

Minutes of the Pittsford Town Board for May 21, 2024

**TOWN OF PITTSFORD  
TOWN BOARD  
MAY 21, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, May 21, 2024, at 6:00 P.M. local time in the Lower-Level Meeting Room of Town Hall, 11 South Main Street, in person.

**PRESENT:** Councilmembers Naveen Havannavar, Cathy Koshykar, and Kim Taylor.

**ABSENT:** Supervisor William A. Smith, Jr., and Councilmember Stephanie Townsend.

**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:** Ten members of the public along with an interpreter attended.

Deputy Supervisor Taylor called the Town Board meeting to order at 6:00 P.M. and invited all to join in the Pledge to Flag.

**SUPERVISORS ANNOUCEMENTS**

Paddle and Pour is this Saturday, May 25 from noon to 10:00 P.M. on the North Main Street bridge. There will be lots of family fun including a craft beer and wine, live music all day and an artists' and artisans' marketplace. The event also coincides with the Pittsford Crew Regatta.

The Town's Memorial Day parade will be at 10:00 A.M. Monday, May 27 and will follow the traditional route from Sutherland High School, along Jefferson Rd. and then down Main St to the Pittsford Cemetery for Remembrance Ceremony to immediately follow.

**MINUTES OF THE MAY 7 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of May 7, 2024, was offered by Councilmember Koshykar, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor. Nays: None. Absent: Townsend and Smith.

The Resolution was declared carried as follows:

**RESOLVED**, that the Minutes of the May 7, 2024, Town Board meeting are approved.

**FINANCE MATTERS**

**PUBLIC COMMENTS**

No comments were given.

**BUDGET AMENDMENT APPROVED**

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

The Resolution was declared carried as follows:

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

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That 1.5182.4202.1.4 (General Fund – Street Lighting) be increased by \$9,000.00 for LED street light conversion.

The source of the funds will be American Rescue Plan Act (ARPA) Federal Aid totaling \$9,000.00. The Finance Director is authorized to amend the budget and make transfers as necessary to facilitate the expenditure of these funds.

### **EQUIPMENT SURPLUS APPROVAL**

A resolution to declare certain items as surplus was offered by Councilmember Koshykar, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor. Nays: None. Absent: Townsend and Smith.

The Resolution was declared carried as follows:

**Be it resolved, that the attached list of equipment be declared surplus and be removed from the Town's inventory.**

Asset #	Description	Department	Cost	Status
18416	POLORTEK PLUS A/C MACHINE	Highway	\$ 6,847.00	Disposed
11979	EAGER BEAVER 20T TRAILER #498	Highway	\$ 11,497.00	Auction
17162	RIDGID HAND DRILL	Highway	\$ 499.01	Disposed
14335	CAM TRAILER #497	Highway	\$ 2,489.00	Auction
16147	RADIATOR PRESSURE TESTER	Highway	\$ 150.00	Disposed

### **MAY VOUCHERS APPROVED**

Councilmember Havannavar disclosed that he is employed by one of the Town's vendors, Paychex, and queried whether he should recuse himself from voting on the Paychex voucher. Town Attorney Koegel advised him that insofar that his remuneration by Paychex will not be directly affected as a result of Paychex's work for the Town and his duties of employment with Paychex do not directly involve the procurement, preparation, or performance of any part of Paychex's work for the Town, that he does not have a prohibited conflict of interest under General Municipal Law §802 and Pittsford Town Code § 7-17, and that he should vote on this and future Paychex vouchers.

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. Nays: None. Absent: Townsend and Smith.

The Resolution was declared carried as follows:

**RESOLVED**, that the May vouchers from numbers 165723 to 166065, totaling \$836,743.00 were approved for payment.

### **PERSONNEL 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 Koshykar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor. Nays: None. Absent: Townsend and Smith.

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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>
Norman Williams	Highway	Laborer – Seasonal	\$18.10	05/08/2024
Owen Webster	Sewer	Laborer – Seasonal	\$18.10	05/14/2024
Ryan Burchett	Highway	Laborer – Seasonal	\$18.10	05/15/2024
Griffin Storrer	Highway	Laborer – Seasonal	\$18.10	05/16/2024
Samantha Huang	Library	Library Clerk PT	\$18.82	05/28/2024

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.

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Rate</b>	<b>Effective Date</b>
Hayley Achim	Laborer-Seasonal Parks	Rehire	\$18.35	04/01/2024
Sonny Nguyen	Laborer-Seasonal Parks	Rehire	\$18.85	04/01/2024
Samuel DiGiacomo	Laborer-Seasonal Hwy	Rehire	\$18.35	05/13/2024
Trey Wallman	Laborer-Seasonal Sewer	Rehire	\$18.35	05/13/2024

### **OTHER BUSINESS**

Councilmember Havannavar reminded those in attendance that today is the day for school board elections and the school budget vote.

### **PUBLIC COMMENT**

A comment from G. Albanese was read.

With no further business, the meeting adjourned at 6:13 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk