

Minutes of the Pittsford Town Board for January 4, 2024

**TOWN OF PITTSFORD
TOWN BOARD
January 4, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Thursday, January 4 at 5:45 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; Kelly Eldred, Assistant to the Supervisor; Holly Jennings, Communications Assistant; Spencer Bernard, Chief of Staff.

ATTENDANCE: Ninety-three members of the public along with an interpreter attended.

Supervisor Smith called the Town Board meeting to order at 5:45 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

Supervisor Smith welcomed elected officials and other dignitaries.

OATHS OF OFFICE

Pittsford Town Justice Michael Ansaldi administered the oaths of office to newly elected Councilmember Naveen Havannavar and to re-elected Councilmember Cathy Koshykar. Justice Ansaldi left for an appointment. State Supreme Court Justice William K. Taylor administered the oath of office to re-elected Town Supervisor William A. Smith, Jr.

The Supervisor declared a brief recess.

The Board reconvened following the recess.

MINUTES OF THE DECEMBER 19 AND DECEMBER 28 MEETINGS APPROVED

A Resolution to approve the minutes of the Town Board meetings of December 19, 2023, and December 28, 2023, was offered by Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Taylor, Townsend, and Smith. Nays: none. Abstained: Havannavar.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the December 19, 2023, and December 28, 2023, Town Board meetings are approved.

APPOINTMENTS BY SUPERVISOR FOR 2024-2025

Supervisor Smith announced the following Appointments for 2024-2025:

Deputy Supervisor

Kim Taylor

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Staff

Director of Finance & Budget Director	Brian Luke
Assistant to Supervisor	Kelly Eldred
Town Historian	Vicki Profitt

Liaisons to Volunteer Boards

Naveen Havannavar

- Zoning Board of Appeals
- Parks and Recreation Advisory Board

Cathy Koshykar

- Pittsford Youth Services
- Design Review & Historic Preservation Board

Kim Taylor

- Planning Board
- Library Board of Trustees

Stephanie Townsend

- Environmental Board
- Assessment Review Board

Bill Smith

- Leadership
- Chamber of Commerce

APPOINTMENTS BY RESOLUTION FOR 2024-2025

PUBLIC COMMENT

Michael Slade commented.

Supervisor Smith proposed staff appointments for approval by the Town Board, moving to appoint the individuals named below for the biennial period 2024 - 2025, Deputy Supervisor Taylor seconded the motion, and the Resolution was voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that each of the following be and hereby is appointed to the office set forth opposite his or her name for the biennial period covering calendar years 2024 and 2025:

Renee McQuillen	Town Clerk and Receiver of Taxes
Robert Koegel	Town Attorney
Paul Schenkel	Commissioner of Public Works, Highway Superintendent, Superintendent of Sewers, Parks Superintendent
Jessie Hollenbeck	Director of Recreation
Laura Beeley	Deputy Town Clerk
Jessica Tantalo	Deputy Town Clerk
Karen Ward	Deputy Receiver of Taxes
James Gagnier	Deputy Commissioner of Public Works

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William A. Smith

Marriage Officiant

DESIGNATION OF OFFICIAL NEWSPAPER FOR 2024

Deputy Supervisor Taylor motioned to approve The Dailly Record as the official newspaper for publication of legal notices by the Town with an alternate of the Rochester Business Journal, the motion was seconded by Councilmember Townsend, and was 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 Daily Record be and hereby is designated as the official Town newspaper for 2024 with the alternate to be the Rochester Business Journal.

FINANCE MATTERS

PUBLIC COMMENTS

No comments were submitted.

FINANCIAL AUTHORIZATIONS FOR 2024

2024 PETTY CASH FUNDS APPROVED

A Resolution to approve 2024 Petty Cash Funds was offered by Councilmember Havannavar, seconded by Supervisor Smith, 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, that the following petty cash funds, and the custodians for those funds, are approved for 2024 as per adopted Town policy:

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Library	\$500.00	Library Director
Recreation Department	\$230.00	Recreation Director
Senior Citizens	\$ 90.00	Recreation Supervisor – Senior Services
Sewer Districts	\$150.00	Sewer District General Foreman
Town Clerk	\$650.00	Town Clerk
Town Justice	\$150.00	Court Clerk
Public Works	\$100.00	Commissioner of Public Works

VOUCHER APPROVAL AUTHORIZED FOR 2024

A motion to authorize certain staff members to approve vouchers was offered by Councilmember Townsend, seconded by Deputy Supervisor Taylor, 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, that the following persons are authorized to approve Town vouchers during 2024: Town Supervisor, Deputy Supervisor, Town Clerk, Director of Finance, Personnel Director, Assessor, Commissioner of Public Works, Library Director, Secretary to Commissioner of Public Works, Historian, Court Clerk, Recreation Director, Recreation Account Clerk, Deputy Commissioner of Public Works, Technology Manager, Recreation Supervisor-Senior Services, Communications Director, and Town Attorney.

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2024 PAY PERIOD SET

A Resolution to set the 2024 Pay Period was offered by Supervisor Smith, seconded by Deputy Supervisor Taylor, 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 that the 2024 pay period for the Town of Pittsford is bi-weekly.

2024 WORK WEEK ESTABLISHED

A Resolution to establish the 2024 Work Week was offered by Supervisor Smith, seconded by Deputy Supervisor Taylor, 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, that the 2024 Town of Pittsford work week will be 40 hours for the Highway Department, Sewer Department, Building Maintenance, Animal Control and Parks Laborers and 35 hours for all other departments.

2024 MILEAGE REIMBURSEMENT RATE SET

A Resolution to set the 2024 Mileage Reimbursement Rate was offered by Supervisor Smith, 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, that effective January 1, 2024, the mileage reimbursement rate will be the IRS rate for 2024 (\$0.67 per mile.)

2024 HEALTH INSURANCE REIMBURSEMENT RATE

A Resolution to set the 2024 Health Insurance Reimbursement Rate was offered by Supervisor Smith, 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, that the 2024 Health Insurance Reimbursement Rate will be a maximum of \$4,000.00 per Section 5.4 of the Personnel Rules.

2024 MEETING REIMBURSEMENT RATE SET

A Resolution to set the 2024 Meeting Reimbursement Rate was offered by Councilmember Townsend, seconded by Deputy Supervisor Taylor, 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, that staff members attending Association meetings will be reimbursed up to \$20.00 per meeting for lunch expenses.

2024 PER DIEM MEAL REIMBURSEMENT SET

A Resolution to set the 2024 Per Diem Meal Reimbursement Rate was offered by Supervisor Smith, 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, that 2024 per diem rate for meals and incidental expenses will be the higher of \$50.00 per day, or the applicable Federal per diem rate.

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2024 BANK DEPOSITORIES APPROVED

A Resolution to approve 2024 Bank Depositories was offered by Supervisor Smith, seconded by Deputy Supervisor Taylor, 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, that the following banks are approved as depositories for Town funds in 2024, J.P. Morgan Chase, M&T, Canandaigua National Bank & Trust, and NY Class Local Government Investment Pool.

PERSONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF CONFERENCE ATTENDANCE FOR 2024

Councilmember Townsend moved to authorize staff attendance at regular meetings of their professional organizations, the motion was seconded by Deputy Supervisor Taylor, and was voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that the following personnel be and hereby are authorized to attend the regular meetings of their professional organizations, as stated below, during 2024:

Conference Attendance Authorized - the following personnel are authorized to attend the regular meetings of their professional organizations:

Renee McQuillen, Town Clerk & Receiver of Taxes
Monroe County Town Clerks, Tax Receivers & Collectors Association
New York State Town Clerks Association
New York State Association of Tax Receivers & Collectors

Karen Ward, Deputy Receiver of Taxes
New York State Tax Receivers and Collectors Association
Monroe County Town Clerks, Tax Receivers & Collectors Association

Laura Beeley, Deputy Town Clerk
Monroe County Town Clerks, Tax Receivers & Collectors Association

Paul Schenkel, Commissioner of Public Works
American Public Works Association – State and Local Branch
Monroe County Highway Superintendents Association
GIS/SIG Regional Committee
Monroe County Stormwater Coalition
PERMA – Safety Council for Western Region

James Gagnier, Deputy Commissioner of Public Works
Monroe County Highway Superintendents Association
Monroe County Stormwater Coalition (MCSC)

Michelle Debyah, Geographic Information System Operator
GIS/SIG Regional Committee
NYS GIS Association

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April Zurowski, Planning & Zoning Administrator
Monroe County Stormwater Coalition

Rob Fromberger, Town Engineer
National Society of Professional Engineers – Monroe Chapter
American Society of Civil Engineers
American Public Works Association

Matt Rickett, Highway Foreman
Monroe County Highway Superintendents Association

Bill Zink, Building Inspector/Anthony Caruso, Building Inspector
Finger Lakes Building Officials Assoc. (FLBOA) or
Niagara Frontier Building Officials
Monroe County Fire Marshal Association

Salvatore Tantalò, Fire Marshal
Monroe County Fire Marshal Association
Finger Lakes Building Officials Association (FLBOA)

Town Supervisor, Town Attorney, one Board Member
New York State Association of Towns

Stephen Robson, Assessor/Hayes Wallman
Monroe County Assessors' Association
NYS Department of Tax & Finance – Office of Real Property Services
NYS Assessors Association

Brian Luke, Finance Officer
Monroe County Town Finance Officers Association
Government Finance Officers Association – State and Local
FLMHIT Meetings

Cheryl Fleming, Personnel Director
Monroe County Town Finance Officers Association
FLMHIT Meetings
Monroe County HR Meetings
PERMA Annual Conference – Spring/Fall Seminars
SHRM Conference

Shelley O'Brien, Communications Director
Causewave Community Partners (formerly Ad Council of Rochester)
Public Relations Society of America
Association for Women in Communications
National Association of Government Communicators

Jessie Hollenbeck, Director of Recreation
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Alison Burchett, Assistant Director, Recreation
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

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Katelyn Disbrow, Recreation Supervisor
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society
FLMHIT Wellness Committee

Kathleen Laskey, Recreation Supervisor
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Casandra Schrom, Recreation Leader
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Amanda Poulin, Recreation Leader
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

Jennifer Morrow, Director of Senior Center
Genesee Valley Recreation and Parks Society
New York State Recreation and Parks Society

ASSOCIATION OF TOWNS DELEGATES DESIGNATED

A Resolution to designate Supervisor Smith as the delegate and Councilmember Townsend as the alternate delegate to represent the Town of Pittsford at the Association of Towns Annual Business Meeting was offered by Supervisor Smith, seconded by Deputy Supervisor Taylor, and was voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The motion was declared carried as follows:

RESOLVED, that Supervisor Smith be designated as the delegate to represent and vote on behalf of the Town of Pittsford at the Annual Business Meeting of the Association of Towns on February 20, 2024, and that Town Board Member Stephanie Townsend be designated as the alternate delegate for the Town of Pittsford.

OTHER BUSINESS

Supervisor Smith reminded everyone that resumes for Volunteer Board positions should be sent to his assistant, Kelly Eldred, by next Friday, January 12, 2024.

Councilmember Townsend inquired if staff would be prepared to discuss legislation for an increase in the income threshold for senior and disabled tax exemptions. Supervisor Smith and Town Attorney Koegel both indicated they would have something prepared to share with the board at the next meeting.

Councilmember Townsend also commented on the status of the Zoning Code Update. Supervisor Smith stated he had been in touch with the project consultants, and they will be meeting with Town staff next week to finalize the next phase. He also noted that he made it clear to them that the Town needs complete this project up, using a fixed schedule.

Councilmember Townsend also announced a volunteer fair that she has organized for Saturday, January 20th from 11:00 AM to 1:00 PM in the Fisher Room at the Town Library. This will be an opportunity for residents to meet with and gather information about Pittsford public service organizations seeking volunteer help.

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PUBLIC COMMENT

No comments were made.

With no further business, the meeting adjourned at 6:32 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk