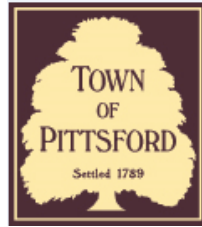


SUPERVISOR

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, October 7, 2025 – 6:00 PM

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

Approval of Minutes of the Meetings of September 2, 2025 and September 16, 2025

Legal Matters

Public Comment
Grant Resolution – Justice Court Assistance Program
Lighting District Guidance for Town Website

Financial Matters

Public Comment
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 September 2, 2025

DRAFT TOWN OF PITTSFORD TOWN BOARD September 2, 2025

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, September 2, 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: Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; Holly Jennings, Communications Assistant; Spencer Bernard, Chief of Staff.

ATTENDANCE: Zero 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

Reminder to all residents that school starts this week. Please use caution when driving and pay attention to speed limits and obey all stopped school buses. As in the past, speed radar trailers will be deployed by the first day of school in predetermined locations.

The Friends of the Pittsford Library will be hosting their September Book Sale starting next Thursday, September 11 and running through Saturday, September 13.

The Pittsford Food Truck and Music Festival is next Saturday from Noon to 9 P.M. There is an exciting musical lineup planned, and the event will conclude with a fireworks show at 9 P.M. along the canal.

MINUTES OF THE AUGUST 19 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of August 19, 2025, was offered by Councilmember Havannavar, 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 August 19, 2025, Town Board meeting are approved.

LEGAL MATTERS

GEOCA SUBDIVISION RIGHT OF WAY LANDS DEDICATION

The Geoca Subdivision is proposed to add three additional single-family homes. As part of the plan a 0.782 acre-wide strip of land is to be dedicated to the Town to allow for a future re-route of Stone Rd., if determined to be necessary. It would alleviate the congestion currently seen at the four-corner intersection of Stone Rd., Mendon Center Rd., Mendon Rd., and South Main St. This right-of-way could fall under either State or County authority, typically it defaults to the higher authority. Councilmember Townsend made a motion to accept the land dedication; seconded by Deputy Supervisor Taylor and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

Minutes of the Pittsford Town Board for September 2, 2025

The Resolution was declared carried as follows:

WHEREAS, Eric P. Geoca and Lynne G. Tempest, by "Offer of Dedication for an Area of Right of Way That Allows for a Future Public Highway", dated August 20, 2025, has offered to dedicate one parcel of land in the Town of Pittsford, Monroe County, New York, consisting of a total of approximately 0.782 acres of land of the Geoca Subdivision, has been presented to the Town Board of the Town of Pittsford, and it appearing therefrom to the satisfaction of the Town Board that the lands so offered for dedication have been and are properly surveyed and mapped and should be accepted as public right of way of said Town, and that all claims for damage have been properly released;

NOW, on Motion duly made and seconded, it was

RESOLVED, that the Town Board of the Town of Pittsford does hereby consent that the aforesaid right of way lands, located in the Town of Pittsford, Monroe County, New York, and as more particularly described as set forth on Schedule A and shown on Exhibit 1 annexed to said written offer, and the Town Superintendent of Highways is authorized to make an order laying out the lands described in said dedication once the road is proposed to be extended; and be it further

RESOLVED, that any taxes that are currently due or will become due on said parcels of land, as a result of the assessment roll in effect at the time of this acceptance, shall be the responsibility of the grantor dedicating the parcel of land to the Town; and

RESOLVED, that the Town Board does hereby consent that the land comprising the aforesaid public highways be accepted in dedication.

FINANCE MATTERS

CREATION AND FUNDING OF BARKER ROAD SIDEWALK CAPITAL PROJECT

Supervisor Smith commented that this is for the Intermunicipal Agreement approved at the last meeting. He then made a motion for the creation and funding of the Barker Road Sidewalk Capital Project, 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 Finance Director is authorized to create the Barker Road Sidewalk Capital Project.

FURTHER RESOLVED, that the Finance Director is authorized to fund this Capital Project with Part Town Highway Fund money totaling \$98,500.

FURTHER RESOLVED, that the Finance Director is authorized to do all necessary budget amendments and transfers associated with the funding of this Capital Project.

PERSONNEL MATTERS

AMERICAN PLANNING ASSOCIATION ANNUAL CONFERENCE

Councilmember Havannavar made a motion to approve conference attendance for the Planning and Zoning Department staff to attend the American Planning Association Annual Conference, seconded by Supervisor Smith 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 authorizes April Zurowski and Doug DeRue to attend the American Planning Association Annual Conference scheduled for October 10 to October 12 in Rochester, NY.

Minutes of the Pittsford Town Board for September 2, 2025

OTHER BUSINESS

In response to last meetings discussion regarding property annexation to ER Supervisor Smith commented to board members that a site visit to Northside Salvage Yard has been scheduled for Saturday, September 20, and asked board members for a preference between a 9:00 A.M. or 9:30 A.M. start time. It was determined to that 9:00 A.M. would work for everyone.

Councilmember Havannavar asked for a list of current sidewalk projects and the status of each, to share with residents when they inquire.

Councilmember Koshykar inquired measures the Town could take to assist with awareness of the crosswalks on Washington Rd at both Oak Manor Drive and Charmwood Rd entrances. Commissioner Schenkel indicated he would reach out to the New York State Department of Transportation, since the road falls under their jurisdiction, to see what they suggest.

With no further business, the meeting adjourned at 6:14 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

Minutes of the Pittsford Town Board for September 16, 2025

DRAFT TOWN OF PITTSFORD TOWN BOARD September 16, 2025

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, September 16, 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.

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 thanked the Town Recreation and Highway Departments for all their work on the Town's annual Food Truck and Music festival.

Thank you to Assemblymember Lunsford for the grant of \$175,000 for the ADA playground planned for Kings Bend Park.

The Village will be hosting an Erie Canal Bicentennial Celebration the weekend of September 27. More details can be found on the both the Town and Village websites.

This Saturday is the Historic Pittsford Gala marking the 60th anniversary of the organization. Tickets for the event can be purchased on Historic Pittsford's website.

FINANCE MATTERS

BUDGET AMENDMENT APPROVED

A resolution to approve the budget amendment was offered 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 carried as follows:

Be it resolved that the following is approved:

That \$6,900.00 be transferred from 0001-9950-9000-0001-0001 (General Fund – Transfer to Capital) to 0001-2620-2007-0010-0001 (General Fund – Town Hall Capital Improvements) for installing a tankless water heater.

EQUIPMENT SURPLUS APPROVAL

Minutes of the Pittsford Town Board for September 16, 2025

A resolution to approve the surplus items was offered 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 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
18707	2019 Ford F-550 Super Duty	Parks	\$ 57,741.00	Trade-in
20220	2020 Ford F-550 Super Duty	Parks	\$ 56,678.00	Trade-in

SEPTEMBER 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 Supervisor Smith, 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 September vouchers from numbers 172174 - 172488, totaling \$998,477.13 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
Amelia Alexander	Library	Library Aide – PT	\$17.59	09/17/2025

OTHER BUSINESS

Supervisor Smith shared sidewalk project information in response to Councilmember Havannavar's request at the last meeting. The following sidewalks are in various stages of development: Mendon & Thornell Rd sidewalk, the Barker Rd. sidewalk, connecting Hopkins Park and the Copper Woods neighborhood to Barker Rd. Middle School, East St., Tobey Rd., and Phase 3 of French Rd. which will span from Winding Rd. to Main St. in the Village. Councilmember Koshykar inquired about a Stone Rd. sidewalk. Commissioner Schenkel commented that it is next on the list, but pedestrian crossings still need to be installed by the NYS Department of Transportation where Stone Rd. and Clover St. intersect.

Councilmember Havannavar expressed his appreciation to Assemblymember Lunsford's office for granting funds for the ADA playground which will allow for the upgraded ADA complaint surface and the possible addition of an ADA compliant fishing platform. Before the plan moves ahead, he recommends it be reviewed by the Town Equity Committee. He suggested that information about creating Lighting Districts be included on the Town website and asked the Board to consider this at a future meeting.

Minutes of the Pittsford Town Board for September 16, 2025

Deputy Supervisor Taylor encourages residents to visit the library if they have not been there recently, to see the upgrades at the library including new doors, furniture, carpets, study areas and murals. She mentioned that a local teenager fighting cancer has organized a pickleball tournament on October 11. All funds raised will go to local families battling cancer. More information can be found on the Fairport Pickleball Club website.

PUBLIC COMMENT

Sara Gazarek commented.

With no further business, the meeting adjourned at 6:23 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

At a Regular Meeting of the Town Board of the Town of Pittsford, New York, held at Town Hall, 11 South Main Street, Pittsford, New York, on the 7th day of October, 2025.

PRESENT: William A. Smith, Jr., Supervisor
Kim Taylor, Deputy Supervisor
Naveen Havannavar, Councilmember
Cathleen A. Koshykar, Councilmember
Stephanie M. Townsend, Councilmember

In the Matter

of

THE ADOPTION OF A TOWN BOARD RESOLUTION
AUTHORIZING THE PITTSFORD TOWN COURT TO
APPLY FOR A JUSTICE COURT ASSISTANCE PROGRAM
GRANT FOR A COURTROOM SOUND SYSTEM
TWO NEW DESKS FOR THE OFFICE, TWO
VERTICAL FILING CABINETS, NEW RAILS AND
DIVIDERS FOR THE EXISTING HORIZONTAL FILING
CABINETS, AND TWO PACKS OF BANKER BOXES.

RESOLUTION

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.

Said matter having been put to a vote, the following votes were recorded:

William A. Smith, Jr.	VOTING
Kim Taylor	VOTING
Naveen Havannavar	VOTING
Cathleen A. Koshykar	VOTING
Stephanie M. Townsend	VOTING

The resolution was thereupon declared duly adopted.

DATED: October 7, 2025

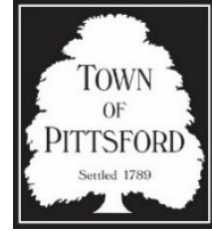
Renee M. McQuillen, Town Clerk

I, RENEE M. McQUILLEN, Clerk of the Town Board of the Town of Pittsford, New York, DO HEREBY CERTIFY that I have compared a copy of the resolution as herein specified with the original in the minutes of the meeting of the Town Board of the Town of Pittsford and that the same is a correct transcript thereof and the whole of the said original.

IN WITNESS WHEREOF, I have hereunto set my hand this day of October, 2025.

Renee M. McQuillen, Town Clerk

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: October 2, 2025

Regarding: Lighting District Guidance for Town Website

For Meeting On: October 7, 2025

Ladies and Gentlemen:

Councilman Naveen Havannavar has furnished this Board with draft documents to advise residents interested in forming a lighting district in their neighborhood. Collectively, these documents explain the process in six steps. They are: 1) Identify light locations, 2) Share with neighbors, 3) Submit to the Town, 4) Town & RG&E review, 5) Formal petition process, and 6) Town Board approval. I understand that at least one purpose of this procedure is to make sure that there is enough community support for creating a lighting district before undertaking the formal petition-signing phase, which is time-consuming.

Supervisor Smith asked me to review this procedure in light of applicable law. Because step five of the proposed procedure ("Formal petition process") clearly leaves in place the petition process required by the New York State Town Law, I am comfortable with posting the how-to list and documents on our website.

Moreover, having discussed the matter with DPW officials, I suggest adding two more points to the list. Step number 1 should be "(1) Schedule a meeting with DPW to discuss reasonable goals and expectations." Streetlights may foster a sense of security and safety, but they also consume energy, may contribute to night glare, and cost money. The pros and cons should be considered up front. There are also practical considerations such as the places in a neighborhood where a street light could be connected to electricity. In addition, we should add a penultimate point before the final stage of Town Board approval: "(7) Review Lighting District Proposal in connection with Dark Sky provisions of Zoning Code and Comprehensive Plan and evaluate effects on light pollution."

I presume the references to the Kensington Woods neighborhood in the draft documents are there by way of example. In templates for the public these should be blank spaces to be filled in for each neighborhood.

MEMORANDUM

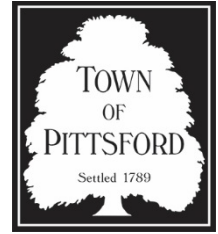
To: Pittsford Town Board

From: Brian Luke, Director of Finance

Date: October 3, 2025

Regarding: Surplus Inventory

For Meeting On: October 7, 2025

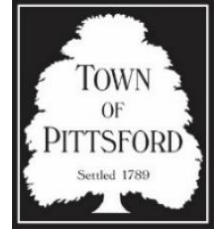


Attached is a list of inventory to be declared surplus and be removed from the Town's inventory.

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
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

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Director of Personnel

Date: September 22, 2025

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: October 7, 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
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

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

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
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

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
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	\$24.75	10/13/2025
		Specialist III		