

Minutes of the Pittsford Town Board for August 20, 2024

**TOWN OF PITTSFORD
TOWN BOARD
AUGUST 20, 2024**

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, August 20, 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: Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Kelly Eldred, Assistant to the Supervisor; April Zurowski, Planning Assistant; Shelley O'Brien, Communications Director; Spencer Bernard, Chief of Staff.

ATTENDANCE: Six 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

The last Family Movie Night of the summer is this Thursday. Wonka will be shown, and the movie will begin at dusk.

This Friday marks the final concert of the Summer Concert Series at the Port of Pittsford. Concert will start at 6:30 at the Port of Pittsford.

Happy Labor Day!

**PUBLIC HEARING FOR SEWER DISTRICT EXTENSION JHSD-161 ON MENDON CENTER RD
(GEOCA SUBDIVISION)**

Supervisor Smith opened the public hearing asking for public comment. Hearing none, the hearing was declared closed.

PUBLIC HEARING FOR COVENTRY RIDGE PARK DISTRICT

Supervisor Smith opened the public hearing asking for public comment. Hearing none, the hearing was declared closed.

PUBLIC HEARING FOR WILSHIRE HILL PARK DISTRICT

Supervisor Smith opened the public hearing asking for public comment. Hearing none, the hearing was declared closed.

MINUTES OF THE JULY 16 AND AUGUST 6 MEETINGS APPROVED

A Resolution to approve the minutes of the Town Board meeting of July 16, 2024, was offered by Councilmember Havannavar, 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 Minutes of the July 16 and August 6, 2024, Town Board meetings are approved.

FINANCE MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPOINT DEPUTY TAX RECEIVER AT CANANDAIGUA NATIONAL BANK FOR 2024-2025 TAX COLLECTION

Supervisor Smith moved the resolution to permit Canandaigua National Bank and Trust to continue to collect taxes on the Town's behalf and deposit them directly into the Town's Tax Account, by appointing Leigha Pitt, Service Manager at the Pittsford Branch of Canandaigua National Bank and Trust, as a Deputy Receiver of Taxes. Deputy Supervisor Taylor seconded. Members voted as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that Leigha Pitt, Service Manager at the Pittsford Branch of Canandaigua National Bank and Trust is appointed Deputy Receiver of Taxes for the Town of Pittsford for 2024-2025 and is authorized to collect the 2024-2025 School Taxes and the 2025 Town and County Taxes during the interest-free collection periods.

AUGUST 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 August vouchers from numbers 166974 - 167481, totaling \$1,709,674.02 were approved for payment.

LEGAL MATTERS

PUBLIC COMMENTS

No comments were submitted.

APPROVAL OF SEWER DISTRICT EXTENSION JHSD-161 ON MENDON CENTER RD (GEOCA SUBDIVISION)

On motion from Supervisor Smith, second 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:

WHEREAS, Petitions, signed by the all the owners of the taxable real property within the Sewer District "Extension JHSD-161," have been presented to the Town Board of Pittsford, Monroe County, New York; and

WHEREAS, an Order was duly adopted by the Town Board on the 6th day of August, 2024, for the hearing of all persons interested in the matter to be held on the 20th day of August, 2024, at 6:00 o'clock P.M., Local Time, at the Pittsford Town Hall, 11 South Main Street, Town of Pittsford, New York; and

WHEREAS, due proof of publication and posting of the said Order has been duly filed with the Clerk of the said Town Board; and

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WHEREAS, the hearing required by the said Order has been duly held, and it appears from the said Petitions that the proposed Extension to the District does not require any expenditure of money for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

WHEREAS, the Planning Board of the Town of Pittsford as part of the subdivision review and approval process granted a negative SEQRA determination on March 25, 2024; and no further environmental review is required by the Town Board; and

WHEREAS, the permission of the Comptroller of the State of New York is not required for the Extension to the District;

NOW, ON MOTION duly made and seconded, it is unanimously

RESOLVED AND ORDERED, that

- (a) The Petitions are signed and acknowledged or approved as required by law and are otherwise sufficient;
- (b) The property and the property owners within the Extension to the District are benefited thereby;
- (c) The property and the property owners benefited are included within the limits of the Extension to the District;
- (d) The expenses of Maintenance of the Extension to the District are to be paid by the property owners annually on a benefit basis; and
- (e) It is in the public interest to grant in whole the relief sought; and it is further

RESOLVED AND ORDERED, that Extension "JHSD-161" to the Pittsford Sewer District, be and the same hereby is created, and that the affected properties are set forth in "Schedule A," and the boundaries of the Extension, as hereby created, are as set forth in "Exhibit 1" annexed hereto, and it is further

RESOLVED AND ORDERED, that all improvements to the sewer system required for the Extension will be constructed or caused to be constructed by the Developer of the Geoca Subdivision; and it is further

RESOLVED AND ORDERED, that the Town Clerk is hereby directed to record in the Monroe County Clerk's Office and file with the New York state Office of Audit and Control certified copies of the within Resolution, as required by law.

APPROVAL OF COVENTRY RIDGE PARK DISTRICT

Deputy Supervisor Taylor moved, followed by a second from 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:

WHEREAS, Petitions having been duly presented to the Town Board of the Town of Pittsford, Monroe County, New York, together with the necessary maps and information which requests the establishment of the "Coventry Ridge Park District"; and

WHEREAS, the Town Assessor has submitted a Certificate, in writing, verifying that the aforesaid Petitions were signed by the required percentage of owners within the proposed District; and

WHEREAS, an Order was duly adopted by the Town Board on the 6th day of August 2024, for the hearing of all persons interested in the matter to be held on the 20th day of August 2024, at 6:00 o'clock P.M., Local Time, at the Town Hall, 11 South Main Street, Town of Pittsford, New York; and

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WHEREAS, due proof of publication and posting of the said Notice has been duly filed with the Clerk of the said Town Board; and

WHEREAS, the hearing required by the said Order has been duly held, and it appears from the said Petition that the creation of the Park District does not require any expenditure of money for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

WHEREAS, the permission of the Comptroller of the State of New York is not required for the creation of the District;

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that

- (a) The Petition is signed and acknowledged or approved as required by law and is otherwise sufficient;
- (b) All the property and property owners within the District are benefited thereby;
- (c) All the property and property owners benefited are included within the limits of the District;
- (d) The expenses of Maintenance of the District are to be paid by the property owners annually on an ad valorem basis; and
- (e) It is in the public interest to grant in whole the relief sought; and it is further

RESOLVED AND ORDERED, that the "Coventry Ridge Park District", be and the same hereby is created, and that the boundaries of the Park District and included properties, as hereby created, are as set forth in "Schedule A" annexed hereto, with the maintenance of such Park District, to be in accordance with the Maintenance Schedule annexed hereto as "Schedule B"; and it is further

APPROVAL OF WILSHIRE HILL PARK DISTRICT

On motion from Supervisor Smith, second by Deputy Supervisor and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, Petitions having been duly presented to the Town Board of the Town of Pittsford, Monroe County, New York, together with the necessary maps and information which requests the establishment of the "Coventry Ridge Park District"; and

WHEREAS, the Town Assessor has submitted a Certificate, in writing, verifying that the aforesaid Petitions were signed by the required percentage of owners within the proposed District; and

WHEREAS, an Order was duly adopted by the Town Board on the 6th day of August 2024, for the hearing of all persons interested in the matter to be held on the 20th day of August 2024, at 6:00 o'clock P.M., Local Time, at the Town Hall, 11 South Main Street, Town of Pittsford, New York; and

WHEREAS, due proof of publication and posting of the said Notice has been duly filed with the Clerk of the said Town Board; and

WHEREAS, the hearing required by the said Order has been duly held, and it appears from the said Petition that the creation of the Park District does not require any expenditure of money for the construction or acquisition of the improvement therein, and does not require the financing of the cost thereof by the issuance of any bonds, notes, certificates of any indebtedness of said Town; and

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WHEREAS, the permission of the Comptroller of the State of New York is not required for the creation of the District;

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that

- (a) The Petition is signed and acknowledged or approved as required by law and is otherwise sufficient;
- (b) All the property and property owners within the District are benefited thereby;
- (c) All the property and property owners benefited are included within the limits of the District;
- (d) The expenses of Maintenance of the District are to be paid by the property owners annually on an ad valorem basis; and
- (e) It is in the public interest to grant in whole the relief sought; and it is further

RESOLVED AND ORDERED, that the "Coventry Ridge Park District", be and the same hereby is created, and that the boundaries of the Park District and included properties, as hereby created, are as set forth in "Schedule A" annexed hereto, with the maintenance of such Park District, to be in accordance with the Maintenance Schedule annexed hereto as "Schedule B"; and it is further

OPERATIONAL MATTERS

PUBLIC COMMENTS

Ellen Henry commented.

REVIEW AND APPROVAL OF CLIMATE ACTION PLAN – MUNICIPAL OPERATIONS

Councilmember Townsend presented the Climate Action Plan for Municipal Operations to board members and the public. She highlighted this plan outlines what the Town of Pittsford directly can do within its operations to meet the NYS Climate Leadership and Community Protection Act goals. The board thanked the Environmental Board members, community environmental organizations and the public for their engagement in these processes. Additional thanks to staff member April Zurowski for her many hours of work coordinating the plan.

Supervisor Smith made the motion to approve the Climate Action Plan for Municipal Operations, 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 adopt the Town of Pittsford 2024 Climate Action Plan for Municipal Operations in the form submitted herewith.

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

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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:

Name	Dept	Position	Rate	Date of Hire
Anna Piazza	DPW	Sec to DPW	\$24.00	09/04/2024

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
Meghan Hall	Summer Fun	Group Leader	\$16.00	08/12/2024
Dina Isgro	Dep Rec of Taxes	Replacement	\$30.10	08/26/2024

OTHER BUSINESS

Supervisor Smith shared with board members that Verizon has approached the Town about erecting a cell site in the library parking lot. There will need to be additional discussions with Canandaigua National Bank as they share in ownership of the lot. He will keep the board members advised of the conversations as they progress.

Councilmember Townsend expressed she has been hearing of frustration from residents regarding code enforcement measures. Chief of Staff Bernard explained that the department currently has three full-time employees and one open part-time position the Supervisor has directed them to make full time. Summertime sees an increase in code enforcement calls and staff is working diligently to respond in a timely manner.

Deputy Supervisor Taylor inquired about the possibility of better marking for the trolley path that exits out into the turn lane of Marsh Rd. at Pittsford Palmyra Rd. Commissioner Schenkel remarked crews will continue the mowing and vegetation removal to assist with visibility and trail signage can be added alerting users to the road ahead. In addition, he will reach out to Monroe County about the possibility of adding signage on Marsh Rd. itself.

PUBLIC COMMENT

No comments were made.

With no further business, the meeting adjourned at 6:37 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk