

## Minutes of the Pittsford Town Board for November 18, 2025

### **TOWN OF PITTSFORD TOWN BOARD November 18, 2025**

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, November 18, 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; 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**

Candlelight Night will be on Tuesday, December 2 from 5:00 PM to 8:00 PM in the village. This will move the Town Board meeting to the next night, Wednesday, December 3, at 6:00 PM in the Town Board Meeting Room.

A reminder for all to exercise caution when driving home in the early evening as it is now darker.

The Pittsford Food Cupboard is now accepting donations of frozen turkeys for those in need.

Congratulations to Town Clerk McQuillen on her recent nomination to the New York State Association of Towns Resolution Committee.

#### **MINUTES OF THE NOVEMBER 5 MEETING APPROVED**

Following a recommendation by Councilmember Townsend to move the Board's budget discussion to the section "Financial Matters," a resolution, subject to that amendment, to approve the minutes of the Town Board meeting of November 5, 2025, was offered 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 carried as follows:

**RESOLVED**, that the Minutes of the November 5, 2025, Town Board meeting, as amended, are approved.

#### **OPERATIONAL MATTERS**

##### **APPROVAL OF PROPOSED 2026 TOWN BOARD MEETING DATES**

Supervisor Smith moved to approve the schedule of Town Board meeting dates as proposed, the motion was seconded by Councilmember Havannavar and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: None.

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The Resolution was declared carried as follows:

**RESOLVED**, that the schedule for Town Board meeting dates in 2026, in the form annexed hereto, be and hereby is approved and adopted.

### **FIRST TUESDAY**

January 6<sup>th</sup>

February 3<sup>rd</sup>

March 3<sup>rd</sup>

April 7<sup>th</sup>

May 5<sup>th</sup>

June 2<sup>nd</sup>

July 7<sup>th</sup>

August 4<sup>th</sup>

September 1<sup>st</sup>

October 6<sup>th</sup>

Wednesday, November 4<sup>th</sup>

\*Changed for Election Day\*

December 2<sup>nd</sup>

\*Changed for Candlelight Night date\*

### **THIRD TUESDAY**

January 20<sup>th</sup>

February 17<sup>th</sup>

March 17<sup>th</sup>

April 21<sup>st</sup>

May 19<sup>th</sup>

June 16<sup>th</sup>

July 21<sup>st</sup>

August 18<sup>th</sup>

September 15<sup>th</sup>

October 20<sup>th</sup>

November 17<sup>th</sup>

December 15<sup>th</sup>

## **FINANCE MATTERS**

### **2026 INSURANCE COVERAGE/BONDING FOR TOWN CLERK & RECEIVER OF TAXES**

A resolution approving faithful performance insurance coverage for the 2026 tax collections was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by the members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED** by the Town Board of the Town of Pittsford, as follows:

**Section 1.** The Town Board hereby guarantees the surety, form and amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes, as follows:

Type of undertaking: Insurance coverage for Town Clerk and Receiver of Taxes

Amount: \$100,000.00 per employee Public Employee Dishonesty Coverage with additional indemnity of \$200,000.00, including Faithful Performance of Duty, for the Receiver of Taxes

**Section 2.** A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law §25.

### **EQUIPMENT SURPLUS APPROVAL**

A resolution to approve the surplus items was offered 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 carried as follows:

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

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Asset #	Description	Department	Cost	Status
13309	Double Opac Station w/ Printer Stand	Library	\$ 2,243.00	Dispose
15839	Wooden Book Shelves (Set of 3)	Library	\$ 900.00	Dispose

### NOVEMBER VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers 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:

**RESOLVED**, that the **November vouchers from numbers 172933 - 173290, totaling \$1,416,507.96** were approved for payment.

### PERSONNEL MATTERS

#### 2026 HOLIDAY SCHEDULE APPROVED

Deputy Supervisor Taylor moved to approve the 2026 Holiday Schedule, 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 proposed Schedule of Holidays for 2026, in the form presented to the Board, be and hereby approved.

#### 2026 Schedule of Holidays (Full-time employees)

New Year's Day..... Thursday, January 1<sup>st</sup>

***Martin Luther King Day \****..... ***Monday, January 19<sup>th</sup>***

***Presidents' Day \****..... ***Monday, February 16<sup>th</sup>***

Good Friday ..... Friday, April 3<sup>rd</sup>

Memorial Day..... Monday, May 25<sup>th</sup>

Juneteenth ..... Friday, June 19<sup>th</sup>

Independence Day *observed*..... Friday, July 3<sup>rd</sup>

Labor Day ..... Monday, September 7<sup>th</sup>

Columbus Day/Indigenous Peoples' Day..... Monday, October 12<sup>th</sup>

***Veterans' Day \****..... ***Wednesday, November 11<sup>th</sup>***

Thanksgiving Day..... Thursday, November 26<sup>th</sup>

Day After Thanksgiving ..... Friday, November 27<sup>th</sup>

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*Christmas Eve (in place of 12/26)..... Thursday, December 24<sup>th</sup>  
(day after Christmas falls on a Saturday this year)*

Christmas Day ..... Friday, December 25<sup>th</sup>

***Employee's Birthday \****

***(2) Additional Floating Holidays\****

**2026 Schedule of Holidays  
(Part-time employees)**

New Year's Day..... Thursday, January 1<sup>st</sup>

Good Friday ..... Friday, April 3<sup>rd</sup>

Memorial Day..... Monday, May 25<sup>th</sup>

Juneteenth ..... Friday, June 19<sup>th</sup>

Independence Day *observed*..... Friday, July 3<sup>rd</sup>

Labor Day ..... Monday, September 7<sup>th</sup>

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**APPROVAL OF CONTRACT RENEWAL FOR DEFERRED COMPENSATION PLAN**

Deputy Supervisor Taylor made the motion to approve the contract renewal, 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:

**WHEREAS**, the current contract with Empower and Great-West Trust Company to administer the Town of Pittsford 457 Deferred Compensation Plan and will expire on February 13, 2026; and

**WHEREAS**, pursuant to Section 9003.5(b) of the Rules and Regulations of the New York State Deferred Compensation Board, published at §NYCRR 9003.5 (b), the Town of Pittsford may extend, in writing, by vote duly taken, any contract or agreement entered into with an administrative services agency for a period having a duration of one (1) year, upon the expiration of the initial term of such contract or agreement; and

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**WHEREAS**, the Town of Pittsford finds it to be in the best interest of the Plan to extend the agreement with Empower and Great-West Trust Company for a period of one (1) year from the date of expiration of such agreement's initial five (5) year term for reasons which include, but are not limited to, *developing thorough internal procedures for the solicitation and prudent evaluation of competitive proposals in accordance with Section 9003.3 of the Rules and Regulations prior to such solicitation, in order that the Town of Pittsford may act with care, skill, prudence and diligence under the circumstances.*

**NOW, THEREFORE BE IT RESOLVED**, upon due deliberation, the Town of Pittsford hereby extends for a period of one year from its expiration date, with the administrator's consent, the selection and agreement with Empower and Great-West Trust Company to act as the Town of Pittsford's 457 Deferred Compensation Plan Administrators; and

**BE IT FURTHER RESOLVED**, that the Supervisor of the Town of Pittsford is hereby authorized to make, execute, and deliver all documents necessary to effectuate to contents of the foregoing resolution.

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

Following discussion, the Board agreed to defer, to an Executive Session at the next Town Board meeting, consideration of a proposed promotion. A resolution to approve the remaining recommendations for new hires and status and/or salary changes was offered for approval by Supervisor Smith, seconded by Councilmember Havannavar, 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.

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Katherine Cree	Library	Librarian I - PT	\$26.92	12/01/2025

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>
Max Dominikoski	Hwy	Seasonal to FT Laborer	\$20.50	11/17/2025

### **OTHER BUSINESS**

Supervisor Smith shared with board members that Commissioner Schenkel and Jess Neal, Parks Foreman, will advise the Board at its next meeting about the Kings Bend Park playground project. Councilmember Townsend inquired if conceptual drawings will be available for review prior to the meeting. Commissioner Schenkel indicated they are hoping to have both sets to be posted with the agenda packet. They will also be discussing invasive species management at Great Embankment Park.

Councilmember Havannavar conveyed concerns expressed at the most recent Parks and Recreation Advisory Board meeting regarding the noise levels of gas-powered leaf blowers.

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Town Clerk McQuillen informed board members on-line renewals for dog licenses are now live. Residents interested in using this option can find more information and renewal link on the Town Clerk page of the Town website.

### **PUBLIC COMMENT**

No comments were made.

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

Respectfully submitted,

Renee McQuillen  
Town Clerk