

Minutes of the Pittsford Town Board for December 6, 2023

**TOWN OF PITTSFORD  
TOWN BOARD  
DECEMBER 6, 2023**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, December 6, 2023, 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 Cathy Koshykar, Katherine B. Munzinger, 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; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

**ATTENDANCE:** Six 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 ANNOUCEMENTS**

Supervisor Smith expressed condolences to the family and friends of U.S. Air Force Capt. Terrell Brayman a 2009 Pittsford Mendon graduate who was killed during a training mission off the coast of Japan last week.

With wishes for a Happy Chanukah, the Supervisor noted that Town's traditional menorah lighting will be held on Sunday, December 10 at 4:30 pm in the library parking lot.

The Supervisor thanked the Chamber of Commerce and Town Staff for the wonderful Candlelight Night event last night.

**MINUTES OF THE NOVEMBER 6 AND NOVEMBER 21 MEETINGS APPROVED**

A Resolution to approve the minutes of the Town Board meetings of November 6 and November 21, 2023, was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the November 6 and November 21, 2023, Town Board meetings are approved.

**LEGAL MATTERS**

**PUBLIC COMMENTS**

No comments were offered.

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**APPROVAL OF ELDERBERRY EXPRESS 2024 AGREEMENT**

Supervisor Smith made a motion to authorize the Supervisor to sign the proposed 2024 Agreement with Elderberry Express, Inc., seconded by Deputy Supervisor Munzinger and voted on by board members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

**RESOLVED**, that the Town Board ratify the agreement between Elderberry Express, Inc. and the Town for services in 2024 and authorize the Town Supervisor’s signature, *nunc pro tunc*.

**APPROVAL OF MONROE COUNTY SNOW AND ICE AGREEMENT**

Board members reviewed the terms of the new agreement with Monroe County and Councilmember Townsend made a motion to authorize the Supervisor to sign the Agreement with Monroe County for Snow and Ice Services for the 2023-24 season, seconded by Councilmember Koshykar and voted on by board members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

**RESOLVED**, that based on the recommendation of the Commissioner of Public Works, that the Town Board authorizes the Town Supervisor to sign the Agreement with Monroe County for Snow and Ice Services for the 2023/2024 season.

**FINANCE MATTERS**

**PUBLIC COMMENTS**

No comments were offered.

**EQUIPMENT SURPLUS APPROVAL**

A resolution to approve the surplus items was offered by Councilmember Townsend, seconded by Councilmember Koshykar, and voted on by board members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

**RESOLVED**, that the attached list of equipment be declared surplus and be removed from the Town’s inventory.

Asset #	Year	Description	Department	Cost	Disposition
16724	2009	Stihl 36" Chainsaw	HWY	\$ 799.95	Disposed
20555	2021	Bobcat T66 Skidsteer	HWY	\$ 20,614.38	Trade-In
18421	2019	Grill Highway Kitchenaid	HWY	\$ 899.00	Disposed
17518	2013	Radar Speed Sign Sierzega	HWY	\$ 3,640.00	Disposed
17195	2012	Plasma Cutter	HWY	\$ 1,569.00	Disposed
16471	2009	Welding Helmet Cronatron Eclipse 912	HWY	\$ 493.00	Disposed
17210	2012	Backpack Blower Stihl	HWY	\$ 399.00	Disposed
17836	2014	Leaf Blower Stihl	HWY	\$ 399.96	Disposed

**BUDGET AMENDMENT APPROVED**

A resolution to approve the budget amendment was offered by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared carried as follows:

**Be it resolved that the following is approved:**

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That \$22,000.00 be transferred from 1.1990.4000.1.1 (General Fund – Contingency) to 1.2620.4400.2.1 (General Fund – Custodial Contracted Services) to cover costs for the remainder of the fiscal year.

**PERSONNAL MATTERS**

**PUBLIC COMMENTS**

No comments were offered.

**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: Koshykar, Munzinger, Townsend and Smith. Nays: none. Absent: Taylor.

The Resolution was declared passed as follows:

**RESOLVED**, that the Town Board approves the appointment for the following employee(s):

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Rate</b>	<b>Effective Date</b>
Rory Bailey Shea	Rec Asst	Add'l Position	\$15.00	11/27/2023
Anna Young	Rec Asst	Add'l Position	\$15.00	11/27/2023
Austin Norwood	Laborer – FT	Replacement/Rehire	\$20.50	12/04/2023
Jessica Tantalo	Deputy Town Clerk	Replacement	\$26.28	12/11/2023
Lila VanHoughton	Library Page	Rehire	\$14.20	12/18/2023
John Young	GEO I	Promo	\$29.74	01/01/2024

**OTHER BUSINESS**

Councilmember Townsend shared an update from the most recent meeting of the Environmental Board and Climate Action Committee, noting substantial public participation, including students. The workshop identified actions that will help Pittsford to be more resilient in light of climate change and will help reduce its production of greenhouse gases. The Climate Action Plan Committee remains on schedule to produce a draft of the municipal part of the plan by January.

**PUBLIC COMMENT**

There were no comments.

Board members discussed the planning of the end of the year financial meeting, tentatively planning for the morning of Thursday, December 28<sup>th</sup>.

With no further business, the meeting adjourned at 6:15 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk