

Minutes of the Pittsford Town Board for July 2, 2024

**TOWN OF PITTSFORD  
TOWN BOARD  
JULY 2, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, July 2, 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: Brian Luke, Finance Director; 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:** Seven 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.

**SUPERVISOR'S ANNOUNCEMENTS**

There is no Cana side concert this Friday evening, due to the holiday weekend.

A happy and safe Independence Day to all.

The next Zoning Code Update meeting is scheduled for Tuesday, July 9, 2024 at 6:00 P.M. in the basement meeting room of Town Hall.

**MINUTES OF THE JUNE 18 MEETING APPROVED**

A Resolution to approve the minutes of the Town Board meeting of June 18, 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 18, 2024, Town Board meeting are approved.

**FINANCE MATTERS**

**PUBLIC COMMENTS**

No comments were submitted.

**BUDGET AMENDMENT APPROVED**

A resolution to approve the budget amendment 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 declared carried as follows:

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

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That \$4,450.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.19 (General Fund – Kings Bend Park Improvements) for four new appliances at Kings Bend Park per the 2024 budget.

That \$2,322.00 be transferred from 1.9950.9000.1.1 (General Fund – Capital Improvements) to 1.2620.2007.10.1 (General Fund – Town Hall Improvements) for a heat pump at Town Hall per the 2024 budget.

**OPERATIONAL MATTERS**

**PUBLIC COMMENTS**

No comments were submitted.

**POTENTIAL ARPA FUNDING PROJECTS**

Following a presentation by the Chief of Staff, the Board discussed potential projects for the Town’s remaining ARPA funds, in the amount of \$347,841. Any ARPA funds not committed by the end of the year will be forfeited. Board members approved the following projects and asked for appropriate resolutions to be prepared for a vote at the next Town Board meeting.

- State Street median near Wood Creek Drive
- Fairport Road sidewalk connection from Alpine Dr to signalized crosswalk
- Full milling and repaving of Turtle Creek
- Engineering for Tobey Road Sidewalk
- Purchase of four additional mounted speed radars

**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 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 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
Kalieggh Adams	Library	Library Aide PT	\$17.14	07/08/2024
Joseph Battaglia	Recreation	CC Supv- Front Desk	\$17.13	07/08/2024
Worni Vimika	Recreation	Recreation Assistant	\$15.00	07/08/2024

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
Sopia Sheehan	Rec Asst Site Supv	Add'l Positon	\$17.13	06/24/2027
Katherine Vicks	Rec Asst	Rehire	\$15.00	06/27/2024
William Beeley	Sewer Spec II	Promotion	\$26.28	07/01/2024

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Elsa Guenther      Clk to Town Justice      Temporary      \$37.00      07/08/2024

**OTHER BUSINESS**

The Commissioner of Public Works shared details of the Town's response to the recent sewer leak that affected a creek running behind houses in the Long Meadow neighborhood, mostly on West Brook Road. Supervisor Smith and all members of the Town Board commended the Town's Sewer Department for their response and diligent work to remedy the situation.

**PUBLIC COMMENT**

Comments were offered by David McCamant, Stephanie Pagano, and Christine Hinkle.

With no further business, the meeting adjourned at 7:43 P.M.

Respectfully submitted,

Renee McQuillen  
Town Clerk