

Minutes of the Pittsford Town Board for December 23, 2025

**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:

**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.

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

### **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):

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

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<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