

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 6th
February 3rd
March 3rd
April 7th
May 5th
June 2nd
July 7th
August 4th
September 1st
October 6th
Wednesday, November 4th
Changed for Election Day

December 2nd

Changed for Candlelight Night date

THIRD TUESDAY

January 20th
February 17th
March 17th
April 21st
May 19th
June 16th
July 21st
August 18th
September 15th
October 20th
November 17th

December 15th

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 1st

Martin Luther King Day * ***Monday, January 19th***

Presidents' Day * ***Monday, February 16th***

Good Friday Friday, April 3rd

Memorial Day Monday, May 25th

Juneteenth Friday, June 19th

Independence Day *observed* Friday, July 3rd

Labor Day Monday, September 7th

Columbus Day/Indigenous Peoples' Day Monday, October 12th

Veterans' Day * ***Wednesday, November 11th***

Thanksgiving Day Thursday, November 26th

Day After Thanksgiving Friday, November 27th

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

Christmas Day Friday, December 25th

Employee's Birthday *

(2) Additional Floating Holidays*

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

New Year's Day..... Thursday, January 1st

Good Friday Friday, April 3rd

Memorial Day..... Monday, May 25th

Juneteenth Friday, June 19th

Independence Day observed..... Friday, July 3rd

Labor Day Monday, September 7th

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

Thanksgiving Day..... Thursday, November 26th

Day After Thanksgiving Friday, November 27th

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

Christmas Day Friday, December 25th

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.

| Name | Dept | Position | Rate | Date of Hire |
|----------------|-------------|------------------|-------------|---------------------|
| 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.

| Name | Dept | Position | Rate | Effective Date |
|-----------------|-------------|------------------------|-------------|-----------------------|
| 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