

Minutes of the Pittsford Town Board for December 17, 2024

**DRAFT  
TOWN OF PITTSFORD  
TOWN BOARD  
DECEMBER 17, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, December 17, 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, Director of Finance; 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:** Seven 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 wished everyone a Merry Christmas and a Happy Chanukah.

The annual menorah lighting hosted by Chabad of Pittsford will be on Sunday, December 29 at 4:15 P.M. in the library parking lot.

Thank you to Town staff and employees for all they have done over the course of 2024.

**MINUTES OF THE DECEMBER 4 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of December 4, 2024, was offered by Councilmember Townsend, 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 Minutes of the December 4, 2024, Town Board meeting are approved.

**LEGAL MATTERS**

**PUBLIC COMMENTS**

Catherine Doyle commented.

**APPROVAL OF PROFESSIONAL SERVICES CONTRACT RENEWALS WITH MRB, SWBR and TYLI**

Supervisor Smith moved approval of the engineering professional services contract renewals for 2025, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

## Minutes of the Pittsford Town Board for December 17, 2024

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board approve the professional services contracts with MRB, SWBR, and TYLI for 2025 and authorize the Town Supervisor to sign the contracts on behalf of the Town.

### **APPROVAL OF LITTLE LEAGUE EAST STREET FIELDS LEASE EXTENSION**

Deputy Supervisor Taylor made a motion to approve the proposed lease extension with Pittsford Little League for the use of the East Street fields, 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 authorize the Supervisor to sign the attached Lease Agreement with Pittsford Little League, Inc. for a portion of the Town land on East Street, known as "Habecker Field", for use as baseball fields. Pursuant to the requirements of NY Town Law, this Resolution is subject to Permissive Referendum and, as a result, the Town Clerk is directed to cause a Notice of Permissive Referendum regarding this Resolution to be published and posted.

### **APPROVAL OF INTERMUNICIPAL COOPERATIVE AGREEMENT WITH PITTSFORD FIRE DISTRICT**

Deputy Supervisor Taylor made the motion to approve the Intermunicipal Cooperative Agreement with the Pittsford Fire District, seconded by Supervisor Smith and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, the Town Board authorizes the Town Supervisor to execute the proposed Intermunicipal Cooperative Agreement with the Pittsford Fire District for the sharing of personnel and equipment.

### **DISCUSSION REGARDING RECOGNITION OF AFSCME UNION**

The Supervisor read a communication from the union received earlier in the day, in which the union withdrew its request for voluntary recognition by the Town Board and stated its intention to petition the state Public Employment Relations Board for an election whereby the members of the Highway Department would vote on whether they wish to be represented by the union. The Supervisor thanked the union for showing this respect to the highway employees to make this decision for themselves rather than have the Town Board make the decision for them.

## **OPERATIONAL MATTERS**

### **PUBLIC COMMENTS**

No comments were submitted.

### **APPROVAL OF 2025 TOWN BOARD MEETING DATES**

Supervisor Smith moved to approve the schedule of Town Board meeting dates as proposed, the motion was 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 schedule for Town Board meeting dates in 2025, in the form annexed hereto, be and hereby is approved and adopted.

## **2025 TOWN BOARD MEETING DATES**

### **FIRST TUESDAY**

January 7<sup>th</sup>

February 4<sup>th</sup>

March 4<sup>th</sup>

April 1<sup>st</sup>

May 6<sup>th</sup>

June 3<sup>rd</sup>

July 1<sup>st</sup>

August 5<sup>th</sup>

September 2<sup>nd</sup>

October 7<sup>th</sup>

Wednesday, November 5<sup>th</sup>

\*changed for Election Day\*

Wednesday, December 3<sup>rd</sup>

\*changed for Candlelight Night date\*

### **THIRD TUESDAY**

January 21<sup>st</sup>

February 18<sup>th</sup>

March 18<sup>th</sup>

April 15<sup>th</sup>

May 20<sup>th</sup>

June 17<sup>th</sup>

July 15<sup>th</sup>

August 19<sup>th</sup>

September 16<sup>th</sup>

October 21<sup>st</sup>

November 18<sup>th</sup>

December 23<sup>rd</sup>

\*changed for 3rd day of Hanukkah\*

## **FINANCE MATTERS**

### **PUBLIC COMMENTS**

No comments were submitted.

### **ARPA FUNDS FOR HIGHWAY GENERATOR APPROVED**

A resolution to approve the budget amendment was offered by Councilmember Townsend, 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**, the Town Board authorizes the use of \$48,078 of remaining ARPA funds for the purchase and installation of an emergency backup generator for the Highway Garage

**FURTHER RESOLVED**, that Town Board authorizes the Finance Director to transfer those same funds to 0001-5132-2007-0001-0004 (Highway Garage Capital Improvement)

### **DECEMBER VOUCHERS APPROVED**

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers 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 December vouchers from numbers 168647 - 168997, totaling \$ \$2,171,257.83 were approved for payment.

## PERSONNEL MATTERS

### PUBLIC COMMENTS

No comments were submitted.

### APPOINTMENTS & RE-APPOINTMENTS TO THE LIBRARY BOARD OF TRUSTEES CONFIRMED

Councilmember Koshykar recused herself from the vote. Based on the recommendations of the Library Board of Trustees Councilmember Townsend made the motion to appoint Daniel English and James Hall to the Library Board for a 5-year term each and to re-appoint B. Christine Hall to the Library Board for a 5-year term, seconded by Deputy Supervisor Taylor and voted on by members as follows: Ayes: Havannavar, Taylor, Townsend, and Smith. Nays: none.

The Resolutions were declared carried as follows:

**WHEREAS**, the current Library Board has 7 Trustees, and the Library Board Bylaws define the number of Trustees as not less than 5 or more than 11, making it possible to appoint a new member; and

**WHEREAS**, the Board of Trustees of the Pittsford Community Library has selected Daniel English for appointment to the Library Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the selection of the Library Board for appointment be and hereby is confirmed, ratified, and approved, and Daniel English be and hereby is appointed to the Library Board for a term of 5 years, effective January 1, 2025.

**WHEREAS**, Library Board member Farrah Ritter ends her first term in December 2024, making it necessary to appoint a new member; and

**WHEREAS**, the Board of Trustees of the Pittsford Community Library has selected James Hall for appointment to the Library Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the selection of the Library Board for appointment be and hereby is confirmed, ratified, and approved, and James Hall be and hereby is appointed to the Library Board for a term of 5 years, effective January 1, 2025.

**WHEREAS**, Library Board member B. Christine Hall has completed her first term as of December 2024 and is eligible for re-appointment; and

**WHEREAS**, the Board of Trustees of the Pittsford Community Library has selected B. Christine Hall for re-appointment to the Library Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the selection of the Library Board for re-appointment be and hereby is confirmed, ratified, and approved, and B. Christine Hall be and hereby is appointed to the Library Board for another term of 5 years, effective January 1, 2025.

### OTHER BUSINESS

Deputy Supervisor Taylor expressed her thanks to Farrah Ritter for her service to the Library Board.

Councilmember Havannavar noted that he will be out of town on January 7, 2025 and therefore cannot attend that night's meeting.

Councilmember Havannavar noted COMIDA mortgage tax and sales tax abatements granted to the Pittsford Oaks apartment project, expressing disappointment that COMIDA did not require the Pittsford Oaks developer to include low-income housing as part of the project. Councilmember Koshykar expressed her agreement with Councilmember Havannavar's statement.

Minutes of the Pittsford Town Board for December 17, 2024

**PUBLIC COMMENT**

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

Respectfully submitted,

Renee McQuillen  
Town Clerk