

**TOWN OF PITTSFORD  
TOWN BOARD  
NOVEMBER 6, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, November 6, 2024, 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 Naveen Havannavar, Cathy Koshykar, Stephanie Townsend, and Kim Taylor.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Cheryl Fleming, Director of Personnel; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

**ATTENDANCE:** Ten 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**

Supervisor Smith noted that November is Native American History Month and discussed the upcoming anniversary of the Treaty of Canandaigua of 1794 between the United States and the Haudenosaunee nations, the predecessors of European inhabitants of this area; the treaty remains a reminder of Haudenosaunee values that influenced the young United States and represents a symbol of living in peace and friendship.

**SUPERVISOR'S BUDGET PRESENTATION**

Supervisor Smith shared his 2025 Budget proposal with board members.

The 2025 proposed budget will keep the tax rate flat at \$3.13 per \$1,000 of assessed property value for the fifth consecutive year. Altogether, since 2018 the supervisor's budgets represent a cumulative tax rate cut of more than 9%. The proposed 2025 budget continues all current Town services at the same level.

Highlights of the proposal included.

- **Holds tax rate flat, at \$3.13 per thousand dollars. Cumulatively since 2018, more than a 9% cut in the Tax Rate**
- **Additional funding for our Residential Road Repaving Program**
- **Maintains funding for Pedestrian Safety improvements and measures to reduce speeding**
- **Maintains funding for Pittsford Youth Services. Total increase in funding for PYS since 2017 has been 88%.**
- **Full support for Pittsford Community Library**
- **Maintains full funding for Community Events and Recreation Programs**
- **Maintains funding for Elderberry Express**
- **Maintains full funding for Senior programs including:**
  - **Lunch Program for Seniors**
    - More outdoor programs in pavilion
- **Maintains funding for Pittsford Volunteer Ambulance**

## Minutes of the Pittsford Town Board for November 6, 2024

- **Funds the 16% increase in employee medical costs**
- **Funds the 3% increase in Dental Plan costs**
- **Continues Environmental initiatives**
- **2% COLA for Town Staff** (No pay increase for Elected Officials)

The Town retains its perfect Triple-A credit rating, making it the only town in upstate New York and the only town of its size in the United States to have this rating. In addition, the State Comptroller has also given the Town a perfect score on its annual fiscal stress evaluation: on the Comptroller's scale of 1 to 10, with 10 the highest stress, Pittsford's score is Zero, indicating no fiscal stress whatsoever.

Councilmember Koshykar asked whether a vote to approve the budget should be postponed to December, to allow time to make any changes that may be suggested at the November 19 public hearing that the Board wishes to pursue. Supervisor Smith indicated three options in such an event: (1) at its November 19 meeting the Board could recess while an appropriate resolution is prepared; (2) the Board could vote on an amended budget at a special meeting to be called for the purpose; or (3) the Board could postpone a vote to the December 4 meeting. The Supervisor noted the County's strongly expressed preference to have all of the town budgets completed in November, since these affect the County's own budgeting for the next year.

### **MINUTES OF THE OCTOBER MEETING APPROVED**

Councilmember Havannavar asked for an amendment to the October 15 meeting minutes to indicate that his request for park bathrooms to be open during winter was not a request to keep them open 24 hours. Subject to this amendment, a Resolution to approve the minutes of the October 15, 2024, Town Board meeting was offered by Deputy Supervisor Taylor, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the October 15, 2024, Town Board meeting are approved as amended.

### **LEGAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

### **PUBLIC HEARING SET FOR PROPOSED 2025 BUDGET**

Supervisor Smith made a motion to set the Public Hearing on the proposed 2025 budget for Tuesday, November 19, 2024, the motion was seconded by Deputy Supervisor Taylor and voted on as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that public hearings be and hereby are set for Tuesday, November 19, 2024, at 6:00 P.M. local time in the Pittsford Town Hall to consider the 2025 Preliminary Town Budget, the 2025 Special Districts Budgets, and the Sewer Rent Rolls and Debt Service Budgets.

### **2025 INSURANCE COVERAGE/BONDING FOR TOWN CLERK & RECEIVER OF TAXES**

A Resolution approving faithful performance insurance coverage for the 2025 Tax Collections was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by the members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED** by the Town Board of the Town of Pittsford, as follows:

## Minutes of the Pittsford Town Board for November 6, 2024

**Section 1.** The Town Board hereby guarantees the surety, form and amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes, as follows:

Type of undertaking: Insurance coverage for Town Clerk and Receiver of Taxes

Amount: \$100,000.00 per employee Public Employee Dishonesty Coverage with additional indemnity of \$200,000.00, including Faithful Performance of Duty, for the Receiver of Taxes

**Section 2.** A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law §25.

### **MONROE COUNTY MUNICIPAL SENIOR/YOUTH PROGRAMMING AGREEMENT**

Following discussion about soliciting the public's suggestions for use of funds to be received from the County under this agreement, Councilmember Townsend moved to approve and execute the "ARPA Subaward Grant Agreement" between the Town and Monroe County. This was seconded by Deputy Supervisor Taylor and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

**RESOLVED**, that the proposed agreement titled "ARPA Subaward Grant Agreement" between the County of Monroe and the Town of Pittsford, be and hereby is approved, in the form annexed hereto, and the Town Supervisor be and hereby is authorized to execute the Agreement on behalf of the Town.

### **FINANCE MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

#### **APPROVAL FOR STAFF TRAINING**

Councilmember Townsend moved to approve necessary training for Hayes Wallman towards his required courses for his New York State Assessors Certification. The motion was seconded by Councilmember Havannavar and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

### **RECREATIONAL MATTERS**

#### **PUBLIC COMMENTS**

No comments were submitted.

#### **APPROVAL FOR THE 2025 WINTER PROGRAMS**

A motion to approve the 2025 Recreation winter program schedule was made by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approve the Recreation Department's 2025 winter programs and authorize the Town Supervisor to sign instructor contracts as required.

### **PERSONAL MATTERS**

#### **PUBLIC COMMENTS**

Minutes of the Pittsford Town Board for November 6, 2024

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 Supervisor Smith, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

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

The following employee(s) are recommended as a new hire based on the recommendation of the Functional Coordinator(s) for these areas:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Luci Lee	Recreation	Rec Asst - Afterschool	\$17.82	10/21/2024
Simon George	Recreation	Rec Asst – Afterschool	\$15.00	10/23/2024
Isabelle Williams	Recreation	Rec Asst – Afterschool	\$15.00	11/04/2024
Aiden Kress	Recreation	Rec Asst – Afterschool	\$15.00	11/04/2024
Emily Smith	Maintenance	Cleaner – FT	\$18.10	11/07/2024

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

The following employee(s) is recommended for a status change and/or salary change due to a change in status.

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Rate</b>	<b>Effective</b>
Logan Tomeny	Rec Assistant	Group Leader	\$16.00	10/23/2024
Hayley Achim	Laborer FT Hwy	Seasonal to FT	\$20.50	11/04/2024
Michael Hook	MEO II	Promo	\$26.55	11/04/2024
James Lane	MEO II	Promo	\$26.55	11/04/2024
Christopher Coleman	MEO I	Promo	\$30.05	11/04/2024
Joseph Battaglia	Rec Leader FT	PT to FT	\$25.00	11/07/2024

**OTHER BUSINESS**

Supervisor Smith noted that the State Department of Transportation had responded to his most recent letter to it, requesting data from traffic studies undertaken by the DOT regarding potential lowering of the speed limit on Clover Street in the vicinity of Jefferson Road. The DOT said the Town must file a Freedom of Information Law request in order to get this information.

Supervisor Smith asked Board members to have any proposed budget amendments to him by November 14, to allow reasonable time to be prepared for the meeting on November 19.

**PUBLIC COMMENT**

There were no public comments.

With no further business, the meeting adjourned at 6:32 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk