

Town of Pittsford SELECT BOARD MEETING – April 3, 2024 – DRAFT

MEMBERS PRESENT: Alicia Malay, David Mills, Mark Winslow and Thomas Hooker (6:37 PM).

ABSENT: Dan Adams. OTHERS PRESENT: Beth Saradarian, Joe Repitaur, David Atherton – Town Manager, Kelly Giard – Recording Secretary

The Select Board was called to order at 6:30 PM by Chair Malay.

Chair Malay stated that there was no need for Executive Session, however there was a need to amend the agenda to add the Pittsford Village Farm letter of support. Motion by D. Mills and seconded by M. Winslow to adopt the agenda as amended. Motion passed unanimously 3– 0.

MINUTES:

The March 20, 2024 regular meeting minutes and the March 20, 2024 Health Violation Hearing were signed with no corrections.

TOWN MANAGER REPORT:

Town Manager David Atherton reported the following:

- Attended the Rutland TAC meeting on March 28, 2024. A topic of discussion was to start a subcommittee to restart the regional priority list for projects on State Highways within Rutland County, which had previously completed on a yearly basis. There were also discussions on the various grant opportunities for highway and infrastructure funding and the application process.
- A site visit was conducted on March 28, 2024 with the Police Chief and Health Officer at 2783 Fire Hill Road and no evidence of rats or trash on the premises. There was a discussion with the landowner about the abundance of vehicles and the landowner stated that a reasonable attempt to be in compliance with the Town Junk Ordinance would occur. The Findings of Fact for 981 and 2783 Fire Hill Road have been sent to the Town Attorney for review. Patrick Lowkes from DEC has been contacted and he stated that he did not request or suggest that a warrant was needed for the septic. The Town Health Officer spoke with Meg McCarthy from the State Department of Health and she confirmed that the correct steps were being followed and the state does not need to be contacted for every case that the Local Health Officer initiates.
- Rec Dept News: Awarded a 2024 VLCT John Lawe Grant for the rec director to attend a lifeguard course; The EDGE program awarded the rec department for youth disc golf equipment; the Rec Dept and the Maclure Library are collaborating for Open Mic Nights at the rec; the Rec Department and a local parent are organizing movie nights at the rec; Internet is coming to the rec area; the Rec Director will have a satellite office; we are starting a garden plot at the rec area for summer campers as well as a large tent from Pittsford Fire Department to allow additional coverage for campers; the Rec will organize the bike competition for the Memorial Day Parade; Tennis, pickleball and swim passes will be available for purchase via myrec.

SELECTBOARD MEMBER REMARKS:

None presented at this time.

PUBLIC COMMENT:

None presented at this time.

OLD BUSINESS

Appointment(s) to fill Elected Office(s) left unfilled by Election

Appointment(s) to fill Vacancies Among Officials, Board Members and Commissioners:

Delinquent Tax Collector – David Atherton

Tree Warden – Robert Ketcham

Animal Control Officers – Richard Bowman – VACANCY

Enhanced 9-1-1 Coordinator – Jeffrey Biasuzzi

Emergency Management Director – Timothy Cornell

Rutland County Solid Waste Representative – Nancy Gendreau; William “Bill” Drummond (Alternate)

Rutland Regional Planning Commission – Alicia Malay; Donna Wilson

Rutland Transportation Area Council – David Atherton; Alicia Malay (Alternate)

Fence Viewers – Mark Winslow; David Mills; W. Joseph Gagnon

Fuel Coordinator – David Atherton

Zoning Administrator (3 yr term) – Jeffrey Biasuzzi

Recreation Committee (3 yr – 2027) – Jill Blanchard; Robert Ketcham

Fire Warden – Bradley Keith

Planning Commission – (3 yr – 2027) – Donna Wilson (alternate); Mark Pape; Mike Norris; Derek Blow; Kevin Blow; Richard Conway

Zoning Board of Adjustment – (3 yr – 2027) – Charles Simpson; VACANCY

Appointment of Recording Clerk – Assistant to the Town Manager

Appointment of Official Newspaper – The Brandon Reporter

Adoption of Select Board Meeting Schedule

Town Manager Atherton stated that the board vacancies have been advertised and 4 responses were received for the Planning Commission. Following discussion, a motion was made by D. Mills and seconded by T. Hooker to approve all of the positions as presented with the exception of the Planning Commission and to instruct the Town Manager to contact the members of the Planning Commission and prospective Planning Commission members to determine interest in serving. Motion passed unanimously 4 – 0.

NEW BUSINESS

Local Emergency Management Plan Annual Adoption and Signatures:

Town Manager Atherton stated that there were some contact changes made to the Local Emergency Management Plan, which was also reviewed by the Local Emergency Management Director Timothy Cornell. Motion by T. Hooker and seconded by M. Winslow to adopt the Local Emergency Plan as presented. Motion passed unanimously 4 – 0. Chair Malay signed the document.

National Incident Management System (NIMS) Adoption and Signatures:

Motion by M. Winslow and seconded by D. Mills to approve the National Incident Management Systems documentation as presented. Motion passed unanimously 4 – 0 and Chair Malay signed the document.

Potential Road Closure of Arch Street April 8, 2024:

There have been multiple lists of roads throughout the state that were considered high traveled during the upcoming solar eclipse. Belden Construction will be working on Bridge 108 that day. D. Mills recommended also closing the Syndicate Road during the same time and communication for these closings will be important. The Select Board unanimously agreed to close Arch Street and Syndicate Road on Monday, April 8, 2024.

Act on Orders \$90,879.64 Payroll \$19,510.65:

M. Winslow inquired the expenses for Josh Dental. Town Manager Atherton stated that the premiums are prepaid. M. Winslow also inquired the expense to Brookside Services for trash removal. Town Manager Atherton explained that this was for a camper that was abandoned on the Syndicate Road. The orders were signed with no further discussion.

Pittsford Village Farm Letter of Support Discussion:

Town Manager Atherton reported that Donna Wilson has submitted a letter asking the Select Board to submit a letter of support for a CDS grant for farm restoration for upcoming projects at the Village Farm. Chair Malay stated that this was a very short notice request as the letter deadline was April 8, 2024. Town Manager Atherton stated that there was no additional information received with the request. Following discussion, the Select Board unanimously agreed to decline the request until further information is received. Town Manager Atherton will contact Ms. Wilson.

The Select Board recessed at 7:09 PM and convened as the Liquor Board.

The Select Board reconvened at 7:10 PM.

WATER AND SEWER COMMISSION:

Plains Road Sewer Bid Results:

Town Manager Atherton reported that there were 5 bids received for the Plains Road sewer project. The bid from Markowski Excavating was forwarded to Otter Creek Engineering for compliance review and approved. Chair Malay inquired how long the project would take to completion. Town Manager Atherton stated that it should take approximately 3 weeks. D. Mills inquired why the engineering estimates are lower than the excavation company bids. This is not the first project that this has happened and the culvert project in Florence was discussed. Town Manager Atherton stated that there is history with Otter Creek Engineering and he will follow up on this concern. M. Winslow inquired where the additional funding would come from to complete this project. Town Manager Atherton stated that there is approximately \$83,000 in the capital reserve and the project is not slated to begin until after July 1, 2024, which is after the beginning of the next fiscal year. Motion by T. Hooker and seconded by D. Mills to award the bid to Markowski Excavating in the amount of \$803,439.84. Motion passed unanimously 4 – 0.

OTHER BUSINESS:

Scheduling Next Meeting:

Town Manager Atherton stated that the next meeting is scheduled for April 17, 2024, which a number of participants will be out of town for School Spring Break. The Select Board unanimously agreed to postpone the April 17, 2024 meeting to April 24, 2024.

Social Media Discussion:

There was discussion of the uses of the Facebook page. The members of the Select Board felt that the use of the Facebook page would be beneficial to notify residents of things such as due dates of taxes, dog licenses, etc, as well as the proposed road closures for April 8, 2024. There was discussion that only 64 residents have signed up for the text message program.

Water and Sewer Interest and Penalties:

Beth Saradarain was present to discuss the interest fees and penalties that she is being charged for her last utility payment that she stated that she put in the gray drop box prior to the due date. Town Manager Atherton stated that he has spoken with the Town Clerk/Treasurer with regard to this and nothing was noted on the video of the box. There was concern that no one communicated with Ms. Saradarian.

EXECUTIVE SESSION

None presented at this time.

Motion by D. Mills and seconded by M. Winslow to adjourn the meeting. Motion passed unanimously 4 – 0.

The next Select Board meeting will be held on April 24, 2024.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

_____ ABSENT _____
Dan Adams, Selectman

Mark Winslow, Selectman