

Minutes of the Pittsford Town Board for February 26, 2025

TOWN OF PITTSFORD TOWN BOARD February 26, 2025

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, February 26, 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 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: Six 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 ANNOUNCEMENTS

This week is National Public Schools Week. Thanks to Pittsford's teachers, school staff, School Board and Superintendent for our excellent school system.

The Senior Center will host a Mardi Gras lunch next Tuesday, March 4 at the Community Center featuring entertainment by the Smugtown Stompers.

MINUTES OF THE FEBRUARY 4 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of February 26, 2025, 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 February 26, 2025, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC HEARING SET FOR PROPOSED REVISION OF TOWN ZONING CODE

Following discussion board members decided they will review the proposed code for any edits or questions at the March 4, 2025, meeting. Supervisor Smith made a motion to set the public hearing, 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:

WHEREAS, true and correct copies of proposed Local Law No. 1 of 2025: Comprehensive Update to the Pittsford Town Code Chapter 185 "Zoning" and the Town "Residential Design Standards and Guidelines" and Amending the Official Zoning Map of the Town of Pittsford were delivered to each member of the Town Board; and

Minutes of the Pittsford Town Board for February 26, 2025

WHEREAS, due consideration has been given to the adoption of proposed Local Law No. 1 of 2025, by all members of the Town Board who were present; and

WHEREAS, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 18th day of March, 2025, at 6:00 P.M. at the Pittsford Community Library, 24 State Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 1 of 2025.

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 18th day of March 2025, at 6:00 P.M., Local Time, at the Pittsford Community Library, 24 State Street, Pittsford, New York, on the question of the adoption of proposed Local Law No. 1 of 2025; and be it further

RESOLVED, that a Notice of Hearing and a copy of proposed Local Law No. 1 of 2025, or a summary thereof, be published in a newspaper previously designated as an official newspaper for publication of public notices, not less than five (5) days prior to said hearing; and be it further

RESOLVED, that the Town Clerk shall post certified copies of both this resolution and said proposed Local Law No. 1 of 2025, or a summary thereof, on the Town website www.townofpittsford.org, and on the bulletin board, maintained by the Town Clerk pursuant to § 30(6) of the Town Law, for a period of not less than five (5) days prior to said public hearing.

SPECIAL TOWN BOARD MEETING SET

Board members agreed to set a special meeting to allow for the public hearing on the Zoning Code update to be held open for a second meeting. It was determined that the meeting will be held Thursday, March 27, at 6:00 P.M. in the Fisher Meeting Room at the library. Supervisor Smith made a motion to set the special meeting, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that a special Town Board meeting shall be set for Thursday, March 27, 2025 at 6:00 P.M. for the purpose of holding open the public hearing on the proposed zoning code update.

OPERATIONAL MATTERS

AMENDMENT TO EXTEND NYSDOT SNOW AND ICE CONTRACT

Commissioner Schenkel explained the amendment was necessary due to a calculating error at the DOT, resulting in the Town receiving an additional \$6,000 this season. Deputy Supervisor Taylor moved to approve the amendment, 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 Town Board authorizes the Town Supervisor to execute a five-year extension agreement for snow and ice control between the Town of Pittsford, and New York State Department of Transportation with a contracted amount of \$159,978.76 for the 2024/2025 snow and ice season.

RENEWAL OF FIELD USE AGREEMENT WITH PITTSFORD CENTRAL SCHOOL DISTRICT

Commissioner Schenkel commented that the agreement has been in place for 20 years or more with periodic renewals and has worked well for the Town and the School District. Deputy Supervisor Taylor made a motion to approve the renewal, Councilmember Townsend seconded, and it was voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

Minutes of the Pittsford Town Board for February 26, 2025

The Resolution was declared carried as follows:

RESOLVED, that Town Board authorizes the Town Supervisor to execute a five-year Field Use agreement with the Pittsford Central School District.

RECREATIONAL MATTERS

COMMUNITY EVENTS VENDOR CONTRACTS

Supervisor Smith moved to approve the vendor contracts for the 2025 community events, 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 Town Board authorize the Town Supervisor to sign a contract with the following vendors to allow them to provide their services for the Town of Pittsford's 2025 community events.

- Audio Images, Inc. for a fee not to exceed \$10,080.
- McCarthy Tents & Events for a fee not to exceed \$18,250.
- STS Security and Event Management for a rate of \$38.50 per hour for NYS Certified Security Supervisors and \$35.00 per hour for NYS Certified Security Officers.
- Young Explosives Corporation for a fee not to exceed \$3,500.
- Adventures in Climbing for a fee not to exceed \$5,600.
- Hammerl Amusements for a fee not to exceed \$7,920.

COMMUNITY FESTIVALS TEMPORARY ACCESS LICENSES

Recreation Director Hollenbeck commented these licenses are the same as those approved last year. Supervisor Smith made a motion to approve the Temporary Access Licenses, seconded by Deputy Supervisor Taylor, and board members voted 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 Town Supervisor to sign temporary access licenses in regard to the Pittsford community festivals.

CONFERENCE ATTENDANCE

Recreation Director Hollenbeck stated he has been asked to speak at this conference and will also be attending, amending the resolution to cover attendance fees for four recreation staff members. Deputy Supervisor Taylor made the motion as amended, Councilmember Havannavar seconded, Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board authorize conference attendance for recreation department staff to attend the Genesee Valley Recreation and Park Society Annual Conference.

FINANCE MATTERS

BUDGET AMENDMENT APPROVED

A resolution to approve the budget amendment 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:

Be it resolved that the following are approved:

Minutes of the Pittsford Town Board for February 26, 2025

That \$9,000.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to the Turf Maintenance Capital Reserve Fund per the contract agreement with Pittsford Central School District.

That \$5,550.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.19 (Kings Bend Park – Capital Improvements) to replace four bathroom windows per the 2025 budget.

FEBRUARY 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 **February vouchers from numbers 169402 - 169871, totaling \$5,447,898.69** were approved for payment.

PERSONNEL MATTERS

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 Councilmember Townsend, 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:

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
Luis Rivera	Town Court	Security – PT	\$30.00	02/20/2025
William Benedict	Parks	Laborer – FT	\$20.50	02/24/2025
Maeve Freese	Library	Library Aide	\$17.59	02/24/2025
Lauryn Lee	Recreation	Rec Asst – PT	\$15.50	02/25/2025
Katherine Oechsle	Library	Library Aide	\$17.59	03/03/2025

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

Name	Dept	Position	Rate	Date of Hire
Brett Ferguson	Highway	Laborer w/CDL	\$22.03	02/24/2025

Supervisor Smith announced that the Volunteer Board Appointments would be taken out of order.

OTHER BUSINESS

Supervisor Smith shared an update from the Monroe County Sheriff's office. 8 deputies completed their field training in October and joined Zone A. 10 more are expected to be deployed in Zone A following

Minutes of the Pittsford Town Board for February 26, 2025

completion of their field training in September. In addition, the Sheriff's Office has added another patrol car to Pittsford and will be adding another additional patrol car for Pittsford and Perinton later this year.

Councilmember Havannavar asked how residents can report potholes. Supervisor Smith noted that he recently posted information publicly informing residents who to contact to report potholes. He also advised that, with the State Department of Transportation's consent, Town crews are now out repairing potholes on some of the main State roads in Town, working now on Monroe Avenue and soon moving on to Washington Road. The State is supplying the asphalt and the Town is doing the paving.

PUBLIC COMMENT

No comments were made.

EXECUTIVE SESSION

Supervisor Smith made a motion for the Board to enter into executive session to discuss appointments to the Town's Volunteer Boards. This was seconded by Councilmember Townsend and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

Town Board entered executive session at 6:35 P.M.

Town Board returned to regular session at 7:00 P.M.

The following Volunteer Board appointments were approved.

ZONING BOARD OF APPEALS

On motion from Supervisor Smith, seconded by Councilmember Koshykar, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Jim Pergolizzi be and hereby is appointed as Chairman of the Zoning Board of Appeals.

On motion from Supervisor Smith, seconded by Councilmember Havannavar, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Phil Bleecker be and hereby is appointed to the Zoning Board of Appeals, for a term beginning January 1, 2025 and ending December 31, 2031.

PARKS AND RECREATION ADVISORY BOARD

On motion from Supervisor Smith, seconded by Councilmember Havannavar, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that John C. Meyer, Kristin Rohlf and John Zito be and hereby are appointed to the Parks and Recreation Advisory Board, each for a term beginning January 1, 2025 and ending December 31, 2025.

On motion from Supervisor Smith, seconded by Councilmember Havannavar, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Bill Beach, Pamela Cooper-Vince, Steve Denaker, Karen McCready, Christyn Musso-Albanese, and Mike Pascucci are hereby re-appointed to the Parks and Recreation Advisory Board, each for a term beginning January 1, 2025 and ending December 31, 2025.

ENVIRONMENTAL ADVISORY BOARD

On motion from Supervisor Smith, seconded by Councilmember Townsend, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

Minutes of the Pittsford Town Board for February 26, 2025

RESOLVED, that Kathryn Kosinski and Jeanne C. Powers be and hereby are appointed to the Environmental Advisory Board, each for a term beginning January 1, 2025 and ending December 31, 2025.

On motion from Supervisor Smith, seconded by Councilmember Townsend, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Leixi Chen be and hereby is appointed to the Environmental Advisory Board as Student Liaison, for a term beginning January 1, 2025 and ending December 31, 2025.

On motion from Supervisor Smith, seconded by Councilmember Townsend, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Audrey Clignett, Jackie Ebner, Ethan Greene, Steve Heinzelman, Caroline Kilmer, Jeremy Lorch, Julie Marcellus, and Jim Pippin be and hereby are appointed to the Environmental Advisory Board, each for a term beginning January 1, 2025 and ending December 31, 2025.

ASSESSMENT BOARD OF REVIEW

On motion from Supervisor Smith, seconded by Deputy Supervisor Taylor, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Alan Wood be and hereby is re-appointed to the Assessment Review Board, for a term beginning October 1, 2025 and ending September 30, 2030.

DESIGN REVIEW AND HISTORIC PRESERVATION BOARD

On motion from Supervisor Smith, seconded by Councilmember Koshykar, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Jim Vekasy be and hereby is re-appointed to the Design Review and Historic Preservation Board, for a term beginning January 1, 2025 and ending December 31, 2031.

PLANNING BOARD

On motion from Supervisor Smith, seconded by Deputy Supervisor Taylor, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that John Halldow be and hereby is re-appointed to the Planning Board, for a term beginning January 1, 2025 and ending December 31, 2031.

With no further business, the meeting adjourned at 7:04 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk