

Minutes of the Pittsford Town Board for June 18, 2024

**TOWN OF PITTSFORD  
TOWN BOARD  
JUNE 18, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, June 18, 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; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff; Brian Luke, Laura Beeley, Deputy Town Clerk.

**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 ANNOUCEMENTS**

Supervisor Smith mentioned the next Canal Concert, scheduled for this Friday, June 21<sup>st</sup> at 6:30 pm - Steve Grills will be playing.

Town offices will be closed Wednesday, June 19, 2024 for the Juneteenth holiday. Town offices will be closed in celebration of this day.

The Town will cut the ribbon on its new with Bird Harbor and our Pollinator Garden at Great Embankment Park this Saturday, June 22<sup>nd</sup> at 10 am. The Supervisor thanked the members of Color Pittsford Green for their vision in suggesting this idea and for their work, together with Town Parks crews, in clearing the land and planting the garden.

**PUBLIC HEARING FOR PROPOSED LOCAL LAW No. 5 OF 2024: Extending Tax Exemption for Volunteer Fire and Ambulance Workers to the Un-remarried Spouses of Deceased Members**

Supervisor Smith opened the Public Hearing and asked if any member of the public wished to comment, hearing none, the Supervisor closed the hearing.

**PUBLIC HEARING FOR PROPOSED LOCAL LAW #6 OF 2024: Tax Cap Override**

Supervisor Smith opened the Public Hearing and asked if any member of the public wished to comment, hearing none, the Supervisor closed the hearing.

**MINUTES OF THE JUNE 4 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of June 4, 2024, 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 Minutes of the June 4, 2024, Town Board meeting are approved.

## **FINANCE MATTERS**

### **PUBLIC COMMENTS**

No comments were submitted.

### **TOWN COURT FINANCIAL REVIEW FOR 2023**

Supervisor Smith noted that each year the Board must review the Town Court's financial records and its annual audit. The auditor, Bonadio & Co., has reviewed the Justice Court records for 2023 and found everything in order.

A resolution to approve the Town Court Financial Review for 2023 was offered by Supervisor Smith, seconded by Councilmember Townsend, 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 Board acknowledges that the required Justice Court financial review, pursuant to Section 2019-a of the Uniform Justice Court Act, has been conducted and filed with the Town Clerk.

### **ARPA BUDGET AMENDMENT & TRANSFER FOR POLLINATOR SIGNAGE APPROVED**

A resolution to approve the budget amendment was offered 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 carried as follows:

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

That 1.7110.4003.16.39 (General Fund – Parks Projects) be increased by \$1,750 for funding pollinator garden signs at Great Embankment Park.

The source of the funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$1,750. The Finance Director is authorized to amend the budget and make transfers as necessary to facilitate the expenditure of these funds.

### **JUNE 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 June vouchers from numbers 166066 to 166631, totaling \$1,029,543.88 were approved for payment.

## **LEGAL MATTERS**

### **PUBLIC COMMENTS**

No comments were submitted.

### **THE ADOPTION OF PROPOSED LOCAL LAW No. 5 of 2024: Extending Tax Exemption for Volunteer Fire and Ambulance Workers to the Un-remarried Spouses of Deceased Members**

Councilmember Koshykar asked about the cost of Local Law No. 5. Financial Director Brian Luke advised there is no financial impact since in the case of each eligible person the Local Law simply has the effect of continuing a tax exemption already in place.

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Supervisor Smith moved the enactment of Local Law No. 5 of 2024, Extending Tax Exemption for Volunteer Fire and Ambulance Workers to the Un-remarried Spouses of Deceased Members, as set forth in the proposed Adoption Resolution, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

**RESOLVED**, the enactment of Local Law No. 5 of 2024, Extending Tax Exemption for Volunteer Fire and Ambulance Workers to the Un-remarried Spouses of Deceased Members, as set forth in the proposed Adoption Resolution submitted herewith.

WHEREAS, true and correct copies of proposed Local Law No. 5 of 2024: Amending Town Code Chapter 133, Article X, to Extend the Tax Exemption For Volunteer Firefighters and Volunteer Ambulance Workers to the Un-remarried Spouses of their deceased members, were placed upon the desks of all members of the Town Board of the Town Board, New York, more than seven (7) calendar days, exclusive of Sunday, prior to the 18th day of June, 2024; and

WHEREAS, there was duly published in a newspaper previously designated as an official newspaper for publication of public notices, and posted upon the bulletin board maintained by the Town Clerk pursuant to § 30(6) of the Town Law, a notice of public hearing to the effect that the Town Board would hold a public hearing on the 18th day of June, 2024, at 6:00 P.M., Local Time, at the Town Hall, 11 South Main Street, Pittsford, New York, on Local Law No. 5 of 2024; and

WHEREAS, the said public hearing was duly held on the 18th day of June, 2024, at 6:00 P.M., Local Time, at the Town Hall, Pittsford, New York, and all persons present were given an opportunity to be heard, whether speaking in favor of or against the adoption of Local Law No. 5 of 2024; and

WHEREAS, subsequent to the closing of said public hearing, and after all persons interested had been heard, the Town Board considered the adoption of the proposed Local Law No. 5 of 2024; and

WHEREAS, it was the decision of the Town Board that Local Law No. 5 of 2024 should be adopted.

NOW, on a motion duly made and seconded, it was

**RESOLVED**, that Local Law No. 5 of 2024: Amending Town Code Chapter 133, Article X, to Extend the Tax Exemption For Volunteer Firefighters and Volunteer Ambulance Workers to the Un-remarried Spouses of their deceased members, be adopted by the Town Board of the Town of Pittsford, New York, to read as annexed hereto; and it was further

**RESOLVED**, that within twenty (20) days subsequent to the 18th day of June, 2024, there shall be filed with the Secretary of State one certified copy of said Local Law No. 5 of 2024.

### **THE ADOPTION OF PROPOSED LOCAL LAW No. 6 of 2024: Tax Cap Override**

Supervisor Smith noted that the definition of "tax" in the State "Tax Cap" law includes fees paid to the Town for services provided by special districts. Therefore, in order for the Town to continue its existing Refuse Districts and to be able to approve new Refuse Districts slated for a vote next month, the Town must pass a resolution to override the "Tax Cap." He noted that this was necessary last year, for a Town budget that included no tax increase at all, but where the Refuse Districts alone pushed the Town over the limit. He noted further that unless and until the State corrects this anomaly in the "tax cap" law, the Town will need to pass this resolution every year if it wishes to continue the Refuse Districts.

Councilmember Havannavar moved the enactment of Local Law No. 6 of 2024, Tax Cap Override, as

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set forth in the proposed Adoption Resolution, 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**, the enactment of Local Law No. 6 of 2024, Tax Cap Override, as set forth in the proposed Adoption Resolution submitted herewith.

WHEREAS, true and correct copies of proposed Local Law No. 6 of 2024: Real Property Tax Levy for 2025 in excess of Tax Levy Limit, were delivered to all members of the Town Board of the Town Board, New York, more than seven (7) calendar days, exclusive of Sunday, prior to the 18th day of June, 2024; and

WHEREAS, there was duly published in a newspaper previously designated as an official newspaper for publication of public notices, and posted upon the bulletin board maintained by the Town Clerk pursuant to §40(6) of the Town Law, a notice of public hearing to the effect that the Town Board would hold a public hearing on the 18th day of June, 2024, at 6:00 P.M., Local Time, on said Local Law No.6 of 2024; and

WHEREAS, the said public hearing was duly opened on the 18th day of June, 2024, at 6:00 P.M., Local Time, and all persons present were given an opportunity to be heard, whether speaking in favor of or against the adoption of said Local Law No. 6 of 2024; and

WHEREAS, subsequent to the closing of said public hearing, and after all persons interested had been heard, the Town Board considered the adoption of said Local Law No. 6 of 2024; and

WHEREAS, it was the decision of the Town Board that said Local Law No. 6 of 2024 should be adopted.

NOW, on a motion duly made and seconded, it was

**RESOLVED**, that Local Law No. 6 of 2024: Real Property Tax Levy for 2025 in excess of Tax Levy Limit, be adopted by the Town Board of the Town of Pittsford, New York, to read as annexed hereto; and it was further

**RESOLVED**, that within twenty (20) days subsequent to the 18th day of June, 2024, there shall be filed with the Secretary of State one certified copy of said Local Law No. 6 of 2024.

### **19 SOUTH MAIN STREET PARKING LOT LEASE EXTENSION**

The Resolution was offered by Councilmember Townsend, seconded by Deputy Supervisor Taylor and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was passed as follows:

**RESOLVED**, that the Town Board of the Town of Pittsford authorizes the Supervisor to enter into a 5-year Extension of the Intermunicipal Agreement with 19 Main Street, LLC, for use of the old "Burdett's Farm Market" located at 19 South Main Street as a municipal lot.

Supervisor Smith then moved to approve the notice to the public as written, the motion seconded by Councilmember Townsend and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was passed as follows:

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**RESOLVED**, that this resolution is subject to permissive referendum, and the Town Clerk is directed to post and publish the required notice of such permissive referendum.

**17 CODDINGTON GROVE – APPROVAL OF EASEMENT ENCROACHMENT:**

A resolution to approve the proposed install of a 6-foot-high decorative vinyl privacy fence and some sidewalk paver stones partially within the Combined Storm and Sanitary Sewer Easement that runs along the southerly boundary line of the property was offered by Supervisor Smith, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

**RESOLVED**, that the Town Board of the Town of Pittsford authorizes the proposed install of a 6-foot high decorative vinyl privacy fence and some sidewalk paver stones partially within the Combined Storm and Sanitary Sewer Easement that runs along the southerly boundary line of the property.

**OPERATIONAL MATTERS**

**PUBLIC COMMENTS**

No comments were submitted.

**REPORT BY THE COMMISSIONER OF PUBLIC WORKS: 2024 ROADS PROGRAM & PROJECTS**

Commissioner Paul Schenkel gave a report that detailed the 2024 Road work program and other projects each of the public works departments is doing for the year 2024.

**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 Havannavar, 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:

<b>Name</b>	<b>Dept</b>	<b>Position</b>	<b>Rate</b>	<b>Date of Hire</b>
Sarah Steeley	Recreation	Recreation Assistant	\$16.00	06/09/2024
Tyler VanPutte	Parks	Laborer - Seasonal	\$18.10	06/10/2024
Zachary Lieber	Highway	Laborer – Seasonal	\$18.10	06/17/2024
Kseniya Popov-Huang	Library	Library Aide PT	\$17.14	06/19/2024
Gabriella Cibella	Library	Library Aide PT	\$17.14	06/19/2024
Justin Aungst	Library	Library Clerk PT	\$18.82	06/20/2024
Julia Hunt	Recreation	Recreation Assistant	\$15.00	06/20/2024
Theo Schwartz	Recreation	Recreation Assistant	\$16.00	06/20/2024
Ryan Munzinger	Recreation	Recreation Assistant	\$16.00	06/20/2024
Riley Vinci	Recreation	Recreation Assistant	\$15.00	06/20/2024
Jessie Powers	Recreation	Recreation Assistant	\$15.00	06/20/2024

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

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

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Rate</b>	<b>Effective Date</b>
Trisha Thakkar	Recreation	Rehire	\$16.00	06/09/2024
Craig Blake	Laborer-Parks	Trans to FT	\$20.50	06/17/2024
Lila VanHouten	Library Aide PT	Add'l Pos	\$17.14	06/19/2024
Jonah Khishchenko	Recreation Assistant	Rehire	\$16.00	06/20/2024
Luke DesRosiers	Recreation Assistant	Group Lead	\$16.00	06/20/2024
Nicholas Brand	Recreation Assistant	Group Lead	\$16.00	06/20/2024

### **OTHER BUSINESS**

Supervisor Smith thanked ASL interpreter Katie Witfield for providing ASL interpretation for the meeting.

Supervisor Smith noted the need to commit the remaining ARPA funds before the end of the year. If not done by that time, the Town will lose the remaining funds. Councilmember Townsend suggested the Board review a list of proposed projects to be paid from remaining ARPA funds at an upcoming board meeting.

Councilmember Havannavar inquired about designated fishing spots in Town of Pittsford. The Town of Pittsford does not have specifically designated venues for fishing.

Deputy Supervisor Taylor congratulated graduating seniors, encouraging them to do great things and make good choices.

### **PUBLIC COMMENT**

No comments were submitted.

With no further business, the meeting adjourned at 7:00 P.M.

Respectfully submitted,

Laura Beeley  
Deputy Town Clerk