

Minutes of the Pittsford Town Board for February 4, 2025

**TOWN OF PITTSFORD  
TOWN BOARD  
February 4, 2025**

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, February 4, 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; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; Angel Martinez, IT Director; Holly Jennings, Communications Assistant; Spencer Bernard, Chief of Staff.

**ATTENDANCE:** Eleven 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.

**SUPERVISOR'S ANNOUNCEMENTS**

Supervisor Smith reminded everyone that the next Town Board meeting would be on Wednesday, February 26, 2025, at 6:00 PM, rather than February 18, 2025, as originally scheduled.

The Recreation Department is hosting the Town's annual Sweetheart Dance this Friday, February 7 from at the Spiegel Center.

The Supervisor acknowledged February as Black History Month and recommended Town events related to it that can be found on the schedule at the library's website.

**COMMENDATION OF GEORGE DOUNCE**

The Town Board recognized long-time Zoning Board of Appeals Chairman George Dounce for his more than 30 years of service to the Town of Pittsford, on the Zoning Board, the Comprehensive Plan Committee, the Town Historic Preservation Board and in other capacities. Supervisor Smith presented Mr. Dounce with a Commendation of the Board signed by all Board members.

**MINUTES OF THE JANUARY 21 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of January 21, 2025, was offered by Councilmember Townsend, 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 January 21, 2024, Town Board meeting are approved.

**LEGAL MATTERS**

**CONSENT TO ASSIGNMENT OF TOWN WEBSITE MANAGEMENT CONTRACT**

Supervisor Smith made a motion to authorize the Town's consent to assignment of the contract between the Town and its current website management contractor to a successor contractor. The

Minutes of the Pittsford Town Board for February 4, 2025

motion was 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 the Town Board authorize the Town Supervisor to execute a letter consenting to the assignment by Commerce and Catalog, Inc., the contractor for the Town’s website management to SPECBEE as successor contractor, in substantial conformance with the terms of the form submitted herewith.

**RECREATIONAL MATTERS**

**SPRING 2025 RECREATION PROGRAMS**

A motion from Deputy Supervisor Taylor to approve the 2025 spring programming through the Recreation Department, was seconded by Councilmember Havannavar, and voted on 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 spring programs.

**2025 COMMUNITY EVENTS SCHEDULE APPROVAL**

Councilmember Havannavar motioned to approve the proposed 2025 Community Events Schedule, Deputy Supervisor Taylor seconded, and it was 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 proposed 2025 Community Events schedule.

**2025 COMMUNITY EVENTS APPROVAL OF BAND CONTRACTS**

Councilmember Townsend made a motion to authorize the Supervisor to sign band contracts for the 2025 community events season, 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 the Town Board authorize the Town Supervisor to sign contracts with the aforementioned bands, which within the Recreation Department’s 2025 community events expense budget.

**Paddle & Pour**

Saturday, May 24, 2025, 12:00pm-10:00pm

Band Name	Cost	Time of Performance
Bob and Rick Music	\$150	12:00-1:30pm
Son Henry	\$800	2:00-3:30pm
Grove Street Band	\$450	4:00-5:30pm
The Swooners	\$1,500	6:00-7:30pm
Shine	\$2,500	8:00-10:00pm

**Memorial Day Parade**

Monday, May 26, 2025, 10:00am

Band Name	Cost
Pittsford Fire Department Band	\$0
Prime Time Brass	\$1,500
East Ridge High School	\$1,500

Minutes of the Pittsford Town Board for February 4, 2025

Towpath Volunteer Fife and Drum Corps	\$950
ROC City Guardians Pipes & Drums	\$850
Hitmen Brass Band	\$1,200

**Summer Concert Series**

Fridays, 6:30pm-8:00pm

Date	Band Name	Cost
6/6/2025	Pittsford Mendon and Sutherland Jazz Ensembles	\$0
6/13/2025	Beatles ROC	\$1,000
6/20/2025	A Girl Named Genny	\$1,500
6/27/2025	JUMBOshrimp	\$1,400
7/11/2025	198th Army Band	\$0
7/18/2025	Europa	\$1,500
7/25/2025	Frank Torchio and the Scarbrough Orchestra	\$800
8/1/2025	Claudia Hoyser	\$2,000
8/8/2025	Deepak Thettu	\$1,250
8/15/2025	Pittsford Fire Department Band	\$500
8/22/2025	The Downtown Men	\$1,400

**Summer Concerts for Kids**

Wednesdays, 6:30pm-7:30pm

Date	Band Name	Cost
7/16/2025	John Dady and John Ryan	\$800
7/30/2025	Mr. Loops	\$500
8/13/2025	Mike Kornrich	\$650

**Main Street Food Truck and Music Fest**

Saturday, September 13, 2025, 12:00pm-9:00pm

Band Name	Cost	Time of Performance
Six String Sax	\$500	12:00-1:00pm
Paul Strowe	\$400	1:30-2:30pm
Hey Mabel	\$700	3:00-4:30pm
Big Eyed Phish	\$2,500	5:00-6:30pm
M80s	\$2,700	7:00-9:00pm

**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 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:

Name	Dept	Position	Rate	Date of Hire
Quint Husted	Town Court	Security – PT	\$30.00	02/06/2025
Clare Harrison	Library	Library Page	\$15.50	02/06/2025

## Minutes of the Pittsford Town Board for February 4, 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.

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Rate</b>	<b>Effective Date:</b>
Alexandra Sippel	Rec Asst	Group Leader	\$16.64	01/20/2025
Anthony Caruso	Fire Marshal	Replacement	\$46.70	02/10/2025
William Zink	Building Inspect	Salary Adjustment	\$37.91	02/10/2025

### **OTHER BUSINESS**

Supervisor Smith updated the Board on finalizing the revised Zoning Code. The Consultants expect to submit to Town staff by February 11 the complete draft revision of the Zoning Code, comprising the section-by-section revisions reviewed and proposed by the Town Board. Subject to that receipt date the Town would submit the revised Code draft to Monroe County Planning Department for its review by February 14, to Town Board members by February 17 and to the public by way of the Town website on the same date. This would permit setting the public hearing for the March 18 Town Board meeting, which the Board could set at its next meeting on February 26. In subsequent discussion it was noted that the hearing could be held open to a subsequent meeting date in order to permit the Board to evaluate comments from the public hearing prior to a vote to approve the revised Zoning Code.

Councilmember Townsend advised that the Environmental Board supports the plan proposed by Color Pittsford Green for removing invasive species at the DeBlase Green Space, as discussed in a recent Town Board meeting. Supervisor Smith commented he would notify Jess Neal in the Parks Department to move forward. Councilmember Townsend also inquired if there were updates from the Monroe County Sherriff's Office regarding the assignment of new Sheriff's deputies to Zone A. Supervisor Smith noted his upcoming meeting with the Zone A Captain and that he would obtain this information for the Board.

Deputy Supervisor Taylor asked where the County ARPA funding stood and if there were updates regarding the possibility of additional availability of state funding. Chief of Staff Spencer Bernard noted that he is in contact with the State to support the Governor's proposal for additional ADA funding for playgrounds and is now drafting a letter to that effect. He noted that Staff is looking for direction from Board about whether to proceed with replacing the Kings Bend playground. Staff will proceed to gather pricing information for various options for the playground, for the Board to review at a future meeting. Councilmember Townsend noted the possibility of engaging Assemblymember Lunsford in seeking additional State funding. The Chief of Staff will do so once the Town has obtained the cost information.

Chief of Staff Bernard also mentioned that the Supervisor has been in discussion with the Perinton Supervisor about continuing the Thornell Road sidewalk from its eastward termination point to Jefferson Road at Bushnell's Basin. In addition, the Chief of Staff is now completing, and expects to submit shortly, the funding application to the County for the Town's proposed sidewalk on Barker Road to connect the Copper Woods neighborhood to Barker Road Middle School.

Councilmember Koshykar referred to a memo from the Design Review and Historic Preservation Board to Town Board members, suggesting a change to the Zoning Code to require a Certificate of Appropriateness for a designated historic home even if proposed exterior changes were not visible from the street. Following discussion it was considered advisable to ask representatives of the Design Review and Historic Preservation Board to discuss this request at an upcoming Town Board meeting.

Minutes of the Pittsford Town Board for February 4, 2025

**PUBLIC COMMENT**

No comments were made.

With no further business, the meeting adjourned at 6:53 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk