell Precision 690 Workstation                       | IT | \$3,200.61 | Junk |
| 16291 | 2007 Dell 17" Flat Panel                                  | IT | \$141.29   | Junk |
| 16298 | 2007 Dell 17" Flat Panel                                  | IT | \$141.29   | Junk |
| 16328 | 2006 Switch-3COM Superstack 3 4500 PWR-26<br>Port         | IT | \$1,077.00 | Junk |

## Minutes of the Town Board for July 18, 2017

|       |  |    |            |      |
|-------|--|----|------------|------|
| 16329 | 2006 Switch-3COM Superstack 3 4500 PWR-26 Port | IT | \$1,077.00 | Junk |
| 16330 | 2006 Switch-3COM Superstack 3 4500 PWR-26 Port | IT | \$1,077.00 | Junk |
| 16331 | 2006 Switch-3COM Superstack 3 3870-24 Port     | IT | \$2,097.00 | Junk |
| 16333 | 2006 Switch-3COM Superstack 3 4500 PWR-26 Port | IT | \$1,077.00 | Junk |
| 16384 | 2008 Dell OptiPlex 745-2GB                     | IT | \$911.15   | Junk |
| 16496 | 2009 Ameriwood "U" Work Center                 | IT | \$122.19   | Junk |
| 16518 | 2008 File Server-Dell PowerEdge 2900           | IT | \$5,399.28 | Junk |
| 16528 | 2008 Dell 17" Flat Panel                       | IT | \$188.10   | Junk |
| 16533 | 2008 Citizen Receipt Printer                   | IT | \$210.00   | Junk |
| 16542 | 2008 Dell OptiPlex 755-2GB                     | IT | \$589.90   | Junk |
| 16544 | 2008 Dell OptiPlex 755-2GB                     | IT | \$589.90   | Junk |
| 16563 | 2008 Symantec Ghost                            | IT | \$66.00    | Junk |
| 16569 | 2009 Dell 19" Flat Panel                       | IT | \$174.30   | Junk |
| 16571 | 2009 Dell 19" Flat Panel                       | IT | \$174.30   | Junk |
| 16575 | 2009 Dell 19" Flat Panel                       | IT | \$174.30   | Junk |
| 16579 | 2009 Dell 19" Flat Panel                       | IT | \$174.30   | Junk |
| 16588 | 2009 Dell OptiPlex 755-4GB                     | IT | \$820.80   | Junk |
| 16589 | 2009 Dell OptiPlex 755-4GB                     | IT | \$820.80   | Junk |
| 16590 | 2009 Dell OptiPlex 755-4GB                     | IT | \$820.80   | Junk |
| 16591 | 2009 Dell OptiPlex 755-4GB                     | IT | \$820.80   | Junk |
| 16592 | 2009 Dell OptiPlex 755-4GB                     | IT | \$820.80   | Junk |
| 16593 | 2009 Dell OptiPlex 755-4GB                     | IT | \$820.80   | Junk |
| 16643 | 2009 Citizen Receipt Printer                   | IT | \$210.42   | Junk |
| 16645 | 2009 Citizen Receipt Printer                   | IT | \$210.42   | Junk |
| 16653 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16654 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16655 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16656 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16657 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16658 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16659 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16660 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16661 | 2009 Wireless LAN Access Point-3COM            | IT | \$279.30   | Junk |
| 16871 | 2010 Dell OptiPlex 780                         | IT | \$915.21   | Junk |
| 16893 | 2010 Dell OptiPlex 780                         | IT | \$915.21   | Junk |
| 16894 | 2010 Dell OptiPlex 780                         | IT | \$915.21   | Junk |
| 16896 | 2010 Dell OptiPlex 780                         | IT | \$915.21   | Junk |
| 16900 | 2010 Dell OptiPlex 780                         | IT | \$915.21   | Junk |
| 16901 | 2010 Dell OptiPlex 780                         | IT | \$915.21   | Junk |
| 16902 | 2010 Dell OptiPlex 780                         | IT | \$915.21   | Junk |
| 16904 | 2010 Dell OptiPlex 780                         | IT | \$915.21   | Junk |
| 16911 | 2010 Citizen Receipt Printer                   | IT | \$249.00   | Junk |
| 17015 | 2011 HP OfficeJet 7000 wide format printer     | IT | \$176.00   | Junk |
| 17031 | 2011 Dell OptiPlex 780                         | IT | \$883.50   | Junk |
| 17032 | 2011 Dell OptiPlex 780                         | IT | \$883.50   | Junk |
| 17036 | 2011 Dell OptiPlex 780                         | IT | \$883.50   | Junk |
| 17038 | 2011 Dell OptiPlex 780                         | IT | \$883.50   | Junk |

## Minutes of the Town Board for July 18, 2017

|       |   |    |                     |      |
|-------|---|----|---------------------|------|
| 17040 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17041 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17042 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17043 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17044 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17045 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17047 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17048 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17049 | 2011 Dell OptiPlex 780                                    | IT | \$883.50            | Junk |
| 17413 | 2012 CR Card - Hypercom T4220 Credit Card<br>Machine      | IT | \$215.98            | Junk |
| 17414 | 2012 CR Card - Hypercom T4220 Credit Card<br>Machine      | IT | \$215.98            | Junk |
| 17415 | 2012 CR Card - Hypercom T4220 Credit Card<br>Machine      | IT | \$215.98            | Junk |
| 17425 | 2012 CMI Series 2000, Bar code swipe/serial time<br>clock | IT | \$1,170.00          | Junk |
| 17439 | 2012 CR Card - Hypercom P1300 pinpad (PCI-PED)            | IT | \$175.00            | Junk |
| 17440 | 2012 CR Card - Hypercom P1300 pinpad (PCI-PED)            | IT | \$175.00            | Junk |
| 17441 | 2012 CR Card - Hypercom P1300 pinpad (PCI-PED)            | IT | \$175.00            | Junk |
|       |   |    | <b>\$338,600.84</b> |      |

**JULY VOUCHERS APPROVED**

A Resolution to approve the July 2017 vouchers was moved by Councilwoman Doyle, seconded by Councilwoman Munzinger, and voted on by the members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the July 2017 vouchers No. 131593 through No. 131994 in the amount of \$690,392.31 are approved for payment.

**REVIEW OF INSURANCE****2017-2018 INSURANCE PROGRAM APPROVED**

A Resolution to approve the recommendation of Brown & Brown, the Town of Pittsford's Insurance Consultant, that the 2017-2018 insurance coverages to be placed with Key Insurance and Benefit Services as broker was offered by Councilwoman Doyle, seconded by Supervisor Smith, and voted on by the members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that based on the recommendation of Brown & Brown, the Town of Pittsford's Insurance Consultant, the 2017-2018 insurance coverages be placed with Key Insurance and Benefit Services as broker; and be it further

**RESOLVED**, that the following options to the package be confirmed as recommended by William Balderston of Brown & Brown, and as reviewed and discussed with the representative of Key Insurance and Benefit Services:

**Coverage**

|  |         |
|--|---------|
| Cyber Liability Coverage from CFU Underwriting (Lloyd's) | Accept  |
| Employee Dishonesty to \$500,000                         | Accept  |
| Supplemental Spousal Liability                           | Accept  |
| Terrorism Risk   | Decline |

**RECREATIONAL MATTERS****FIREWORKS CONTRACT WITH YOUNG EXPLOSIVES APPROVED**

A Resolution to authorize the Supervisor to sign a contract with Young Explosives Corporation to conduct a fireworks display at the conclusion of the 2017 Main Street Food Truck and Music Fest was offered by Deputy Supervisor Lusk, seconded by Councilman O'Connor, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

A Resolution was declared carried as follows:

**RESOLVED**, that the Town Board authorizes the Town Supervisor to sign a contract with Young Explosives Corporation for a fireworks display to commence at the conclusion of the 2017 Main Street Food Truck and Music Fest on September 9, 2017.

**OTHER BUSINESS****TOWN BOARD COMMENTS**

Councilwoman Munzinger offered thanks and complimented the Recreation Director and Recreation Department for their excellent Summer Fun Program and the Swimming Lessons that her children are participating in this year. Her children are having a wonderful time this summer at the Town's Recreation programs.

Councilman O'Connor commended Commissioner of Public Works, Paul Schenkel, and his staff from the Highway Department, who came to assist and remove an Elm Tree that had fallen down at the corner of Briar Patch, which had been blocking the street when it had fallen over the weekend.

Deputy Supervisor Lusk inquired on the progress of the permits for Starbucks at the Library. Commissioner Schenkel indicated that the necessary documents from the contractors and builders are expected soon and the permits should be issued by the Village shortly thereafter.

**CLEAN ENERGY COMMUNITIES UPDATE**

Upon inquiry from Supervisor Smith, Councilman O'Connor updated the board on the progress in obtaining four (4) required High Impact Practices (HIP). Councilman O'Connor reminded the board that the Town's goal is to qualify as one of the first 15 communities in New York to meet the criteria necessary to be designated as a Clean Energy Community. Once designated as one of the first 15, the Town can apply and receive a \$50,000 (un-matching) grant from New York State to continue in its efforts. Currently, six (6) communities have received this designation. Having passed the Resolution for the Clean Energy Community-Unified Solar Permit process at this meeting, the Town now meets 3 of the 4 necessary HIPs. The fourth practice, a charging station, is underway and the Commissioner of Public Works, Paul Schenkel, has indicated that he anticipates that it will be purchased and hopefully installed and completed within the next few weeks.

**EAST AVENUE SIDEWALK PROJECT**

Commissioner of Public Works Paul Schenkel reported to Town Board that the crews are continuing on the East Avenue Sidewalk project.

**EXECUTIVE SESSION**

A motion was made by Supervisor Smith to move into Executive Session to discuss personnel matters, seconded by Deputy Supervisor Lusk, and voted on by members as follows: Ayes: Smith, Doyle, Lusk, Munzinger and O'Connor. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board adjourned the meeting to Executive Session at 6:42 p.m. to discuss personnel matters.

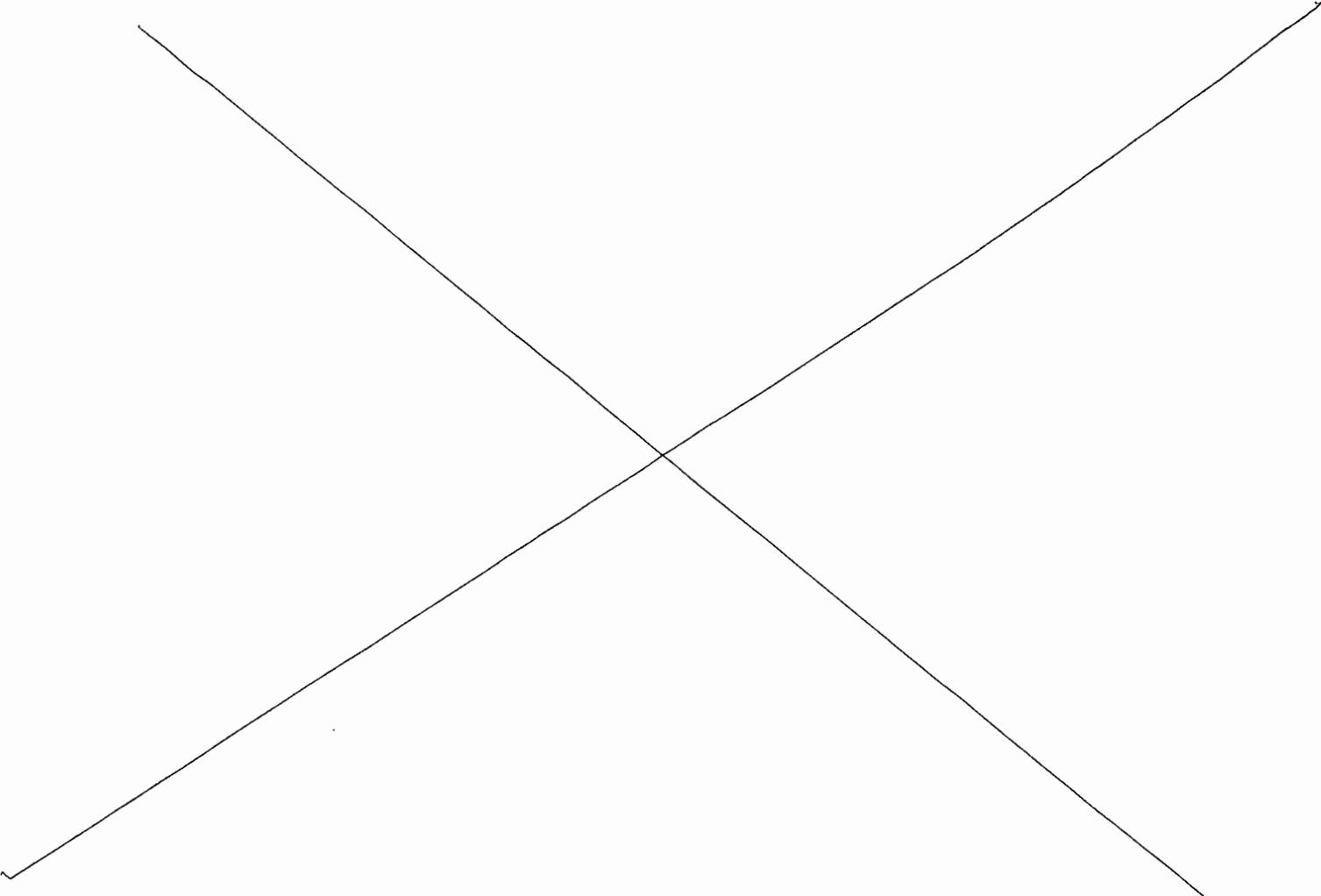
**ADJOURNMENT**

Having no further business to discuss, the meeting was adjourned at 7:55 p.m.

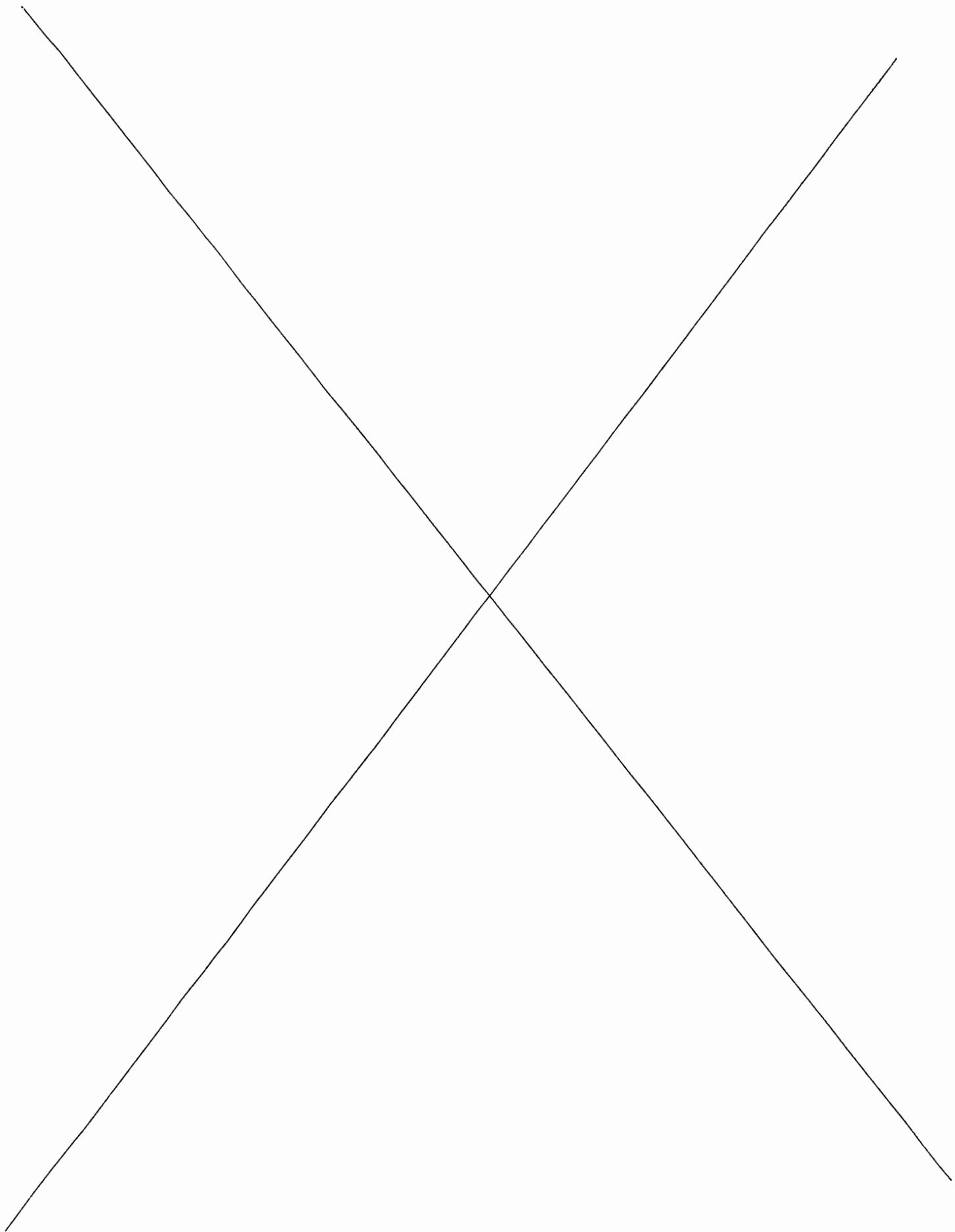
Respectfully submitted,



Linda M. Dillon, Town Clerk



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



7