

Minutes of the Pittsford Town Board for January 6, 2026

**DRAFT**  
**TOWN OF PITTSFORD**  
**TOWN BOARD**  
**January 6, 2026**

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, November 6, 2026, 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 Michael Arcuri, Naveen Havannavar, Cathy Koshykar, Cha Ron Sattler-LeBlanc.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

**ATTENDANCE:** Seventy members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 5:45 P.M. and invited all to join in the Pledge to Flag.

Supervisor Smith welcomed elected officials and other dignitaries.

**OATHS OF OFFICE**

Pittsford Town Justice Maroun Ajaka administered oaths of office to newly elected Councilmembers Michael Arcuri and Cha Ron Sattler-LeBlanc and to the re-elected Town Supervisor, William A. Smith.

The Supervisor declared a brief recess. The Board reconvened following the recess.

**MINUTES OF THE DECEMBER 23 MEETING APPROVED**

A spelling correction to the word January under Supervisor Announcements was noted and then a Resolution to approve the minutes of the Town Board meeting of December 23, 2025, was offered by Deputy Supervisor Havannavar, seconded by Supervisor Smith, and voted on by members as follows: Ayes: Arcuri, Havannavar, Koshykar, Sattler-LeBlanc, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, that the amended Minutes of the December 23, 2025, Town Board meeting are approved.

**STAFF APPOINTMENTS**

**APPOINTMENTS BY SUPERVISOR FOR 2026-2027**

Supervisor Smith announced the following Appointments for 2026-2027:

Deputy Supervisor Naveen Havannavar

Staff

Director of Finance & Budget Director Brian Luke  
Town Historian Vicki Profitt

**APPOINTMENTS BY TOWN CLERK**

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The Town Clerk confirmed her 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

### APPOINTMENTS BY RESOLUTION FOR 2026-2027

Supervisor Smith noted that some positions had their terms extended for an additional year due to the Even Year Election Law. He then moved to appoint the individuals named below for the biennial period 2026 - 2027, Deputy Supervisor Havannavar seconded the motion, and the Resolution was voted on by members as follows: Ayes: Arcuri, Havannavar, Koshykar, Sattler-LeBlanc, and Smith. Nays: none.

The Resolution was declared carried as follows:

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

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

### DESIGNATION OF OFFICIAL NEWSPAPER FOR 2026

Supervisor Smith moved to approve The Daily Record as official newspaper for publication of legal notices by the Town with the Rochester Business Journal as alternate. Deputy Supervisor Havannavar seconded the motion, on which members voted as follows: Ayes: Arcuri, Havannavar, Koshykar, Sattler-LeBlanc, and Smith. Nays: none.

The Resolution was declared carried as follows:

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

### FINANCE MATTERS

#### FINANCIAL AUTHORIZATIONS FOR 2026

Approval of the 2026 financial authorizations as outlined below was offered by Deputy Supervisor Havannavar, seconded by Councilmember Arcuri, and voted on by the members as follows: Ayes: Arcuri, Havannavar, Koshykar, Sattler-LeBlanc, and Smith. Nays: none.

#### 2026 PETTY CASH FUNDS APPROVED

**RESOLVED**, that the following petty cash funds, and the custodians for those funds, are approved for 2026 as per adopted Town 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 – Senior Services
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk	\$650.00	Town Clerk
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

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**VOUCHER APPROVAL AUTHORIZED FOR 2026**

**RESOLVED**, that the following persons are authorized to approve Town vouchers during 2026: Town Supervisor, Deputy Supervisor, 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, Communications Director, and Town Attorney.

**2026 PAY PERIOD SET**

**RESOLVED** that the 2026 pay period for the Town of Pittsford is bi-weekly.

**2026 WORK WEEK ESTABLISHED**

**RESOLVED**, that the 2026 Town of Pittsford work week will be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Laborers and 35 hours for all other departments.

**2026 MILEAGE REIMBURSEMENT RATE SET**

**RESOLVED**, that effective January 1, 2026, the mileage reimbursement rate will be the IRS rate for 2026.

**2026 HEALTH INSURANCE REIMBURSEMENT RATE**

**RESOLVED**, that the 2026 Health Insurance Reimbursement Rate will be a maximum of \$4,000.00 per Section 5.4 of the Personnel Rules.

**2026 MEETING REIMBURSEMENT RATE SET**

**RESOLVED**, that staff members attending Association meetings will be reimbursed up to \$20.00 per meeting for lunch expenses.

**2026 PER DIEM MEAL REIMBURSEMENT SET**

**RESOLVED**, that 2026 per diem rate for meals and incidental expenses will be the higher of \$50.00 per day, or the applicable Federal per diem rate.

**2026 BANK DEPOSITORIES APPROVED**

**RESOLVED**, that the following banks are approved as depositories for Town funds in 2026, J.P. Morgan Chase, M&T, Canandaigua National Bank & Trust, and NY Class Local Government Investment Pool.

**PERSONNEL MATTERS**

**CONFERENCE ATTENDANCE AUTHORIZATIONS FOR 2026**

Councilmember Townsend moved to authorize staff attendance at regular meetings of their professional organizations, the motion was seconded by Deputy Supervisor Taylor, and was voted on by members as follows: Ayes: Arcuri, Havannavar, Koshykar, Sattler-LeBlanc, and Smith. Nays: none.

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**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

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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

## **DELEGATE DESIGNATION FOR ASSOCIATION OF TOWNS ANNUAL MEETING**

A Resolution to designate Supervisor Smith as the delegate and Town Clerk McQuillen as the alternate delegate to represent the Town of Pittsford at the Association of Towns Annual Business Meeting was offered by Deputy Supervisor Havannavar, seconded by Councilmember Arcuri, and was voted on by members as follows: Ayes: Arcuri, Havannavar, Koshykar, Sattler-LeBlanc, and Smith. Nays: none.

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**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.

### **HIRING/PERSONNEL ADJUSTMENTS APPROVED**

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval by Deputy Supervisor Havannavar, seconded by Councilmember Koshykar, and voted on by members as follows: Ayes: Arcuri, Havannavar, Koshykar, Sattler-LeBlanc, 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.

<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

### **OTHER BUSINESS**

Supervisor Smith reminded members that there will be a joint public hearing with East Rochester on January 15, 2026, regarding East Rochester's annexation request. The hearing will begin at 6:00 P.M. at the East Rochester Village Hall board room.

### **PUBLIC COMMENT**

Tharaha Thavakumar and Xueya Cai commented.

With no further business, the meeting adjourned at 6:20 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk