

Minutes of the Pittsford Town Board for December 19, 2023

**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 and the Town's ASL 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 shared with board members that suggestions they made were incorporated into the extension of the agreement. This extends the term of the agreement up to an additional 10 years, with the option to terminate with 1-years notice after 4 years into the agreement. Additionally, the rate of escalation for annual base rent was reduced by 1%. Supervisor Smith then motioned to adopt a resolution allowing 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

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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 via 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**

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**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

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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):

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Rate</b>	<b>Effective Date</b>
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**

To close out the Town’s financial records for 2023 fiscal year, the Director of Finance is requesting a 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 announced she will be absent at this meeting. 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 surrounding 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