

Minutes of the Pittsford Town Board for January 7, 2025

**TOWN OF PITTSFORD
TOWN BOARD
January 7, 2025**

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, January 7, 2025, 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: Councilmember Naveen Havannavar.

ALSO PRESENT: Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Meghan Brooks, Recreation Leader; Cheryl Fleming, Director of Personnel; Kelly Eldred, Assistant to the Supervisor; Holly Jennings, Communications Assistant; Spencer Bernard, Chief of Staff.

ATTENDANCE: Three 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

Elderberry Express is looking for more drivers, if you are interested, contact them at 585-248-6237.

Congrats to Town resident Inga Simning for achieving Guinness Book of Records status for Most Pull Ups With a 20 LB Pack, one of three Guinness World Records she has achieved.

Congratulations to Pittsford native John Ryan, on receiving two Grammy nominations for his work on Sabrina Carpenter's "Short n' Sweet" record.

MINUTES OF THE DECEMBER 17 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of December 17, 2024, was offered by Councilmember Townsend, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the December 17, 2025, Town Board meeting are approved.

OPERATIONAL MATTERS

DESIGNATION OF OFFICIAL NEWSPAPER

Councilmember Townsend made a motion to designate the official newspaper for 2025, seconded by Supervisor Smith and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that The Daily Record be and hereby is designated as the official Town newspaper for 2025 with the alternative to be the Rochester Business Journal.

FINANCE MATTERS

2025 MILEAGE REIMBURSEMENT RATE SET

A Resolution to set the 2025 Mileage Reimbursement Rate was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by the members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that effective January 1, 2025, the mileage reimbursement rate will be the IRS rate for 2025 (\$0.70 per mile.)

END OF 2024 VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Supervisor Smith, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the end of the 2024 fiscal year vouchers from numbers 168998 – 169107, totaling \$138,228.08 were approved for payment.

PERSONNEL MATTERS

CONFERENCE ATTENDANCE AUTHORIZATIONS FOR 2025

Councilmember Townsend moved to authorize staff attendance at regular meetings of their professional organizations, the motion was seconded by Deputy Supervisor Taylor, and was voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during 2025:

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
New York Association of Local Government Records Officers

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

Laura Beeley and Jessica Tantalo, 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

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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,
Erik Smegelsky, Assistant 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)
New York State Fire Marshal and Inspectors Association

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 National FLMHIT
Meetings

Cheryl Fleming, Personnel Director
Monroe County Town Finance Officers
Association FLMHIT Meetings
Monroe County HR Meetings

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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

John E. Bernacki and Maroun G. Ajaka, Pittsford Town Court Judges
Monroe County Magistrates Association
New York State Magistrates Association

Tracey Evert and Michon Ball, Town Court Clerks
Monroe County Clerks Association
New York State Court Clerks Association

Angel Martinez, Director of IT
Rochester Security Summit 2025
Microsoft Ignite 2025

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

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

Joseph Battaglia and Meghan Brooks, Recreation Leader
Genesee Valley Recreation and
Parks Society
New York State Recreation and
Parks Society

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Jennifer Morrow, Director of Senior Center
Genesee Valley Recreation and
Parks Society
New York State Recreation and
Parks Society
Greater Rochester Area Partnership for
the Elderly

DELEGATE DESIGNATION FOR ASSOCIATION OF TOWNS ANNUAL MEETING

Councilmember Townsend indicated she would be unable to serve as the alternate delegate this year due to work obligations. Deputy Supervisor Taylor agreed to be the alternate delegate for this year's meeting. An amended Resolution to designate Supervisor Smith as the delegate and Deputy Supervisor Taylor as the alternate delegate to represent the Town of Pittsford at the Association of Towns Annual Business Meeting was offered by Supervisor Smith, seconded by Deputy Supervisor Taylor, and was voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none.

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 18, 2025, and that Deputy Supervisor Kim Taylor be designated as the alternate delegate for the Town of Pittsford.

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: 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
Emily Cook	DPW-Crossing	Crossing Guard Sub	\$22.48/shift	01/06/2025

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

Name	Dept	Position	Rate	Date of Hire
Emily Cook	DPW-Crossing	Crossing Guard Sub	\$22.48/shift	01/06/2025

OTHER BUSINESS

Councilmember Townsend commented on the remembrance for former President Jimmy Carter. She asked about the schedule for finalizing the Zoning Code. Supervisor Smith noted that he has been in touch with our consultants to confirm dates for another Town Board review meeting if necessary and a public hearing date for the entire revised Zoning code. Councilmember Townsend also asked for a schedule for installation of the remaining 25 mph speed limit signs that need to be placed. Commissioner Schenkel indicated the highway department just received the final shipment of the signs we need, due to delays by the vendor. Councilmember Townsend asked for staff to develop a method to update the Environmental Board quarterly and the Town Board semiannually on where the Town stands with initiatives related to the Climate Action Plan initiatives, and asked that the Environmental Board have a chance to review the revised sections of the Zoning Code before the Town Board finalizes a new code.

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PUBLIC COMMENT

Joy Getnick shared commented.

The Board briefly discussed sharing with the public opportunities to continue composting.

With no further business, the meeting adjourned at 6:27 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk