

Minutes of the Pittsford Town Board for April 1, 2025

**TOWN OF PITTSFORD
TOWN BOARD
April 1, 2025**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, April 1, 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; Brian Luke, Director of Finance; Kelly Eldred, Assistant to the Supervisor; Holly Jennings, Communications Assistant; Spencer Bernard, Chief of Staff.

ATTENDANCE: Forty-eight members of the public along with an interpreters 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.

PUBLIC HEARING SEWER DISTRICT EXTENSION JHSD-162

Supervisor Smith opened the hearing and asked if any members of the public wished to speak. No comments were offered, and Supervisor Smith closed the public hearing.

MINUTES OF THE MARCH 18 & MARCH 27 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of March 18, 2025, and the Special Meeting of March 27, 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 March 18, 2025, and the Special Meeting of March 27, 2025, Town Board meetings are approved.

LEGAL MATTERS

APPROVAL OF CONTRACT RENEWAL FOR DEFERRED COMPENSATION PLAN

Supervisor Smith made the motion to approve the contract renewal, 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:

WHEREAS, the current contract with Empower and Great-West Trust Company to administer the Town of Pittsford 457 Deferred Compensation Plan expired on February 13, 2025; and

WHEREAS, pursuant to Section 9003.5(b) of the Rules and Regulations of the New York State Deferred Compensation Board, published at §NYCRR 9003.5 (b), the Town of Pittsford may extend, in writing, by vote duly taken, any contract or agreement entered into with an administrative services agency for a period having a duration of one (1) year, upon the expiration of the initial term of such contract or agreement; and

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WHEREAS, the Town of Pittsford finds it to be in the best interest of the Plan to extend the agreement with Empower and Great-West Trust Company for a period of one (1) year from the date of expiration of such agreement's initial five (5) year term for reasons which include, but are not limited to, *developing thorough internal procedures for the solicitation and prudent evaluation of competitive proposals in accordance with Section 9003. 3 of the Rules and Regulations prior to such solicitation, in order that the Town of Pittsford may act with care, skill, prudence and diligence under the circumstances.*

NOW, THEREFORE BE IT RESOLVED, upon due deliberation, the Town of Pittsford hereby extends for a period of one year from its expiration date, with the administrator's consent, the selection and agreement with Empower and Great-West Trust Company to act as the Town of Pittsford's 457 Deferred Compensation Plan Administrators; and

BE IT FURTHER RESOLVED, that the Supervisor of the Town of Pittsford is hereby authorized to make, execute, and deliver all documents necessary to effectuate to contents of the foregoing resolution.

OPERATIONAL MATTERS

APPROVAL OF SEWER DISTRICT EXTENSION JHSD-162

Councilmember Havannavar made the motion to approve sewer district extension JHSD-162, 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, a Petition having been duly presented to the Town Board of the Town of Pittsford, Monroe County, New York, together with the necessary map and information which requests an Extension to the Pittsford Sewer District, to be known as "Extension JHSD-162"; and

WHEREAS, the aforesaid Petition was signed by the Administrator of the Estate of the property within the proposed Extension to the District; and

WHEREAS, an Order was duly adopted by the Town Board on the 18th day of March, 2025, for the hearing of all persons interested in the matter to be held on the 1st day of April, 2025, at 6:00 o'clock P.M., Local Time, at the Pittsford Town Hall, 11 South Main Street, Town of Pittsford, New York; and

WHEREAS, due proof of publication and posting of the said Order has been duly filed with the Clerk of the said Town Board; and

WHEREAS, the hearing required by the said Order has been duly held, and it appears from the said Petition that the proposed Extension to the District does not require any expenditure of money for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

WHEREAS, the within action is a Type II action, pursuant to the SEQRA regulations published at 6 NYCRR § 617.5(c)(13), requiring no further environmental review by the Town Board; and

WHEREAS, the permission of the Comptroller of the State of New York is not required for the Extension to the District;

NOW, ON MOTION duly made and seconded, it is unanimously

RESOLVED AND ORDERED, that

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- (a) The Petition is signed and acknowledged or approved as required by law and is otherwise sufficient;
- (b) The property and the sole property owner within the Extension to the District are benefited thereby;
- (c) The property and the property owner benefited are included within the limits of the Extension to the District;
- (d) The expenses of Maintenance of the Extension to the District are to be paid by the property owner annually on a benefit basis; and
- (e) It is in the public interest to grant in whole the relief sought; and it is further

RESOLVED AND ORDERED, that Extension “JHSD-162” to the Pittsford Sewer District, be and the same hereby is created, and that the boundaries of the Extension, as hereby created, are as shown in “Exhibit 1” annexed hereto, and it is further

RESOLVED AND ORDERED, that all improvements to the sewer system required for the Extension will be constructed or caused to be constructed by the Petitioner, at the expense of the Petitioner; and it is further

RESOLVED AND ORDERED, that the Town Clerk is hereby directed to record in the Monroe County Clerk’s Office and file with the New York state Office of Audit and Control certified copies of the within Resolution, as required by law.

APPROVAL OF VENDING PERMITS

Z-BEST FOODZ, INC.

The motion to approve a Vending Permit for Z-Best Foodz was made by Deputy Supervisor Taylor, with a second from 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 Town Board approves the proposed Food Vending Permit to Z-Best Foodz, Inc., for a vending unit located at Thornell Farm Park from April 1 to October 31, 2025, Monday - Sunday from 10:00 p.m. – 10:00 p.m. and that the Town Supervisor is authorized to issue the Permit.

PITTSFORD LITTLE LEAGUE

The motion to approve a Vending Permit for Pittsford Little League was made by Councilmember Townsend, seconded by Deputy Supervisor Taylor, and voted on by members as follows:

RECREATIONAL MATTERS

APPROVAL OF SUMMER 2025 RECREATION PROGRAMS

A resolution to approve the slate of summer 2025 recreation programs was offered by Supervisor Smith, 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 instructor contracts as required for the Recreation Department’s 2025 summer programs.

FINANCE MATTERS

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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:

That \$5,500.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 0001.2620.2007.0010.0003 (Library – Capital Improvements) to remove wallpaper and repaint the Fletcher Steele Room per the 2025 budget.

That line item 4.1989.2003.2.4 (Fleet Schedule – WT Highway Equipment) be increased by \$98,828.00, and line item 1.1989.2029.1.1 (Fleet Schedule –WT Admin) be increased by \$90,300.00 and that line item 1.1989.2025.2.7 (Fleet Schedule – WT Parks) be increased by \$185,955.00 and that the source of these funds will be an appropriation from the Whole Town Equipment Reserve.

That line item 5.1989.2003.0.0 (Fleet Schedule – PT Highway Equipment) be increased by \$740,000.00 and that the source of these funds will be an appropriation from the Part Town Highway Fund.

That line item 2.1989.2003.602.4 (Fleet Schedule – PT Yard Debris) be increased by \$149,963.00 and that the source of these funds will be an appropriation from the Part Town General Fund.

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 Councilmember Townsend, seconded by Supervisor Smith, 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
Maya Herbert	Recreation	REC Assistant–PT	\$15.50	03/31/2025

OTHER BUSINESS

Supervisor Smith reminded residents that Pittsford Youth Services offers counselling and other services to residents if needed.

Councilmember Havannavar inquired about the status of including Lighting District information on the Town website. Commissioner Schenkel responded that his staff was working on compiling the information. Noting public confusion and concerns in other Towns that have undertaken property reassessments recently, Councilmember Havannavar suggested that the Town should furnish residents with information about the assessment process well before the next assessment, whenever that may

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occur. Councilmember Koshykar asked for an update on a potential union election in the highway department.

PUBLIC COMMENT

Jon Sussman commented.

With no further business, the meeting adjourned at 6:29 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

Highlights of Pittsford's Revised Zoning Code

as proposed for adoption by Town Board

March 2025

1. *Residential neighborhoods.* Residential neighborhoods won't change. Neighborhoods of single-family homes will stay that way. As per existing Code, houses can't be modified to include a separate apartment, and the rule remains one house per lot.
2. *Attached Houses.* For new construction on currently unbuilt tracts, the revised Code gives broader scope for single-family attached houses, like Greenpoint Trail and Alpine Ridge. Would not apply to new construction in existing residential neighborhoods of single-family *detached* houses.
3. *Flexibility for Accessory Structures:* Setbacks for flag lots and corner lots have been reduced to allow for more flexibility when placing a shed, pool and pool equipment or other permitted accessory structure.
4. *Incentive Zoning:* The new Code builds into the existing Incentive Zoning law new provisions to encourage more moderately priced market-rate housing for people in or approaching retirement age.
5. *More Housing Variety:* The new Code allows for smaller lot sizes. It extends Incentive Zoning opportunities Town-wide, rather than restricted to one area as before. This can allow for greater density and thereby for housing priced more moderately than what has been available traditionally.
6. *Monroe Avenue Commercial Corridor:* The new Code offers a comprehensive vision for improving the Monroe Avenue commercial corridor. The goal is to create a mixed-use commercial district with a more village-like feel and of more walkable scale. To do this it provides for storefronts at the street and parking to their rear, with housing above the streetside storefronts. In addition to the mix of commercial and residential, the new Code provides for a greater variety of businesses, including micro-breweries and boutique hotels.
7. *Keeping Chickens:* The revised code permits keeping chickens, within reasonable limitations, on residential lots. Households keeping chickens must maintain a coop that must be sited at least 50 feet from neighboring property lines. Regulations for keeping bees have also been incorporated.
8. *Parking:* New parking regulations promote less asphalt and more landscaped islands in areas of redevelopment, as well as stronger guidelines for the provision of pedestrian connections in parking lots.
9. *Lighting:* New dark-sky lighting regulations protect residents from intrusive light from adjacent properties.
10. *Golf Courses:* Rezones golf courses so that, if a golf course closes and sells its land, density of any housing to be built will be substantially consistent with existing residential areas, with requirements for open space and buffering. This rezoning makes no changes to existing golf courses or their operations. It makes a difference only if a golf course goes out of business and sells the land for development.

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11. *Environmental Stewardship*: Encourages and provides compatibility guidelines for beneficial environmental practices and infrastructure such as solar energy systems, electrical vehicle charging stations, installation of geothermal and more.

These represent the substantive changes to the Zoning Code. Throughout the proposed new Code are changes in formatting such as consolidation of definitions for ease of reference; also revised citations to State law as necessary, clarifications where experience showed the existing Code to be ambiguous, deletions of outdated and/or obsolete provisions, and additions that accommodate new practices and resident preferences that have emerged since the last update in 2009.

Please remember that this is just a *summary*. The only complete description of all the changes that could affect our residents' use of their property is the Code itself. Those concerned about their particular circumstances should refer to the whole law or contact the Town's Planning Department at 248-6249. You can find the new Code in its entirety at:

<https://bartonloguidice.mysocialpinpoint.com/town-of-pittsford/final-draft-for-public-review>.

As it must, the proposed revised Zoning Code incorporates changes and resident preferences included in the Town's Comprehensive Plan. The Comprehensive Plan provides the basis for a legally enforceable Zoning Code.