

**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 Scanner	IT	\$263.59	Junk
12785	1999	Print Server-HP JetDirect 300x	IT	\$211.14	Junk
12834	2002	Smart Sound for Multimedia by Sonic 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 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

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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 10-user	IT	\$305.00	Junk
14443	2004 Scanner - Handheld Products Barcode Scanner	IT	\$165.20	Junk
14444	2004 Scanner - OBDII Scan Tool (for auto- 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 Port	IT	\$1,077.00	Junk

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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

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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 Machine	IT	\$215.98	Junk
17414	2012 CR Card - Hypercom T4220 Credit Card Machine	IT	\$215.98	Junk
17415	2012 CR Card - Hypercom T4220 Credit Card Machine	IT	\$215.98	Junk
17425	2012 CMI Series 2000, Bar code swipe/serial time 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

**\$338,600.84****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,

A handwritten signature in cursive script that reads "Linda M. Dillon".

Linda M. Dillon, Town Clerk

A large handwritten 'X' is drawn across the center of the page, extending from the top left to the bottom right and from the top right to the bottom left.

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

