

Minutes of the Pittsford Town Board for October 7, 2025

TOWN OF PITTSFORD TOWN BOARD October 7, 2025

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, October 7, 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; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Three 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 Supervisor made note of the anniversary today of the October 7 terrorist attack on Israel, remembering the victims, hostages, and their families.

Pittsford Homecoming is this week, the football game will be on Friday night followed by the parade Saturday morning at 9 AM.

The Pittsford Women's Club will be hosting their annual sale on October 17 and 18 at Kings Bend Park.

The Town of Pittsford has once again earned renewal of its perfect, Triple-A credit rating by Moody's. This rating saves taxpayers money because it means we pay the lowest interest on bond financing for municipal projects. The Town of Pittsford is the only Town of its size in the Country to have this rating. Our credit rating is higher than the credit rating of the State of New York and higher than the credit rating of the United States of America.

MINUTES OF THE SEPTEMBER 2 & SEPTEMBER 16 MEETINGS APPROVED

A Resolution to approve the minutes of the Town Board meetings of September 2 and September 16, 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:

RESOLVED, that the Minutes of the September 2 and September 16, Town Board meetings are approved.

LEGAL MATTERS

A Resolution to authorize the Town Court to proceed with their application for the Justice Court Assistance Program grant was offered by Supervisor Smith and seconded by Deputy Supervisor Taylor and was voted on as follows by board members: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

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The Resolution was declared carried as follows:

WHEREAS, the Pittsford Town Court has requested authorization from the Pittsford Town Board to apply for grant funding from the Justice Court Assistance Program ("JCAP") during the upcoming grant cycle to obtain a prisoner bench with a handcuff rail for the holding room, two occasional chairs for attorney's to sit in while waiting to conference with the judge's, microphone covers, a large capacity stapler, a security wand for checking people in, and lastly all the components to implement NYS court's ability to hold court utilizing electronic/video appearances as needed; and

WHEREAS, the Town Board wishes to accommodate and support the Town Court's application for the JCAP grant which the Town Court seeks; and

WHEREAS, it was the decision of the Town Board that it should authorize the Town Court to apply for the JCAP grant.

NOW, on a motion duly made and seconded, it was

RESOLVED, that The Board of the Town of Pittsford authorizes the Pittsford Town Court to apply for a JCAP grant in the 2025-26 grant cycle up to \$30,000.

LIGHTING DISTRICT GUIDANCE ON TOWN WEBSITE DISCUSSION

The Supervisor asked Councilmember Havannavar to review his proposal for guidance to the public on how to create a lighting district. Town Attorney Koegel advised that site plan approvals by the Planning Board typically provide for lighting concerns, consequent to "dark sky" considerations in the Town's Comprehensive Plan and Zoning Code. Therefore, he continued, it would be advisable for residents contemplating a lighting district for their neighborhood to consult with the Planning Board before commencing the process. Following discussion, the Board agreed that this should be incorporated into the proposed process as a recommended first step but not as a mandatory first step. The Board agreed such consultation would be helpful to residents in evaluating whether to create a lighting district and would provide them with information such as the possible number of lights and any limitations as to their siting in relation to available electricity connection points. The step-by-step guidance as discussed will be posted on the Town website.

FINANCE MATTERS

EQUIPMENT SURPLUS APPROVAL

A resolution to approve the surplus items was offered by Councilmember Havannavar, 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:

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

Asset #	Description	Department	Cost	Status
20602	ATS TRAILER SH15 SOLAR SPEED TRAILER	Highway	\$ 7,818.42	Disposal
20013	VOLVO L110H LOADER #476-2	Highway	\$ 215,431.00	Trade-in
17147	STIHL 14" CUT-OFF SAW	Highway	\$ 705.00	Disposal
16116	FC80 FREIGHTLINER SWEEPER - #440	Highway	\$ 161,114.00	Auction

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 Deputy Supervisor Taylor, 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
Emily Ralph	Recreation	Rec Assistant	\$15.50	09/29/2025
Catherine Marinaccio	Recreation	Rec Assistant	\$15.50	09/29/2025
Maeve Ahern	Recreation	Rec Assistant	\$15.50	09/29/2025
Cason Jung	Recreation	Rec Assistant	\$15.50	09/30/2026
Stephanie Hanna	Recreation	Rec Assistant	\$17.82	09/30/2025

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
Aiden Kress	Recreation	Group Leader	\$16.64	09/22/2025
Sophia McCoy	Recreation	Group Leader	\$16.64	09/22/2025
David Yaeger	Bldg Maint	Transfer to PT	\$19.31	10/06/2025
Stephen Ward	Sewer	Promo-Sewer Specialist III	\$24.75	10/13/2025

OTHER BUSINESS

Deputy Supervisor Taylor is hosting another personal safety class presented by the Monroe County Sheriff's Office at Edgewood Church on November 17 at 5:30. This is a date change to avoid conflict with School District events.

Councilmember Havannavar asked for updated information from the Sheriff's Office on ticketing for traffic violations.

Councilmember Townsend noted that the Environmental Board was pleased to learn that the first parking lot to be constructed according to the new and more environmentally friendly provisions of the new Zoning Code has been approved. She conveyed a message from the Color Pittsford Green group concerning invasive plants at the bird harbor in Great Embankment Park, and the group's plan to consult with Jess Neal in the Parks Department to discuss solutions.

Councilmember Townsend proposed a small tree planting program for consideration for inclusion in next year's budget. Her handout outlining the proposal is attached to these minutes.

Supervisor Smith mentioned that the owners of the Albert Palley sculpture, located in front of the former Nan Miller Gallery on Monroe Avenue, have asked if the Town has an interest in acquiring the sculpture. He asked Board members to visit the site to view the sculpture, as a basis for further discussion. The Supervisor understands that the owners are thinking of a sale of the work rather than a donation.

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PUBLIC COMMENT

There were no comments.

With no further business, the meeting adjourned at 6:45 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk