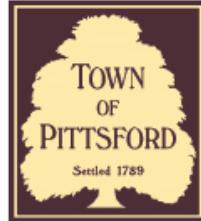


**SUPERVISOR**  
William A. Smith, Jr.



**COUNCIL MEMBERS**  
Michael Arcuri  
Naveen Havannavar  
Cathy Koshykar  
Cha Ron Sattler-LeBlanc

**Town Board Agenda**  
**Town Hall – 11 S. Main Street, Pittsford – Lower Level**  
**Tuesday, January 6, 2026 – 5:45 PM**

**Oaths of Office**

Michael Arcuri, Town Councilmember  
Cha Ron Sattler-LeBlanc, Town Councilmember  
William A. Smith, Jr., Town Supervisor

**Call to Order**

**Pledge of Allegiance**

**Minutes**

Approval of Minutes of the Meeting of December 23, 2025

**Staff Appointments**

Public Comment  
Appointments by Supervisor: Deputy Supervisor, Director of Finance and Budget Director  
Appointments by Town Clerk: Deputy Clerk (2)  
Appointments by Resolution: Commissioner of Public Works, Superintendent of Sewers & Parks, Director of Recreation, Deputy Commissioner of Public Works, Marriage Officiant.

**Designation of Official Newspapers**

**Financial Matters**

Public Comment  
Petty Cash, Voucher Approval, Pay Period, Work Week, Mileage Reimbursement Rate, Health Insurance Reimbursement Rate, Meeting Reimbursement Rate, Per Diem Rate, Bank Depository

**Personnel Matters**

Public Comment  
Approval of Conference Attendance for 2026  
Designation of Delegate/Alternate Delegate for Association of Towns Annual Meeting  
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/FcqTL0OYMCGU6WlccUApvUL3twz4dm9V/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](mailto: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](mailto: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/FcqTL0OYMCGU6WlccUApvUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

Minutes of the Pittsford Town Board for December 23, 2025

**DRAFT**  
**TOWN OF PITTSFORD**  
**TOWN BOARD**  
**December 23, 2025**

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, December 23, 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.

**ABSENT:** Councilmember Kim Taylor.

**ALSO PRESENT:** Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Holly Jennings, Communications Assistant; 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**

Supervisor Smith expressed wishes for a Merry Christmas and a Happy New Year.

Applications are now being accepted for openings on the Planning Board and the Zoning Board and will be accepted through Friday, January 9.

The first meeting of 2026 will start at 5:45 P.M. to allow for swearing in of board members.

**MINUTES OF THE DECEMBER 3 AND DECEMBER 8 MEETINGS APPROVED**

A Resolution to approve the minutes of the Town Board meeting of December 3 and the Special Town Board Meeting of December 8, 2025, was offered by Councilmember Havannavar, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the December 3, 2025, Town Board meeting and the December 8, 2025, Special Town Board meeting are approved.

**LEGAL MATTERS**

**APPROVAL OF PROFESSIONAL SERVICES CONTRACT RENEWALS WITH MRB, SWBR and TYLI**

Councilmember Townsend moved approval of the engineering professional services contract renewals for 2026, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

## Minutes of the Pittsford Town Board for December 23, 2025

**RESOLVED**, that the Town Board approve the professional services contracts with MRB, SWBR, and TYLI for 2026 and authorize the Town Supervisor to sign the contracts on behalf of the Town.

### **APPROVAL TO SET PUBLIC HEARING ON PETITION TO ANNEX PITTSFORD LAND TO EAST ROCHESTER**

Supervisor Smith commented the Town has received a petition from the Town/Village of East Rochester to annex five parcels of land totaling 2.3 acres, following their proposal last summer. A joint public hearing has been proposed; there will be a joint meeting of the Pittsford Town Board and the East Rochester Village/Town Board, to be held on Thursday, January 15 at 6:00 P.M. at the East Rochester Village Hall. The proposed maps will be appended to these minutes. Supervisor Smith made the motion to set the hearing, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Townsend, and Smith. Nays: none.

**RESOLVED**, that the Town Board hereby sets a joint public hearing with the Board of Trustees of the Village of East Rochester to consider the petition to annex five tax parcels of land from the Town of Pittsford to the Town/Village of East Rochester, to be held at the East Rochester Village Hall, 317 Main Street, East Rochester, New York, on Thursday, January 15, 2026 at 6:00 pm.

### **OPERATIONAL MATTERS**

#### **APPROVAL OF INTERMUNICIPAL GIS COOPERATIVE AGREEMENT**

Following discussion, Councilmember Townsend made the motion to approve the renewal of the Intermunicipal GIS Cooperative Agreement, seconded by Councilmember Havannavar and voted on by members as follows: Ayes: Havannavar, Koshykar, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**Resolved**, that based on the recommendation of the Commissioner of Public Works, the Town Board authorizes the Supervisor to sign the Intermunicipal GIS Cooperative Agreement among the Town, the Pittsford Central School District, the Village of Pittsford and the Pittsford Fire District.

### **FINANCE MATTERS**

#### **DECEMBER VOUCHERS APPROVED**

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Councilmember Townsend, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the December vouchers from numbers 173291 – 173766 totaling \$ 912,073.78 were approved for payment.

### **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, 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):

## Minutes of the Pittsford Town Board for December 23, 2025

The following employee(s) is recommended for a status change and/or salary change due to a change in status.

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Effective Date</b>
Michael Hook	Highway	MEO II – sal adj	\$28.02	12/22/2025
James Lane	Highway	MEO II – sal adj	\$28.02	12/22/2025
Ryan Secor	Highway	MEO II – sal adj	\$28.01	12/22/2025
Rachael George	Seniors	Rec Asst	\$20.75	01/02/2026

### OTHER BUSINESS

Supervisor Smith read commendations for Councilmember Kim Taylor and Councilmember Stephanie Townsend, whose terms of office on Town Board end at the close of December 31, in recognition of their service to the residents of Pittsford as Town Board members.

With no further business, the meeting adjourned at 6:19 P.M.

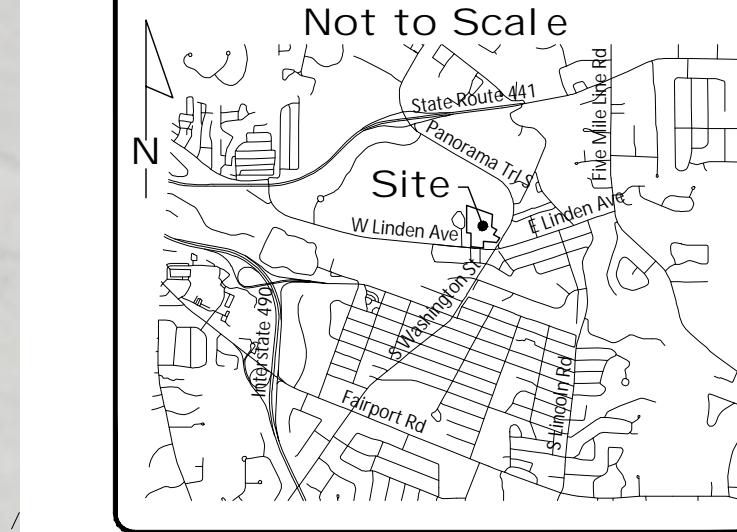
Respectfully submitted,

Renee McQuillen  
Town Clerk

Minutes of the Pittsford Town Board for December 23, 2025



## Location Map



Underground Facilities Protective Organization  
Utility Coordinating Committee.  
SAVE BIG, CALL  
BEFORE YOU DIG.  
1-800-962-7962

Unauthorized alteration or addition  
to a map bearing the seal of a  
licensed professional engineer or  
land surveyor is a violation of Article  
145, Section 7209, Subdivision 2 of  
the New York State Education Law.

## Legend

Linetypes	Symbols
Centerline	—
Property Line	—
Easement Line	—
Existing Contour	—
Proposed Contour	—
Wood Fence	—
Wire Fence	—
Overhead Wires	—
Gas Line	—
Water Line	—
Forcemain	—
Sanitary Sewer	—
Storm Sewer	—
Electric	—
Edge of Woods	—
Floodzone	—
Wetlands	—
Right-of-Way	—
Landscaping & Retaining Walls	—
Silt Fence	—
Drainage Flow	—
Sump Pump Discharge	—
Rebar (to be set)	—
Labels	
Record Map Info. "(R)"	—
Existing Utility	—
Typical Style "Typ."	—
To Be Removed	—
Proposed Utility	—
Proposed "Pr."	—

## Line Styles

Feature to be removed (Gray Line)
Existing Utility
Typical Style "Typ."
Proposed Utility
Proposed "Pr."

## Labels

Record Map Info. "(R)"

Existing Utility

Typical Style "Typ."

To Be Removed

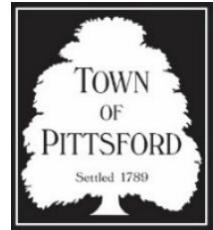
Proposed Utility

Proposed "Pr."

Proposed Utility

# MEMORANDUM

**To:** Town Board  
**From:** W.A. Smith  
**Date:** December 30, 2025  
**Regarding:** Supervisor's Appointments  
**For Meeting On:** January 6, 2026



This is to advise the Board of the Supervisor's appointments.

Deputy Supervisor Naveen Havannavar

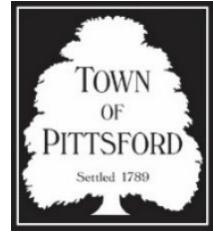
Staff  
Director of Finance & Budget Director Brian Luke

Liaisons to Volunteer Boards

Appointments to follow discussion with  
individual Board Members.

# MEMORANDUM

**To:** Town Board  
**From:** Renee McQuillen  
**Date:** December 31, 2025  
**Regarding:** Town Clerk Appointments  
**For Meeting On:** January 6, 2026

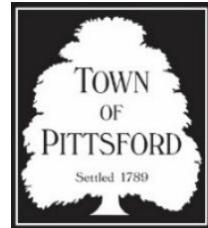


Pursuant to Section 30(10) of the New York State Town Law, the Town Clerk appoints the Deputy Town Clerks, to serve for an indefinite term at the Town Clerk's pleasure. This is to confirm the appointments of Deputy Town Clerks as follows, each of whom shall continue in that capacity.

Laura Beeley  
Lisa McCall

Date of Appointment: 5/11/2015  
Date of Appointment: 5/27/2025

# MEMORANDUM



**To:** Town Board  
**From:** W.A. Smith  
**Date:** December 30, 2025  
**Regarding:** Staff Appointments  
**For Meeting On:** January 6, 2026

Pittsford residents are fortunate to have in leading positions of responsibility in Town government people whose distinguished performance has earned them the respect of their peers throughout the region and the gratitude of our residents. Most are Civil Service positions. Some positions including some department heads and their deputies are subject to periodic appointment.

This year brings a wrinkle to a few staff biennial appointments. Under Town Law § 24, the appointed offices of Town Clerk, Receiver of Taxes, Superintendent of Highways, and Town Attorney hold their offices until the first day of January next succeeding the first biennial town election held after the time of their appointment. Under newly amended Town Law § 80 (the Even Year Election Law), a biennial town election is held in November of every even-numbered year, and all other town elections are special elections. Accordingly, the election that occurred on November 4, 2025 was a special election and is not considered to be a biennial town election for purposes of calculating the term of an appointed officer that is tied to the biennial election. Thus, any appointed officer whose term is tied to the biennial town election and was appointed as of January 1, 2024 will serve a term through December 31, 2026 (instead of 2025), because the 2025 election was not a biennial election. Those appointed officers will be subject to reappointment to a two-year term on January 1, 2027, effective until the next biennial election.

I recommend that the Town Board approve the appointments specified in the following resolution.

RESOLVED, that each of the following be and hereby is appointed to the office set forth opposite his or her name for the two-year period covering calendar years 2026 and 2027.

Paul Schenkel	Commissioner of Public Works, Superintendent of Sewers, Parks Superintendent
Jessie Hollenbeck	Director of Recreation
James Gagnier	Deputy Commissioner of Public Works
William A. Smith, Jr.	Marriage Officiant

# MEMORANDUM

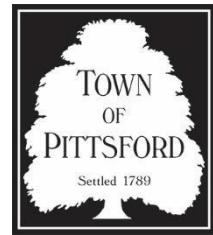
**To:** Town Board Members

**From:** Renee McQuillen, Town Clerk

**Date:** December 30, 2025

**Regarding:** Designation of Official Newspapers

**For Meeting On:** January 6, 2026



New York State Town law requires the Town to designate annually a newspaper or newspapers as the official newspapers for publication of legal notices by the Town. Since the closing of The Brighton Pittsford Post, the Town has used The Daily Record for all legal notice postings, and as alternate the Rochester Business Journal.

I do not recommend using the Democrat and Chronicle as it has become too expensive compared to the other daily newspaper options, The Daily Record and the Rochester Business Journal.

For this purpose, adoption by the Town Board of the following resolution would be in order. Each newspaper listed has been designated as an official newspaper for the Town for the upcoming year.

**RESOLVED**, that The Daily Record be and hereby is designated as the official Town newspaper for 2026 with the alternative to be the Rochester Business Journal.

# MEMORANDUM

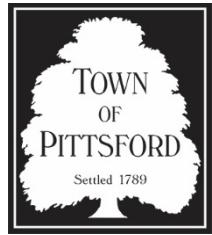
**To:** Town Board Members

**From:** Brian Luke, Director of Finance

**Date:** December 20, 2025

**Regarding:** Financial Authorizations for 2026

**For Meeting On:** January 6, 2026



## Authorizations

Petty Cash Funds (in accordance with adopted policy)

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$500.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Seniors
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk/Tax Receiver	\$650.00	Town Clerk/Tax Receiver
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

Voucher Approval - the following people are authorized to approve vouchers:

Town Supervisor, Deputy Supervisor, Chief of Staff, Town Clerk, Director of Finance, Personnel Director, Assessor, Commissioner of Public Works, Library Director, Secretary to Commissioner of Public Works, Historian, Court Clerk, Recreation Director, Recreation Account Clerk, Deputy Commissioner of Public Works, Technology Manager, Recreation Supervisor – Senior Services, Communication Director, and Town Attorney

Pay Period - bi-weekly

Work Week – will be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Departments, 37.5 hours for the Library, and 35 hours for all other Departments.

Mileage Reimbursement Rate - will be the IRS rate for 2026

Health Insurance Reimbursement Rate – will be a maximum of \$4,000 per section 5.4 of the Personnel Rules

Meeting Reimbursement - Staff members attending Association meetings will be reimbursed up to \$20.00 per meeting for lunch expenses.

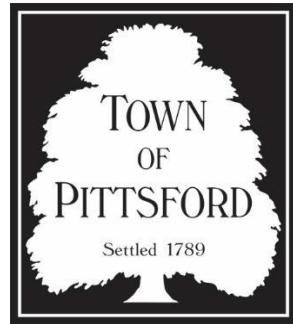
Per Diem Rate – will be the higher of \$50.00 per day, or the applicable Federal per diem rate.

Bank Depositories - The following banks are approved as depositories for Town funds in 2026;

J.P. Morgan Chase, M&T, Canandaigua National Bank, and NY Class Local Government Investment Pool

# MEMORANDUM

**To:** Town Board  
**CC:** Spencer Bernard, Chief of Staff  
**From:** Cheryl Fleming, Personnel Director  
**Date:** December 17, 2025  
**Regarding:** Conference Attendance Authorizations for 2026



**FOR MEETING ON:** January 6, 2026

The Town provides for and encourages continuing professional education for members of its staff. Based on advice and requests of the various department heads, the following Resolution is proposed. These proposed authorizations are substantially similar to the approvals made for this purpose last year and in recent years.

**RESOLVED**, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during 2026:

Conference Attendance Authorized - the following personnel are authorized to attend the regular meetings of their professional organizations:

Renee McQuillen, Town Clerk & Receiver of Taxes  
Monroe County Town Clerks, Tax Receivers & Collectors Association  
New York State Town Clerks Association  
New York State Association of Tax Receivers & Collectors  
New York Association of Local Government Records Officers  
New York State Association of Towns

Laura Beeley and Lisa McCall, Deputy Town Clerk  
Monroe County Town Clerks, Tax Receivers & Collectors Association

Paul Schenkel, Commissioner of Public Works  
American Public Works Association – State and Local Branch  
Monroe County Highway Superintendents Association  
GIS/SIG Regional Committee  
Monroe County Stormwater Coalition  
PERMA – Safety Council for Western Region

James Gagnier, Deputy Commissioner of Public Works  
Monroe County Highway Superintendents Association  
Monroe County Stormwater Coalition (MCSC)

Michelle Debyah, Geographic Information System Operator  
GIS/SIG Regional Committee  
NYS GIS Association

April Zurowski, Planning & Zoning Administrator  
Monroe County Stormwater Coalition

Rob Fromberger, Town Engineer  
National Society of Professional Engineers – Monroe Chapter  
American Society of Civil Engineers  
American Public Works Association  
New York State Society of Professional Engineers

Matt Rickett, Highway Foreman  
Monroe County Highway Superintendents Association

Bill Zink, Building Inspector, Erik Smegelsky, Assistant Building Inspector  
Finger Lakes Building Officials Assoc. (FLBOA) or  
Niagara Frontier Building Officials

Anthony Caruso, Fire Marshal  
Monroe County Fire Marshal Association  
Finger Lakes Building Officials Association (FLBOA)  
New York State Fire Marshal and Inspectors Association

Town Supervisor, Town Attorney, Town Clerk  
New York State Association of Towns

Stephen Robson, Assessor/Hayes Wallman  
Monroe County Assessors' Association  
NYS Department of Tax & Finance – Office of Real Property Services  
NYS Assessors Association

Brian Luke, Finance Officer  
Monroe County Town Finance Officers Association  
Government Finance Officers Association – State and National  
FLMHIT Meetings

Cheryl Fleming, Personnel Director  
Monroe County Town Finance Officers Association  
FLMHIT Meetings  
Monroe County HR Meetings  
PERMA Annual Conference – Spring/Fall Seminars  
SHRM Conference

Shelley O'Brien, Communications Director  
Causewave Community Partners (formerly Ad Council of Rochester)  
Public Relations Society of America  
Association for Women in Communications  
National Association of Government Communicators

Rich Murajda and Maroun Ajaka, Pittsford Town Court Judges  
Monroe County Magistrates Association  
New York State Magistrates Association

Tracey Evert and Michon Ball, Town Court Clerks  
Monroe County Clerks Association  
New York State Court Clerks Association

Angel Martinez, Director of IT  
Rochester Security Summit 2025  
Microsoft Ignite 2025

Jessie Hollenbeck, Director of Recreation  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Alison Burchett, Assistant Director, Recreation  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Katelyn Disbrow, Recreation Supervisor  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society  
FLMHIT Wellness Committee

Kathleen Laskey, Recreation Supervisor  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Cassandra Schrom, Recreation Supervisor  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Joseph Battaglia and Meghan Brooks, Recreation Leader  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society

Jennifer Morrow, Director of Senior Center  
Genesee Valley Recreation and Parks Society  
New York State Recreation and Parks Society  
Greater Rochester Area Partnership for the Elderly

# MEMORANDUM

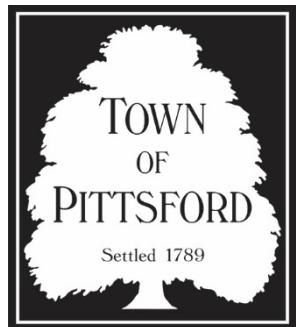
**To:** Town Board

**CC:**

**From:** Renee McQuillen, Town Clerk

**Date:** December 30, 2025

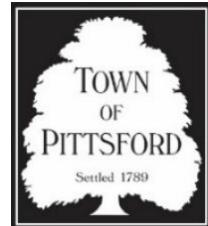
**Regarding:** Designation of Delegate/Alternate Delegate for Association of Towns Annual Business Meeting in 2026



The Association of Towns of the State of New York requires that the Town designate a delegate and an alternate delegate to vote at their Annual Business Meeting on February 17, 2026. Therefore, the following Resolution is proposed:

**RESOLVED**, that Supervisor Smith be designated as the delegate to represent and vote on behalf of the Town of Pittsford at the Annual Business Meeting of the Association of Towns on February 17, 2026, and that Town Clerk Renee McQuillen be designated as the alternate delegate for the Town of Pittsford.

# MEMORANDUM



**To:** Pittsford Town Board

**From:** Cheryl Fleming, Director of Personnel

**Date:** December 30, 2025

**Regarding:** Recommendations for Hiring/Personnel Adjustments

**For Meeting On:** January 6, 2026

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:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Jonathan Power	Rec	Rec Assistant	\$16.00	01/05/2026
Brinley Merrick	Rec	Rec Assistant	\$16.00	01/05/2026
Ryan Blair	Library	Librarian- PT Sub	\$27.70	01/26/2026

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

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Jonathan Power	Rec	Rec Assistant	\$16.00	01/05/2026
Brinley Merrick	Rec	Rec Assistant	\$16.00	01/05/2026
Ryan Blair	Library	Librarian- PT Sub	\$27.70	01/26/2026