

Minutes of the Pittsford Town Board for December 3, 2025

**TOWN OF PITTSFORD
TOWN BOARD
December 3, 2025**

Proceedings of a meeting of the Pittsford Town Board held on Wednesday, December 3, 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; Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Twenty-seven members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 6:01 P.M. and invited all to join in the Pledge to Flag.

SUPERVISOR'S ANNOUNCEMENTS

Chanukah begins next week, and consequently the next Town Board meeting is scheduled for Tuesday, December 23.

The annual menorah lighting hosted by Chabad of Pittsford will be on Monday, December 15 at 6:00 P.M. in the library parking lot.

As we approach the holiday season a reminder to check in with friends and family.

Thank you to the members of our public works department for their customary excellent job in keeping the roads safe and clear following early snowfalls.

REAPPOINTMENT TO LIBRARY BOARD OF TRUSTEES

Following comments from the Library Board of Trustees by Radhika Ramesh and based on the recommendations of the Library Board of Trustees; Supervisor Smith made the motion to re-appoint Lori Lusk to the Library Board for a 5-year term, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Havannavar, Koshykar, Townsend, Smith. Nays: none.

The Resolutions were declared carried as follows:

WHEREAS, Library Board member Lori Lusk has completed her first term as of December 2025 and is eligible for re-appointment; and

WHEREAS, the Board of Trustees of the Pittsford Community Library has selected Lori Lusk for re-appointment to the Library Board;

NOW, THEREFORE, BE IT RESOLVED, that the selection of the Library Board for re-appointment be and hereby is confirmed, ratified, and approved, and Lori Lusk be and hereby is appointed to the Library Board for another term of 5 years, effective January 1, 2026.

MINUTES OF THE NOVEMBER 18 MEETING APPROVED

Minutes of the Pittsford Town Board for December 3, 2025

A Resolution to approve the minutes of the Town Board meeting of November 18, was offered by Councilmember Havannavar, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Townsend, Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the November 18, 2025 Town Board meeting are approved.

LEGAL MATTERS

PITTSFORD OAKS SEWER EASEMENT RELEASE

Following a review of the easement, and correction to proposed Resolution to at the word release following the word easement in the second line, Councilmember Havannavar made the motion to approve, followed by a second from Supervisor Smith, members then voted as follows:

The Resolution was declared carried as follows: Ayes: Havannavar, Koshykar, Townsend, Smith. Nays: none.

RESOLVED, that the Town Board authorizes the Town Supervisor to execute and have recorded the storm sewer easement release to accommodate the redevelopment of 300 Tobey Village Road in substantial conformance with the form submitted herewith.

WITNESSETH:

WHEREAS, the Releasee's predecessor, Ryan Homes, Inc. granted the Releasor a Storm Sewer Easement dated March 1, 1977, and recorded in the Monroe County Clerk's Office on May 19, 1977, in Liber 5214 of Deeds Page 135 (the "Easement"); and

WHEREAS, the Releasee's predecessor's commercial development for the property subject to the Easement has been terminated, and the Releasee's residential development plans for a single apartment building propose to relocate the utilities, thereby obviating the need for the Easement; and

WHEREAS, as a condition of the final site plan approval for the construction of the apartment building granted September 8, 2025, the Planning Board required the relocation of the utilities into the Town right-of-way of Tobey Village Road, and the final plans include this change;

NOW, THEREFORE, in consideration of the facts and circumstances as set forth above, the Releasor herein does hereby release the aforesaid Easement, as described in Schedule A and depicted on Exhibit 1, both attached hereto and made a part thereof.

Property Address: 300 Tobey Village Road

Tax Account Number:

SCHEDULE A

DESCRIPTION OF EASEMENT TO BE RELEASED

All that tract or parcel of land, comprising of approximately 0.5 acre, being situate in Town Lot 59, Township 12, Range 5, Town of Pittsford, County of Monroe, State of New York, all as shown on map number 1789.02-13, dated March 16, 1977, prepared by Sear-Brown Associates, P.C. in Rochester, New York and being more particularly bounded and described as follows:

Beginning on the easterly line of proposed Tobey Village Road right-of-way, said point being 68 feet south of a northeasterly corner in right-of-way; thence

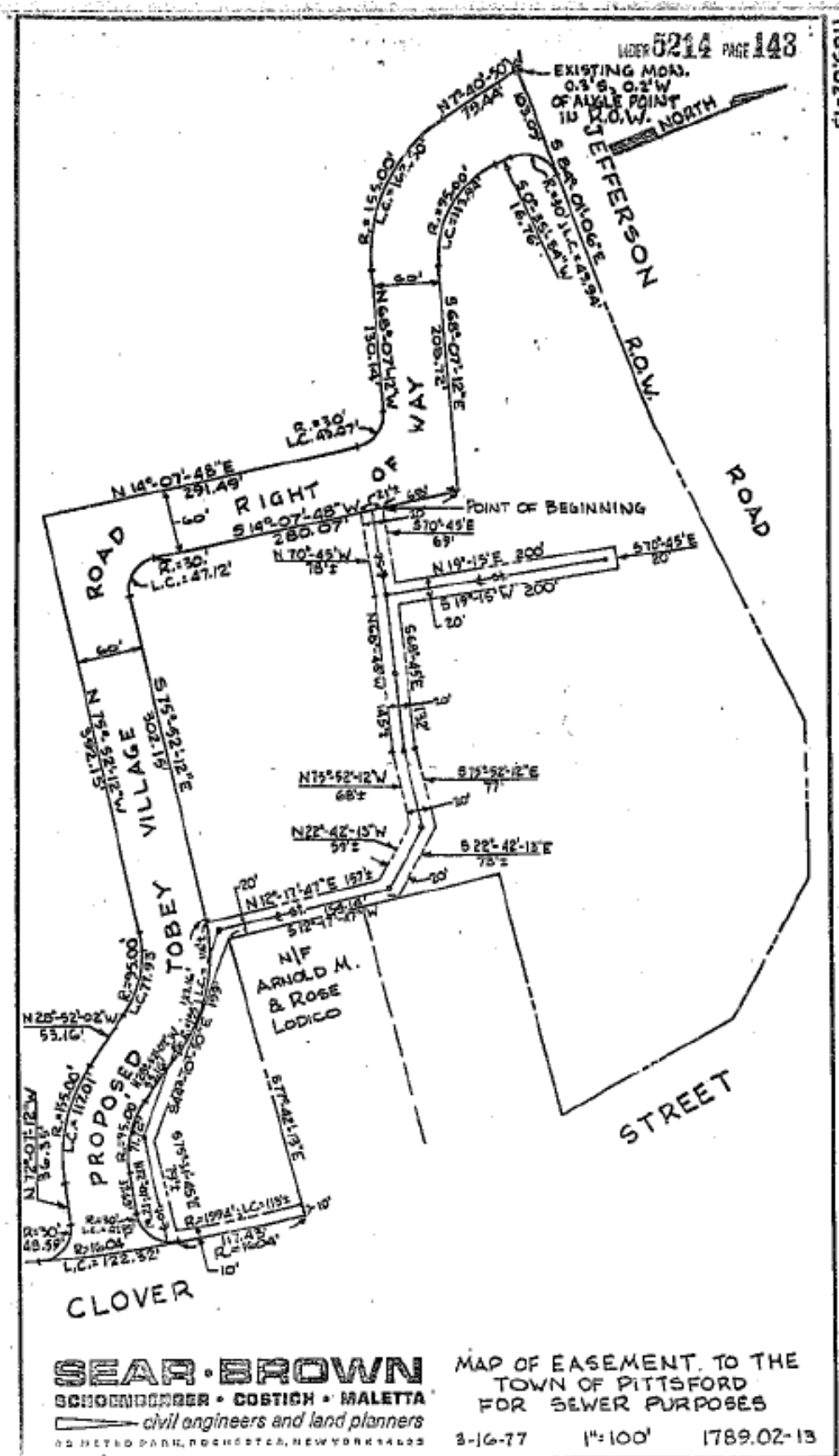
1. S 70° 45' E, a distance of 69 feet to an angle point; thence
2. N 19° 35' E, a distance of 200 feet to an angle point; thence
3. S 70° 45' E, a distance of 20 feet to an angle point; thence
4. S 19° 15' W, a distance of 200 feet to an angle point; thence
5. S 68° 45' E, a distance of 132 feet to an angle point; thence

Minutes of the Pittsford Town Board for December 3, 2025

6. S 75° 52' 12" E, a distance of 77 feet to an angle point; thence
7. S 22° 42' 13" E, a distance of approximately 73 feet to the intersection with the westerly line of lands now or formerly of Arnold M. and Rose Lodico; thence
8. S 12° 17' 47" W, along said westerly line of Lodico, a distance of 154.14 feet to the southwesterly corner of said Lodico lands; thence
9. S 44° 10' 30" E, a distance of 199 feet to an angle point; thence
10. S 75° 31' 45" E, a distance of approximately 79 feet to an angle point, said westerly line of Clover Street; thence
11. Northerly and curving to the left along a curve with a radius of 1594 feet, and along a line concentric with the west line of Clover Street, a distance of approximately 113 feet to the intersection with the southerly line of said Lodico lands; thence
12. S 77° 42' 13" E, along said southerly line of Lodico, a distance of 10 feet to the intersection with said westerly line of Clover Street; thence
13. Southerly and curving to the right, along said westerly line of Clover Street, and along a curve with a radius of 1604 feet a distance of 117.43 feet to a point of compound curvature; thence
14. Southerly and curving to the right, along the northerly line of proposed Tobey Village Road right-of-way, and along a curve with a radius of 30 feet, a distance of 47.95 feet to a point of tangency; thence
15. N 72° 07' 12" W, along said northerly Tobey Village Road right-of-way, a distance of 37.63 feet to a point of curvature; thence
16. Westerly and curving to the right, along said northerly Tobey Village Road right-of-way, and along a curve with a radius of 95 feet, a distance of 71.22 feet to a point of tangency; thence
17. N 28° 52' 02" W, along said northerly Tobey Village Road right-of-way, a distance of 53.16 feet to a point of curvature; thence
18. Northwesterly and curving to the left, along said northerly Tobey Village Road right-of-way, and along a curve with a radius of point being perpendicularly 20 feet westerly of the southerly extension of said westerly line of Lodico lands; thence
19. N 12° 17' 47" E, along a line parallel and perpendicularly 20 feet westerly of course (8), described above, a distance of approximately 157 feet to an angle point; thence
20. N 22° 42' 12" W, along a line parallel and perpendicularly 20 feet south westerly of course (7), described above, a distance of approximately 68 feet to an angle point; thence
21. N 75° 52' 12" W, along a line parallel and perpendicularly 20 feet southerly of course (6), described above, a distance of approximately 68 feet to an angle point; thence
22. N 68° 45' W, along a line parallel and perpendicularly 20 feet southerly of course (5), described above, a distance of approximately 145 feet to an angle point; thence
23. N 70° 45' W, along a line parallel and perpendicularly 20 feet southerly of course (1), described above, a distance of approximately 78 feet to the intersection with the easterly line of said Tobey Village Road right-of-way; thence
24. N 14° 07' 48" E, along said easterly line of Tobey Village Road right-of-way, a distance of approximately 21 feet to the Point of Beginning.

Intending to describe the original easement recorded in the Monroe County Clerk's Office on May 19, 1977, in Liber 5214 of Deeds Page 135.

EXHIBIT 1



Minutes of the Pittsford Town Board for December 3, 2025

APPROVAL OF PITTSFORD YOUTH SERVICES AGREEMENT

Supervisor Smith offered the motion for approval of the Pittsford Youth Services Agreement for 2026, seconded by Councilmember Townsend and voted on as follows: Ayes: Havannavar, Koshykar, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Supervisor be authorized to enter into and sign the proposed Agreement with Pittsford Youth Services for calendar year 2026.

APPROVAL OF ELDERBERRY EXPRESS, INC. AGREEMENT

Councilmember Havannavar motioned to approve the Elderberry Express, Inc. agreement for 2026, seconded by Deputy Supervisor Taylor 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 Town Supervisor be authorized to enter into and sign the proposed 2026 Agreement with Elderberry Express, Inc.

OPERATIONAL MATTERS

PRESENTATION ON KINGS BEND PARK PLAYGROUND REVOVATION

Commissioner Schenkel and Parks General Foreman Jess Neal presented board members with two alternative designs, one from Parkitects, Inc. and the other from Gametime. Their research, including conversations with neighboring communities, leads them to recommend artificial turf for the playground's surface. Artificial turf is fully accessible and remains cooler on sunny days. It carries a 15-year warranty, twice the warranty period for a poured-in-place rubber surface. Both designs include multiple free standing accessible elements and transfer platforms; these further increase accessibility and enjoyability for disabled users.

They recommend the design submitted by Parkitects. Parkitects is a local company with an excellent reputation for customer service. It recently completed a project for Perinton. The cost is closer to the projected budget and stands at \$150,000 below the cost of Gametime's submission. The gap between the quoted cost and the budgeted amount for the project would be funded from the Parks and Recreation Fund, representing fees collected from developers of each new project in Town that are earmarked for parks and recreation. Chief of Staff Spencer Bernard noted that State grant funding may be available as well, based on his conversations with State Senator Brouk's office.

Following discussion, Councilmember Townsend made a motion authorizing the Commissioner of Public Works to sign a letter of intent with Parkitects for the proposed Kings Bend Park improvements, 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:

BE IT RESOLVED, that the Commissioner of Public Works be and hereby is authorized to sign a letter of intent with Parkitects regarding the proposed improvements to King's Bend Park, as detailed in the attached outline and at the budget stated in the outline.

Proposed Kings Bend Park Improvements

Playground Option - Parkitects

Description

Price

Minutes of the Pittsford Town Board for December 3, 2025

Playground Elements, Turf, and Installation	\$526,480
Concrete Edging (By Others)	\$20,000
Tree Replacements	\$1,200
Total Playground Parkitects	\$547,680

Playground Option - Gametime

Description	Price
Playground Elements, Turf, Concrete Edging, and Installation	\$789,030
Tree Replacements	\$1,200
Total Playground Gametime	\$790,230

General Park Improvement

Description	Price
Concrete Sidewalk for Playground (\$85 / foot)	\$22,500

General Park Improvement

Description	Budget
ARPA Funds	\$323,806
Grant Funds	\$175,000
Total	\$498,806

Project Total	\$570,180
Needed Funds	\$71,374

UPDATE ON INVASIVE SPECIES AT BIRD HARBOR

Parks Foreman Jess Neal discussed a problem with Mugwort, an invasive plant species that is encroaching on pollinator gardens and bird sanctuaries at Great Embankment Park. Members of the Color Pittsford Green group had recommended spraying herbicide to combat it. The Supervisor noted the Town's substantial reduction in use of chemical herbicides and pesticides over the past 12 years, as a matter of policy. Councilmember Townsend observed that the proposed use in this instance is of a different character than the very limited use of herbicides the Board approved for use in the DeBlase Green Space. In that case herbicides were to be topically applied only to stumps of certain invasive trees to be cut down, not sprayed.

The Board declined to approve the use of herbicides in this case as proposed. Parks Foreman Neal stated she would research other options.

FINANCE MATTERS

APPOINTMENT OF DEPUTY RECEIVER OF TAXES AT CNB

The recent hiring of a new service manager at Canandaigua National Bank requires the Town Board to approve a new Deputy Receiver of Taxes for the upcoming Town and County tax collection. Supervisor Smith made the motion followed by a second from Councilmember Havannavar, and members voted as follows: Ayes: Havannavar, Koshykar, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that Steven Vega, Service Manager at the Pittsford Branch of Canandaigua National Bank & Trust, be and hereby is appointed Deputy Receiver of Taxes for the Town of Pittsford, with authority to collect Town and County Taxes during the interest-free collection period in 2026.

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 Councilmember Havannavar, 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):

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
Miriam Yaar	Rec	Rec Assistant	\$15.50	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
Catherine Marinaccio	Recreation	Afterschool Group Leader	\$16.64	11/24/2025
Bridget O'Sullivan	Maintenance	Seasonal to FT - Cleaner	\$18.10	12/01/2025

EXECUTIVE SESSION TO DISCUSS THE PROMOTION OF A PARTICULAR EMPLOYEE

Supervisor Smith made a motion to enter into executive session to discuss the promotion of a particular person, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Townsend, Smith. Nays: none.

The board entered executive session at 6:47 P.M.

The board returned from executive session at 7:25 P.M.

OTHER BUSINESS

Supervisor Smith noted that the Board will hold a special meeting on Monday, December 8 at 6:00 P.M, pending availability of legal counsel for the purpose of an executive session to discuss the promotion of a particular employee.

Councilmember Havannavar inquired on the status of emergency and winter management plans. Supervisor Smith noted are reviewed quarterly with local law enforcement and other first responders including fire departments and Pittsford Ambulance.

PUBLIC COMMENT

Maria Fisher commented.

With no further business, the meeting adjourned at 7:26 P.M.

Respectfully submitted,

Minutes of the Pittsford Town Board for December 3, 2025

Renee McQuillen
Town Clerk