

Minutes of the Pittsford Town Board for December 4, 2024

**TOWN OF PITTSFORD
TOWN BOARD
DECEMBER 4, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, December 4, 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; 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: Four 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 stated that the County of Monroe Industrial Development Agency (COMIDA) will hold a public hearing on Monday, December 9, at 4:00 P.M. in the Town Board meeting room, on an application received for tax abatements by the developers of the Pittsford Oaks apartments. There will be another COMIDA hearing on the same day at 5:00 P.M. in the Fisher Room at the library on an application for tax abatements by the developers of the Westbrook Crossing project located at 75 Monroe Ave in the Village.

Supervisor Smith thanked the Town staff involved with Candlelight Night for all their help. He also expressed his gratitude to the village for hosting staff members to hand out cider and cookies on Candlelight Night during our unexpected Town Hall closing.

MINUTES OF THE NOVEMBER 19 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of November 19, 2024, was offered by Councilmember Townsend, 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 November 19, 2024, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

GRANT DISTRIBUTION AGREEMENT WITH DASNY FOR LIBRARY IMPROVEMENTS

Supervisor Smith reviewed the grant funding will be used to replace the entrance doors into both the library building and the library itself and to make other improvements. He then moved to approve the

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grant distribution agreement as required by DASNY, 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 carried as follows:

RESOLVED, that the agreement in the form annexed hereto between the Town of Pittsford and the Dormitory Authority of the State of New York for project ID: 25741, be and hereby is approved; and

FURTHER RESOLVED, that 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.

STATE STREET MEDIAN FUNDING

A resolution to approve a proposed budget amendment regarding funding for the State Street median and use of ARPA funds for road and sidewalk projects was offered 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 Finance Director be and hereby is authorized to reallocate the remaining ARPA funds earmarked for the State Street Median -- \$124,781.74 -- to pay for road and sidewalk work in 2024 that has been completed; and

FURTHER RESOLVED, that the Finance Director be and hereby is authorized to create a Capital Improvement Account for the State Street Median project, to be funded by \$124,781.74 transferred from the budget line for 2024 road and sidewalk projects.

PERSONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

2025 HOLIDAY SCHEDULE APPROVED

Councilmember Townsend moved to approve the 2025 Holiday Schedule, 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 carried as follows:

Resolved, that the proposed Schedule of Holidays for 2025, in the form presented to the Board, be and hereby approved.

**2025 Schedule of Holidays
(Full-time employees)**

New Year's Day	Wednesday, January 1 st
<i>Martin Luther King Day</i> *	<i>Monday, January 20th</i>
<i>Presidents' Day</i> *	<i>Monday, February 17th</i>
Good Friday	Friday, April 18 th

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Memorial Day	Monday, May 26 th
Juneteenth	Thursday, June 19 th
Independence Day	Friday, July 4 th
Labor Day	Monday, September 1 st
Columbus Day/Indigenous Peoples' Day	Monday, October 13 th
Veterans' Day	Tuesday, November 11th
Thanksgiving Day	Thursday, November 27 th
Day After Thanksgiving	Friday, November 28 th
Christmas Day	Thursday, December 25 th
Day After Christmas.....	Friday, December 26 th

Employee's Birthday *
(2) Additional Floating Holidays*

**2025 Schedule of Holidays
(Part-time employees)**

New Year's Day	Wednesday, January 1 st
Good Friday	Friday, April 18 th
Memorial Day	Monday, May 26 th
Juneteenth	Thursday, June 19 th
Independence Day	Friday, July 4 th
Labor Day	Monday, September 1 st
Columbus Day/Indigenous Peoples' Day	Monday, October 13 th
Thanksgiving Day	Thursday, November 27 th
Day After Thanksgiving	Friday, November 28 th
Christmas Day	Thursday, December 25 th
Day After Christmas.....	Friday, December 26 th

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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:

Name	Dept	Position	Rate	Date of Hire
Julie Willard	DPW-Crossing	Crossing Guard Sub	\$22.48/shift	12/05/2024

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.

Name	Position	Reason	Rate	Effective
Arnold Emerson	DPW-Crossing Guard	Additional Shifts	\$22.48/shift	12/02/2024

OTHER BUSINESS

Councilmember Townsend inquired about staff attendance at the Local Government Efficiency Grant online seminar to be held tomorrow.

Councilmember Townsend noted that she has received a copy of a letter to the Town from a local office of the American Federation of State, County and Municipal Employees (AFSCME), a public employee union, asking the Town to voluntarily recognize the union as representative of a group of employees in the Town's Highway Department, based on union authorization cards it has received. Board discussion followed as to whether this should be taken up in executive session.

PUBLIC COMMENT

No comments were made.

EXECUTIVE SESSION

Supervisor Smith moved for the board to go into executive session to discuss collective negotiations under Article 14 of the State Civil Service Law. This was seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, and Smith. Nays: Townsend.

The Town Board entered executive session at 6:24 P.M.

The Board returned from executive session at 7:07 P.M. and then recessed for 10 minutes.

The Board reconvened at 7:20 P.M.

Supervisor Smith asked if there were any other business to take up. With no timely responses, he declared the meeting adjourned at 7:22P.M.

Thereafter Councilmember Koshykar asked if she could make a motion. The Supervisor observed that since all members were still there, he would permit a motion to be made.

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Councilmember Koshykar moved that the Town Board voluntarily recognize an AFSCME Council 66-represented bargaining unit of the following Pittsford Highway Department employees: Mechanical Equipment Operators 1,2 and 3, Laborers and Mechanics. Councilmember Havannavar seconded the motion.

Supervisor Smith moved to lay the motion on the table and members voted as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend and Smith.

Respectfully submitted,

Renee McQuillen
Town Clerk