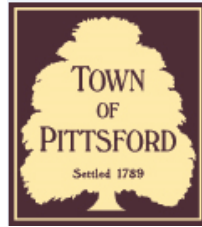


SUPERVISOR

William A. Smith, Jr.

**COUNCIL MEMBERS**

Kim Taylor, Deputy Supervisor
Naveen Havannavar
Cathy Koshykar
Stephanie Townsend

Town Board Agenda
Town Hall – 11 S. Main Street, Pittsford – Lower Level
Tuesday, August 5, 2025 – 6:00 PM

Call to Order**Pledge of Allegiance****Minutes**

Approval of Minutes of the Meeting of July 15, 2025

Operational Matters

Public Comment

Board Discussion: Scheduled Deployment of Radar Speed Trailers for Start of
School Year and Ongoing

Financial Matters

Public Comment

Appointment of Deputy Receiver of Taxes

Surplus Inventory

Personnel Matters

Public Comment

Hiring Resolution

Other Business**Public Comment****Adjournment**

PUBLIC MEETINGS OF THE TOWN BOARD are IN-PERSON at TOWN HALL

ATTENDING IN PERSON

Comments:

As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf. To comment you must sign in at the sign-in desk.

VIEWING FROM HOME

1. Live

The Town Board meeting will stream live through our cable access station's streaming portal. Please use the following link:

<https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

You can watch on any computer, tablet, smart phone or web capable TV. If you log in before the meeting starts and see an error message, refresh your screen at 6:00 pm when the board meeting starts and you can view the meeting live while it is happening.

Comments:

Comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf.

- at any time before 2:30pm on the day of the meeting (a) by email to comments@townofpittsford.org; (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30 pm on the day of the meeting;
and, in addition,
- at any time **during** the meeting by email to comments@townofpittsford.org
- All comments submitted should **include the name and street address** of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting. The Clerk will read your name, but not your street address unless you ask for it to be read.

2. On-Demand Video

As always, video will be uploaded to our cable access station's streaming portal subsequent to the meeting, usually within a few days. It is available on demand. You can see it here:

<https://videoplayer.telvue.com/player/FcqTL0OYMCGU6WlccUApyUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

Minutes of the Pittsford Town Board for July 15, 2025

DRAFT TOWN OF PITTSFORD TOWN BOARD July 15, 2025

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, July 15, 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; Doug DeRue, Director of Planning and Zoning; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Two 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

The first Concert for Kids of the summer is Wednesday, July 16, behind the Spiegel Community Center at 6:30 PM; featuring John Dady and John Ryan.

July is Parks and Recreation Month, an ideal time to enjoy Pittsford's parks and trails.

If you are looking for a volunteer opportunity, Elderberry Express transportation for seniors is looking for more drivers.

PRESENTATION BY BROWN AND BROWN INSURANCE

Andre Valente reviewed with board members results of the bidding for the Town's liability and cyber coverage. As the Town's consultant they recommend going with Trident (Paragon Programs) as liability insurer for the 2025-2026 policy year, noting that their premium will save the Town approximately 9% without incurring coverage deficiencies. Coalition for Cyber Liability is recommended for the Town's cyber insurance. In addition, it is recommended the Town increase their cyber liability limit by another \$1M as the 2025-2026 premium, at the increased limit of \$2M, is still less than the 2024-2025 premium.

Following the presentation, Supervisor Smith made a motion to proceed with the recommendation of Brown and Brown and approve Trident as the Town's liability insurer and Coalition for Cyber Liability as the Town's cyber insurance provider for the 2025-2026 policy year for a total amount of \$263,185.29, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

MINUTES OF THE JUNE 3, JUNE 17 AND JULY 8, 2025, MEETINGS APPROVED

A Resolution to approve the minutes of the Town Board meeting of June 3, June 17 and July 8, 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.

Minutes of the Pittsford Town Board for July 15, 2025

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the June 3, June 17 and July 8, 2025, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

BUFFALO BILLS TRAINING CAMP PARKING RESTRICTIONS APPROVED

Supervisor Smith recommend these restrictions as in years past, to assure access to streets for emergency vehicles during training camp. Deputy Supervisor Taylor made the motion to approve the proposed parking restrictions, Councilmember Townsend seconded, and members voted as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

Resolved, that from the period beginning on July 23, 2025, and terminating on August 8, 2025, commencing at 7:00 A.M. until 3:00 P.M., parking, stopping or standing shall be prohibited unless authorized by permit on the following named streets:

Allen Parkway	Kilbourn Road (East Avenue to 450 Kilbourn Road)
Alpine Drive	Lochnavar Parkway
Bretton Woods Drive	Overbrook Road (Ellingwood to 450 Kilbourn Road)
Crestline Road	Shelwood Drive
Ellingwood Drive (Overbrook Rd to East Ave)	Sylvania Road
Harwood Lane	Wayside Circle

Further Resolved, that the Supervisor or his designee are authorized to post the following additional streets prohibiting parking, stopping or standing, unless authorized by permit beginning on July 23, 2025 and terminating on August 8, 2025, commencing at 7:00 A.M. until 3:00 P.M. if the need becomes necessary during the Buffalo Bills Camp:

Country Club Drive	Overbrook Road
Ellingwood Drive	Pine Acres
Kilbourn Road	San Rafael
Maywood Avenue	Stoneleigh Court
N. Country Club Drive	

Further Resolved, that these restrictions will be enforceable upon the proper and adequate posting of signs on all of these streets herein designated to give notice to all motorists using any of the said streets that parking, stopping or standing is prohibited on that side of the said streets so designated by the said signs;

Further Resolved, that any vehicle parked in violation of this resolution may be towed at the owner's expense; and it was further

Further Resolved, that a violation of this resolution shall constitute an offense and shall be punished by fine not to exceed Twenty-five Dollars (\$25.00).

BUFFALO BILLS TRAINING CAMP PEDDLER RESTRICTIONS APPROVED

Following past practice, the Board considered a resolution to restrict peddling and hawking on the streets surrounding St. John Fisher University for the duration of Buffalo Bills Training Camp. The resolution was moved by Councilmember Townsend, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

Minutes of the Pittsford Town Board for July 15, 2025

The Resolution was declared carried as follows:

Allen Parkway	Kingsbury Court
Alpine Drive	Landsdowne Lane
Bretton Woods Drive	Maywood Avenue
Briar Circle	Monroe Avenue (NYS Rte. 31)
Briar Patch Road	New England Drive
Cranswick Lane	North Country Club Drive
Country Club Drive	Overbrook Road
Crestline Road	Pilgrim Circle
Dunbridge Circle	Pine Acres Drive
Duxbury Way	San Rafael Drive
East Ave. (NYS Rte 96)	Shelwood Drive
Ellingwood Drive	Stoneleigh Court
Fairport Road (NYS Rte. 31F)	Sylvania Road
Harwood Lane	Washington Rd. (NYS Rte. 253)
Kilbourn Road	

RESOLVED, that the Town Board accepts the recommendation of the Commissioner of Public Works, and approves the moratorium on issuing any Peddler, Hawker, or Solicitor permits for the streets named above for the period July 23, 2025, through August 8, 2025; and

FURTHER RESOLVED, that currently issued and valid Peddler, Hawker and Solicitor permits be and hereby are suspended for the streets named above for the period July 23, 2025, through August 8, 2025.

REQUEST FOR ANNEXATION BY EAST ROCHESTER OF NORTHSIDE SALVAGE PROPERTY

Board members discussed the request, by owners of the Northside Salvage Yard properties in Pittsford and the Village of East Rochester, for a letter of support from the Town of Pittsford for annexation of these properties by East Rochester. Board discussion considered the policy behind the Town's recently-revised Zoning Code to discourage expansion of salvage yard activity, and to discourage expansion of pre-existing nonconforming uses such as the salvage yard, along Linden Avenue. Following discussion, the Board declined to issue a letter of support.

FINANCE MATTERS

PUBLIC COMMENTS

No comments were submitted.

JULY 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 **July vouchers from numbers 171333 - 171694, totaling \$1,028,771.45** were approved for payment.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

Minutes of the Pittsford Town Board for July 15, 2025

STOP SIGN CHANGES FOR RAILROAD MILLS ROAD

The Monroe County Department of Transportation will soon realign the County portion of Railroad Mills Rd and Woolston Rd where they intersect, as a means to improve traffic and pedestrian safety. The proposed realignment would reduce the number of stop signs at the intersection from three to one. Therefore, the County has requested the Town to amend its Traffic Control Device Inventory by removing two of the existing stop signs. Councilmember Townsend made the motion, 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 in view of the request by the Monroe County Department of Transportation and the recommendation of the Commissioner of Public Works to remove two stop signs from our Traffic Control Device Inventory at the intersection of Railroad Mills Road and Woolston Road, such removal be and hereby is authorized, in accordance with the following additional resolutions.

WHEREAS, the Town of Pittsford has an obligation to regulate traffic within its borders in accordance with Section 1682 of the New York State Vehicle and Traffic Law; and

WHEREAS, the Town of Pittsford has the power to authorize traffic control devices on any road in its borders, other than those that are New York State highways or byways, in accordance with Section 1660 of the New York State Vehicle and Traffic Law; and

WHEREAS, the Monroe County Department of Transportation has requested the Town of Pittsford to provide its written consent to the removal of 2 "STOP" signs at the intersection of Railroad Mills Road and Woolston Road, pursuant to Section 1652-a of the New York State Vehicle and Traffic Laws, it is

RESOLVED, as requested by the Monroe County Department of Transportation, that the Town of Pittsford amend the official inventory of Traffic Control Devices functioning on Town and County roads to remove 2 "STOP" signs at the intersection of Railroad Mills Road and Woolston Road.

ADDITION OF NO STANDING SIGNS ON MARSH ROAD

The recent repaving of Marsh Road widened the shoulders to provide for a bicycle lane. To create the bike lane, parking will need to be restricted to "No Standing" on Marsh Road between Palmyra Road and Cottonwood Lane. Councilmember Havannavar made the motion to approve a "No Standing" zone on Marsh Rd., 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 approve the following resolutions for the purpose of designating as a "No Standing" zone the portion of Marsh Road described in those resolutions.

Whereas, the Monroe County Department of Transportation, pursuant to the authority granted under §1651 and §1652-a of the New York State Vehicle and Traffic Law, has requested the Town's written consent to the establishment of a "No Standing" zone on Marsh Road between Palmyra Road and Cottonwood Lane;

Now, Therefore, be it resolved by the Town Board of the Town of Pittsford, Monroe County, New York, as follows:

Section 1 – That by adoption of this Resolution, the Town Board of the Town of Pittsford does hereby establish a "No Standing" zone on both the east and west side of Marsh Road, County Road 38, from Palmyra Road to Cottonwood Lane.

Minutes of the Pittsford Town Board for July 15, 2025

Section 2 – That such “No Standing” zone be appropriately designated by posting of No Standing signs in accordance with the provisions of the Vehicle and Traffic Law.

Section 3 – All No Standing signs shall be installed by the Monroe County Department of Transportation initially, and upon completion of the original installation, the maintenance and ownership of the aforementioned signage shall transfer to the Town of Pittsford.

RECREATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

FALL 2025 RECREATION PROGRAMMING APPROVAL

Board members thanked the Recreation Department staff for compiling another interesting slate of offerings for the fall. Deputy Supervisor Taylor made the motion, seconded by Councilmember Havannavar, and 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 approve the Recreation Department's 2025 Fall programs and authorize the Town Supervisor to sign instructor contracts as required.

PERSONNEL 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 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:

Name	Dept	Position	Rate	Date of Hire
Sean Gustafon	Maintenance	Bldg Cleaner – FT	\$18.10	07/16/2025
Mary O'Sullivan	Parks	Seasonal Laborer	\$18.60	07/17/2025

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

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
Hannah Glanton	Rec	Add'l Position	\$16.64	07/07/2025
Kseniya Popov-Huang	Library	Library Clerk PT	\$19.31	07/16/2025

Minutes of the Pittsford Town Board for July 15, 2025

OTHER BUSINESS

Councilmember Havannavar thanked Supervisor Smith for having the flashing speed sign posted on Park Rd, near the school. He also inquired what options are available to the Town to mitigate the impact of the 490/Marsh Rd bridge traffic diverting through the Town and causing backups. Of notable concern are the stop sign only intersections of East St at E. Jefferson Rd and Mitchell Rd at E. Jefferson Rd. Since they are NYS road intersections, any changes would require State DOT approval. Supervisor Smith offered to draft a letter to the state DOT to ask for their assistance with the matter, specifically including temporary traffic signal lights.

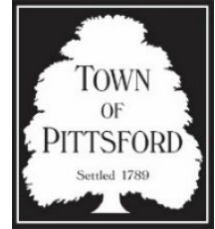
Councilmember Townsend commented on the status of a back-ordered sign for Allens Creek Rd at the Woodbury neighborhood, alerting oncoming traffic of the intersection. Commissioner Schenkel stated he would look into it.

With no further business, the meeting adjourned at 6:49 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

MEMORANDUM



To: Town Board

From: Renee McQuillen, Town Clerk/Tax Receiver

Date: July 24, 2025

Regarding: Appointment of Deputy Receiver of Taxes –
Leigha Pitt, Service manager at
Canandaigua National Bank

For Meeting On: August 5, 2025

Each year the Town Board appoints the Service Manager of the Canandaigua National Bank & Trust in the Village as a Deputy Receiver of Taxes. This allows the bank to collect and deposit tax payments on behalf of the Town of Pittsford.

The Service Manager at the Pittsford Branch of Canandaigua National Bank & Trust has agreed to serve as a Deputy Tax Receiver this coming year. Therefore, I would like to request that the Town Board appoint Leigha Pitt as the Deputy Receiver of Taxes for the Town of Pittsford and authorize her to collect 2025-2026 School Taxes and 2026 Town and County taxes during the interest-free collection periods.

Should the Town Board determine this proposed action shall be taken, the following Resolution is suggested:

RESOLUTION

RESOLVED, that Leigha Pitt, Service Manager at the Pittsford Branch of Canandaigua National Bank & Trust, is appointed Deputy Receiver of Taxes for the Town of Pittsford for 2025-2026 and is authorized to collect the 2025-2026 School Taxes and the 2026 Town and County Taxes during the interest-free collection periods.

MEMORANDUM

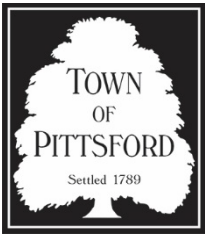
To: Pittsford Town Board

From: Brian Luke, Director of Finance

Date: July 31, 2025

Regarding: Surplus Inventory

For Meeting On: August 5, 2025

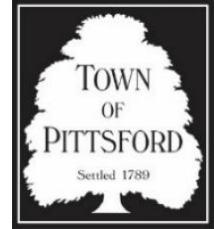


Attached is a list of inventory to be declared surplus and removed from the Town's inventory.

Be it resolved that the attached list of inventory be declared surplus and be removed from the Town's inventory.

Asset #	Description	Department	Cost	Status
21558	BOBCAT SKID STEER WITH WHEEL SAW	Highway	\$43,456.00	Trade-in

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Director of Personnel

Date: July 23, 2025

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: August 05, 2025

1. The following employee(s) are recommended as a new hire, subject to successful completion of drug and background checks, based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Maya Santiago-Smith	Library	Library Aide – PT	\$17.59	08/07/2025

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
Maya Santiago-Smith	Library	Library Aide – PT	\$17.59	08/07/2025

2. 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
Terra Robinson	Town Court	Court Clerk – Sub	\$30.00	08/07/2025

Should the Board approve the above recommendation and personnel adjustment, the following resolution is being proposed, RESOLVED, that the Town Board approves the appointment for the following employee(s):

Name	Dept	Position	Rate	Date of Hire
Terra Robinson	Town Clerk	Court Clerk – Sub	\$30.00	08/07/2025