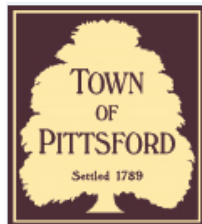


SUPERVISOR
William A. Smith, Jr.



COUNCIL MEMBERS
Kim Taylor, Deputy Supervisor
Naveen Havannavar
Cathy Koshykar
Stephanie Townsend

Town Board Agenda
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Thursday, January 4, 2024 – 5:45 PM

Call to Order

Pledge of Allegiance

Oaths of Office

Naveen Havannavar, Town Councilmember
Cathy Koshykar, Town Councilmember
William A. Smith, Jr., Town Supervisor

Minutes

Approval of Minutes of the Meeting of December 19, 2023
Approval of Minutes of the Meeting of December 28, 2023

Biennial Staff Appointments for 2024-2025

Public Comment
Appointments by Supervisor: Deputy Supervisor, Director of Finance and Budget Director,
Assistant to Supervisor, Town Historian.

Appointments by Resolution: Town Clerk and Receiver of Taxes, Town Attorney, Commissioner
of Public Works *et al.*, Director of Recreation, Deputy Clerk (2), Deputy Receiver of Taxes,
Deputy Commissioner of Public Works, Marriage Officiant.

Designation of Official Newspapers

Financial Matters

Public Comment
Petty Cash, Voucher Approval, Pay Period, Work Week, Mileage Reimbursement Rate,
Health Insurance Reimbursement Rate, Meeting Reimbursement Rate, Per Diem Rate,
Bank Depository

Personnel Matters

Public Comment
Approval of Conference Attendance for 2024
Designation of Delegate/Alternate Delegate for Association of Towns Annual Meeting

Other Business

Public Comment

Adjournment

PUBLIC MEETINGS OF THE TOWN BOARD are IN-PERSON at TOWN HALL

ATTENDING IN PERSON

Comments:

As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf. To comment you must sign in at the sign-in desk.

VIEWING FROM HOME

1. Live

The Town Board meeting will stream live through our cable access station's streaming portal. Please use the following link:

<https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

You can watch on any computer, tablet, smart phone or web capable TV. If you log in before the meeting starts and see an error message, refresh your screen at 6:00 pm when the board meeting starts and you can view the meeting live while it is happening.

Comments:

Comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf.

- at any time before 2:30pm on the day of the meeting (a) by email to comments@townofpittsford.org; (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30 pm on the day of the meeting;
and, in addition,
- at any time ***during*** the meeting by email to comments@townofpittsford.org
- All comments submitted should **include the name and street address** of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting. The Clerk will read your name, but not your street address unless you ask for it to be read.

2. On-Demand Video

As always, video will be uploaded to our cable access station's streaming portal subsequent to the meeting, usually within a few days. It is available on demand. You can see it here:

<https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApyUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

Minutes of the Pittsford Town Board for December 19, 2023

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 19, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, December 19, 2023, at 6:00 P.M. local time in the Lower-Level Meeting Room of Town Hall, 11 South Main Street, in person.

PRESENT: Supervisor William A. Smith, Jr.; Councilmembers Cathy Koshykar, Stephanie Townsend, and Kim Taylor.

ABSENT: Deputy Supervisor Katherine B. Munzinger.

ALSO PRESENT: Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Angel Martinez, Director of IT; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Eight members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

Merry Christmas!

MINUTES OF THE DECEMBER 6 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of December 6, 2023, was offered by Councilmember Townsend, seconded by Councilmember Koshykar, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Absent: Munzinger.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the December 6, 2023, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF TOWN COURT LEASE EXTENSION AGREEMENT

Supervisor Smith noted that the Board's recommendations for lease renewal terms for the Town Court are incorporated in the lease renewal. The leasehold will continue for another 10 years, with the option to terminate with 1-year's notice after the fourth year of the term. The rent escalation rate was reduced by 1%. The Supervisor moved a resolution to authorize the Town to enter into a lease extension for the Town Court, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Absent: Munzinger.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board adopt a resolution authorizing the Town to enter into a lease extension for the Town Court under the terms of the First Amendment to Lease Agreement between

Minutes of the Pittsford Town Board for December 19, 2023

DEL 3750 Monroe Avenue Associates, LLC and the Town submitted herewith, and that the Supervisor be and is authorized to execute said lease extension on behalf of the Town.

APPROVAL OF PROFESSIONAL SERVICES CONTRACTS WITH MRB, SWBR, and TYLI

Councilmember Taylor made the motion to approve professional engineering services contracts for 2024, Councilmember Townsend seconded, and it was voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Absent: Munzinger.

The Resolution was declared carried as follows:

RESOLVED, I move that the Town Board approve the professional services contracts with MRB, SWBR, and TYLI for 2024 and authorize the Town Supervisor to sign the contracts on behalf of the Town.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF 2024 TOWN BOARD MEETING DATES

Supervisor Smith shared the proposed dates for the 2024 Town Board meetings, commenting that they will continue to be held on the first and third Tuesdays of each month unless otherwise indicated. The first meeting for January, November and December will be moved to Wednesday to accommodate for returning to work after New Years, Election Day and for Candlelight Night. Councilmember Koshykar asked if it would be possible to move the Wednesday, January 3 meeting to Thursday, January 4, 2024. Supervisor Smith commented they should proceed with the schedule as proposed and he would speak with Councilmember-Elect Havannavar about his availability to move the date. If he was agreeable, the board can change the date by appropriate resolution at the end of the year meeting on December 28. Supervisor Smith then made a motion to approve the proposed 2024 meeting date schedule, Councilmember Taylor seconded, and members voted as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Absent: Munzinger.

The Resolution was declared carried as follows:

RESOLVED, that the schedule for Town Board meeting dates in 2024, in the form annexed hereto, be and hereby is approved and adopted.

FIRST TUESDAY

Wednesday, January 3rd

changed for holiday return

February 6th

March 5th

April 2nd

May 7th

June 4th

July 2nd

August 6th

September 3rd

October 1st

Wednesday, November 6th

changed for election day

Wednesday, December 4th

changed for Candlelight Night date

THIRD TUESDAY

January 16th

February 20th

March 19th

April 16th

May 21st

June 18th

July 16th

August 20th

September 17th

October 15th

November 19th

December 17th

FINANCE MATTERS

PUBLIC COMMENTS

No comments were submitted.

EQUIPMENT SURPLUS APPROVAL

A resolution to approve the surplus items was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Absent: Munzinger.

The Resolution was declared carried as follows:

Be it resolved, that the attached list of equipment be declared surplus and be removed from the Town's inventory.

Asset #	Description	Department	Cost	Disposition
18112	2017 Chevy Equinox #508-1	DPW	\$ 21,616.52	Auction
18113	2017 Chevy Equinox #516-2	DPW	\$ 21,616.52	Auction
18020	2015 Chevy Equinox #518-1	DPW	\$ 20,978.00	Auction

BUDGET AMENDMENT APPROVED

A resolution to approve the budget amendments was offered by Councilmember Townsend, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Absent: Munzinger.

The Resolution was declared carried as follows:

Be it resolved that the following is approved:

That \$30,000.00 be added to 1.1.2001 (Recreation Programs Revenue) and \$30,000.00 be added to 1.7020.4400 (Recreation Programs Expense) to cover costs for the remaining fiscal year.

Budget Transfers

Be it resolved that the following are approved:

That \$2,699.91 be transferred from 0003.7410.4001.0001.0003 (Library – Copier Contractual) to 0003.7410.2002.0001.0003 (Library – Office Equipment)

That \$2,247.29 be transferred from 0003.7410.4101.0001.0003 (Library – Office Supplies) to 0003.7410.2002.0001.0003 (Library – Office Equipment)

That \$833.29 be transferred from 0003.7410.4101.0026.0003 (Library – Office Supplies) to 0003.7410.2002.0001.0003 (Library – Office Equipment)

That \$564.86 be transferred from 0003.7410.4000.0025.0003 (Library – Programs Expense) to 0003.7410.2002.0001.0003 (Library – Office Equipment)

DECEMBER VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Councilmember Taylor, seconded by Councilmember

Minutes of the Pittsford Town Board for December 19, 2023

Townsend, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Absent: Munzinger.

The Resolution was declared carried as follows:

RESOLVED, that the December vouchers from numbers 163852 - 164236, totaling \$1,448,392.90 were approved for payment.

PERSONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval by Councilmember Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Absent: Munzinger.

The Resolution was declared passed as follows:

RESOLVED, that the Town Board approves the appointment for the following employee(s):

Name	Position	Reason	Rate	Effective Date
Maksud Gedemenli	Rec Asst	Rehire	\$14.20	12/22/2023
Kristy Ramirez	Library Clerk PT	Transfer positions	\$18.82	01/01/2024
John Young	GEO I	Salary Adjustment	\$30.93	01/01/2024

OTHER BUSINESS

SPECIAL YEAR END TOWN BOARD MEETING SET FOR DECEMBER 28

Supervisor Smith noted that in order to close out the Town’s financial records for 2023 fiscal year, the Director of Finance requests special board meeting before the end of the year to approve vouchers and any fund transfers that might be necessary. Discussion at the last meeting determined that Thursday, December 28 at 10:00 a.m. at Town Hall would work best. Councilmember Townsend noted she will be unable to attend. A Resolution to set a Year-End Financial Special Meeting of the Town Board for December 28, 2023 at 10:00 a.m. for the purpose of approving vouchers and any budgetary transfers necessary to be recorded in the fiscal year 2023, was made by Supervisor Smith, seconded by Councilmember Koshykar and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend and Smith. Nays: none. Absent: Munzinger.

Councilmember Townsend shared with board members the Children’s Agenda December Parent Poll data regarding family financial stress.

PUBLIC COMMENT

There were no public comments.

With no further business, the meeting adjourned at 6:20 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

Minutes of the Town Board for December 28, 2023

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 28, 2023**

Proceedings of a special meeting of the Pittsford Town Board held on Wednesday, December 28, 2023, at 10:02 A.M. local time in the Lower-Level Meeting Room of Town Hall, 11 South Main Street, in person.

PRESENT: Supervisor William A. Smith, Jr.; Councilmembers Cathy Koshykar and Kim Taylor.

ABSENT: Councilmembers Katherine B. Munzinger and Stephanie M. Townsend.

ALSO PRESENT: Staff Members: Jessie Hollenbeck, Director of Recreation; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Laura Beeley, Deputy Town Clerk; Spencer Bernard, Chief of Staff

ATTENDANCE: One member of the public was in attendance.

Supervisor Smith called the Town Board meeting to order at 10:02 A.M. and led everyone in the Pledge to Flag.

Supervisor Smith alerted everyone that there is a dense fog advisory.

FINANCIAL MATTERS

PUBLIC COMMENTS

No comments were offered.

GENERAL RESERVE APPROPRIATION FOR 2024 APPROVED

A resolution to approve the appropriation of \$350,000.00 from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the FY2024 was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor, and Smith. Nays: none. Absent: Munzinger and Townsend

The Resolution was declared carried as follows:

RESOLVED, that \$350,000.00 be appropriated from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the fiscal year 2024.

Be it further resolved that this resolution is subject to permissive referendum.

SEWER RESERVE APPROPRIATION FOR 2024 APPROVED

A resolution to approve the appropriation of \$100,000.00 from the Sewer Reserve Fund and transferred to the Sewer Fund per the 2024 Budget was offered by Councilmember Taylor, seconded by Councilmember Koshykar and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend

The Resolution was declared carried as follows:

Minutes of the Town Board for December 28, 2023

RESOLVED, that \$100,000.00 be appropriated from the Sewer Reserve Fund and transferred to the Sewer Fund for fiscal year 2024. Be it further resolved that this resolution is subject to permissive referendum.

Be it further resolved that this resolution is subject to permissive referendum.

DECEMBER TRANSFERS APPROVED

A resolution to approve the necessary end of the year transfers was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend

The Resolution was declared carried as follows:

RESOLVED, that the transfers are approved as follows:

Be it resolved that the following are approved:

That \$1,001.00 be transferred from 1.1989.2025.2.7 (Whole Town General – Fleet) to the Whole Town Equipment Capital Reserve.

That \$350.00 be transferred from 1.1989.2029.1.1 (Whole Town General – Fleet) to the Whole Town Equipment Capital Reserve.

That \$102,928.00 be transferred from 1.1990.4000.1.1 (Whole Town General – Contingency) to the Whole Town Equipment Capital Reserve.

That \$23,540.00 be transferred from 1.9950.9000.1.1 (Whole Town General – Transfer to Capital) to the Whole Town Equipment Capital Reserve.

That \$100,000.00 be transferred from 1.9060.8000.1.1 (Whole Town General – Medical) to the Whole Town Equipment Capital Reserve.

That \$96,148.00 be transferred from 4.1989.2003.2.4 (Whole Town Highway – Fleet) to the Whole Town Equipment Capital Reserve.

That \$9,343.00 be transferred from 1.1989.2001.3.2 (Whole Town General – I.T. Replacement) to the Whole Town Office Equipment Capital Reserve.

That \$1,705.00 be transferred from 2.1989.2003.602.4 (Part Town General – Fleet) to the Part Town Equipment Capital Reserve.

That \$44,000.00 be transferred from 2.1990.4000.1.1 (Part Town General – Contingency) to the Part Town Equipment Capital Reserve.

That \$17,500.00 be transferred from 2.9010.8000.1.1 (Part Town General – Retirement) to the Part Town Equipment Capital Reserve.

That \$6,000.00 be transferred from 2.9040.8000.1.1 (Part Town General – Workers Comp) to the Part Town Equipment Capital Reserve.

That \$29,750.00 be transferred from 5.9010.8000.55.4 (Part Town Highway – Retirement) to the Part Town Equipment Capital Reserve.

Minutes of the Town Board for December 28, 2023

That \$8,062.00 be transferred from 6.1989.2029.2.6 (Sewer – Fleet) to the Sewer Equipment Capital Reserve.

That \$100,000.00 be transferred from 6.9950.9000.0001.0006 (Sewer – Transfer to Capital) to the Sewer Equipment Capital Reserve.

DECEMBER SURPLUS INVENTORY APPROVED

A resolution to approve the proposed surplus inventory was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend.

The Resolution was declared carried as follows:

RESOLVED, that the attached list of inventory be declared surplus and be removed from the Town’s inventory.

Asset #	Description	Department	Cost	Disposition
15887	Mobile Island Display	Library	\$ 1,595.00	Disposed

FIRST TOWN BOARD MEETING DATE OF 2024 AMENDED

A motion to amend the date and time for the first Town Board meeting of 2024 to Thursday, January 4, 2024, at 5:45 PM was offered by Supervisor Smith, seconded by Councilmember Koshykar, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend

The Motion was passed was declared carried as follows:

RESOLVED, to amend the date and time for the first Town Board meeting of 2024 to Thursday, January 4, 2024, at 5:45 PM.

DECEMBER VOUCHERS APPROVED

A resolution to approve the proposed vouchers was offered by Councilmember Taylor, seconded by Councilmember Koshykar, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend

The Resolution was declared carried as follows:

RESOLVED, that the December 2023 vouchers No. 164237 - 164295 in the amount of \$ 83,790.18 are approved for payment.

PUBLIC COMMENTS

Michael Slade offered a comment.

With no further business, the meeting adjourned at 10:12 A.M.

Respectfully submitted,

Laura Beeley
Deputy Town Clerk

MEMORANDUM

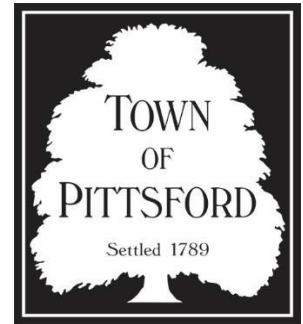
To: Town Board

CC:

From: W.A. Smith

Date: January 3, 2024

Regarding: Supervisor's Appointments



This is to advise the Board of the Supervisor's appointments.

Deputy Supervisor

Kim Taylor

Staff

Director of Finance & Budget Director
Assistant to Supervisor
Town Historian

Brian Luke
Kelly Eldred
Vicki Proffitt

Liaisons to Volunteer Boards

Naveen Havannavar

- Zoning Board of Appeals
- Parks and Recreation Advisory Board

Cathy Koshykar

- Pittsford Youth Services
- Design Review & Historic Preservation Board

Kim Taylor

- Planning Board
- Library Board of Trustees

Stephanie Townsend

- Environmental Board
- Assessment Review Board

Bill Smith

- Leadership
- Chamber of Commerce

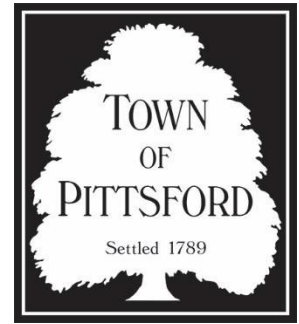
MEMORANDUM

To: Town Board

From: W. A. Smith

Date: December 29, 2023

Re: Biennial Staff Appointments



Pittsford residents are fortunate to have in leading positions of responsibility in Town government people whose distinguished performance has earned them the respect of their peers throughout the region and the gratitude of our residents. Most are Civil Service positions. Some positions including department heads and their deputies are subject to biennial appointment. I recommend that the Town Board approve the appointments specified in the following resolution.

RESOLVED, that each of the following be and hereby is appointed to the office set forth opposite his or her name for the biennial period covering calendar years 2024 and 2025:

Renee McQuillen	Town Clerk and Receiver of Taxes
Robert Koegel	Town Attorney
Paul Schenkel	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Jessie Hollenbeck	Director of Recreation
Laura Beeley	Deputy Town Clerk
Jessica Tantalo	Deputy Town Clerk
Karen Ward	Deputy Receiver of Taxes
James Gagnier	Deputy Commission of Public Works
William A. Smith, Jr.	Marriage Officiant

MEMORANDUM

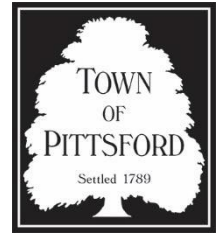
To: Town Board Members

From: Renee McQuillen, Town Clerk

Date: December 30, 2023

Regarding: Designation of Official Newspapers

For Meeting On: January 4, 2024



New York State Town law requires the Town to designate annually a newspaper or newspapers as the official newspapers for publication of legal notices by the Town. Since the closing of The Brighton Pittsford Post, the Town has used The Daily Record for all legal notice postings, and as alternate the Rochester Business Journal.

I do not recommend using the Democrat and Chronicle as it has become too expensive compared to the other daily newspaper options, The Daily Record and the Rochester Business Journal.

For this purpose, adoption by the Town Board of the following resolution would be in order. Each newspaper listed has been designated as an official newspaper for the Town for the upcoming year.

RESOLVED, that The Daily Record be and hereby is designated as the official Town newspaper for 2024 with the alternative to be the Rochester Business Journal.

MEMORANDUM



To: Town Board Members
From: Brian Luke, Director of Finance
Date: December 28, 2023
Regarding: Financial Authorizations for 2024
For Meeting On: January 4, 2024

Authorizations

Petty Cash Funds (in accordance with adopted policy)

<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 – Seniors
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk/Tax Receiver	\$650.00	Town Clerk/Tax Receiver
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

Voucher Approval - the following people are 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 Manager, Recreation Supervisor – Senior Services, Communication Director, and Town Attorney

Pay Period - bi-weekly

Work Week – will be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Departments, 35 hours for all other Departments.

Mileage Reimbursement Rate - will be the IRS rate for 2024 (\$0.67 per mile)

Health Insurance Reimbursement Rate – will be a maximum of \$4,000 per section 5.4 of the Personnel Rules

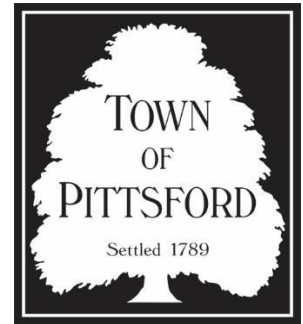
Meeting Reimbursement - Staff members attending Association meetings will be reimbursed up to \$20.00 per meeting for lunch expenses.

Per Diem Rate – will be the higher of \$50.00 per day, or the applicable Federal per diem rate.

Bank Depositories - The following banks are approved as depositories for Town funds in 2024;

J.P. Morgan Chase, M&T, Canandaigua National Bank, and NY Class Local Government Investment Pool

MEMORANDUM



To: Town Board
CC: Spencer Bernard, Chief of Staff
From: Cheryl Fleming, Personnel Director
Date: January 2, 2024
Regarding: Conference Attendance Authorizations for 2024

FOR MEETING ON: January 4, 2024

The Town provides for and encourages continuing professional education for members of its staff. Based on advice and requests of the various department heads, the following Resolution is proposed. These proposed authorizations are substantially similar to the approvals made for this purpose last year and in recent years.

RESOLVED, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during 2024:

Conference Attendance Authorized - the following personnel are authorized to attend the regular meetings of their professional organizations:

Renee McQuillen, 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, Deputy Receiver of Taxes
New York State Tax Receivers and Collectors Association
Monroe County Town Clerks, Tax Receivers & Collectors Association

Laura Beeley, Deputy Town Clerk
Monroe County Town Clerks, Tax Receivers & Collectors Association

Paul Schenkel, Commissioner of Public Works
American Public Works Association – State and Local Branch
Monroe County Highway Superintendents Association
GIS/SIG Regional Committee
Monroe County Stormwater Coalition
PERMA – Safety Council for Western Region

James Gagnier, Deputy Commissioner of Public Works
Monroe County Highway Superintendents Association
Monroe County Stormwater Coalition (MCSC)

Michelle Debyah, Geographic Information System Operator
GIS/SIG Regional Committee
NYS GIS Association

April Zurowski, Planning & Zoning Administrator
Monroe County Stormwater Coalition

Rob Fromberger, Town Engineer
National Society of Professional Engineers – Monroe Chapter
American Society of Civil Engineers
American Public Works Association

Matt Rickett, Highway Foreman
Monroe County Highway Superintendents Association

Bill Zink, Building Inspector/Anthony Caruso, Building Inspector
Finger Lakes Building Officials Assoc. (FLBOA) or
Niagara Frontier Building Officials
Monroe County Fire Marshal Association

Salvatore Tantalo, 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

Stephen Robson, Assessor/Hayes Wallman
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
SHRM Conference

Shelley O'Brien, Communications Director
Causewave Community Partners (formerly Ad Council of Rochester)
Public Relations Society of America
Association for Women in Communications
National Association of Government Communicators

Jessie Hollenbeck, Director of Recreation
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Alison Burchett, Assistant Director, Recreation
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

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

Kathleen Laskey, Recreation Supervisor
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

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

Amanda Poulin, Recreation Leader
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Jennifer Morrow, Director of Senior Center
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

MEMORANDUM

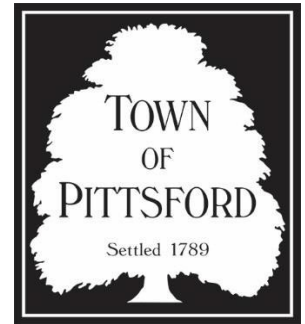
To: Town Board

CC:

From: Renee McQuillen, Town Clerk

Date: December 30, 2023

Regarding: Designation of Delegate/Alternate Delegate for Association of Towns Annual Business Meeting in 2024



The Association of Towns of the State of New York requires that the Town designate a delegate and an alternate delegate to vote at their Annual Business Meeting on February 20, 2024. Therefore, the following Resolution is proposed:

RESOLVED, that Supervisor 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 20, 2024 and that Town Board Member Stephanie Townsend be designated as the alternate delegate for the Town of Pittsford.