

Minutes of the Town Board for December 28, 2023

**TOWN OF PITTSFORD  
TOWN BOARD  
DECEMBER 28, 2023**

Proceedings of a special meeting of the Pittsford Town Board held on Wednesday, December 28, 2023, at 10:02 A.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 Cathy Koshykar and Kim Taylor.

**ABSENT:** Councilmembers Katherine B. Munzinger and Stephanie M. Townsend.

**ALSO PRESENT:** Staff Members: Jessie Hollenbeck, Director of Recreation; Paul J. Schenkel, Commissioner of Public Works; Brian Luke, Finance Director; Robert Koegel, Town Attorney; Laura Beeley, Deputy Town Clerk; Spencer Bernard, Chief of Staff

**ATTENDANCE:** One member of the public was in attendance.

Supervisor Smith called the Town Board meeting to order at 10:02 A.M. and led everyone in the Pledge to Flag.

Supervisor Smith alerted everyone that there is a dense fog advisory.

**FINANCIAL MATTERS**

**PUBLIC COMMENTS**

No comments were offered.

**GENERAL RESERVE APPROPRIATION FOR 2024 APPROVED**

A resolution to approve the appropriation of \$350,000.00 from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the FY2024 was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor, and Smith. Nays: none. Absent: Munzinger and Townsend

The Resolution was declared carried as follows:

**RESOLVED**, that \$350,000.00 be appropriated from the General Reserve Fund and transferred to the General Fund to offset the cost of capital purchases scheduled for the fiscal year 2024.

**Be it further resolved** that this resolution is subject to permissive referendum.

**SEWER RESERVE APPROPRIATION FOR 2024 APPROVED**

A resolution to approve the appropriation of \$100,000.00 from the Sewer Reserve Fund and transferred to the Sewer Fund per the 2024 Budget was offered by Councilmember Taylor, seconded by Councilmember Koshykar and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend

The Resolution was declared carried as follows:

## Minutes of the Town Board for December 28, 2023

**RESOLVED**, that \$100,000.00 be appropriated from the Sewer Reserve Fund and transferred to the Sewer Fund for fiscal year 2024. Be it further resolved that this resolution is subject to permissive referendum.

**Be it further resolved** that this resolution is subject to permissive referendum.

### **DECEMBER TRANSFERS APPROVED**

A resolution to approve the necessary end of the year transfers was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend

The Resolution was declared carried as follows:

RESOLVED, that the transfers are approved as follows:

#### **Be it resolved that the following are approved:**

That \$1,001.00 be transferred from 1.1989.2025.2.7 (Whole Town General – Fleet) to the Whole Town Equipment Capital Reserve.

That \$350.00 be transferred from 1.1989.2029.1.1 (Whole Town General – Fleet) to the Whole Town Equipment Capital Reserve.

That \$102,928.00 be transferred from 1.1990.4000.1.1 (Whole Town General – Contingency) to the Whole Town Equipment Capital Reserve.

That \$23,540.00 be transferred from 1.9950.9000.1.1 (Whole Town General – Transfer to Capital) to the Whole Town Equipment Capital Reserve.

That \$100,000.00 be transferred from 1.9060.8000.1.1 (Whole Town General – Medical) to the Whole Town Equipment Capital Reserve.

That \$96,148.00 be transferred from 4.1989.2003.2.4 (Whole Town Highway – Fleet) to the Whole Town Equipment Capital Reserve.

That \$9,343.00 be transferred from 1.1989.2001.3.2 (Whole Town General – I.T. Replacement) to the Whole Town Office Equipment Capital Reserve.

That \$1,705.00 be transferred from 2.1989.2003.602.4 (Part Town General – Fleet) to the Part Town Equipment Capital Reserve.

That \$44,000.00 be transferred from 2.1990.4000.1.1 (Part Town General – Contingency) to the Part Town Equipment Capital Reserve.

That \$17,500.00 be transferred from 2.9010.8000.1.1 (Part Town General – Retirement) to the Part Town Equipment Capital Reserve.

That \$6,000.00 be transferred from 2.9040.8000.1.1 (Part Town General – Workers Comp) to the Part Town Equipment Capital Reserve.

That \$29,750.00 be transferred from 5.9010.8000.55.4 (Part Town Highway – Retirement) to the Part Town Equipment Capital Reserve.

Minutes of the Town Board for December 28, 2023

That \$8,062.00 be transferred from 6.1989.2029.2.6 (Sewer – Fleet) to the Sewer Equipment Capital Reserve.

That \$100,000.00 be transferred from 6.9950.9000.0001.0006 (Sewer – Transfer to Capital) to the Sewer Equipment Capital Reserve.

**DECEMBER SURPLUS INVENTORY APPROVED**

A resolution to approve the proposed surplus inventory was offered by Supervisor Smith, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend.

The Resolution was declared carried as follows:

**RESOLVED**, that the attached list of inventory be declared surplus and be removed from the Town’s inventory.

Asset #	Description	Department	Cost	Disposition
15887	Mobile Island Display	Library	\$ 1,595.00	Disposed

**FIRST TOWN BOARD MEETING DATE OF 2024 AMENDED**

A motion to amend the date and time for the first Town Board meeting of 2024 to Thursday, January 4, 2024, at 5:45 PM was offered by Supervisor Smith, seconded by Councilmember Koshykar, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend

The Motion was passed was declared carried as follows:

**RESOLVED**, to amend the date and time for the first Town Board meeting of 2024 to Thursday, January 4, 2024, at 5:45 PM.

**DECEMBER VOUCHERS APPROVED**

A resolution to approve the proposed vouchers was offered by Councilmember Taylor, seconded by Councilmember Koshykar, and voted on by members as follows: Ayes: Koshykar, Taylor and Smith. Nays: none. Absent: Munzinger and Townsend

The Resolution was declared carried as follows:

**RESOLVED**, that the December 2023 vouchers No. 164237 - 164295 in the amount of \$ 83,790.18 are approved for payment.

**PUBLIC COMMENTS**

Michael Slade offered a comment.

With no further business, the meeting adjourned at 10:12 A.M.

Respectfully submitted,

Laura Beeley  
Deputy Town Clerk