

Minutes of the Pittsford Town Board for November 19, 2024

**TOWN OF PITTSFORD
TOWN BOARD
NOVEMBER 19, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, November 19, 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; Brian Luke, Director of Finance; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Angel Martinez, Director of IT; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Five 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 extended congratulation to Pittsford students selected to be a part of the 2024-25 Hochstein Youth Orchestra, and also to the Mendon Girls Soccer team and Sutherland Girls Volleyball team for winning New York State championships this past weekend.

There will be an extended Zoning Code Update session tomorrow starting at 3:00 PM here at Town Hall. It is scheduled to run until 9:00 PM or whenever work is completed.

A Happy Thanksgiving to everyone!

PUBLIC HEARING FOR THE 2025 TOWN BUDGET

Supervisor Smith reviewed the proposed budget for 2025 and then opened the public hearing. Following comments from Kathleen Sigler and Gary Graziano the hearing was declared closed.

Councilmember Townsend offered an amendment to the proposed budget, to raise the cost-of-living adjustment for non-elected employees from 2% to 2.6%, keeping pace with the rate of inflation over the past 12 months. The increase will add \$53,500 to the budget, which has been made possible by the Town's receipt, since the budget was first publicly proposed, of Mortgage Tax data from the County for the second part of 2024, which results in a higher Mortgage Tax estimate for 2025. The amendment can be funded by the increased mortgage tax projection of \$43,500 and by shifting the remaining \$10,000 from the budget line for contingencies.

Supervisor Smith seconded the motion, following which members of the board voted as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

Resolutions were declared carried as follows:

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RESOLVED, that the 2025 Proposed Budget be amended to increase the Cost of Living Adjustment for non-elected employees from 2% to 2.6%, to keep pace with the Consumer Price Index; and

FURTHER RESOLVED, that for the purpose of giving effect to the foregoing resolution, the 2025 Proposed Budget be amended to add \$43,500 to budget line A-3005 Mortgage Tax and further amended to remove \$10,000 from A-1990.4000 Contingency Expense.

APPROVAL OF THE 2025 BUDGET

Supervisor Smith suggested considering the Budget resolution at this point, despite its placement later in the agenda, for the benefit of residents who had come to the meeting or were watching it because of the budget. He then made the motion to approve the proposed 2025 Town of Pittsford budget, as amended. This was 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 2025 Proposed Budget, Sewer Rents, Special Districts, and Debt Service budgets be approved as the 2025 Adopted Budget.

MINUTES OF THE NOVEMBER 6 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of November 6, 2024, was offered by Councilmember Havannavar, seconded by Deputy Supervisor 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 Minutes of the November 6, 2024, Town Board meeting are approved.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF BIENNIAL UR MEDICINE EAP AGREEMENT

Councilmember Townsend made the motion to approve the biennial UR Medicine Employee Assistance Plan Agreement, seconded by Deputy Supervisor 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 Town Supervisor be authorized to execute the biennial UR Medicine Employee Assistance Plan agreement with the University of Rochester Medical Faculty Group and the Department of Psychiatry for the benefits of the UR Medicine EAP.

APPROVAL OF PITTSFORD YOUTH SERVICES AGREEMENT

Supervisor Smith offered the motion for approval of the Pittsford Youth Services Agreement for 2025, seconded by Councilmember Townsend and voted on as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Towns Supervisor be authorized to enter into and sign the proposed Agreement with Pittsford Youth Services for calendar year 2025.

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APPROVAL OF ELDERBERRY EXPRESS, INC. AGREEMENT

Councilmember Havannavar motioned to approve the Elderberry Express, Inc. agreement for 2025, seconded by Deputy Supervisor 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 Town Supervisor be authorized to enter into and sign the proposed 2025 Agreement with Elderberry Express, Inc.

RECREATIONAL MATTERS

DISCUSSION & SUGGESTIONS OF USES FOR COUNTY ARPA FUNDS

The Board heard comments from Robert Greendyke, Jill Lavigne, Brendan Keiser, Holly Glazer, Eram Reynolds, Alyssa McGrath, Nina DeVivo-Schaffer, Emily Ferrante and Peter Bud. Suggestions included additional pickleball courts, outdoor senior fitness spaces, e-gaming trailer, interactive senior and youth programming, a fully accessible playground for all age groups, an outdoor town swimming pool, natural playground space a spray park and a skate park.

Jessie Hollenbeck, Director of Recreation; shared ideas from his department and from the Parks and Recreation Advisory Board. Replacing the outdoor play structures at Kings Bend Park remains a priority for them. The current structure in place is almost 20 years old and this is when items start to fail and need to be removed or replaced. Additionally, the Recreation and Senior programs propose utilizing about \$11,000 of the funding on purchasing upgraded commercial sized kitchen equipment, Bluetooth microphones, and additional foam climbing blocks and soccer nets.

Additional ideas expressed by board members included expansion of summer camp programs and a fully accessible playground area.

Chief of Staff Spencer Bernard noted the advice of Assemblyman Josh Jensen, that legislation pending in the State Legislature that is likely to pass would make available additional funding for accessibility projects, such as playgrounds, after the first of the year. Board members concluded discussion with an understanding that they would like to return to the topic after the first of the year, once it's known that this additional funding would be available. Town staff will also investigate if the APPA funds obtained from the County can be spent in small amounts, allowing for the approximately \$11,000 worth of recreation and senior program could be funded while the rest of the spending is determined.

Supervisor Smith observed that, with respect to the County ARPA funds, the Town has until the end of 2026 to commit to a project or projects for their use.

FINANCE MATTERS

PUBLIC COMMENTS

No comments were submitted.

NOVEMBER 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 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 November vouchers from numbers 168188 - 168646, totaling \$1,341,901.09 were approved for payment.

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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 Deputy Supervisor Taylor, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, 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:

Name	Dept	Position	Rate	Date of Hire
Hunter Drake	Maintenance	Cleaner FT	\$18.10	11/25/2024
Jordyn Bagley	Library	Library Clerk PT	\$18.82	11/25/2024

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
Zachary Memmott	GEO III	Promo	\$24.13	11/18/2024
Michael Murphy	GEO I	Promo	\$30.93	11/18/2024
Timothy Moulton	GEO II	Promo	\$27.32	11/18/2024
Kevin Smith	Sewer Specialist II	Promo	\$26.28	11/25/2024

OTHER BUSINESS

Councilmember Townsend reported she had been forwarded a copy of a letter sent by the NYS Department of Transportation to Assemblymember Jen Lunsford. The letter stated that State DOT will adjust signal timing for the left-hand turn heading north on Clover Street at the intersection with Jefferson Road, due to an 8% increase in volume at the intersection. This would also affect the nearby signals at the Clover Street and Tobey Road intersection and at the YMCA. In the same letter State DOT advised that traffic volume does not warrant traffic calming measures at the intersection of Park Square and Jefferson Road.

Supervisor Smith noted that the Town had not received this letter. He said the Town still awaits State DOT's follow-up to its commitment made in response to the Supervisor's letter of August 16 requesting the signal timing changes at Clover and Jefferson among other requested traffic safety improvements. The Supervisor reported to the Town Board at its October 1 meeting on the DOT's response to the Supervisor's letter, that included its willingness to consider the Town's requested timing signal change and to study need for a traffic signal at the intersection of Mitchell and Jefferson Roads.

Deputy Supervisor Taylor reported that residents have contacted her regarding concrete barriers on Clover St. going over the canal. She rode her bike along this stretch of Clover St and commented that the barriers block the bike lane making riding along the road next to vehicles going at least 45 to 50 mph very unsafe. Commissioner Schenkel commented that the barriers are in place for a planned

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repair and replacement of the guard rails along that section of Clover. The DOT's 3-5 year look-ahead does not show this project in planning yet.

Deputy Supervisor Taylor also noted that the Town library is a finalist for the "Best Library in Monroe County" category of City News's 2024 Best of Rochester readers' poll. If you would like to vote for our library, the link to the poll can be found on both the library and City News Facebook pages. Voting is open through December 13, 2024.

Councilmember Havannavar asked about the potential for short term rental opportunities at the Little Red Schoolhouse on Marsh Rd. Commissioner Schenkel responded it is zoned residential and therefore does not qualify for commercial uses. Further discussion revealed some ambiguity on this point under the current Town Code.

PUBLIC COMMENT

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

Respectfully submitted,

Renee McQuillen
Town Clerk