

Minutes of the Pittsford Town Board for January 16, 2024

**TOWN OF PITTSFORD
TOWN BOARD
January 16, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, January 16, 2024, 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; Kelly Eldred, Assistant to the Supervisor; Holly Jennings, Communications Assistant; Spencer Bernard, Chief of Staff.

ATTENDANCE: Thirteen 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.

PROCLAMATION FOR MARTIN LUTHER KING, JR. DAY

Each board member read a paragraph of the proclamation below.

Whereas, Dr. Martin Luther King, Jr. was an unwavering champion for justice and understanding, whose activism shined the light on injustice and illuminated our common humanity; and

Whereas, Dr. King's commitment to the ideals upon which America was founded – among them liberty, equality, and opportunity for all – reflect a true and enduring patriotism that changed the course of our country's history and to this day inspires our continued efforts to bring to life his dream that our citizens and residents "will be judged not by the color of their skin but by the content of their character;" and

Whereas, each of us should contribute to making our community better by working to assure equal opportunity for all citizens, and as Martin Luther King, Jr. Day is the only federal holiday commemorated as a National Day of Service, it offers an opportunity for us to give back to our community on the holiday and make an ongoing commitment to service throughout the year;

Now, Therefore, Be It Known, on the occasion of the nation's annual celebration of **Martin Luther King, Jr. Day**, that the members of the Town Board of Pittsford recognize Dr. King's legacy of justice, non-violence, equal opportunity and brotherhood, and those aspects of our lives and experience that unite, rather than divide; and proclaim the enduring relevancy of that legacy for our nation and our community; and

Be it Further Known that it is with appreciation and a commitment to Dr. King's ideals that the members of the Pittsford Town Board ask our fellow residents to join us in remembering and honoring the life, work and legacy of **Rev. Dr. Martin Luther King, Jr.**, on the national holiday in his honor, **January 15, 2024**, and every day.

SUPERVISORS ANNOUCEMENTS

Supervisor Smith announced that tonight would be the last meeting for Christine Avila Smith, American Sign Language Interpreter, she has been signing meetings for the Town since 2018. The board thanked her and gave her a proclamation in her honor.

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Melanie Davison, Assistant to the Commissioner of Public Works retired last week. Supervisor Smith expressed his gratitude on behalf of the board for all her work on the Town's Refuse District initiative.

The Supervisor thanked Councilmember Stephanie Townsend for coming up with the idea and organizing the Town's first Volunteer Fair, to be held in the Fisher Room at the Pittsford Community Library this Saturday, January 20, 2024, from 11 A.M. to 1 P.M. The fair is an opportunity to connect residents who wish to participate in volunteer work with Volunteer organizations in Pittsford.

MINUTES OF THE JANUARY 4 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of January 16, 2024, was offered by Councilmember Townsend, 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:

RESOLVED, that the Minutes of the January 4, 2024, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

SETTING PUBLIC HEARING FOR LOCAL LAWS # 1 and 2 of 2024: Expanding Property Tax Exemption for Seniors and the Disabled

Councilmember Taylor recommended amending the language of the local laws to replace the term "husband/wife" with "married couple" or "spouse," as appropriate. Councilmember Townsend made the motion to set the public hearings for Local Laws # 1 and 2 of 2024 for the February 6, 2024, seconded by Deputy Supervisor Taylor and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolutions were declared carried as follows:

Local Law #1 of 2024

WHEREAS, true and correct copies of proposed Local Law No. 1 of 2024: Amending Article I of Chapter 133 Of The Town Of Pittsford Municipal Code, entitled Partial Real Estate Tax Exemption, were delivered to each member of the Town Board; and

WHEREAS, due consideration has been given to the adoption of said proposed Local Law No. 1 of 2024, by all members of the Town Board who were present; and

WHEREAS, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 6th day of February, 2024, at 6:00 p.m. at the Town Hall, 11 South Main Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 1 of 2024;

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 6th day of February, 2024, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on the question of the adoption of said proposed Local Law No. 1 of 2024; and be it further

RESOLVED, that a Notice of Hearing and a copy of said proposed Local Law 1 of 2024, or a summary thereof, be published in a newspaper previously designated as an official newspaper for publication of public notices, not less than five (5) days prior to said hearing; and be it further

RESOLVED, that the Town Clerk shall post certified copies of both this resolution and said proposed Local Law No. 1 of 2024, or a summary thereof, on the bulletin board, maintained by the Town Clerk pursuant to § 40(6) of the Town Law, for a period of not less than five (5) days prior to said public

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hearing.

Local Law #2 of 2024

WHEREAS, true and correct copies of proposed Local Law No. 2 of 2024: Amending Article VII of Chapter 133 Of The Town Of Pittsford Municipal Code, entitled Real Property Tax Exemption for Disabled, were delivered to each member of the Town Board; and

WHEREAS, due consideration has been given to the adoption of said proposed Local Law No. 2 of 2024, by all members of the Town Board who were present; and

WHEREAS, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 6th day of February, 2024, at 6:00 p.m. at the Town Hall, 11 South Main Street, Pittsford, New York, to consider the adoption of said proposed Local Law No. 2 of 2024;

NOW, on motion duly made and seconded, it was

RESOLVED, that a public hearing be held on the 6th day of February, 2024, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on the question of the adoption of said proposed Local Law No. 2 of 2024; and be it further

RESOLVED, that a Notice of Hearing and a copy of said proposed Local Law 2 of 2024, or a summary thereof, be published in a newspaper previously designated as an official newspaper for publication of public notices, not less than five (5) days prior to said hearing; and be it further

RESOLVED, that the Town Clerk shall post certified copies of both this resolution and said proposed Local Law No. 2 of 2024, or a summary thereof, on the bulletin board, maintained by the Town Clerk pursuant to § 40(6) of the Town Law, for a period of not less than five (5) days prior to said public hearing.

SETTING PUBLIC HEARING FOR CREATION OF BRIDLERIDGE FARMS PARK DISTRICT

On motion by Supervisor Smith, seconded by Deputy Supervisor Taylor, to set a Public Hearing on the matter of creating the Bridleridge Farms Park District. It 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 a Public Hearing be set for February 6, 2024, at 6:00 P.M., local time, a Town Hall, to consider the approval of the proposed "Bridleridge Farms Park District," as set forth in the written Order.

WHEREAS, a Petition, signed by the sole owner of taxable real property situated in the proposed "Bridleridge Farms Park District," has been presented to the Town Board of Pittsford, Monroe County, New York, for the proposed creation of the aforesaid Park District to be located in the Bridleridge Farms Subdivision, the said proposed District being located in general terms on the streets of Bridleridge Farms, Canterbrook Meadows, and Hollow Oak Trail, situated on the West side of Clover Street and South of I-490, including 118 parcels anticipated to be developed, all as is more particularly set forth in the Petition and maps as described herein; and

WHEREAS, no public monies are to be expended for the construction or acquisition of said District; and

WHEREAS, it is proposed that all improvements in the District be maintained by the Town during the existence of the said District and that the annual amount for maintenance thereof, estimated to be in the amount of \$84.75, for a typical homeowner in the first year of the Town's maintenance, shall be assessed upon the tax rolls of the owners of real property within the said District annually and to be paid by the said owners of real property within the said District annually on an ad valorem basis;

NOW, ON MOTION duly made and seconded, it is

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RESOLVED AND ORDERED, that a public hearing be held before the Town Board of the Town of Pittsford, at the Town of Pittsford Town Hall, on the 6th day of February 2024, at 6:00 o'clock P.M., Local Time, to consider the said Petition and to hear all persons interested therein, and for such other and further action on the part of the Town Board with relation to the said Petition as may be required by law or proper in the premises; and it is further

RESOLVED AND ORDERED, that a copy of the within Order be duly published in The Daily Record, which paper is designated as the official paper for such publication, and a copy of the said Order be posted on the bulletin board of the Town Clerk of the Town of Pittsford, New York, maintained pursuant to Section 30 of the Town Law, not less than ten (10) nor more than twenty (20) days prior to the date of the said hearing.

SETTING PUBLIC HEARING FOR CREATION OF BRIDLERIDGE FARMS 1-2 POLE LIGHTING DISTRICT

The Resolution was declared carried as follows:

RESOLVED, that the Town Board approve the establishment of the "Bridleridge Farms 1-2 Pole Lighting District," as set forth in the proposed written Resolution and Order.

WHEREAS, a Petition, signed by the sole owner of taxable real property situated in the proposed "1-2 Pole Lighting District, Extension No. 13 Bridleridge Farms Subdivision," has been presented to the Town Board of Pittsford, Monroe County, New York, for the proposed creation of the aforesaid Lighting District to be located in the Bridleridge Farms Subdivision, the said proposed District being located in general terms on the streets of Bridleridge Farms, Canterbrook Meadows, and Hollow Oak Trail, situated on the West side of Clover Street and South of I-490, including 118 parcels anticipated to be developed, all as is more particularly set forth in the Petition and maps as described herein; and

WHEREAS, no public monies are proposed to be expended for the creation of the Refuse District; and

WHEREAS, the anticipated Lighting District Fees to be paid annually by the owner of each home within the District, is in the amount of \$14.71;

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that a public hearing be held before the Town Board of the Town of Pittsford, at the Town of Pittsford Town Hall, on the 6th day of February 2024, at 6:00 o'clock P.M., Local Time, to consider the said Petition and to hear all persons interested therein, and for such other and further action on the part of the Town Board with relation to the said Petitions as may be required by law or proper in the premises; and it is further

RESOLVED AND ORDERED, that a copy of the within Order be duly published in The Daily Record, which paper is designated as the official paper for such publication, and a copy of the said Order be posted on the bulletin board of the Town Clerk of the Town of Pittsford, New York, maintained pursuant to Section 30 of the Town Law, not less than ten (10) nor more than twenty (20) days prior to the date of the said hearing.

OPERATIONAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

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RESCHEDULING OF TUESDAY FEBRUARY 20TH TOWN BOARD

Supervisor Smith explained that due to a conflict with the upcoming State Association of Towns meeting, the second Town Board meeting of February needs to be moved from Tuesday the 20th to Thursday the 22nd, and made a motion to approve this change. Councilmember Townsend seconded and board members voted as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, to reschedule the Tuesday, February 20th Town Board meeting to Thursday, February 22nd.

FINANCE MATTERS

PUBLIC COMMENTS

No comments were submitted.

JANUARY VOUCHERS APPROVED

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Deputy Supervisor Taylor, seconded by Councilmember 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 January vouchers from numbers 164296 - 164539, totaling \$783,287.21 were approved for payment.

PERSONAL 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 Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The following employee(s) are recommended as a new hire based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Maureen Nix	DPW	Assistant to Commissioner	31.87	01/29/2024

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

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

Name	Position	Reason	Rate	Effective Date
Aidan Berdy	MEO III	Promo	\$24.13	01/15/2024

The Resolution was declared passed as follows:

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

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Name	Dept	Position	Rate	Date of Hire
Maureen Nix	DPW	Assistant to Commissioner	31.87	01/29/2024

Name	Position	Reason	Rate	Effective Date
Aidan Berdy	MEO III	Promo	\$24.13	01/15/2024

OTHER BUSINESS

Councilmember Townsend commented about a lack of power infrastructure issue in neighboring towns is halting development. She further mentioned that she had been in touch with a representative from RG&E about coming to brief the board a future meeting about the situation in hopes we can minimize impact in Pittsford.

PUBLIC COMMENT

There were no comments.

EXECUTIVE SESSION

Supervisor Smith then made a motion for the board to go into executive session to discuss Volunteer Board appointments, seconded by Councilmember Townsend, and voted on as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Town Board entered executive session at 6:25 P.M.

The Board returned from executive session at 7:05 P.M and the general meeting reconvened.

The following Volunteer Board appointments were approved.

PLANNING BOARD

On motion by Supervisor Smith, seconded by Councilmember Townsend, with voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that John Limbeck be reappointed to the Planning Board for another term of seven (7) years, effective January 1, 2024, and ending on December 31, 2030.

ASSESSMENT REVIEW BOARD

On a motion by Supervisor Smith, seconded by Councilmember Taylor, with voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Bob Michaels be reappointed to the Assessment Review Board for another term of five (5) years, effective October 1, 2023, through September 30, 2028.

DESIGN REVIEW BOARD

On motion by Supervisor Smith, seconded by Councilmember Koshykar, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that John Mitchell be reappointed to the Design Review and Historic Preservation Board, for a term of seven (7) years beginning on January 1, 2024, and ending on December 31, 2030.

ZONING BOARD OF APPEALS

On motion by Supervisor Smith, seconded by Deputy Supervisor Munzinger, with voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Barb Serve be reappointed to the Zoning Board of Appeals, for a term of seven (7) years beginning on January 1, 2024, and ending on December 31, 2030.

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ENVIRONMENTAL BOARD

On motion by Supervisor Smith, seconded by Councilmember Townsend, with voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Caroline Kilmer, Jerremy Lorch, Jackie Ebner, Jim Pippin, Julie Marcellus, Lindsay Clark, and Steven Heinzelman be reappointed to the Environmental Board for a term of one (1) year beginning on January 1, 2024, and ending on December 31, 2024

PARKS AND RECREATION BOARD

On motion by Supervisor Smith, seconded by Councilmember Havannavar, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Benjamin McCormick, Bill Beach, Christyn Musso-Albanese, Karen McCready, Pamela Cooper-Vince, Phil Bleecker, Rick Taylor, and Steve Denaker be reappointed to the Parks and Recreation Board for a term of one (1) year beginning on January 1, 2024, and ending on December 31, 2024.

On motion by Supervisor Smith, seconded by Councilmember Havannavar, with members voting as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

RESOLVED, that Trish Gerace and Michael Pascucci each be appointed to the Parks and Recreation Board for a term of one (1) year beginning on January 1, 2024, and ending on December 31, 2024.

Following the appointments board members asked the Town Attorney to look into increasing the size of the Environmental Board to eleven members.

With no further business, the meeting adjourned at 7:12 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk